



2026-27

STUDENT HANDBOOK

Hornet Handbook '26-'27

The Hornet student handbook is published annually. While every effort is made to provide accurate and correct information at the time of publication the University of Lynchburg reserves the right to change policies, procedures, resources, calendar dates, fees and any statements in *The Hornet* at any time.

If the University of Lynchburg amends the Honor and Student Conduct Codes and Regulations during the period when this 2026-27 edition of *The Hornet* is effective, the amendment will be announced on the [student handbook webpage](#).

The amendment will become effective 15 days after such announcement unless the University deems that circumstances warrant immediate implementation, such as a change in law impacting University policy, a medical or public health issue, or any other urgent situation.

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Welcome Message

To the Students of the University of Lynchburg:

Welcome to the University of Lynchburg. You've joined a community dedicated to helping you become an independent thinker, an effective leader, and a person of character. The next few years will be full of opportunities, challenges, and discoveries. I hope you'll meet all of them with curiosity and courage, including trying to find your classes in the first week (Don't worry we've all wandered around looking for a room in a building or two).

You've chosen a university where students come first. At Lynchburg, professors know your name, mentors invest in your success, and staff are committed to helping you thrive. You are not just another student here. You are a valued member of a community that believes in your potential and wants to help you discover it.

In the classroom, you'll be challenged by faculty who are passionate teachers, scholars, and mentors. You'll have chances to conduct research with your faculty, partner with local organizations on real projects, and build the problem-solving skills you'll need to lead in a changing world.

Just as much learning happens beyond the classroom. Through student organizations, athletics, residential experience, service, outdoor leadership, internships, and global experiences, you'll discover how to lead with integrity, compassion, and purpose. And you will learn a lot about yourself during this time. Some of it in class. Some of it at 11 p.m. over snacks with your new best friends.

Most importantly, you will build relationships here that last a lifetime. The friends you make and the mentors who guide you on your academic journey will be part of your life long after graduation. Those connections are the heart of what makes Lynchburg special.

So as you begin, my advice is simple: ask questions. Say yes to new experiences. Embrace the hard things because that's where growth happens. And call home occasionally. Your family misses you already.

I'm so glad you're here, and I look forward to seeing you on the Dell.

Go Hornets!

Sally Selden

President

Our Mission, Vision, and Values

Mission:

To inspire independent thinkers to become trustworthy, effective leaders who shape caring communities.

Vision:

To cultivate a world that is innovative, authentic, and inclusive.

Daily Goal:

To create an undeniably life-changing experience for students from their first encounter with the University until the moment they become proud Lynchburg alumni.

Values:

In keeping with the traditions of the University of Lynchburg and consistent with our relationship with the Christian Church (Disciples of Christ), the University affirms its commitment to a set of core values that inform the work of the University, ensuring that our planning and programs embody principles that help us offer educational experiences of the highest quality.

The University holds a set of core values that guide its work and ensure that its planning and programs embody principles that enable it to provide top-notch educational experiences to its students. These values, which are rooted in the traditions of the University of Lynchburg and aligned with its relationship with the Christian Church (Disciples of Christ), serve as a guiding force in preparing students for a dynamic and evolving world.

- Academic Rigor – We meet high standards of academic excellence and intellectual honesty, maintaining a commitment to open inquiry.
- Belonging – We cultivate environments where everyone feels welcome, valued, and appreciated.
- Connection – We build and maintain meaningful relationships, valuing the contributions and perspectives of everyone. We also find and foster our passion, purpose, and sense of place.
- Curiosity – We maintain a desire for learning and exploration by asking questions and seeking out new experiences and knowledge.
- Excellence – We strive for the highest standards of performance and quality in all aspects of life through continuous personal growth and a firm commitment to fairness, honesty, and principle.
- Service – We contribute to the well-being of others by engaging in selfless acts of kindness and generosity, using our skills and resources to make a positive impact on the world.

Traditions

The University of Lynchburg has many rich traditions that help make life at Lynchburg unique and enjoyable. These traditions mark important passages or changes in our lives, help us come together as a campus community, and maintain connections with the past, giving us a sense of history and of building on a solid and meaningful foundation. Lynchburg's traditions embrace the entire campus community: students, faculty, staff, and alumni.

Below are some of the many University of Lynchburg traditions. While some are formal and others are not, these traditions represent service, community, friendship, leadership, and involvement — values we hold in the highest regard.

- **Academic Awards Ceremony** – A dinner is sponsored at the end of each academic year to honor students receiving awards from academic programs and schools. The Sommerville Scholar speaks.
- **Baccalaureate and the Candlelight Ceremony** – These special services for graduating students are held the evening before undergraduate Commencement.
- **Challenge Coin** – At Commencement, each student graduating from the Doctor of Medical Science program is issued a special coin symbolizing leadership and advancement. This tradition, appropriate for leaders in health care, was established by Shepard Stone '18 DMSc, a member of the University's first cohort of the Doctor of Medical Science program.
- **Commencement** – Graduation ceremonies include music, procession, speakers, and granting of degrees to the year's graduates.
- **Convocation** – Each fall semester starts with a special convocation commemorating the beginning of college life for new undergraduate students and a return to college life at the University of Lynchburg for returning undergraduate students. Faculty wear their academic regalia, and the University president, deans, Student Government Association president, and chair(s) of the Student Judicial Board address new students.
- **Crabfest** – During the weekend before classes end in May, students, faculty, and staff enjoy a feast of crab legs, music, games, and community.
- **Doggies in the Dell** – This event happens once a semester and encourages faculty and staff to bring their dogs to campus to engage with all students. This is a wonderful opportunity for canine cuddles and fresh air!
- **Finals Blowout/Dellchella** – At the end of the fall and spring semesters, the Student Activities Board hosts a celebration with games, food, prizes, and fun.
- **Founders Week** - Founders Week is when the campus commemorates the roots of our institution, the Virginia Christian College, founded by Josephus and Sarah Hopwood in 1903, and celebrates the developments that have transformed it into today's University of Lynchburg. This week includes GiveDay, Student Scholar Showcase, Academic Awards, and Westover Weekend.
- **Fridays on the Dell** - Every Friday afternoon in September and April we celebrate the warm weather by creating space to connect on campus. Lawn games, music, food, and more are set out in prominent campus locations to welcome in the weekend with fun!

- **Friendship Circle** - Friendship Circle is the heart of campus. It stands between Snidow Chapel and Hopwood Hall, representing the intersection between faith and reason, two of our University's guiding principles. The circle also contains a seal honoring the Virginia Center for Inclusive Communities and the first Virginia chapter of the National Conference for Christians and Jews, founded in 1935 at University of Lynchburg.
- **Homecoming and Family Weekend** – A combining of two traditions, Family Weekend offers cultural and social activities for parents, families, and the University community during October in coordination with Homecoming Weekend, where alumni join the campus community for special events including athletics, class reunions, presentation of alumni awards, and entertainment activities.
- **Hooding Ceremonies** – In preparation to receive their advanced degrees during Commencement, graduate students in designated programs participate in hooding ceremonies. This meaningful recognition of their accomplishments allows family and friends to celebrate the hard work and success of the graduate students.
- **Hornet Days** - Held each August, prior to the start of fall classes, this mandatory signature orientation experience is designed to help new students connect and discover more about the university.
- **Howlers College Night** - At the start of the fall semester, University faculty, staff, students, and alumni gather at our local baseball stadium for a night of food, fun, and friendship as we cheer on the Hillcity Howlers, a local baseball team!
- **Late Night Breakfast** – To give students a break from studying for exams, dining services and the Student Government Association host a late-night breakfast with music and activities.
- **Leadership, Service, and Student Life Award Ceremony** – At the end of the academic year, students and other campus community members are recognized for outstanding leadership and service.
- **Organization Fair** – At the beginning of the fall and spring semesters, campus clubs and organizations set up displays to provide opportunities for students to learn about and become involved in University organizations.
- **SOAR** - Student Orientation and Resources, is a mandatory, in-person overnight program to welcome new undergraduate students and help them transition into college life. Students will learn about campus life, and academic resources. During SOAR, students will meet with an academic advisor and finalize their class schedules.
- **Special Olympics** – A day of opportunities each spring for people with intellectual disabilities to experience the excitement of an Olympic-style competition on Lynchburg's campus.
- **Student Scholar Showcase** – Selected students present their scholarly papers, creative writing, scientific or historical research, and performance art projects to the campus community during this day-long event.
- **University of Lynchburg Mace** – This official symbol of academic authority is carried by the University marshal, the senior faculty member, at Commencement and all official ceremonies. The Mace was carved from a pine ceiling beam from Westover Hall, the University's original building, which was dismantled in 1970.

- **Wear Red on Fridays** - To show our Hornet pride, we encourage our campus community to wear red attire on Fridays.
- **Westover Alumni Society Weekend** – Alumni who attended Lynchburg 45 or more years ago return to campus for reunion activities.
- **White Coat Ceremony** – Each summer, Doctor of Physical Therapy and Master of Physician Assistant first-year students gather to formally don the white coat, signaling their entrance into clinical practice as students. During the ceremony, the students commit to clinical excellence and service in their respective fields. The Physician Assistant Medicine program will have a long white coat ceremony to conclude the program each summer. Nursing will celebrate the completion of the program with a pinning ceremony.

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University of Lynchburg History

Founded: 1903 by Dr. Josephus and Sarah Hopwood

Original Building: Westover Hall (West Lynchburg Inn)

Prior Institution Names: Virginia Christian College (1903-19),
Lynchburg College (1919-2018)

School Colors: Red and Gray

Mascot: Hornet, named Dell in 2017

University of Lynchburg Hymn (Alma Mater)

Hail, Alma Mater, Lynchburg to thee!

Strong are the principles which founded thee.

They are the beacon, guiding us free,

Light that can never fail us, Hail, Hail to thee.

Words and music by Paul E. Waters '48

University of Lynchburg Fight Song

I'm a Hornet born,

I'm a Hornet bred,

And when I die, I'll be a Hornet dead.

Rah, rah, O Hornet, Hornet;

Rah, rah, O Hornet, Hornet;

Rah, rah, O Hornet, rah, rah, rah.

Crimson and gray will wave on high,

We'll win this game today or die.

Rah, rah, O Hornet, Hornet;

Rah, rah, O Hornet, Hornet;

Rah, rah, O Hornet, rah, rah, rah.

Frequently Requested Telephone Numbers

- [Accessibility and Disability Resources](#)
 - 434.544.8687
 - 434.544.8339
- [Advising and Academic Resource Center](#)
 - 434.544.8422
- [Associate VP for Academic Affairs](#)
 - 434.544.8695
- [Athletics](#)
 - 434.544.8286
- [Campus Engagement](#)
 - 434.544.8254
- [Campus Safety and Security \(Available 24 hours per day\)](#)
 - 434.434.544.8102 (non-emergency)
 - 434.434.544.5555 (emergency)
- [Case Management](#)
 - 434.544.8839
- [Cashier](#)
 - 434.544.8211
- [Catering and Events](#)
 - 434.544-8623
 - 434.544-3076
- [Club Sports](#)
 - 434.544.8560
- [Community Expectations and Restorative Practices](#)
 - 434.544.8765
- [Dining Services](#)
 - 434.544.8245
- [Facilities Management](#)
 - 434.544.8276
- [Finance \(separate from Student Accounts\)](#)
 - 434.544.8208
- [Financial Aid](#)
 - 434.544.8228
- [Graduate Studies, Office of](#)
 - 434.544.8383
- [HornetCare](#)
 - 434.544.8616
- [The Hornet Shop](#)
 - 434.544.8239
- [Housing Operations](#)
 - 434.544.8033
- [Human Resources](#)

- 434.544.8215
- [Inclusive Excellence, Office of](#)
 - 434.544.8540
- [Information Technology \(IT\)](#)
 - 434.544.8350
- [International Student Services](#)
 - 434-544-8685
- Internships
 - 434.544.8459
- [Intramural Sports](#)
 - 434.544.8560
- [Knight-Capron Library](#)
 - 434.544.8430
- [Learning Resources](#)
 - 434.544.8839
 - 434.544.8524
- [Mail Services](#)
 - 434.544.8191
- [Outdoor Leadership Program](#)
 - 434.544.8224
- [Payroll](#)
 - 434.544.8615
- [President's Office](#)
 - 434.544.8200
- [Registrar](#)
 - 434.544.8218
- [Residential Experience](#)
 - 434.544.8320
- [Solutions Center](#)
 - 434.544.8210
- [Spiritual Life Center](#)
 - 434.544.8348
- [Student Accounts](#)
 - 434.544.8214
 - 434.544.8217
- [Student Employment](#)
 - 434.544.8142
- [Study Abroad](#)
 - 434.544.8788
- [Title IX Coordinator](#)
 - 434.544.8482
- [University Experience and Student Success](#)
 - 434.544.8226
- [VP for Academic Affairs and Chief Academic Officer](#)

- 434.544-8515
- [Weather Hotline](#)
 - 434.544.SNOW (7669)
- [Writing Center](#)
 - 434.544.8279

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Non-Discrimination Statement

The University of Lynchburg does not discriminate on the basis of race, color, national origin, sex, pregnancy (including childbirth or related medical conditions including lactation), marital status, veteran status, disability, age (40 and over), sexual orientation, gender identity, or religion in its programs and activities, including admission to and employment at the University of Lynchburg.

The University of Lynchburg is in compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities, including employment and admission. (Prohibited discrimination based on sex includes sexual harassment and sexual violence.) For questions regarding the University of Lynchburg's compliance with Title IX, please contact:

Title IX Coordinator
1501 Lakeside Drive
Lynchburg, VA 24501-3113
titleix@lynchburg.edu
434.544.8482

Inquiries about the application of Title IX may also be referred to the Office for Civil Rights (OCR):

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1328
OCR Complaint Form
OCR@ed.gov
800.421.3481
TDD 800.877.8339

The University of Lynchburg is fully committed to complying with Section 504 of the Rehabilitation Act of 1973, as amended in 1992 (Section 504), and the Americans with Disabilities Act (ADA) of 1990, as amended in 2008 (ADAAA). As such, it is the policy of the University of Lynchburg to strive to provide an educational environment that is free from all forms of discrimination, including discrimination based on disability in the administration of its educational policies, admissions policies, housing policies, employment policies, scholarship and loan programs, and athletic or other university-sponsored programs. The University of Lynchburg prohibits discrimination against any individual with a disability in all of its programs and activities. The University of Lynchburg further prohibits harassment or retaliation against any individual requesting an accommodation or filing a complaint under the grievance procedure. For questions regarding the University of Lynchburg's compliance with Section 504, please contact:

Lizzie Goad, Director for Accessibility and Disability Resources
Accessibility and Disability Resources
1501 Lakeside Drive
Lynchburg, VA 24501-3113

The University of Lynchburg is in compliance with the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in its programs and activities. For questions regarding the University of Lynchburg's compliance with the Age Discrimination Act, please contact:

Human Resources
Second floor, Hall Campus Center
1501 Lakeside Drive
Lynchburg, VA 24501-3113
434.544.8215
humanresources@lynchburg.edu

The Office of Inclusive Excellence (OIE) seeks to create an inclusive campus environment that embraces individual differences and cultivates an atmosphere where all university members are welcomed and respected. Through an inclusive excellence framework, OIE upholds the University of Lynchburg's commitment to integrity and being an inclusive community by implementing inclusive and equitable initiatives. The Office of Inclusive Excellence serves as a hub for inclusivity and belonging through outreach, programming, policy changes, education, and development for all campus members. Our main objective is to ensure that the University of Lynchburg's commitment to inclusion and belonging are apparent through a campus community climate in which all students, faculty, and staff feel welcomed and are treated with respect.

Check out [OIE's website](#) to request a workshop or submit a bias incident report.

The office is open to all Monday-Friday, 8:30 a.m.- 5:00 p.m. or by special appointment.

Office of Inclusive Excellence
Fourth Floor, Hall Campus Center
434.544.8540
inclusive_excellence@lynchburg.edu
<https://www.lynchburg.edu/about/inclusive-excellence/>

Academics and Learning Resources

Academic Calendar

*Academic calendars for graduate health sciences programs vary from the University's academic calendar. For additional information, search "Academic Calendar" on the [University website](#) or contact:

- Doctor of Medical Science (dmsc@lynchburg.edu, 434.544.8770)
- Doctor of Physical Therapy (dpt@lynchburg.edu, 434.544.8885)
- Master of PA Medicine (pa@lynchburg.edu, 434.544.8876)

Catalogs

The [undergraduate and graduate catalog](#) provide detailed information about academic regulations, academic programs, course descriptions, and learning resources. The student — not the advisor, parent, or guardian — is responsible for course selection, appropriate academic progress, and fulfillment of academic requirements.

Class Attendance

Regular attendance, preparation for classes, and prompt performance of assignments are obvious duties expected of students. Each instructor will inform students about the attendance policies in effect for each class, and a statement about attendance policy will comprise a portion of the course syllabus. The policies regarding absences from any particular class are established by the faculty member teaching that class. For any absence, either excused or unexcused, it is the responsibility of the student to make up all work missed to the student's satisfaction and that of the faculty member involved and to communicate with the faculty member regarding such makeup. It is always the student's responsibility to inform the faculty member of the reason for any absence.

University of Lynchburg's HornetCare does not provide formal medical excuses for class absences or tardiness. Students who visit the Health Center will receive an appointment verification letter, confirming the date and time of their visit. The letter will be automatically posted to the student's health portal within 24 hours of the appointment, under the "Images" section of their profile.

These letters serve only as verification of the visit and do not specify the nature of the visit or its impact on class attendance. It is the student's responsibility to discuss any absences or tardiness with their professors.

[Learning Resources](#)

A variety of learning resources are available on campus to support student's academic progress. Students are encouraged to become familiar with and fully utilize these resources.

[Alton L. Wilmer Writing Center](#)

- Room 4, Hopwood Hall
- 434.544.8279
- Appointments: Call or [visit their website](#).

The Wilmer Writing Center provides qualified tutors at no charge to students seeking assistance with written assignments, including brainstorming, organizing ideas, using sources, and revising. Handouts on grammar and writing skills, and networked computers are available. Priority is given to students with appointments, but walk-ins are also welcome. Students can also request online tutoring. See the Writing Center's website for directions; email WritingCenterGA@lynchburg.edu for more information.

[Peer-Assisted Supplemental Study](#)

- PASS Coordinator - Mylee Pitsch - pitsch_mk@lynchburg.edu

Peer-Assisted Supplemental Study (PASS) allows students to learn as a group outside their scheduled classes. PASS is offered in historically difficult subjects: accounting, biology, business statistics, chemistry, economics, nursing, and psychology. Trained tutors, who attend class lectures to stay current with course material, lead weekly study sessions, and assist with problem sets and test reviews. Questions about PASS should be sent to the PASS Coordinator.

[Knight-Capron Library](#)

- Circulation Assistance: 434.544.8430
- Research Assistance: 434.544.8575
- ask@lynchburg.libanswers.com

The Knight-Capron Library is more than just a building that houses print and media collections. In addition to spaces for collaboration, and quiet, comfortable places to study, the Library offers electronic resources that are available from anywhere, 24/7, via the Library webpage. These online resources include ebooks, journal articles, databases, streaming, tutorials, and the Digital Showcase, a repository of the University's scholarly works.

The Library's greatest resource is the dedicated staff, who provide user-friendly assistance to students and faculty in the pursuit of lifelong learning. Librarians offer assistance at the reference desk and through one-on-one research appointments held in-person or online, and via live chat, phone, and email.

Behavioral Standards for Learning Environments

The values and attitudes that should guide student behavior consistent with maintaining an environment conducive to learning are outlined in the University of Lynchburg catalogs and The Hornet. Responsibility and authority for maintaining order in the learning environment are assigned to faculty in Section 3.12.3 of the Faculty Handbook.

The following standards and procedures apply to all learning environments. However, each college or school and each instructor may have codes to specify additional standards suitable for learning environments or activities.

No student in University of Lynchburg classes, laboratories, performances, lectures, and/or organizations shall behave in any way that obstructs or disrupts the normal functioning of the environment. Such behavior includes, but is not limited to, behaviors that persistently or grossly (1) inhibit the ability of other students to learn; (2) interfere with the meaningful participation of other students; or (3) inhibit the ability of an instructor or presenter to do their job.

Specifically, students should foster an optimal learning environment by doing the following:

- Arriving on time.
- Being seated when it is time to begin and being attentive throughout.
- Refraining from engaging in conversations with others unless participating in group activities.
- Using a courteous tone when speaking.
- Refraining from leaving the event while it is in progress (except for illness or with prior approval).
- Treating others with respect.
- Refraining from eating.
- Respecting the process of discussion and group activity.
- Leaving the facility in a neat and clean condition.

A faculty or staff member may identify problem behavior through direct observation or by a complaint brought by a student to a faculty or staff member.

Violations of the Behavioral Standards for Learning Environments

If an instructor believes that a student's behavior violates the Behavioral Standards for Learning Environments policy, the instructor should take action to stop the disruption, including directing the student to cease the disruptive behavior. If the student does not comply with the instructor's direction, or if the instructor considers the disruption to be more egregious, the instructor may exercise any of the following options:

1. When deemed feasible by the instructor, the instructor will initiate a private conversation with the student. At the discretion of the instructor, another member of the faculty/staff,

and/or the student's academic advisor may be asked to be present for the conversation. The conversation should include:

1. Identification of the problematic behavior.
2. Explanation of why the behavior is problematic.
3. A statement regarding expectations of future behavior.
4. Explanation of the consequences of continued misconduct.

Following the conversation, the instructor will create a written summary of the conversation and send copies to the student, the student's academic advisor, and any staff member of the Advising and Academic Resource Center responsible for monitoring the student's progress. If a faculty/staff member was asked to be present for the conversation, a copy of the summary will also be sent to that person.

2. If the instructor believes that a private conversation will not be effective in resolving the misconduct, the instructor may call a meeting with the student and any of the following:
 1. The faculty member's school or associate dean.
 2. The Chief Academic Officer (or designee)
 3. The Vice President for University Experience and Student Success (or designee).
 4. The student's academic advisor.

The meeting will address topics 1a – 1d listed above. After the meeting, the instructor and the ranking academic official in attendance will create a written summary of the meeting. Copies will be sent to the student, the student's academic advisor, any staff member of the Advising and Academic Resource Center responsible for monitoring the student's progress, and any other faculty/staff members who attended the meeting.

3. The instructor may submit a written report of the problematic behavior to Community Expectations and Restorative Practices for disciplinary review under the policies and procedures described in the Honor and Student Conduct Codes.
4. If the instructor believes that the student's behavior is so disruptive as to require immediate action, the instructor may require the student to leave the classroom immediately. If the student refuses to leave immediately, the instructor may summon campus safety officers to escort the student from the room.

After instructing the student to leave the classroom immediately, the faculty member will contact the Chief Academic Officer to recommend a course of action, which may include:

- Dismissal from the course with a grade of "F" (The grade of "F" cannot be changed by student-initiated withdrawal.).
- Suspension from the University.
- Referral of the matter to Community Expectations and Restorative Practices for disciplinary review following policies and procedures described in the Honor and Student Conduct Codes.

The Chief Academic Officer (or designee) will arrange a meeting with the student, the instructor, and the instructor's school or associate dean. During the meeting, the Chief Academic Officer (or designee) will inform the student of the course of action deemed appropriate to address the reported disruption.

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Student Records Practices, Rights, and Privacy

Registrar's Office
Drysdale Student Center, Suite 218
434.544.8218
registrar@lynchburg.edu

Community Expectations and Restorative Practices
Hundley Hall Rm. 125
434.544.8765
cerp@lynchburg.edu

Regularly, the University of Lynchburg Registrar informs students about the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, with which the University complies fully, was designed 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 follow FERPA.

A student's permanent record consists of the student's University of Lynchburg academic transcript. Whether paper or electronic, a student's academic transcript is safeguarded in perpetuity. Temporary records are the supportive records of an applicant's or enrolled student's progress and are kept in various offices whose functions dictate the record retention and disposal schedule. Temporary records include, but are not limited to, financial aid and billing records and disciplinary records.

FERPA-protected student records are maintained primarily for educational purposes and are for the use of faculty and staff within the University who have a legitimate need. Information is not released outside the University without the written request or consent of the student, except for directory-type information as noted below, following the policies "Notification of Parents Concerning Student Discipline" and "Student Health or Safety Emergencies published in The Hornet student handbook, and as might be required by law. The 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 may include the following: student's names, home address, telephone listing, email address; birthdate and birthplace; enrollment dates; full or part-time status; degrees and major fields of study; awards and honors; anticipated graduation dates; past and present participation in officially recognized sports and activities; physical description; height and weight; photographic or videotaped image may be released without consent to those who have a reasonable and legitimate need for the information. The institution also provides current student email addresses to contracted vendors who have been hired to perform the business of the university. Students who wish to prevent the disclosure of directory information to persons other than parents or guardians outside the University may do so by completing the proper form at the Office of the Registrar.

Students may inspect certain portions of their education records within a reasonable time of presenting a request. Records not available for inspection by students may include student health records, employment records, alumni records, financial information submitted by parents, and confidential letters and recommendations associated with admission, employment or job placement, or honors for which the right of inspection and review has 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 Office of the Registrar for academic records or Community Expectations and Restorative Practices for other education records. When records are not amended as requested following such discussion, an appeal may be made to other administrative offices of the University.

Those needing additional information or those wishing to complete forms to exercise any of the options outlined above may contact the Office of the Registrar concerning academic records or Community Expectations and Restorative Practices concerning other education records.

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University Experience and Student Success

At the University of Lynchburg, a truly transformative education encompasses both rigorous academic pursuits and active engagement in the vibrant life of our campus. University Experience and Student Success (UESS) is dedicated to fostering this holistic development, recognizing that a student's journey extends far beyond the classroom. Consistent with the University's educational mission, UESS promotes student success through engaged co-curricular learning and by cultivating an inclusive and dynamic campus community where every student can find their place and thrive.

University Experience and Student Success offers a wealth of opportunities designed to empower self-discovery and personal growth. Through immersive on-campus living, a rich array of cultural and social activities, the camaraderie of clubs and organizations, meaningful community service initiatives, the spirit of intramural and club sports, opportunities for spiritual exploration, and a strong emphasis on personal wellness, students are encouraged to build meaningful connections and cultivate a profound sense of belonging.

These experiences are intentionally designed to enhance not only intellectual abilities but also physical and mental well-being, teamwork and collaborative skills, a deep appreciation for inclusion, effective communication and leadership capabilities, a lifelong commitment to community engagement, and ultimately, the readiness to achieve both personal and ambitious career goals. UESS strives to create a supportive and engaging environment where students feel empowered to explore their passions, build lasting relationships, and develop into well-rounded individuals prepared to make a positive impact on the world.

To provide comprehensive support and a wide range of engagement opportunities that contribute to student success, University Experience and Student Success operates through three interconnected portfolios:

- **Belonging Portfolio:** This Portfolio invites students to discover belonging and connection on campus as they explore the meaning-making dimensions of life. Included in this unit are the Spiritual Life Center, Student Integration and Leadership, International Student Support, and Hornet Care. Additionally, the belonging portfolio is responsible for several key divisional initiatives including campus-wide diversity initiatives, new student orientation, hornet days, mentorship opportunities, service learning, wellness programs, and other high impact involvement and learning opportunities as students transition to university life.
- **Community Development Portfolio:** This portfolio comprises Campus Engagement & Recreation, Campus Safety and Security, Title IX, Community Expectations and Restorative Practices, Outdoor Leadership, and Residential Experience. This portfolio cultivates responsible community membership by emphasizing the development of students as responsible and contributing members of various communities and in their relationships to others. Through this work, students help to promote a safer community

overall. It encompasses initiatives that teach students how to be good neighbors in residential settings, understand their role within the broader university community, and respect shared expectations through educational programming and active participation. We believe in creating a vibrant campus life through a wide array of holistic, engaging, and fun programming. This includes opportunities for students to explore outdoor communities, participate in a variety of physical activities and competitions, and engage in social and cultural events that foster new connections, broaden perspectives, and contribute to a lively and inclusive campus environment. Lastly, we focus on integrating learning about community through direct, hands-on experiences. Whether through participating in a variety of campus activities, understanding the value of victory and defeat in competition, exploring various community types, or recognizing individual impact on the collective, students will develop a deeper appreciation for shared values, empathy, and the importance of active participation in building strong, cohesive communities.

- Student Support Portfolio: This portfolio comprises Academic Advising, Accessibility and Disability Resources, Case Management and Support Services, and the Solutions Center (Financial Aid, Registrar's Office, and Student Accounts). This dynamic portfolio encompasses a network of interconnected departments and services dedicated to fostering a supportive and enriching environment for all students. We believe that by providing comprehensive resources and personalized support, we can empower students to achieve their full potential and thrive both academically and personally.

Central to the University of Lynchburg's effective educational environment and enjoyable campus life is a shared commitment to integrity, diversity, and an inclusive community in which all students, faculty, and staff are welcomed and respected. University Experience and Student Success collaborates with campus partners, such as Academic & Strategic Operations, University Outreach, and Athletics, to enhance students' opportunities for co-curricular learning and engagement in campus life.

Students are eligible to participate in the governance of the University of Lynchburg community through the Student Government Association or through independent participation. Typically, students are appointed to various committees and task forces established by the faculty, staff, and other constituents of the University. Students appointed to these committees represent the interests and views of their organizations, on-campus residential facility, graduation class, or specific populations within the general student body. In almost all cases, students serving on these committees enjoy full voting privileges as they participate in decision-making processes that affect policies, planning, programming, budgeting, academic offerings, dining, and other student services. Specifics related to the student's role and participation in institutional decision-making are noted in "Student Rights," numbers 9 and 12.

[Written Student Complaint Policy](#)

University of Lynchburg faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from

time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If resolution of the student's complaint cannot be accomplished in the above manner, or if the complaint concerns the supervisor or responsible staff member for the area, the student may then submit their complaint formally by completing and submitting the Written Student Complaint Form. This form does not replace current and existing grievance or appeal procedures as outlined in the student handbook or undergraduate or graduate academic catalogs.

Upon receipt, the coordinator for written student complaints will assign the concern to a staff member designated to resolve complaints for the unit from which the complaint originates. In some cases, an alternate individual may be required. This designated person will in turn review the complaint and contact the student within five (5) business days to verify their receipt of the complaint, clarify any information provided by the student, and request any additional information that may be needed to fully evaluate the complaint. A final determination on resolution of the complaint will be made within fifteen (15) business days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

The coordinator for written student complaints is responsible for tracking resolution of written student complaints, preserving documentation of the resolution, and maintaining a record of written student complaints. For questions about the complaint policy, please contact the coordinator for written student complaints at concerns@lynchburg.edu.

Emergency concerns regarding health or safety should be reported immediately to Campus Safety and Security (434-544-5555).

In addition, the University of Lynchburg offers Campus Conduct Hotline, a confidential, independent, call-in service for reporting observed activity or behavior that is harmful, unethical, questionable, or causes personal injury (e.g., fraud, sexual harassment, discrimination, safety risk, Internet abuse, workplace hostility). To use the Campus Conduct Hotline, call 866-943-5787. Learn more about the Campus Conduct Hotline.

Most concerns and complaints can be resolved at the campus level. However, after following University of Lynchburg procedures, complaints may be filed with the State Council of Higher Education for Virginia (SCHEV) through the student complaint process described on the SCHEV website.

Contact information for each of the agencies that accredit or approve the University of Lynchburg's academic programs is published on the University's accreditation website.

For online students who live out of state: If an issue cannot be resolved through the University of Lynchburg's internal processes and you decide to file a complaint with the State Council of Higher Education for Virginia (SCHEV), you may also alert the agency in your home state that deals with student complaints. A contact list for state agencies that address student complaints is available [here](#).

University Experience and Student Success - Belonging Portfolio

HornetCare

- Terrace level, Hundley Hall
- p - 434.544.8616 | f - 434.544.8131
- hornetcare@lynchburg.edu
- Hours: 8:30 a.m.- 4:30 p.m., Monday-Friday

Hornet Care consists of Health and Counseling Services at the University of Lynchburg. This integrated care model offers a holistic approach to wellness, seamlessly combining physical health services and comprehensive mental health support. This model promotes a more complete understanding of health and well-being, fostering a supportive and nurturing environment for all students. Any student actively enrolled in classes for the current term or approved to reside on campus during a scheduled break is eligible to be seen. These services are covered through the student health fee. Students are encouraged to make appointments ahead of time, but walk-in support is available during our operating hours. Contact hornetcare@lynchburg.edu with any questions or concerns.

Health Services

Health Services provides a full-range of primary care and urgent care services including the evaluation, treatment and prevention of acute or chronic physical, mental and social health concerns. The student health center is able to do rapid point of care testing at the time of the visit and sends bloodwork through labcorp daily, prescriptions can be written to the student's pharmacy of choice and students have the option for on campus delivery from Genoa Healthcare Pharmacy (434-338-7764) . The health center is stocked with over-the-counter medications and has personal care products available if a need arises. All students who have completed their health forms are eligible to receive care at HornetCare. Visits to the health center are covered by the student health fee. However point of care labs, over the counter medications, and select services may incur additional charges, which will be applied to your student account. Lab work done through Labcorp will be billed to the student account or billed through the student's insurance, in accordance with the patient's request. All documentation is confidential, and records are kept separate from other documentation on campus in an electronic medical record. Students may schedule appointments from their [student health portal](#), or visiting Hornetcare in the terrace level of Hundley Hall or calling 434-544-8616.

Counseling Services

Counseling services are offered to promote the emotional and mental well-being of students. Supported by licensed mental health professionals, residents in counseling, and graduate counseling interns, this team of dedicated helping professionals are prepared to assist students. All treatment takes a holistic, solution-focused approach to healing and begins with individual therapy. Referrals for additional services (such as long-term therapy, group services, health services, academic services, specialized treatment, etc.) are made as needed. Our staff works

closely with campus partners to ensure students have access to all campus resources and are provided with comprehensive care. Counseling services are always confidential, and student counseling records are maintained separately from all other University records. Students may schedule appointments by visiting or calling HornetCare. Strict confidentiality is observed in accordance with professional standards.

TimelyCare

TimelyCare is a free, 24/7 virtual health and well-being resource available to all University of Lynchburg students. Through your phone or computer, you can access up to 12 counseling visits per year, on-demand mental health support with CrisisNow, TalkNow, health coaching, psychiatry, self-care journeys, and peer community forums. TimelyCare makes it easy to prioritize your wellness wherever you are. Learn more and get started at timelycare.com/lynchburg.

Required Health Information

All students must complete necessary health forms, which are accessible by logging into the student health portal (lynchburg.studenthealthportal.com) with one's University network account username and password. Full-time, undergraduate students who do not submit their required health information are subject to a \$200 fine.

Medical Excuse Policy

University of Lynchburg Health Services does not provide medical excuses for class absences or tardiness. However, as a courtesy students will be provided with an appointment verification document in their student health portal.

Recommendation for Hospital Assessment

Students may be referred to the local hospital if there are indications of imminent risk to their physical safety. Risk may include severe medical acuity or verbal expressions or actions indicating an intention to harm oneself or others. When students are experiencing medical or psychiatric risk factors, the University would urge students to connect with professional staff (i.e., Campus Safety & Security, University Counselor, University Medical Professionals) to assist them in this referral process.

University Experience and Student Success — Belonging Portfolio

International Student Support

- Hundley Hall, 2nd Floor
- internationalsupport@lynchburg.edu

The mission of ISS supports the University of Lynchburg mission to “develop students with strong character and balanced perspectives and to prepare them for engagement in a global society” by providing high quality services, support, and programming to international undergraduate, graduate, and exchange students in pursuit of their academic, professional, and personal goals.

Services and programmatic elements include:

- Advising regarding U.S. immigration regulations and facilitating compliance with Student Exchange and Visitor Program (SEVP) regulations
- Conducting special international student orientation sessions that assist international students with their integration into and transition to the academic, cultural, and social life at University of Lynchburg
- Serving as the primary campus liaison to U.S government agencies (Department of Homeland Security, Department of State, Student and Exchange Visitor Program) in issues relevant to F-1 and J-1 students to ensure access to updated and accurate immigration information
- Providing opportunities for cross-cultural experiences through student and campus community programming, such as the International Food Festival, International Connection events, International Student Society, and more.
- Coordinating additional information and resources for living in Lynchburg, such as regular trips to local grocery stores, assisting with setting up bank accounts, getting a Virginia driver's license, visiting local restaurants with international cuisine, and providing orientation about the public transit system.

University Experience and Student Success — Belonging Portfolio

Spiritual Life Information

- Spiritual Life Center
- 500 Brevard St.
- 434.544.8348
- spirituallife@lynchburg.edu

The Spiritual Life Center welcomes every member of the University community to explore the spiritual and secular dimensions of life. In keeping with the University's affiliation with the Christian Church (Disciples of Christ), the Spiritual Life Center offers programming for all religious and secular traditions. This includes many different Protestant Christian traditions (from evangelical to progressive), as well as communities for Catholic, Jewish, Muslim, Buddhist, Humanist, Hindu, and Pagan students. Fully affirming and inclusive, the Spiritual Life Center hosts Queer & Spiritual and support groups for our LGBTQIA+ students. The office hosts Bible studies, meditation sessions, and other faith groups that regularly meet. For those looking for a worshiping community, the Spiritual Life Center can connect students with a congregation in the greater Lynchburg area.

University chaplains are available for one-on-one pastoral care and spiritual guidance by appointment and in crisis situations. Chaplains provide hospital visitation (when requested), confidential space to talk or process, and often collaborate with the Health and Counseling Center to provide students holistic support and wellness. Additionally, Chaplains serve as caretakers for the Lynchburg Crisis Fund, which provides emergency financial assistance for current students, faculty, and staff.

Service Learning and Civic Engagement

- Hundley Hall, 2nd Floor
- 434.544.8470
- gillum_tm@lynchburg.edu

The Service Learning and Civic Engagement office assists in the development, coordination, and assessment of service learning initiatives, community partnerships, and civic engagement programs that enrich the student experience and contribute to the well-being of the surrounding community. This office advances the university's mission by cultivating reciprocal partnerships with community-based organizations, coordinating high-impact service learning experiences, and supporting a campus-wide culture of active citizenship and social responsibility. Programs and events include, but are not limited to, voter registration, ride to the polls, campus dialogue projects, Dell Thrift and Food Pantry, and Service Saturdays.

Additionally, this office oversees the Bonner Leader Program (BLP), which is a four-year, cohort-based, credit-bearing, community engagement program for students passionate about

addressing pressing social challenges of our time through community based learning and service. Students participate in a work-study paid internship with a local non-profit and are supported by both their non-profit supervisor and the Bonner community to develop self-awareness, social responsibility, and professional skills. Bonners receive academic credit by integrating their classroom learning with their community engagement internship.

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University Experience and Student Success - Belonging Portfolio

Student Integration and Leadership

- Hundley Hall, Room 202
- 434.544.8039

Leadership development and integrating students into their life on campus is a critical component of the University of Lynchburg experience. We engage students in exploring identity in place (who you are and what you bring) and explore interests and causes embedded in life experiences that provide a primary lens for purpose and passion. In community, we unlearn existing myths of leadership that center lone rangers and investigate alternative leadership archetypes to create a campus that is leader-full. Throughout the academic year, Leadership Development provides current and emerging student leaders a variety of opportunities to learn about and to develop skills for effective leadership, including:

- Emerging Leaders Program — The Emerging Leaders program is designed for first-year and sophomore students seeking to develop leadership skills in preparation for serving in campuswide positions within Student Development. Participants attend the Emerging Leaders Retreat before classes begin for the spring semester and the Anderson Leadership Conference.
- National Society of Leadership and Success — The National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society. Second-year undergraduate students at the University of Lynchburg are invited for membership in the Lynchburg chapter of NSLS based on their academic standing and leadership potential. To accept membership, students complete a series of on-campus and online training programs to build their leadership skills. Members also receive access to NSLS scholarships and awards, ongoing training opportunities, employer recruitment through an online job bank, and other benefits.
- Omicron Delta Kappa — Omicron Delta Kappa (ODK)...Omicron Delta Kappa is the National Leadership Honor Society that recognizes and encourages superior scholarship, leadership, and exemplary character. Lynchburg chartered its circle in 1997. Since then, the University has inducted more than 1,100 outstanding students who have made a difference in and outside the classroom. Membership in ODK is a mark of the highest distinction and honor, emphasizing the development of the whole person.
- CliftonStrengths Coaching - Students entering the University of Lynchburg will receive A CliftonStrengths assessment code and strengths coaching. The assessment measures the presence of 34 naturally recurring patterns of thought, feeling, or behavior that can be productively applied. The assessment is rooted in more than 50 years of qualitative and quantitative research. Clifton Strengths training helps students discover their own talents and learn how to develop those talents into strengths, which they can apply to their college career and beyond. Students in leadership roles will receive additional coaching around CliftonStrengths in their organizations.

- GS104 - College Success Strategies encourages the attitudes a student needs to achieve the academic goals the University set forth for its students as part of its mission. Goal-setting, time management, note-taking, and other important study skills and strategies are addressed. The course also provides students with opportunities for self-reflection and the development of decision-making strategies to help them make a smoother transition into college. Attention is also devoted to student understanding of basic academic rules and regulations.

Student Belonging Initiatives

- Hundley Hall, Room 217
- 434.844.8841

Student Belonging Initiatives focus on supporting and developing the campus' student affinity groups, implement diversity, equity and inclusion initiatives on campus and work to create spaces for student belonging. The Mosaic Lounge, a student affinity space, is located in Schewel Hall (Room 231). Student affinity groups include but are not limited to the African-Caribbean Union, Alpha Psi Lambda, Black Student Association, Gender and Sexuality Alliance, Hispanic Student Society, International Student Society, Man2Man, NAACP, Native American Student Association, Neurodiverse Student Association, and Woman2Woman.

The mission of Student Affinity Groups is to promote belonging, acceptance, empowerment, and growth through successful events. These groups host a variety of programming throughout the year that supports student interests and helps represent cultural diversity. Each group offers leadership opportunities on their executive boards and works closely with their advisor to ensure they are able to achieve the goals they have set for themselves.

Mentorship Initiatives

Real Talk. Real People. Real Support.

The University of Lynchburg is developing a mentoring program, Lynchburg LINK, to continue the work of the previous mentoring program, CHAMPS. The mission of Lynchburg LINK is to create meaningful, cross-campus mentoring relationships that support students throughout their academic journey. By connecting students with faculty, staff, and peer mentors, the program helps participants navigate challenges, discover purpose, and thrive, personally, academically, and socially. Through inclusive engagement and holistic development, LINK contributes to a vibrant campus culture rooted in belonging and lifelong learning.

The primary objectives of the Lynchburg LINK Mentoring Program are to:

- **Promote belonging through relationships:** Establish consistent, supportive connections that help students feel seen, valued, and at home at the University of Lynchburg.
- **Support holistic student success:** Equip students with the tools, resources, and confidence needed for academic achievement, personal growth, and emotional well-being.

- **Expand access to mentorship:** Provide personalized support to all students, especially BIPOC, Pell-eligible, first-generation, international, first-year, and under-involved students.
- **Build cross-campus community:** Engage mentors from faculty, staff, and peer leadership to create a campus-wide network of care and empowerment.
- **Integrate experiential learning:** Enhance the mentorship experience through engaging programming, workshops, service-learning, and/or culturally affirming off-campus opportunities.
- **Align with UESS strategic goals:** Directly support UESS priorities related to student engagement, proactive mentorship, CliftonStrengths integration, resource accessibility, and operational excellence.

Lynchburg LINK is all about connection, growth, and making college feel more like home.

More information visit the website: [Student Success Programs \(Lynchburg LINK Mentoring Program\)](#)

Student Transition Program (STP)

“Helping students start college with confidence, community, and support!”

The Student Transition Program equips newly enrolled students with the tools, relationships, and confidence necessary to successfully transition from high school to university life — particularly those who may face additional challenges navigating the college experience.

While STP is open to all incoming students, the following students are highly encouraged to participate:

- First-Generation College Students
- BIPOC Students (Black, Indigenous, Persons of Color)
- Pell Grant Eligible
- Neurodivergent
- Others who are uncertain about their transition to college

STP Program Goals

- **Real Connections, Real Fast:** Join a tight-knit group, meet potential mentors, and start building your crew before classes even start. Yes, there will be icebreakers—but the kind that actually help you connect, laugh, and feel like you belong.
- **Level Up Your College Confidence:** Learn how to navigate everything from your syllabus to your student account. We’ll cover the stuff no one tells you (like how to email a professor or find the actually helpful study spots).
- **Feel Seen. Get What You Need:** STP is made for students who want more than a one-size-fits-all experience. Whether you’re first-gen, BIPOC, neurodivergent, low-income, or just figuring it all out—we’ve got you. You’ll get real support, relatable mentors, and help that actually makes sense for you.

- **Hack College Life Early:** Get the inside scoop on campus life: money tips, academic resources, campus jobs, and how to avoid “new student overwhelm.”

Orientation

- Hundley Hall, Room 216
- 434.544.8036
- **Virtual New Student Orientation “First Flight”** is a mandatory virtual orientation module that new students must complete before attending their in-person orientation. First Flight serves as an initial step in the students onboarding process, helping them integrate into the university community and prepare for their academic journey.
- **Student Orientation and Resources (S.O.A.R.)** - Is a mandatory, in-person, overnight program designed to welcome new undergraduate students and help them successfully transition into college life. This is a crucial step after completing the “First Flight” virtual orientation modules. During S.O.A.R., students will learn about campus life, academic resources, connect with fellow students, faculty, and staff. Students will also meet with advisors and finalize their class schedules.
- **Hornet Days** - Is the University of Lynchburg’s mandatory signature orientation experience for new Hornets and is designed to help first-year, transfer, commuter, and international students connect, discover more about the university, build community, and prepare for the semester ahead. Hornet Days are designed to build upon the S.O.A.R. program that is held earlier in the summer.

Hornet Days are typically held just before classes begin in August.

University Experience and Student Success — Community Development Portfolio

Office of Campus Engagement

- 224 Hundley Hall
- 434.544.8254

The Office of Campus Engagement actively seeks to engage students through the areas of leadership, service, wellness, and belonging in an effort to educate students with unique, challenging experiences that will empower them to transfer the lessons and skills they have learned to their peers during and after their journey at the University of Lynchburg.

Campus organizations and individuals involved in student activities are expected to comply with all University policies. Violation of University policy may result in disciplinary action as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the University reserves the right to intervene and, if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of the University of Lynchburg.

Students who wish to form a new organization must seek approval for recognition and organizational privileges from the Student Government Association and the Office of Campus Engagement (see “Procedures for Applying for Recognition”). Student groups not recognized by the University through this process may not operate in any such manner as recognized organizations, including participation in the activities of membership, recruitment, pledging, initiation, and collection of dues on or off campus. Neither members of unrecognized groups nor individual students may promote the goals, purposes, identity, programs, or activities of unrecognized, suspended, or charter-revoked organizations. Students who recruit, promote, or organize activities related to an unrecognized, suspended, or charter-revoked organization may be subject to disciplinary action under B4.5 of the Student Conduct Code.

Campus Recreation & Spirit Initiatives

- 225 Hundley Hall
- 434.544.8560
 - Club Sports
 - rec@lynchburg.edu
 - Intramurals
 - rec@lynchburg.edu
 - <https://www.imleagues.com/Default.aspx>
 - Fitness Centers
 - lynchburg.edu/student-life/community-development-2/campus-recreation/fitness-centers/
 - Spirit Initiatives

- Code Red Games
- Dell the Hornet

Campus Recreation provides opportunities for students to engage in healthy competition, to assist each other in learning new skills, and to interact with students outside one's familiar social groups. Intramural sports offered include basketball, dodgeball, flag football, floor hockey, soccer, softball, ultimate Frisbee, volleyball, and pickle ball, as well as eSports. Additional sports and activities may be offered based on student interest.

The University of Lynchburg's Club Sports program provides each student an opportunity to engage in a unique campus experience and to develop skills in service, leadership, responsibility, decision making, and teamwork. With two or fewer structured practices in a typical week, and with the potential for year-round competition, club sport teams offer student-athletes greater flexibility than varsity teams. Club sport teams are student-led organizations that compete locally, regionally, and nationally with most competitions occurring during weekends. Student-athletes of all skill and competition levels are welcome.

Campus Recreation also manages two fitness centers on campus:

Drysdale Fitness Center - Situated on the first floor of the Drysdale Student Center, this facility is managed by the Office of Campus Recreation and offers a convenient, well-equipped space for both cardio and strength training. The center features six treadmills, five stationary bikes, five ellipticals, an ab machine, and a versatile circuit machine targeting abs, arms, and legs. Various free weights, medicine balls, and kettlebells are also available to support a range of workout routines.

Turner Fitness Center - Located on the first floor of Turner Gymnasium, offers a variety of equipment for strength and cardio training. The facility includes six stationary bikes, three treadmills, four squat racks, four ellipticals, and three bench presses. Additional features include a leg press machine and a wide selection of free weights, dumbbells, and circuit machines, making it a versatile space for all fitness levels.

Lastly, this office oversees Spirit Initiatives. Our goal is to build within our student body a passion for their school and community. The primary spirit initiatives are our Code Red Games and Dell the Hornet. Code Red Games highlight a particularly important competition in each varsity sport's season with increased promotion and programming. There will also be additional programming in an effort to increase school spirit around campus throughout the year.

Student Government Association

- 111 Drysdale Student Center
- SGA@lynchburg.edu
- lynchburg.edu/student-life/student-government-association

The Student Government Association (SGA) is an exciting and active part of the University of Lynchburg campus community. The SGA encourages the participation of interested students. Each year, positions are filled by elections and appointments for positions on the cabinet and

legislative branch. Also, SGA nominates students to serve as members of most standing committees of the general faculty.

2026-2027 Student Government Association Leadership

President: Oluwatimilehin “Timmy” Mayowa

Vice President for Internal Affairs: Clifford Opoku

Vice President for External Affairs: Mehrdad Beg

Director of Administration: Smriti Shrestha

Director of Finance: Diego Quevedo Cornejo

Director of Multimedia and Creative Strategy: Zoe Edukere

Director of Health and Wellness: Nicole Alvarez

For more information, contact the Student Government Association (sga@lynchburg.edu).

Student Activities Board

- 112 Drysdale Student Center
- SAB@lynchburg.edu
- lynchburg.edu/student-life/student-activities-board

The Student Activities Board (SAB) is the primary programming organization for the University of Lynchburg and is a student-operated group that strives to provide the campus community with a diverse selection of cultural, social, educational, and recreational programs. For more information, contact the Student Activities Board (sab@lynchburg.edu).

Fraternity/Sorority Life

- lynchburg.edu/student-life/fraternities-sororities

Recognized fraternities and sororities provide members with opportunities for service, scholarship, brotherhood/sisterhood, and leadership. The University of Lynchburg's fraternity/sorority community is governed by four councils:

- Panhellenic Council, which oversees sororities in the National Panhellenic Conference
- Interfraternity Council, which oversees fraternities in the North American Interfraternity Conference
- National Pan-Hellenic Council, which oversees sororities and fraternities in the National Pan-Hellenic Council
- Inter-Greek Council, which promotes communication and unity among all NPC, IFC, and NPHC fraternity and sorority chapters at University of Lynchburg

For more information about fraternity and sorority life, contact the Office of Campus Engagement (434.544.8254).

Lynchburg Arts Consortium

The Lynchburg Arts Consortium exists to provide university students access to opportunities to engage with the arts on campus and within the greater Lynchburg community. The consortium collaborates with student clubs and organizations who want to use art, music, theatre, dance, and other art forms to create meaningful connections with peers and the greater campus community. Students can lead various creative projects to promote individual and group expression which contribute to overall individual and community wellness.

Membership in the Lynchburg Arts Consortium is open to all students, allowing interested students to join automatically or to choose selective projects that may require the student to complete a selection process such as an audition or application.

The Office of Campus Engagement provides operational support for the Lynchburg Arts Consortium and any questions can be directed to the Assistant Director for Campus Programming, Arts, and Wellness at lac@lynchburg.edu. For updates about The Lynchburg Arts Consortium, [refer to our website here](#) and follow us on Facebook at The Lynchburg Arts Consortium and instagram at [lyh_artsconsortium](#).

[Student Organizations](#)

A wide variety of student clubs and organizations recognized by the University of Lynchburg serve students' interests in academic fields, fraternities and sororities, leadership, music, service, spirituality, sports, and other special interests.

Recognized student organizations may offer open membership, allowing an interested student to join automatically as a full member, or selective membership, requiring a student to complete selection processes and/or other requirements before possibly being invited to join the organization and/or before possibly being initiated into full membership. Examples of pre-membership requirements include, but are not limited to, application, audition, interview, training, payment of membership fees, and attainment of specified grades or academic classification. Both open- and selective-membership organizations may establish requirements for continuing one's membership, such as participation in the organization's meetings and activities, community service, payment of dues, and adherence to academic and conduct standards.

The Office of Campus Engagement provides assistance and support to all recognized student organizations. The [Student Organization Handbook](#), which includes information about resources available to recognized groups and tips for forming a new organization, is available from the Office of Campus Engagement.

Responsibilities of Campus Organizations

Campus organizations are expected to comply with all University policies. Violation of University policy, including obstruction of or interference with any regularly sponsored or official function of the University, may result in disciplinary action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the University reserves the right to intervene, and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of the University of Lynchburg.

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for both members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in the University of Lynchburg community, either on or off campus. Hazing is prohibited by the Commonwealth of Virginia and by the University of Lynchburg (see “Statement Prohibiting Hazing”).

An organization of the University of Lynchburg found to be in violation of the Statement Prohibiting Hazing may face University sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, charters rescinded, and/or disciplinary outcomes imposed on individual officers or members. Individual students found to be in violation of the Statement Prohibiting Hazing may face outcomes from warning to expulsion. In addition, alleged violation of laws pertaining to hazing may be investigated and resolved through criminal prosecution and/or civil action.

Privileges of Recognized Student Organizations

Subject to any other specific requirements, recognized student organizations are eligible to:

- Have the cooperation and support of the University for the general good of the organization and for specific projects and activities
- Represent themselves as being affiliated with the University of Lynchburg. The use of “University of Lynchburg” in the name of an organization does not indicate that the University of Lynchburg or its students, as a body, are in favor of, or opposed to, a given cause.
- Advertise on campus and use organizational names or symbols in advertising, if consistent with the University of Lynchburg Brand Guidelines
- Establish and manage a Facebook, X (formerly known as Twitter), or other social media presence in accordance with the University of Lynchburg Brand Policy and the Social Media Policy
- Schedule and use indoor and outdoor facilities
- Solicit or advertise on campus for members
- Cosponsor activities with other recognized organizations, such as the Student Activities Board, or with campus operations, such as the Westover Room

- Apply for and, if approved, receive money from the Student Government Association for producing events
- Conduct fundraising activities on campus
- Use the campus mail system
- Participate in the President's Council
- Participate in the annual leadership recognition event
- Obtain from the University, as available and appropriate, names of prospective members, their mailing addresses, and other categorical information
- Be listed in University publications
- Participate in showcase events, such as the Organization Fair
- Use University services
- Use the Student Organization Resource Room

Occasionally, some or all of the above privileges may be extended to interest groups of a type which can be recognized if interest persists. No other unrecognized groups are eligible for these privileges, and unauthorized use of them will result in appropriate action against involved members.

Procedures for Applying for Recognition

University of Lynchburg clubs and organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of the University of Lynchburg. Club members should at all times consider how the University community views their organization.

Organizations of a type already permitted on campus may be chartered after approval by the SGA and the Office of Campus Engagement. Requests for new types of organizations may require more extensive consideration of their potential impact on the University.

To apply for recognition of a new organization, students must:

1. Seek approval from the Student Government Association (through the Senate) and from the University (through the Office of Campus Engagement).
2. Obtain the necessary forms and sample constitution from the Office of Campus Engagement.
3. Discuss the goals and objectives of the proposed group with the Director of Campus Engagement.
4. Select and register a faculty or staff member as advisor for the proposed organization.
5. Provide to both SGA and the Office of Campus Engagement a constitution for the proposed organization.
6. Complete and return the anti-hazing form.

If a request for organizational recognition is approved by the Senate and the director of the Office of Campus Engagement, the proposed club assumes status as an officially recognized University of Lynchburg organization.

[Student organizations are required to register each year with SGA and the Office of Campus Engagement to be recognized officially.](#) Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or handicap (SA-302). Title IX of the Educational Amendments of 1972 provides an exemption of fraternities and sororities from the requirement that membership in these groups be open to all persons regardless of sex.

Faculty/Staff Advisors

Student organizations are required to have an advisor who is a regular, full-time faculty or staff member of the University of Lynchburg. While some advisors play very active roles within organizations by attending meetings, working with student officers, and assisting in program planning and development, others maintain a more distant relationship to organizations, seeing officers or members only occasionally.

It is hoped that an advisor will maintain regular contact with the organization, be accessible to members, and provide whatever counsel the group seeks. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations. Members are solely responsible.

Advisors should become familiar with the policies and practices of the Office of Campus Engagement so they can assist campus organizations effectively with program planning and organization management. Professional staff in the Office of Campus Engagement are available to assist all recognized organizations and their advisors to ensure support for the University's mission.

Statement Prohibiting Hazing

All members of the University of Lynchburg community and all student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in the University of Lynchburg community, either on or off campus.

Hazing, as defined in this statement, is prohibited by the Commonwealth of Virginia and by the University of Lynchburg. An individual student or organization found to be in violation of this policy is subject to University disciplinary action and to possible criminal prosecution and/or civil action.

For the purposes of this policy, “organization” means any association, athletic team, club, fraternity, musical group, order, society, sorority, or other similar group whose members primarily are University of Lynchburg students.

The Statement Prohibiting Hazing is not intended to prohibit customary athletic events, contests, or competitions that are sponsored by the University of Lynchburg or the organized and supervised practices associated with such events. Similarly, this policy is not intended to prohibit any activity or conduct that furthers the goals of a legitimate educational curriculum or extracurricular program, as approved by the University of Lynchburg.

Section 18.2-56 of the Code of Virginia provides as follows:

- It shall be unlawful to haze, so as to cause bodily injury, any student at any school or institution of higher education.
- Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
- Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
- The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution’s policies and procedures. The institution’s policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate.
- For the purposes of this section, “hazing” means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation

with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

In addition to the definition of hazing provided in the Code of Virginia, the University of Lynchburg further defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for a student related to prospective, new, or continued membership in an organization. An organization may not knowingly permit, authorize, or condone hazing. Hazing includes, but is not limited to, the direct or implied forcing, compelling, requiring, encouraging, or expecting of any individual to participate in any of the actions or activities listed below as examples or in any conduct inconsistent with the regulations and policies of the University of Lynchburg. Hazing also includes soliciting, directing, aiding, or otherwise participating in, either actively or passively, an incident of hazing.

An individual cannot consent to being hazed, and a victim's voluntary or willful participation in hazing activities will not be considered as a defense against a violation of this hazing policy committed by an individual or an organization.

Examples of actions or situations that may constitute hazing include, but are not limited to:

- Paddling in any form
- Kidnapping
- All forms of physical activity that are used to harass, punish, create excessive fatigue, or harm an individual or are not part of an organized athletic context and not specifically directed toward constructive work
- Road trips or excursions
- Confinement
- Binding or restricting an individual in any way that would prohibit them from moving on their own
- Spraying, painting, or pelting with any substance
- Burying in any substance
- Servitude
- Requiring or compelling exposure to uncomfortable elements
- Forcing consumption of alcohol or any other substance, legal or illegal
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
- Scavenger hunts, treasure hunts, quests, or other such activities
- Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e., for a scavenger hunt)
- Burning, branding, or tattooing any part of the body
- Any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed
- Psychological hazing, such as any act that is likely to:
- Compromise an individual's dignity

- Cause an individual embarrassment or shame
- Cause an individual to be the object of malicious amusement or ridicule
- Cause an individual emotional distress
- Interrogating an individual in an intimidating or threatening manner
- Nudity with the intent to cause embarrassment
- Verbal abuse
- Requiring or compelling the wearing in public of apparel that is conspicuous and/or indecent
- Late work sessions that interfere with academic endeavors
- Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way
- Misleading prospective members in an effort to convince them that they will be hurt during induction or initiation
- Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose

Reporting Hazing

Any suspected incident of hazing should be reported promptly to an appropriate University office listed below. For emergency assistance on campus to prevent potential hazing before it occurs, or to stop hazing that is in progress, contact Campus Safety and Security. The initial report of suspected hazing may be made in person, by phone, or by electronic communication, and may be made anonymously. Additionally, any suspected violation of law pertaining to hazing can be reported to local law enforcement by dialing 911.

Emergency Assistance

On campus and at Health Sciences

- Campus Safety and Security
 - 434.544.5555 or by LiveSafe app
 - First floor, Hall Campus Center

Off campus and at Claytor Nature Center

- Police, fire, and emergency medical services
 - 911

Non-Emergency Assistance

University Offices

- Campus Safety and Security
 - 434.544.8102 or by using the LiveSafe app

- security@groups.lynchburg.edu
- First floor, Hall Campus Center
- Available 24 hours daily
- Office of Community Expectations and Restorative Practices
 - 434.544.8765
 - cerp@lynchburg.edu
 - 125 Hundley Hall
- Office of Campus Engagement
 - 434.544.8254
 - 118 Drysdale Student

Off-Campus Resources

- Lynchburg Police Department
 - 434.847.1602 (nonemergency dispatch)
 - Public Safety Bldg. - West Building
 - 805 Court St.
 - Lynchburg, VA 24504
- Campus Conduct Hotline - A confidential, independent, nonemergency call-in service
 - 866.943.5787
 - Available 24 hours daily

The University of Lynchburg, in accordance with Section 23.1-821 of the Code of Virginia, provides information about on-campus individuals or entities that are qualified to provide the appropriate ongoing mental and behavioral health support to any student who reports to the institution an act of hazing or and act of bullying experiences as the result of a report of an act of hazing for such student. See the below list of resources for continuing mental and behavioral health support provided to students:

On-Campus Resources

- Counseling Center
 - 434.544.8616
 - counseling@lynchburg.edu
- Office of Case Management
 - casemanagement@lynchburg.edu

Off-Campus/National Resources

The counseling center doesn't have on-call or after-hour coverage, so they have developed a list of emergency and after-hours resources and a list of local counseling centers for students to utilize

There are also a number of national resources available to students seeking mental and behavioral health support

Friendly Referral Practice: Hazing Reporting

The University of Lynchburg encourages the prompt reporting of suspected hazing behavior, both to prevent potential hazing before it occurs and to stop hazing that is in progress (see “Reporting Hazing”).

Individuals who experience hazing, or who are nonparticipating witnesses, may be hesitant to report hazing due to concern about possible ramifications of their own personal use of alcohol or other drugs at the time of the incident. Therefore, to encourage hazing prevention, bystander intervention, and good-faith reporting of hazing behavior that results in injury (or is likely to result in injury), Community Expectations and Restorative Practices (CERP) may address the personal consumption of alcohol or other drugs through implementation of this Friendly Referral Practice rather than as a violation of the Student Conduct Code.

When this Friendly Referral Practice is implemented to address an alleged hazing incident, disciplinary charges or outcomes resulting from one’s own personal possession or consumption of alcohol or other drugs related to the hazing incident are not issued to victims of the alleged hazing or to nonparticipating witnesses who reported hazing. (Other policy violations [e.g., property damage, providing alcohol or drugs to others, violence, obscene acts or abusive language] may be addressed through the student disciplinary process detailed in the Honor and Student Conduct Codes and Regulations). Instead, hazing victims and bystanders may be required to meet with a representative of CERP (or designee) to discuss the alleged incident and any substance-related education assigned to the student. CERP may also elect to extend this substance-related “immunity” to nonparticipating witnesses who actively intervened to prevent or stop hazing in ways other than reporting.

Retaliation: Hazing Reporting

Retaliation is prohibited by a student or an organization against any individual who reports a suspected incident of hazing or participates in an investigation or proceeding related to hazing.

Disciplinary Procedures re: Hazing

- Both individuals and organizations may be held responsible for their actions and participation in an incident of hazing committed on or off campus. An individual and/or organization may be subject to multiple adjudication processes, such as:
- Hazing allegedly committed by an individual student is addressed in accordance with student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations. Individual students found to be in violation of this policy may face outcomes from warning to expulsion (see “Outcomes”).
- Hazing allegedly committed by an organization is addressed in accordance with disciplinary procedures implemented by the Office of Campus Engagement. An organization of the University of Lynchburg found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, charters rescinded, and/or disciplinary sanctions imposed on individual officers or members.

- Alleged violation of laws pertaining to hazing may be investigated and resolved through criminal prosecution and/or civil action.

The University's disciplinary processes should not be considered substitutes for criminal legal processes.

Hazing Prevention Education

The University of Lynchburg provides hazing prevention education on topics such as dangers of hazing, the University's Statement Prohibiting Hazing, and laws regarding hazing. Section 23.1-820 of the Code of Virginia (a portion of "Adam's Law," effective July 1, 2022) requires the provision of hazing prevention training to the current, new, and potential members of some recognized student organizations, as well as the organizations' advisors. To receive and/or maintain organizational recognition, invitation to join, and/or individual membership, students and organization advisors may be required to complete hazing prevention education programs as specified by the University. For additional information about hazing prevention education and Adam's Law, contact the Office of Campus Engagement.

Hazing Violations Listed on University Website

In accordance with Section 23.1-822 of the Code of Virginia (a portion of "Adam's Law," effective July 1, 2022), the University of Lynchburg maintains a public report of actual findings of violations of the University's Honor and Student Conduct Codes and/or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement. Also in accordance with Section 23.1-822, the public report does not include any personally identifiable information of any student involved in a hazing violation, and the report does not list investigations that do not result in findings of University violations or convictions in a court of law.

The public report of hazing violations is available on the University's homepage (lynchburg.edu) and on the fraternity/sorority webpage (lynchburg.edu/student-life/fraternities-sororities/). The report is updated at least 10 calendar days before the start of each fall and spring academic semester.

Information about a particular hazing violation is listed on the public report for a minimum of 10 years from the date when the violation was initially listed. Information listed about a hazing violation or conviction includes:

- The name of the student organization recognized by the University or the name of the local organization, composed of students, that is not recognized or chartered by the University or by a national organization
- Dates on which the hazing occurred, investigation was initiated and concluded by the University and/or local law enforcement, and the organization was found responsible and/or convicted of hazing
- A comprehensive description of the hazing incident, including the finding of violation(s) and sanction(s) placed on the organization

University Experience and Student Success — Community Development Portfolio

Office of Campus Safety and Security

- Lower level, Carnegie Hall
- Non-Emergency - 434-544-8102
- Emergency - 434-544-5555 or 911
- Campus Conduct Hotline - 866-943-5787

The mission of the Office of Campus Safety & Security is to provide a safe and secure environment for the University community. Our goal is to lead in all aspects of public safety practices, to effectively address the safety and security needs of our community, and to provide services with efficiency, integrity, and professionalism.

The CSS Office is a 24/7/365 operation and uniformed officers are always on duty. Campus security officers (CSO) are non-commissioned and are required to complete a certification program through the Virginia Department of Criminal Justice Services. As such, their focus is on observation, reporting and prevention.

CSOs patrol the campus on foot, on bicycles, in golf carts, and in motor vehicles. They address violations of criminal law and University policy; respond to fire alarms and reports of suspicious matters; investigate motor vehicle accidents and issue parking citations on campus; and, submit safety-related repair requests. As required by departmental policy, CSOs submit written reports for review by the appropriate governing body.

The office also provides services to the campus community to include: University vehicle registration or parking decals; University badges/ID; escort services on the immediate campus and during the hours of darkness; and vehicle and room lockouts.

The Office of Campus Safety & Security is also responsible for notifying members of the University community when a situation arises that poses an immediate threat. Emergency notifications are made through the LiveSafe App utilizing SMS, push notification and email. In a similar manner, communication may be sent to constituents regarding an incident that occurred, but does not pose a threat. Typically, this information is sent to explain the presence of emergency vehicles on campus or to prevent similar incidents from occurring.

For more information on the Office of Campus Safety & Security, please visit our [webpage](#).

University Experience and Student Success — Community Development Portfolio

Office of Community Expectations and Restorative Practices

- 125 Hundley Hall
- 434.544.8765
- cerp@lynchburg.edu

In the University community, as in any community, interpersonal conflict can occur between two or more people. Conflict can arise from circumstances such as, but not limited to, miscommunication, differing beliefs or values, and incompatible lifestyle habits in a shared campus residence. Conflict can also stem from one person's misconduct that disrupts or harms another person. Through dispute resolution, interpersonal conflict can be sorted out or rectified, thereby supporting both the well-being of the individuals involved and the health of the University community.

In addition to oversight of the student disciplinary process and managing the Honor Code and Student Conduct Code, the Office of Community Expectations and Restorative Practices (CERP) also can assist students with effectively engaging in managing conflict with other community members. CERP is available to meet with students to discuss conflicts they are experiencing and work with involved students, who are willing to participate, in navigating through their conflict. CERP can provide students with feedback and advice on how they can take ownership over their conflict and move forward in resolving their conflict.

Multiple ADR processes have the potential to result in productive, restorative outcomes that are mutually agreed upon by the individuals involved in the conflict. Examples include apologizing, conflict coaching, facilitated dialogue, guided conversations, and restorative conferences or circles. In some instances, conflict may not be able to be resolved, at which point CERP can work with the involved students and other involved individuals to identify other appropriate resolutions.

Student Judicial Board

- 113 Drysdale Student Center
- sjbplanningteam@lynchburg.edu

Students serving on the Student Judicial Board (SJB) provide vital leadership to the campus community by upholding standards of academic and behavioral excellence and by enforcing University policies in an educational and equitable manner. SJB members complete training activities, case resolution, community service, and social programs for the campus community. Each year, positions are filled through an application and interview process for both board members and the chairperson.

For more information, contact the board at sjbplanningteam@lynchburg.edu or the Office of Community Expectations and Restorative Practices (434.544.8765) or cerp@lynchburg.edu.

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University Experience and Student Success — Community Development Portfolio

Office of Residential Experience

- Second floor, Hundley Hall
- 434.544.8320
- residentialexperience@lynchburg.edu

The Office of Residential Experience is a component of the Community Development portfolio within University Experience and Student Success. The office is responsible for all aspects of on-campus living for undergraduate students. The primary mission of the office is to develop a safe and secure residential community that fosters learning and growth.

The Residential Experience student staff consists of 28 undergraduate students who serve as community assistants (CAs) living in the residential facilities. These students provide peer counseling, maintain community standards, facilitate restorative practices within the community, and plan activities in support of a residential engagement model. Throughout the year, the Residential Experience staff sponsors a variety of programs on crucial topics, including but not limited to alcohol and other drugs, health issues, study skills, involvement, and social and cultural activities. Residential Experience staff members also hold periodic mandatory meetings for their residents. Attendance at these floor and/or building meetings is required of residents. Unexcused absences may result in fines and/or disciplinary action.

Questions about roommates, room changes, policies, organizations and activities, counseling, academic services, or other aspects of campus life for undergraduate students may be directed to any residential staff member or to the Office of Residential Experience.

On-Campus Housing

On-campus housing is available to single (unmarried), full-time undergraduate students between the ages of 17 and 23. On-campus housing is available to single (unmarried), full-time graduate students between the ages of 23 and 25. Requests for exception to this policy are reviewed on a case-by-case basis by University Housing Operations.

The University of Lynchburg does not provide married or family housing. If properties are available, students seeking married or family housing may do so through our University partner, Watts Property Management.

Residential Requirements

The University of Lynchburg values on-campus living that exposes undergraduate students to a variety of meaningful out-of-class learning opportunities. Accordingly, on-campus living is required of undergraduate students, and off-campus living is a privilege earned through progression toward degree completion.

Violations of on-campus or off-campus residential requirements may result in revocation of eligibility to reside off campus and other disciplinary actions..

On and Off Campus Residential Requirements

Full-time undergraduate students are required to live in University of Lynchburg housing, other than: a) students living at home with their parent(s) or legal guardian(s) at their permanent address and commuting to campus on a daily basis; b) students living with their own children and/or partner by marriage; and c) students age 23 and older. Campus housing is not available for students younger than 17 years of age or older than 25 years of age. Graduate students are not required to live on campus, but are permitted to reside on campus and may seek on-campus housing dependent upon space availability and program timeline.

Undergraduate students who have completed 85 or more credit hours (either at the University of Lynchburg or at another accredited institution) prior to the fall semester are eligible to live off campus during the next academic year, as are undergraduates continuing as second-degree students and non-degree-seeking graduate students continuing their studies immediately after baccalaureate degree completion. See “Off Campus Residential Requirements” for additional information regarding off-campus application.

Application to Reside Off Campus

Prior to making housing commitments off campus, students enrolling in undergraduate courses who wish to reside off campus must apply for and receive authorization to do so from the University Housing Operations. Students should not sign a lease or make other arrangements for any off-campus housing prior to receiving authorization to reside off campus from University Housing Operations. Entering into a lease, rental or purchasing agreement, or other housing commitment prior to receiving approval to reside off campus is not justification for an exception to the Off-Campus Residential Requirements policy.

To receive and maintain off-campus residential approval, a student must first complete the Application to Reside Off Campus, which can be accessed through the student’s online housing portal. If approved, a student is then expected to provide the University Housing Operations and the Registrar’s Office with an accurate local address.

Students signing a Residential Living Agreement are entering into an academic year contract and are ineligible to move off campus during the academic year in which the contract applies. If a student chooses to move off campus after securing an on-campus location, the student will be assessed a \$250 termination fee.

A student admitted for full-time enrollment cannot acquire off-campus authorization by dropping to part-time status (below 12 credit hours per semester).

After a student’s application to reside off campus has been approved, off-campus arrangements must be made directly between the student and the landlord. Although the University advises

that careful attention be given to safety and health factors in choosing off-campus housing, it assumes no liability related to these factors.

Conduct at Off-Campus Residence

Students who live off campus are expected to act and maintain off-campus residences in ways that positively influence fellow students, the University, and the greater Lynchburg community. Courteous relationships with neighbors, based on respect, good communication, sensitivity to needs of varying lifestyles, and behaviors that do not infringe on others' rights, are expected.

While encouraging students who reside off campus to exercise responsible self-regulation, the University retains the authority to adjudicate incidents that occur off campus and incidents in violation of the Honor and Student Conduct Codes. Off-campus living is a privilege that may be revoked at any time at the discretion of the University.

The University of Lynchburg's Honor and Student Conduct Codes apply to students' behavior on campus, within the city of Lynchburg, in the surrounding counties of Amherst, Appomattox, Bedford, and Campbell, and anywhere when participating in a University program/event or acting in the capacity of a University of Lynchburg student. Students who live off campus are responsible for knowing all applicable University requirements and Lynchburg city ordinances and practices. Violation of University or community requirements may result in revocation of the privilege to live off campus or to live at certain locations, and may also result in University disciplinary action.

Community resources available to neighbors and students include:

- Lynchburg Police Department (434.847.1602, nonemergency)
- Community Development Inspections (434.455.3900)
- Health Department (434.477.5900)
- Regional office of the Virginia Department of Alcoholic Beverage Control (434.582.5136)
- University's Community Expectations and Restorative Practices (434.544.8822)
- Residential Experience Inclusion Statement - Gender Inclusive Housing

Gender Inclusive Housing Statement

Residential Experience (ORE) at the University of Lynchburg recognizes, welcomes, and affirms students of all gender identities, not limited to or by the traditional understanding of gender as only male or female.

As a way to provide students with a welcoming living environment and residential experience and to fulfill our vision as a department, ORE allows transgender, genderqueer, gender-nonbinary, and gender-nonconforming students to select housing environments based on their identity.

Gender-inclusive housing is available to both new, incoming residents, and returning residents. This type of housing option may be especially important/beneficial for:

- Students in the process of exploring their gender identity
- Students who do not wish to identify themselves by gender
- LGBTQIA+ identified students
- Students who feel more comfortable with a roommate/suitemate/apartmentmate/housemate of a specific gender self-identity
- Students who would prefer to live with or in a community of mixed gender and gender identity

Housing Accommodations for Students with Disabilities

Students seeking housing accommodations for medical, physical, mental health, or cognitive disabilities should contact Accessibility and Disability Resources at ADR@lynchburg.edu. Reasonable documentation completed by a licensed professional is required. For more information, see the policy linked [here](#). Individuals seeking housing accommodations should complete the request process as soon as possible before receiving a housing assignment. A priority period, prior to the start of the standard housing sign-up process, is provided for students seeking housing accommodations.

Laundry Machines

The University of Lynchburg's laundry program includes high-efficiency (HE), front-load washers and dryers in all campus laundry rooms. Payment is made by using the [Speed Queen mobile app](#) instead of coins. Washers and dryers each cost \$1.75 per load.

The University of Lynchburg has instituted the [Speed Queen mobile app](#) for laundry service on campus. Students may download the app in the App Store or Google Play. The Speed Queen mobile app allows students to use a credit or debit card to add funds to their account, view machine availability, see remaining cycle times on machines in use, and receive notification once cycle time is complete. Detailed information about setting up and using the Speed Queen mobile app is available on the [housing options webpage](#).

To [operate](#) campus washing machines correctly:

- Use only liquid HE detergent; look for the “h·e” symbol on detergent bottles.
- Follow the detergent manufacturer's directions for the correct amount of liquid to use. HE washers require less detergent than conventional machines; even less is needed if the detergent is concentrated.
- Pour detergent and liquid fabric softener into the dispenser, not directly on the clothing.

Problems with laundry machines or the Speed Queen mobile app should be reported directly to the University of Lynchburg's laundry vendor, [Caldwell & Gregory](#), or call 800.927.9274.

University Experience and Student Success — Community Development Portfolio

Outdoor Leadership Program

- Outdoor Adventure Center - 338 College Street
- 434.544.8224
- olp@lynchburg.edu

Outdoor Leadership offers both recreational adventures and leadership development programs for the University of Lynchburg campus community. Activities are organized and facilitated by Lynchburg students and include hiking, backpacking, rock climbing, caving, whitewater rafting, canoeing, stand-up paddle boarding, and ropes course workshops. All activities are “challenge by choice,” and no experience is necessary. The only prerequisites are a willingness to explore, a desire to challenge oneself, and curiosity to seek adventures available in the nearby Blue Ridge Mountains and beyond.

Outdoor Leadership manages the on-campus indoor climbing gym located in Wake Fieldhouse. The facility provides students, faculty, and staff with opportunities to learn and practice climbing in a supportive environment. The gym offers open climbing hours, equipment rentals, instructional clinics, and special events throughout the academic year, serving as an accessible introduction to the sport of climbing and gathering space for the campus climbing community.

Outdoor Leadership offers a variety of student staff positions. Staff members spend their first year training in the basics of adventure education, and then build upon that foundation by leading wilderness and adventure course programs.

Students who are interested in developing outdoor leadership skills but are unable to commit to a student staff position may participate in the Outdoor Leadership Certification Program. This program provides structured training in outdoor leadership, technical skills, risk management, and facilitation over an extended period, allowing participants to gain experience at their own pace while building a strong community of outdoor leaders serving as knowledgeable leaders within the campus community.

Outdoor Leadership also operates the outdoor Adventure Summer Camp, an experiential education program serving youth ages 8-13 throughout the greater Lynchburg area. Campers participate in activities such as hiking, climbing, paddling, environmental education, team-building, and outdoor skills while developing confidence, leadership, and a connection to the natural world. The program also provides meaningful summer employment and professional development opportunities for University of Lynchburg students interested in outdoor recreation, youth development, and experiential education.

Join Outdoor Leadership and be Undeniably Adventurous!

University Experience and Student Success - Student Support Portfolio

Academic Advising

- Hundley Hall, First Floor
- 434.544.8422

The purpose of academic advising at the University of Lynchburg is to assist students in reaching their academic and personal goals. This is done collaboratively between the student and their advisor. Students are initially paired with an academic advisor before their first semester, or a Westover advisor if they are participating in the Westover honors program. Upon declaring a major, they are also paired with a faculty advisor within their field of study. Students may also request a minor advisor for a declared minor, or an additional major advisor if a second major is declared.

Faculty advisors serve as the primary guide for students, discussing course selection, academic progress, and professional networking. Academic advisors offer supplementary support, specializing in institutional policy and procedures, alongside providing academic coaching. Westover Honors students utilize a dedicated advisor for program requirements and high academic rigor preparation. All advisor types collaborate as a team to ensure comprehensive student success at the University of Lynchburg.

Learning Outcomes

- Appreciate and value the meaning of a liberal arts education at Lynchburg
- Create a coherent educational plan based on assessment of abilities, aspirations, interests, and values
- Assume responsibility for meeting academic program requirements
- Cultivate the intellectual habits that lead to a lifetime of learning
- Recognize the importance of co-curricular and extracurricular activities in enhancing the undergraduate experience
- Demonstrate effective decision-making skills regarding their career, academic, and personal goals
- Inspire self-reflection and assessment of academic progress, personal development, and well-being

Expectations

A collaborative advising partnership depends on the active participation of both the advisor and the student. The most successful of these partnerships will follow the guidelines below:

Student Expectations

- Connect with your advisor routinely by scheduling and attending meetings and checking email consistently.

- Demonstrate professional conduct by being punctual for meetings, coming prepared with needed items, and respecting the advisor's time and knowledge.
- Clearly inform your advisor about any difficulties impacting your academic progress and objectives.
- Recognize that the advising experience is a mutual commitment between you and your advisor.
- Participate in discussions about career paths and communicate your interests, values, and skills as they relate to your studies.
- Keep yourself knowledgeable and up-to-date on academic regulations, program reviews, and general education mandates.
- Make use of any provided resources and tools, and don't hesitate to ask for help when necessary.

Faculty Advisor Expectations

Faculty advisors serve as the student's primary guide, focusing on academic progress, field connections, and course selection.

- Support students with the selection of courses, discussion of program details, and understanding of degree prerequisites, while offering resources intended to encourage and advance their academic progress.
- Guide students in recognizing the profound significance of general education, especially a liberal arts foundation, for comprehensive holistic development, critical thinking skill acquisition, and the creation of versatile career opportunities.
- Cultivate significant and meaningful relationships with students by learning their individual interests, skills, and values in order to effectively align their career goals with curricular interests and professional networking opportunities in their field.
- Regularly connect with advisees through check-ins to identify immediate academic challenges and assess their overall academic well-being and engagement, and refer out to support services as necessary.
- Foster an interactive, collaborative, and encouraging environment built on mutual trust, respect, open communication, and shared responsibilities within the advising relationship.
- Remain generally informed and current on relevant program requirements, advising best practices, and the effective use of relevant technological tools required for their advising role.

Academic Advisor Expectations

Academic advisors provide specialized support, focusing on institutional processes, student readiness, coaching, and serving as a central support resource.

- Regularly connect with advisees through comprehensive check-ins to identify potential challenges and assess their social, emotional, and academic well-being, including following up promptly on retention alerts issued by the institution.

- Remain updated and current on all university regulations, institutional policies, general education and program requirements, effective advising strategies, and all relevant technological tools.
- Offer proactive academic coaching and individualized support, specifically helping students develop essential college readiness skills and smoothly navigate their transition into the university environment.
- Actively work to build a strong sense of belonging and connection for students by making sure they feel consistently valued and fully supported by the institution and the advising program.
- Provide suitable referrals to other campus services when necessary and collaborate effectively with student support services to ensure that students' unique and individual needs are identified and properly addressed.
- Engage in all accessible professional development opportunities and necessary training sessions to continuously enhance their comprehensive knowledge and advising skills.
- Remain readily available and accessible as a resource to both students and faculty advisors, ensuring seamless and consistent support across the entire split advising model.

Confidentiality

A student's academic information is protected by federal law under the Family Educational Rights and Privacy Act of 1974 (FERPA). This includes both verbal conversations and written communication with advisors, unless permission is granted by the student directly. For more information, visit <https://www.lynchburg.edu/academics/registrar/academic-records/>.

Academic Advising Walk-In Hours

Academic Advising offers walk-in hours for quick questions (Tuesday-Thursday, 2-4pm) during the Fall and Spring semesters. Add/Drop Hours are also available at the same time every day of Add/Drop Week. These hours are designed for quick questions, usually no more than 10 minutes. Faculty advisors may also host individual walk-in hours. Please contact your faculty advisor to discuss their walk-in availability. ***Walk-in hours are not a substitute for a required registration meeting with a faculty advisor.***

Additional Resources

- [Academic Advising - Undergraduate Moodle](#)
- [Finding Advisor Names](#)
- [Selecting Courses in MyHive](#)
- [Registering for Approved Courses in MyHive](#)
- [Student MyHive Registration Tutorial](#)
 - (note: this video was created for Fall 2024 — information about prerequisites not working is incorrect)
- FERPA Release Information
 - [Instructions for Granting Student Release in MyHive](#)
 - [My Hive Proxy Instructions](#)

University Experience and Student Success - Student Support Portfolio

Accessibility and Disability Resources

- Hundley Hall, 3rd Floor
- 434.544.8687, 434.544.8339

The University of Lynchburg guarantees all students with documented disabilities equal access to an education limited only by personal ability and not by disability, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Students with cognitive, medical, physical, or mental health disabilities who wish to seek academic, housing, or dietary accommodations should contact Accessibility and Disability Resources (ADR).

Services are offered to eligible students with documentation of disability, including chronic and acute disabilities. Post-secondary institutions provide accommodations for equal access to University programs and services and are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient's program. Personal aids and assistance are not provided.

Reasonable accommodations do not negate requirements for successful completion of a program, course, service and/or activity; adherence to generally acceptable standards of behavior; the University's general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. Regardless of disability, all students are expected to follow the University's Honor and Student Conduct Codes.

ADA Resolution and Grievance Policy

Accessibility and Disability Resources (ADR) has the responsibility of determining a student's need for accommodation. This determination is made through a two-part process: review of documentation of disability and an intake interview. If ADR staff determines a student is eligible for accommodations, ADR is responsible for coordinating the accommodations with the student, the instructors, other departments, and third-party service providers.

Title II of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973 were intended to prevent discrimination against individuals with disabilities. They provide: "No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by a public entity."

University of Lynchburg faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from

time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If a student believes they have experienced discrimination due to a disability, or perceives an issue with ADAAA or Section 504 compliance including a denial of an accommodation, they have the right to seek resolution or file a grievance with the University's ADA/Section 504 Coordinator. Prompt resolution of such matters is in the best interest of the student, faculty, staff, and the University. Questions regarding the University's compliance with Section 504 or the ADAAA can be addressed to:

- Lizzie Goad, Director for Accessibility and Disability Resources
- Accessibility and Disability Resources
- 1501 Lakeside Drive, Lynchburg, VA 24501-3113

University Experience and Student Success - Student Support Portfolio

Case Management and Support Services

- 101 Hundley Hall
- 434.544.8839
- casemanagement@lynchburg.edu

Case Management (CM) is an innovative department within the Division of Student Development at the University of Lynchburg that supports students by providing guidance to empower students to be their best selves. Case Management staff are dedicated to the value of holistic care and aim to accompany our students while fulfilling the core purpose of “helping students be their best selves.”

Case Management serves students in many ways, including through proactive outreach to individual students and educational programming around topics such as mental and emotional well-being. CM also provides individualized interventions for students who may be struggling, referrals to on- and off-campus resources, and designated case managers to provide support for students who may need extra assistance along the way. Case Management engages innovative ways to provide well-being support so that students never find themselves in crisis. But if they do, we have staff and services to assist.

Hospitalization Procedure

Throughout the course of a student's enrollment at the University of Lynchburg, there may be times when hospitalization is necessary in order to ensure their physical safety. The University of Lynchburg finds it important to outline the procedures and support mechanisms for students during these times. The University offers multiple tiers of support to students in an effort to create a smooth transition and maintain a safe and supportive campus environment. Students are advised to contact Case Management at 434.544.8839 in the event of a hospitalization. The Case Manager can assist with campus notifications.

Recommendation for Return to Campus from Hospital Assessment

The University of Lynchburg is committed to supporting the well-being of all students. The University recognizes the importance of providing appropriate accommodations and support for students returning to campus after a hospitalization. As the University is notified of a student's return to campus, the appropriate University staff will contact the student to request a meeting in order to determine what tiers of support may help with their continued success. Professional staff may include, but is not limited to Counseling Services staff, Health Services staff, and Case Management. Students are advised to contact Case Management at 434.544.8839 when they return to campus. If students elect to not disclose their experience seeking hospital treatment, they are aware that there may be limited accommodations or support provided to them.

University Experience and Student Success - Student Support Portfolio

Solutions Center

- Second Floor, Drysdale Student Center
- 434.544.8210
- solutionscenter@lynchburg.edu
- Office Hours: Mon, Wed, Thurs, Fri: 8:30 a.m. – 5 p.m.; Tues: 9:45 a.m.– 5 p.m.

The Solutions Center is the campus' one-stop shop for all student-facing services. The Solutions Center provides efficient and effective delivery of information and problem resolution for students across a range of administrative and support services, including University Registrar, Financial Aid, and Student Accounts. Our friendly team is ready to walk with you throughout your academic journey.

At the Solutions Center, we're here to help you confidently navigate the financial side of your college journey to simplify paying your tuition and managing costs. Our Student Accounts team handles billing, payments, and refunds for student accounts.

Our Financial Aid team is ready to help with questions and provide assistance regarding financial aid for undergraduate and graduate students, including grants, scholarships, and loans.

Our Registrar team supports students from course registration to graduation with essential academic resources. Services to assist students include maintaining the course catalog and processing catalog change requests, course registration, major/minor changes, transcript processing (official and unofficial), maintaining grade reports and graduation progress. The Registrar team also includes the Veterans Coordinator, who can assist with veteran benefits.

Campus Media

Office of Marketing and Communications

- 366 Schewel Hall
- 434.544.8325
- marcom@lynchburg.edu

Student Media

The University of Lynchburg's student media enhance community outreach and service and develop creative expression and journalism skills. Student media include publications and video/multimedia productions:

- Agora – undergraduate student responses to great books of the world
- Aurous – journal of visual arts and creative writing
- Corporate videos
- Service-oriented media
- The Critograph – student-run, student-produced weekly newspaper
- The Prism – literary magazine showcasing students' original poetry, fiction, creative nonfiction, and visual art

Student media supported in part or whole by University funds must adhere to the University of Lynchburg Policy Statement for Student Publications and Broadcast Media.

University of Lynchburg Policy Statement for Student Publications and Broadcast Media

Scope of Application of Policy

This policy shall apply to any student newspaper, magazine, publication, or other media, including broadcast media, at the University of Lynchburg that is supported in whole or in part by University funds.

Responsibility for Media

Responsibility for University of Lynchburg media rests in the Board of Trustees. The board shall delegate authority over media through the Office of the President. Direct responsibility under the president shall reside in the appropriate dean or vice president, a faculty or staff advisor and/or editor, and a student editor-in-chief (if applicable). In cases where the budget allocation for the media resides within an academic program and the production of the media is in whole or in part a classroom experience, the media are protected under the faculty right of academic freedom as described in the faculty handbook.

Faculty/Staff Advisor

Each publication subject to this policy shall have a faculty or staff advisor and/or editor. The role of the faculty/staff advisor and/or editor of student publications shall be to assist the student staff in the transfer of the theories of publication/broadcast to successful, effective practice. Details of the advisor's and/or editor's functions may be delineated by further policies set by the individual publication in a manner consistent with provisions of this policy statement.

Submissions to Student Media

Each publication will develop individual policies on advertisements, submissions, deadlines, authorship, editing of submissions, and any other relevant criteria related to publishable material. These policies will be posted on the publication's web site at least annually and will be available upon request from the faculty/staff advisor and/or editor. Advertising policies must be consistent with the policies set out in the Honor and Student Conduct Codes.

Content

Material must not violate any postage, copyright, obscenity, libel, or privacy laws. The student editor (if applicable) shall make decisions concerning content and publication/broadcast practices in consultation with the faculty/staff advisor and/or editor. Where disagreement between the publication's advisor and/or editor and student editor occurs on particular content, conflicts of opinion will be resolved through the administrative structure of the academic or administrative unit housing the publication.

Freedom of the Press

The statement of student rights published in *The Hornet* affirms and guarantees freedom of the press. Therefore, the prevailing legal principles of freedom of the press shall be respected with regard to all student media at the University of Lynchburg. Accordingly, this policy shall be interpreted and applied in a manner consistent with the prevailing judicial interpretations of the meaning and substance of laws pertaining to the freedom of the press.

Disclaimer Statement for Reproduction in Each University Publication

Publications subject to this policy will print a disclaimer in the appropriate place that states that the opinions expressed in the publication are not necessarily those of the University of Lynchburg. A suggested statement follows:

Opinions expressed in (name of publication) are not necessarily the opinions of the University of Lynchburg. The full text of the University of Lynchburg policy on student publications is available in The Hornet. Guidelines for submissions to (name of publication) may be found (location). Submissions must not violate any postage, copyright, obscenity, privacy, or libel laws.

Social Media Policy

Social media platforms can be useful tools for University of Lynchburg organizations to communicate with each other and with the public. Social media platforms allow for the sharing of user-generated content and immediate, interactive conversation. Some examples include Instagram, Facebook, X (formerly known as Twitter), YouTube, LinkedIn, Pinterest, Snapchat, TikTok, and Flickr.

The University's [Social Media Policy](#) applies to employees and to students who maintain official social media accounts on behalf of University offices or groups. Official social media accounts are those:

- Created by a University employee to represent and promote the University.
- Created for University offices, schools, departments, or school-sponsored, approved student groups.
- Which use the University of Lynchburg or UL in their account names. (Only official accounts may use the University name.)
- Which have at least one faculty or staff person as an account administrator at all times. Only current staff, faculty, and currently enrolled students may serve as account administrators.
 - If an account administrator leaves their position or the University for any reason or no longer wishes to be an account administrator, the academic or administrative department is responsible for removing that person's administrative permissions to the site and for designating another Lynchburg employee to be the account administrator.

Individuals who wish to create an official University of Lynchburg social media account must:

- Please notify MarCom of your intention to create a social media account by contacting the University Social Media Manager at marcom@lynchburg.edu. **It is critical that you consult with the MarCom office before creating an account.**
- Before launching your account, it's important to be clear about the purpose of the account as well as your goals, audience, suggested names, and content ideas. Please create a social media plan that includes each of these elements and include it with your request to start an account.
- When naming the account, include the University of Lynchburg, UL, or Lynchburg at the beginning of the name. (e.g., UL_StudentLife)
- Please provide a current faculty or staff contact when registering your account. The MarCom office will contact this person in an "emergency" situation, such as if a post or comment needs to be removed in a time-sensitive manner because it is inaccurate or violates the social media policy. You (not the MarCom office) are responsible for managing your account.
- Once these steps are completed, the social media manager will create an account for you, filing the usernames and passwords, and then passing ownership on to you.

For additional information and expectations pertaining to social media, see the full Social Media Policy provided on the University's website (lynchburg.edu, search "Social Media Policy").

Logo Use and Brand Guidelines

Students and student groups must follow guidelines regarding use of the University of Lynchburg's name, mascot, logos, and colors. The University's logos and marks are licensed. Items using the University's name, logos, or marks may be produced only by licensed vendors. For additional information, see "Logo Usage and Colors" on the University's website (lynchburg.edu).

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Other Campus Resources

ATM

- [Central Virginia Federal Credit Union](#)
- Second floor, Drysdale Student Center
- 434.528.9016; 800.335.0069

Your Community Credit Union (CVFCU) hosts the on-campus ATM, which offers Visa, Plus, MasterCard, Cirrus, Accel, and MoneyPass networks. Daily withdrawals of up to \$750 may be made. There is a \$3.00 fee for nonmembers to use this ATM, but some members of other credit unions that are part of the CU Shared Network might be able to use the ATM for free - that is something you need to check with your credit union. Members are able to make deposits at the student branch anytime we are open on campus. As well as at our other five full service branches and those ATMs.

During the fall and spring semesters, Your Community Credit Union operates a full-service, on-campus branch for students, faculty, and staff. The on-campus branch assists with opening new accounts, deposits, check cashing, and member service assistance.

Credit union members enjoy a no-minimum-balance checking account, free online banking, and a mobile app with mobile deposits. As a full-service credit union, CVFCU offers saving and checking accounts, Visa credit cards, student and personal loans, and auto and home loans.

A \$5 membership fee and a minimum deposit of \$5 are required to start an account. After initial sign-up, members can continue to use the credit union's full services, even after leaving the Lynchburg area.

Five local, full-service CVFCU branches and a call center are available to serve credit union members. Branch locations, service hours, and thousands of surcharge-free ATMs located nationwide are listed on CVFCU's [Branch and ATM locator site](#).

Other Campus Resources

[Campus Store: The Hornet Shop](#)

- The Hornet Shop, Second floor, Drysdale Student Center
- 434.544.8239
- thehornetshop@lynchburg.edu
- Regular Hours:
 - 10:00 a.m.-5:00 p.m., Monday-Friday
 - 10:00 a.m.-4:00 p.m., Saturdays during fall & spring semesters
 - Closed Sundays
- Special Hours: See their website or call

All required and recommended textbooks, and course materials for classes taught at the University of Lynchburg can be [purchased online](#) (University username and password required). A link to this website is on The Hornet Shop website (shop.lynchburg.edu) under the “Course Materials” tab listed as “Student Textbooks and Course Materials” Credit/debit cards can be used for online purchases. Student account charging is also a payment option if using financial aid or scholarships, and if the student’s tuition account is not on hold. Textbooks and course materials shipped to the University will be delivered to the **University Mailroom** for pick up. Textbooks and course materials are not available for in-store purchase.

For more help or information regarding textbooks visit this link:

[☰ Student Help - Textbooks / Course Materials - Vital Source](#)

Gifts, clothing, school/office supplies, and health and beauty merchandise can be purchased in The Hornet Shop or online. Payment for in-store purchases may be made by credit/debit card (American Express, Discover, MasterCard, Visa), cash, Apple/Google Pay, and Hornet Bucks. **Checks are not accepted.** Special products and services are available to the campus community through the Campus Store, including:

- Campus Store e-gift cards
- Online merchandise order/shipment/pick up
- Official University rings
- University Nursing pins
- Graduation cap, gown, and degree hood
- Personalized graduation announcements
- Diploma frames

Other Campus Resources

[Dining Services at the University of Lynchburg](#)

- Drysdale Student Center
- 434.544.8245

The award winning Dining Services at the University of Lynchburg is dedicated to providing healthy and enjoyable dining experiences for all students and community members.

Meal Plan Options

We offer a variety of meal plans to suit your needs. The **Unlimited** student board meal plan and the **Unlimited Plus** meal plan are both available to all students. If you're an undergraduate student living in traditional residence halls, the **Unlimited** meal plan is a required minimum. For students residing in Southside housing or off campus, including commuters, additional meal plan options are available. For a complete listing of these meal plan options, and to learn more about using your Dining Dollars and Hornet Bucks across campus, please visit our website.

Important Meal Plan Dates

Fall semester meal plans will begin with dinner on **August 12, 2026**. Keep in mind that meal plans are not active during the midterm fall break.

Spring semester, meal plans are in effect from **January 7, 2027**, through undergraduate Commencement for graduating seniors. They will also be inactive during the midterm spring break.

During Winter Term and summer sessions, meal options may be limited or unavailable, so please plan accordingly.

Dining Facility Hours

Standard hours of operation for dining facilities during the fall and spring semesters are listed below. Operational hours during other periods, such as fall break, Thanksgiving break, Winter Term, spring break, and summer sessions, will be announced as needed. Please note that hours are subject to change with notice.

Brewed by Mission House Coffee (Schewel Hall, first floor)

- Monday-Thursday: 8:00 a.m.-9:00 p.m.
- Friday: 8:00 a.m.-4:00 p.m.
- Saturday: 11:00 a.m.-5:00 p.m.
- Sunday: 2:00-9:00 p.m.

Burton Dining Hall (Drysdale Student Center, third floor)

- Monday-Friday
 - Breakfast: 7:00-10:00 a.m.
 - Continental: 10:00-11:00 a.m.
 - Lunch: 11:00 a.m.-2:00 p.m.
 - Late Lunch: 2:00-4:30 p.m.
 - Dinner (Monday-Friday): 4:30-7:00 p.m.
- Monday-Thursday
 - Extended Dining: 7:00 a.m.-10:00 p.m.
- Saturday-Sunday
 - Brunch: 10:30 a.m.-2:00 p.m.
 - Deli and Salad Bar: 2:00-4:30 p.m.
 - Dinner: 4:30-7:00 p.m.

Domino's at Rainsford House (lower level)

- Monday-Thursday: 3:00 p.m.-1:00 a.m.
- Friday-Saturday: Noon-2:00 a.m.
- Sunday: Noon-1:00 a.m.

The Daiki Box at On Common Ground

- Monday-Friday: 10:30 a.m.-9:30 p.m.
- Saturday: Closed
- Sunday: Noon-9:00 p.m.

Westover Room (Drysdale Student Center, second floor)

- Monday-Friday: 10:00 a.m.-8:00 p.m. (7:00 p.m.-8:00 p.m. convenience items only)
- Saturday-Sunday: 2:00-8:00 p.m. (convenience items only)

[Menus for Burton Dining Hall](#)

Menus are posted online. For dine-in patrons, Burton Dining Hall provides all-you-care-to-eat meals, however, food may not be removed from the dining hall for subsequent consumption. Dine-in patrons may finish eating a small item (piece of fruit, cookie, ice cream cone) as they leave the dining room at the end of a meal. Diners using the "Hornets on the Go" meal option are allowed to take food from Burton Dining Hall in the takeout container provided for their purchased meal.

One's University ID card must be presented to the Burton Dining Hall cashier before entering the dining room and to the cashier at each retail location when using any University-related account. The ID card is not transferable and may not be used by anyone other than the authorized holder. For the protection of authorized card holders, Dining Services staff will confiscate any ID presented by someone other than the authorized holder, and the matter may be referred to Community Expectations and Restorative Practices. One's ID card is as valuable as cash or a credit card, so appropriate precautions should be taken to safeguard it.

Sting-Free Bites Station

Burton Dining Hall is proud to offer Sting-Free Bites, a dedicated dining station designed to be completely free from the top 9 most common food allergens: milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame.

To ensure this space remains a safe haven for all our Hornets, we strictly prohibit bringing food, drinks, or plates from other dining hall stations into this area. Cross-contact is a serious health risk, and keeping this station secure requires a team effort. Please follow all posted guidance when visiting Sting-Free Bites.

Thank you for helping us keep our campus community safe!

Disability Accommodations in Dining Services

Students wishing to request dietary accommodations for medical (including allergies), mental health, or physical disabilities should contact the Office of Accessibility and Disability Resources. Reasonable documentation completed by a licensed professional is required. Individuals seeking dietary accommodations should complete the request process as soon as practicably possible before moving onto campus. For more information, see the webpage titled “Dietary Accommodations” on the University of Lynchburg’s website (lynchburg.edu).

Other Campus Resources

Mail Services

- Second floor, Drysdale Student Center
- 434.544.8191
- mailservices@lynchburg.edu

The University of Lynchburg Mail Services handles the University's incoming and outgoing mail. This service is not affiliated with the U.S. Postal Service, but it does follow its high standards. Our location is on the second floor of the Drysdale Student Center, near the Westover Room dining area. Our mail services team strives to provide quality service so that you can meet all your mailing and shipping needs.

Operating Hours

- During Academic Year
 - Monday-Friday: 8:30 a.m.-5 p.m.
 - Saturday-Sunday: Closed
- During Breaks and Summer
 - Monday-Friday: 8:30 a.m.-3:30 p.m.
 - Saturday-Sunday: Closed

Please note, breaks include all times when the majority of the student population is not on campus. This may include pre-season sports, summer, and any other official recesses.

University-sanctioned recesses

Observed Holidays:

- New Year's Day: Jan. 1
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day: July 4
- Thanksgiving Break: Wednesday before Thanksgiving Day through Sunday
- Christmas and New Year's Break: Dec. 24-31

General Services

We accept any prepaid outgoing packages for the following carriers: FedEx, UPS, or the U.S. Postal Service (USPS)

Shipment of non-prepaid packages or letters can be arranged via UPS. FedEx and the USPS at current shipping rates.

Shipment of international letters and packages can be arranged via UPS, FedEx or USPS at current shipping rates.

We sell official USPS stamps.

- Weekday placement of letters into student mailboxes
- Weekday processing and electronic notification of student packages once they arrive on campus

Additional Services:

- Notary Services
- Passport Photos
- Laminating Services
- On-Campus Mail Delivery, fee applies

Service Level Agreement

The mail services team strives to provide quality service to meet all your mailing and shipping needs. By participating in the offerings of the University's mail services system, the customer acknowledges all user responsibilities and agrees to abide by the processes in place for all packages/letters sent to any University of Lynchburg facilities. Read more in our [Service Level Agreement](#).

Students

Deliveries to Student Mailboxes

Incoming letters are typically placed in students' mailboxes by noon on weekdays, excluding observed holidays.

When an incoming package is addressed to a student's mailbox, Mail Services notifies the student recipient via email that the package can be picked up at the Mail Services counter. A student should present their University ID when picking up a package. Due to U.S. Postal Service regulations, packages containing perishable items are discarded if not picked up within seven days.

Student Mailboxes

Mailboxes assigned to individual students are on the second floor of the Drysdale Student Center near the Westover Room dining area. Students can identify their assigned campus mailbox number and access combination online:

1. Log on to Myhive
2. User account menu (click on person icon in top right corner)
3. Go to Post Office

Student Mailing Address

For accurate and prompt delivery, mail sent to students should be addressed as follows:

- Student Name and **Mailbox Number**

- University of Lynchburg
- 1501 Lakeside Drive
- Lynchburg, VA 24501-3113te

When mail or a package is addressed to the University without the name of a specific individual or University department, the item is forwarded to and opened by the University's Business Office. If the contents of the item indicate the intended recipient, the Business Office sends the items back to Mail Services for delivery through regular campus mail processes.

No Commercial Use: University addresses, mail services, and facilities cannot be used to operate private, for-profit entities. The name of The University of Lynchburg is not to be used in any advertisement or telephone directory listing, nor may any advertisement provide a University office address or telephone number as a business address or business telephone.

If you are starting a business, you should consider the following.

- Get a P.O. Box: Rent a private mailbox from the post office.
- Use a Coworking Space: Use a legitimate coworking space address.
- Virtual Office: Utilize a dedicated business address service, as long as it is not a "simple mailbox" that gets flagged by banks.

Other Campus Resources

[Information Technology](#)

Office of Information Technology (IT)

- 1st Floor, Drysdale Student Center
- 434.544.8350
- ithelp@lynchburg.edu

[My Hive](#) provides students with tools to manage their personal and academic information. This electronic portal also provides access to a variety of University services, such as email and Moodle.

[Technology Usage Policy](#)

The University of Lynchburg computing and electronic communication facilities and services are owned by the University and intended for teaching, educational, research, and administrative purposes. Access to these facilities is a privilege granted to the University's faculty, staff, students, alumni, and guests. Fundamental to the use of these facilities is the respect for the rights and privacy of all users. By using the University's computing and electronic communications facilities and services, University faculty, staff, students, alumni, and guests agree that they will follow this policy and will cooperate with the University in implementing this policy.

Certain responsibilities and possible liabilities go with this privilege, and understanding them is important for all computer users. This policy strives to balance the user's ability to benefit from these computing resources and the University's responsibility to maintain the computing and electronic communications facilities and to assure that its institutional policies are in compliance.

The purpose of the Technology Usage Policy is to promote the efficient, ethical, and lawful use of the University of Lynchburg computer and network resources. The Technology Usage Policy includes information about:

- Guidelines for responsible use
- Privacy, enforcement, and sanctions
- Copyright information
- File sharing

Safety at the University of Lynchburg

Safety at the University of Lynchburg: A Shared Responsibility

Safety at the University of Lynchburg is the shared responsibility of students and employees.. Ours is a close-knit community with an excellent security history. However, no campus or community is free from crime. The degree to which the University of Lynchburg is safe depends on all members of the campus community taking seriously the responsibility to protect themselves and others.

To help protect yourself, campus colleagues, and your belongings, take time to think about safety and security on campus, utilizing the suggestions and resources identified in the following paragraphs. By following the tips provided, by promptly reporting all campus crimes and safety concerns to Campus Safety and Security, and by actively protecting your safety and that of your campus colleagues, you will be a positive contributor to the quality of life at the University of Lynchburg.

The University reserves the right to consider a student's or applicant's character, academic and behavioral record, criminal record, or other pertinent information in granting or denying housing or admission, making related assignments or schedules, or imposing reasonable, appropriately tailored requirements to protect the campus environment. Unless specifically exempted from disclosure by law or order of the court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony.

The presence on campus of students or applicants who commit serious violations of University rules, regulations and procedures, or have unacceptable character, academic or behavioral record, or criminal record may be inconsistent with the safety and other compelling interests of the University. Accordingly, the University may, at the University's sole discretion, temporarily or permanently bar from all or any part of University-owned or controlled property, or impose reasonable conditions upon any student or applicant who violates University rules, regulations and procedures, or whose character, academic or behavioral record or criminal record is determined by the University to pose an unreasonable risk to the interests of the University, its students, employees or visitors. However, the University reserves the right to take immediate action to protect the health or safety of people or property.

Safety at the University of Lynchburg

Safety on Campus

Student Health or Safety Emergencies

The University of Lynchburg is concerned about the physical well-being and safety of its students. Students found in an incoherent or unconscious state may be transported to the nearest emergency facility for evaluation and treatment. The University reserves the right to inform a student's parents (or legal guardian) of any situation in which emergency medical attention is requested for the student. Also, the vice president for university experience and student success and the university experience and student success assistant vice presidents (or designee) reserves the right to contact a student's parents (or legal guardian) if it is determined that a substantial likelihood exists that the student has exhibited or will exhibit behaviors that jeopardize the health and safety of the campus community. The University will respect the privacy of students, but in some cases may contact parents (or legal guardian) or the U.S. Immigration and Customs Enforcement. In addition, when the University determines that a health or safety emergency exists, the University may disclose information from student educational records to law enforcement officials, public health officials, and trained medical personnel to protect the health and safety of students or others.

In situations in which conditions and/or events suggest that a student's health or safety might be at risk, and/or the student's behavior poses a risk to the health, safety, and well-being of the campus community, the University may require that the student in question seek appropriate medical evaluation and/or other treatment. The University may limit or deny the student's access to and/or movement about campus, including, but not limited to, residential areas and classes, pending an administrative review. The Threat Assessment and Management Team (TAM Team) is charged with reviewing each case and making a final determination of the student's status, which may include, but is not limited to, continued enrollment with specific conditions, referral for possible disciplinary action, voluntary medical leave, or involuntary medical leave. The TAM Team shall consider all relevant information related to the student in making this decision. The student has the right to provide additional information in writing to the TAM Team. The student also has the right to appeal the TAM Team's decision to the president of the University of Lynchburg (or the president's designee). The appeal must be submitted in writing within two weekdays (Monday-Friday) from the TAM Team's decision. All appeal decisions are final.

Following administrative address of an immediate risk, a student who exhibited drunkenness, incoherence, loss of consciousness, or other such inappropriate behaviors including misconduct, may be referred to the Office of Community Expectations and Restorative Practices for follow-up educational services, medical assessment, and/or review of related policy infractions.

Personal Safety Tips

All students, employees, and campus visitors are encouraged to take responsibility for their own security and the security of others. The following common-sense practices help protect everyone on campus:

- Walk with a friend, especially at night. If a companion is unavailable at night, you may call Campus Safety and Security (434.544.8102) or use the LiveSafe app to request an escort. You can also use SafeWalk within the LiveSafe app to invite friends, family, or security to virtually follow your location on a real-time map.
- Know the people you visit, whether on or off campus.
- Close and lock ground-floor windows when you are not in your campus residence or office.
- If you bring a vehicle to campus, keep the windows rolled up and the doors locked at all times. If you leave valuables in your car, lock them in the trunk so they cannot be seen by others. If you are working in an academic building or office at night or during weekend hours when the area is usually locked, notify Campus Safety and Security (434.544.8102 or dial "0" from any campus land-line telephone) so that officers are aware of your presence in the event of an emergency.
- Be aware and concerned about the use and abuse of alcohol and other drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or other drugs.
- Anyone needing emergency assistance on campus can reach Campus Safety and Security at any time by dialing emergency extension 5555 from any landline telephone on campus or by dialing 434.544.5555 from a cell phone or off-campus phone. Dial 911 for local police and fire emergency assistance at off-campus locations.
- Firearms or weapons of any type, including concealed weapons for which the carrier has a legal permit, are strictly prohibited on campus. Weapons include but are not limited to firearms (e.g., Airsoft guns, BB guns, handguns, paintball guns, pellet guns, rifles, bows and arrows, explosives, knives, martial arts weapons, metal knuckles, and stun weapons). Possession or use of a realistic facsimile of a weapon is also prohibited on campus. Contact Campus Safety and Security immediately to report the presence of weapons on campus. (Exceptions to this policy may be made when a legitimate, authorized, classroom-based need exists.)
- Pay attention to security alerts, safety announcements, and other information about crime prevention and enhancing personal safety provided on campus. Knowing safety precautions and resources can make a difference in a crisis.

Safety Tips for Residential Facilities

All University of Lynchburg-owned residential facilities are considered "on campus."

University housing includes:

- Five residence halls (Freer, Montgomery, Shackelford, Tate, and Westover Halls);
- Five townhouses (Brewer, Bullard, Huston, Rainsford, and Warren Houses);
- Peakview Hall apartments; and
- University-owned houses are located on public streets near campus, some of which are occupied by recognized student organizations (e.g., the Olympus Community of

fraternity and sorority houses on Vernon Street and houses occupied by members of special interest groups, such as athletic teams).

The University of Lynchburg does not operate any off-campus housing or residences not owned by the University for use by student organizations.

The Office of Residential Experience schedules staff members to be on duty each night when classes are in session. While on duty, community assistants periodically patrol their respective residential areas. Campus Safety and Security staff also patrol residential areas and will work collaboratively with Residential Experience staff to have a presence within the residential community.

To enhance safety in campus residential facilities, students should adhere to the following:

- Only members of the University of Lynchburg community and guests are authorized to be in residential facilities. Student hosts must accompany their non-student guests in residential facilities at all times. Students must register their non-student guests who stay on campus after midnight by completing the [form](#) posted on The Housing Portal ([StarRez](#)) under “Helpful Links”.
- All room doors can be secured by key. Lock your door when you leave your room, even if you will be gone for “just a minute.” Similarly, lock the entrance doors to your residence if you live in a University apartment, house, or townhouse. Lock your door(s) before going to sleep.
- Keep your room key and ID card on your person. Do not lend your key or ID card to anyone. A lost or loaned key or ID card is an invitation to a thief or other criminal, giving them access to your residence and jeopardizing your safety and that of your fellow residents.
- If you lose your key or they do not work properly contact the Office of Residential Experience immediately. If you lose your ID card, or if they do not work properly, contact Campus Safety and Security immediately.
- Do not let strangers into a residence through exterior security doors or into your room. Never prop doors open or leave ground floor windows open. Such openings are ready-made entrances for would-be criminals.
- Immediately report suspicious persons to Campus Safety and Security. Quick reporting increases the likelihood of apprehending trespassers.
- You have a great deal invested in the personal belongings which you bring to campus. Review your family’s homeowner’s or renter’s insurance policy; if your belongings on campus are not covered by the policy, consider acquiring a rental insurance policy.

All students residing in housing not owned by the University of Lynchburg should contact their local police department or sheriff’s office to report crimes occurring at their residence.

[LiveSafe App](#)

LiveSafe, a mobile-safety technology for the University of Lynchburg community, empowers students and employees to take charge of their own safety and to look out for those around them.

- Share information – Submit reports to Campus Safety and Security about suspicious activity, a mental health issue, or potential violence with a picture, video, or audio attachments. Send anonymously if you choose.
- Have peace of mind with SafeWalk – Individuals invite others to “virtually escort” and monitor their location on a real-time map. Simultaneously, Safe Walkers can chat with one another or call 911 if needed.
- Summon emergency help – Safety officials can leverage location data in an emergency, allowing faster response times.
- Access emergency information – Have fast access to important campus support resources and emergency procedures.
- Receive emergency notifications, timely warnings or other safety-related information

To download the LiveSafe app, visit the Google Play or App Store and search “LiveSafe.” When registering, select “University of Lynchburg” as the designated school.

[Campus Safety Officers](#)

The University of Lynchburg’s Campus Safety and Security, composed of uniformed, unarmed officers, operates 24 hours every day of the year. All campus safety officers (CSOs) are non-commissioned security staff members without the authority to arrest; CSOs complete a certification program through Virginia’s Department of Criminal Justice Services. Campus safety officers patrol the campus on foot, bicycles, golf carts, and marked cars. While on patrol, officers address crimes and University policy violations occurring on campus and submit safety-related repair requests.

The University of Lynchburg’s campus safety officers have the authority to:

- Ask individuals on campus for identification and to determine whether or not individuals have a legitimate reason for being on campus;
- Address and report possible violations of University policies and laws committed by students to Community Expectations and Restorative Practices or by University employees to the appropriate administrator for address through University disciplinary processes; and
- Issue tickets for violations of the University of Lynchburg parking regulations
 - Please note that, as an additional parking enforcement tool, the Campus Safety & Security Office utilizes vehicle immobilization devices or vehicle boots. Boots are used to immobilize vehicles that have been designated as habitual offenders (received more than 3 parking citations in an academic year) and to identify illegally-parked and unregistered vehicles. For additional information, reference the [Campus Safety & Security website](#).

A Campus Safety and Security staff member is available at the Dispatch Center 24 hours per day to receive reports of campus crimes and other emergencies (Carnegie Hall, Terrace Level emergency: 434.544.5555; non-emergency: 434.544.8102). In response to a report, a CSO takes appropriate action, which may include going to the scene of the reported incident, asking the caller to come to the Campus Safety and Security office to make a report, contacting local or state law enforcement agencies, activating procedures for a campus-wide announcement of a safety concern through a timely warning, and/or conducting a follow-up investigation to collect additional information.

Relationships with Law Enforcement Agencies

For situations that require mutual aid assistance from local law enforcement agencies, the University of Lynchburg's Campus Safety and Security has a standing Memoranda of Understanding (MOU) with the Lynchburg City Police Department (LPD) for the investigation of alleged criminal offenses. Because the University of Lynchburg's campus safety officers have authority only on University property, University constituents and visitors needing assistance with crimes or emergencies occurring off campus should contact their local 911 Dispatch Center for local law enforcement assistance.

The University of Lynchburg enjoys a successful, collaborative working relationship and rapport with the Lynchburg City Police Department built through day-to-day interactions. The University works cooperatively with the Lynchburg Police Department on crime prevention and in addressing reported incidents.

Security Video Monitoring

The University of Lynchburg is committed to providing a safe and secure environment for the campus community. The purpose of security video monitoring/recording is to enhance campus security and the safety of persons and property. The University employs the use of CCTV and body-worn cameras to assist in the monitoring of grounds/facilities and for the purpose of investigating and documenting criminal and misconduct investigations.

Information on Access to and Security of Campus Facilities

The University of Lynchburg is located in a quiet but thriving city of approximately 81,000 residents. Lynchburg is the principal city of the Metropolitan Statistical Area of Lynchburg, located near the geographic center of Virginia. With a population of approximately 269,000 people, Lynchburg's MSA is the fifth largest in Virginia. As in any city, threats can arise from people and circumstances external to the University. Remember, the campus is walkable from any direction at any time. While nearby off-campus areas may seem like extensions of the campus, they may not be as secure, especially at night.

University buildings, except residential facilities, are unlocked and open to students, employees,

contractors, visitors, and guests Monday–Friday, including nighttime class and event times. Campus grounds and facilities are frequently and freely accessed by members of the general public attending athletic competitions, presentations, and other events offered to the community.

In general, University academic buildings and administrative office areas are locked after classes or daily usage hours end. Nonresidential facilities may be open for authorized purposes, such as presentations and performances, academic projects, and meetings.

Exterior access to the living areas of all residence halls (Montgomery, Tate, Westover, Shackelford and Freer) and Peaksview Hall apartments are locked 24 hours a day. University policy stipulates that a visitor who is not a resident of the building must be admitted and escorted by a building resident. During winter, spring, and summer breaks, all student ID cards are deactivated, unless special permission for residential access is given by the Office of Residential Experience. Other campus housing (houses and townhouses) are locked and unlocked via keys issued to the assigned residents. Members of the University community and guests may visit students in campus housing per the University's visitation policy.

The University of Lynchburg Graduate Health Sciences Building, located at 300 Monticello Ave., houses the Doctor of Physical Therapy and Physician Assistant graduate programs. Entrance to the Graduate Health Sciences Building is controlled by card access. Campus Safety and Security officers regularly patrol the facility daily. Surveillance cameras are located throughout the interior of the Health Sciences facility and on the exterior.

The University of Lynchburg's Claytor Nature Center is a non-enclosed, 470-acre research center located in Bedford County, Virginia, approximately 25 miles from the Lynchburg campus. CNC facilities include an education and research center, pavilion, retreat center, observatory, and research gardens. CNC is available for use only by University of Lynchburg employees, students, and guests. A University representative is generally available on-site for programs and classes. However, University security officers do not patrol the CNC grounds or facilities. In the event of an emergency at CNC, one should call Bedford County emergency services (911 if the caller is present at CNC; 540.586.7827 in non-emergency situations).

The University of Lynchburg's [equestrian program](#) announced the University's long-term agreement with Patrick Henry Family Services Farm as the new home of the Hornets equestrian program. The team moved into the facility in June of 2022.

The property is 181 acres along U.S. Route 501 in Campbell County, two miles south of Rustburg and about 14 miles from University of Lynchburg's campus. It features two existing barns, a show ring, and a significant tract of pastureland. Lynchburg plans to improve the property with a 120-foot by 250-foot covered arena and barn with more stalls to increase capacity to 35 or more horses, and trails traversing the back part of the property.

University security officials do not patrol the grounds or facilities. In the event of an emergency, one should call 911 to reach the Campbell County Sheriff's Office.

Safety at the University of Lynchburg

Emergency Procedures

The University of Lynchburg is not immune to the possibility that a campus visitor or a member of the University community poses a threat of harm to themselves or others. The University has multiple staff, policies, and procedures dedicated to enhancing safety on campus and preventing violence (see Campus Safety and Security's web page). Additional information about helping a student of concern is available on the University's website ("Concerned about a student?").

Because campus safety is a shared responsibility, University constituents and visitors are strongly encouraged to take steps to preserve both personal and property safety and to contact Campus Safety and Security immediately if they observe threatening or aberrant behavior that may represent a threat to the University community. When a threat is reported, a campus safety officer responds to the situation and utilizes other safety resources as needed. These additional resources may include, but are not limited to, the Lynchburg Police Department and other law enforcement agencies, emergency medical and mental health services, residential and Student Development staff on call, and the use of the Livesafe communication platform (email, text messaging, and push notification) for notifying the campus community of an ongoing threat.

During the fall and spring semesters, administrators from the University Experience and Student Success (UESS) offices serve as the professional on-call, or POC, on a rotating basis. The UESS POC may be contacted by security or residential staff seeking consultation or assistance with safety, medical, and mental health emergencies, and other unusual circumstances. The Professional-On-Call (POC) system supplements but does not replace on-call emergency response systems implemented by Campus Safety and Security and by the Office of Residential Experience. The POC system is not active during winter and summer breaks.

Emergency Response

When a threat is reported, a campus safety and security officer responds to the location of the incident in an attempt to confirm the validity of the report and to collect additional information. If assistance is needed, additional campus safety and security officers, local law enforcement, fire safety, and emergency medical assistance are requested, as appropriate to the incident. Campus safety and security officers work to contain the threat before local emergency agencies arrive. When Lynchburg city emergency personnel arrive, they assume authority and serve as primary responders. University safety and security officers support these primary responders. To provide additional support to Lynchburg city emergency personnel and students and employees on campus during a significant emergency, the University's Crisis Management Team may be activated.

Emergency Notification

The purpose of an Emergency Notification is to advise students and employees of a significant emergency or dangerous event that poses an immediate threat to the health and safety of the campus community. An Emergency Notification will be issued immediately upon confirmation of the situation.

Should a situation arise on or off campus that, in the judgment of Campus Safety and Security, constitutes a serious or continuing threat to students and employees, an emergency notification is issued without delay. The University employs the Livesafe platform to communicate emergency notifications with community members. Emergency communications are sent via email, SMS, and push notification. If building evacuation is an appropriate response to the safety concern, the building's audible fire alarm may be activated. (Exception: Initiation of the notification system may be delayed if, in the professional judgment of Campus Safety and Security, such communication will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.)

Timely Warnings

A Timely Warning is a notification to students and employees through LiveSafe by Campus Safety and Security. The purpose of a Timely Warning is to inform students and employees of crimes that occurred and represent a serious or ongoing threat to the campus community. These are crimes normally covered under the Clery Act and reported to campus security authorities. Timely Warnings will be issued as soon as the information is available

Depending on the particular circumstances of a threat, notice may also be posted on the University's official website (lynchburg.edu). In addition, printed copies of the notice may be posted in residence halls; at the front door of each campus house, townhouse, and apartment; and in other campus buildings.

Anyone with information warranting an Emergency Notification or Timely Warning or with information about any crime or safety threat should immediately contact Campus Safety and Security by telephone (emergency: 434.544.5555; non-emergency: 434.544.8102), by emergency phone (see "Emergency Telephones"), in person at the Campus Safety and Security office (first floor, Hall Campus Center), or by using the LiveSafe app on your smartphone.

Safety Announcements

A safety announcement is different from timely warnings and emergency notifications as it provides information about a crime that has occurred but does not pose an immediate threat. Its purpose is to aid the campus community prevent a similar incident from occurring, explain the presence of emergency vehicles on campus, or provide information about a crime committed off campus that may have relevance for the campus community. In general, a safety announcement is issued through the LiveSafe App by CSS. It usually includes the subject line "Safety

Announcement,” a description of the incident, and suggested actions for preventing similar incidents.

Evacuation Information

Depending on the nature and severity of an emergency, the campus may be subject to evacuation. First responders and University officials will employ emergency actions deemed appropriate for the nature and severity of the emergency. The response may include a specific type of evacuation:

- Shelter in Place – Individuals should stay where they are, or if possible, go to an interior safe area of the building (see “Shelter-in-Place Procedures”).
- Building Evacuation – One or more buildings, but not the entire campus, must move to a designated location.
- Campus-wide Evacuation to On-campus Location(s) – Everyone on campus must move to designated on-campus location(s).
- Campus-wide Evacuation to Off-campus Location(s) – Everyone on campus must leave the campus and go to a designated off-campus location(s).

During an emergency, Campus Safety and Security may modify evacuation plans or decisions as deemed appropriate to the emergency and/or through consultation with the Professional-On-Call, the Crisis Management Team, and/or local police or fire officials.

Shelter-in-Place Procedures

Shelter in Place (or Place of Refuge) refers to taking refuge in a designated area of safety, such as a small, interior room with no or few windows (if possible), when it is not safe to go outside. The need to shelter in place may arise from air contamination, severe weather, an armed and dangerous person, or other criminal activity. Because different emergencies can require different safety locations, all students, employees, and campus visitors should follow the shelter-in-place instructions provided. Announcement of the need to shelter in place will be made through the LiveSafe App (email, SMS, and push notification).

Full shelter-in-place procedures are available on the University’s website (lynchburg.edu, search “Shelter in Place Procedures”). Components of shelter-in-place procedures include:

Shelter-in-Place for Contamination

- Close all windows, exterior doors, and any other openings to the outside.
 - If the danger includes possible explosions, close the window shades, blinds, or curtains.
- Gather essential disaster supplies, if possible.
- Select interior room(s) above the ground floor with the fewest windows or vents and with adequate space for everyone to be able to sit.
- Bring everyone into the room(s) and shut the door(s).

- Remain in place until you are told all is safe or to evacuate. Updated information will be sent through the Livesafe App including an all-clear when the emergency is over.

Shelter-in-Place for Severe Weather

- Close all windows, exterior doors, and any other openings to the outside.
 - If you are in a laboratory equipped with a fume hood and/or a biosafety cabinet, close hoods, and sashes.
- Gather essential disaster supplies, if possible.
- Select interior room(s) below or at ground level with adequate space for everyone to be able to sit.
- Bring everyone into the room(s) and shut the door(s).
- Remain in place until you are told that all is safe or to evacuate. Updated information will be sent through the Livesafe App including the all-clear when the emergency is over.

Shelter-in-Place for an Armed and Dangerous Person or Other Criminal Activity

- If an armed and dangerous person or an active shooter is outside your building and you cannot escape:
- Proceed to a room that can be locked. Close and lock all windows and doors and turn off all the lights.
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- One person in the room should call 911 and Campus Safety and Security (434.544.5555). Inform the dispatcher of what is happening and your location.
- Remain in place until the police, or a University of Lynchburg administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe spaces.
 - To verify the authenticity of instructions given to you by an unfamiliar voice, call the police or campus dispatchers (911, 434.544.5555) to establish a code word for the dispatcher to relay to the individual speaking to you on site. Wait for the person speaking with you on-site to convey the code word before following that person’s instructions.
- Do not respond to any voice commands until you can verify with certainty that a police officer is issuing them.
- Updated information will be communicated as soon as possible through the Livesafe App

If an armed and dangerous person or an active shooter is in the same building as you:

- Determine if the room you are in can be locked. If so, follow the same procedure described for an armed and dangerous person or an active shooter outside your building.
- If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.

If an armed and dangerous person or an active shooter enters the room where you are located:

- Try to remain calm.
- Call 911 and Campus Safety and Security (434.544.5555) and alert police to the dangerous person's location. If you cannot speak, leave the telephone connection open so that the dispatcher can listen to what is taking place.
- You can make attempts to:
 - Hide and shelter in place
 - Escape
 - Negotiate with the armed and dangerous person
 - Overpower the armed and dangerous person (which should be considered a last resort)
 - If the armed and dangerous person leaves the area, proceed immediately to a safer place. Do not touch anything that was in the vicinity of the armed and dangerous person.

Under all circumstances, if you decide to flee during an active-shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Notify authorities where the injured are located as soon as possible. Do not try to drive off campus until advised that it is safe to do so by police or University administrators. For more information, see "Responding to an Active Shooter" on the University's website (lynchburg.edu).

Other Criminal Activity

- Do not approach or attempt to apprehend the person(s) involved.
- Call Campus Safety and Security (434.544.5555) if you observe an ongoing crime or behavior you suspect is criminal. Also, call 911 (Lynchburg City Emergency Services). Report information, including:
 - The direction of travel, when last seen
 - Location
 - Physical and clothing description
 - Vehicle description, license plate number
 - Weapons or tools involved
 - What the person is doing

If you believe you are safe, stay on the phone with the police dispatcher until instructed otherwise.

Updated information will be communicated as soon as possible through the Livesafe App

Safety at the University of Lynchburg

Fire Safety

A fire on campus not only interrupts education, it destroys valuable property and expensive equipment, and/or can injure or kill people. Carelessness, forgetfulness, and ignorance are factors in many fires. Smoke detectors and alarms warn of a fire while escape time still exists. Never tamper with smoke detectors, fire alarms, or other fire safety equipment; they may save YOUR life. Any fire on campus should be reported immediately to Campus Safety and Security (434.544.5555).

The University continues to make improvements and repairs to existing fire safety systems throughout campus. The University contracted with AFA Protective Systems to service all fire alarm systems on campus. This includes any upgrades to fire communication systems; regular maintenance and testing of the systems; and replacement of fire panel computer boards and other parts as needed. AFA was also contracted to monitor all fire alarms activated on campus and to coordinate emergency response through the Lynchburg Fire Department and Campus Safety & Security Office.

All campus fire systems comply with UL Standards and National Fire Protection Association (NFPA) 72 fire alarm system requirements. The University's fire systems also meet or exceed state and local building codes.

To reduce fire hazards, the following items are prohibited in all University of Lynchburg housing facilities for students:

- Candles (unlit or lit);
- Extension cords and multi-plug adapters;
- Fireworks (may not be possessed or used anywhere on campus);
- Gas canisters (including propane tanks for grills);
- Halogen lamps and other lamps deemed unsafe by the Office of Residential Experience;
- Hookahs (may not be possessed or used anywhere on campus);
- Incense;
- Lighters or torches with gas or liquid fuel that can be left in the "on" position;
- Space heaters with exposed heating elements; and
- Any appliances that make an open flame or have exposed heating elements other than stoves provided by the University.

Coffee makers, popcorn poppers, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. All other cooking appliances are prohibited in residence hall rooms, including other microwave ovens, crock pots, deep fryers, grilling machines, hot plates, toasters, and toaster ovens.

Small, newer model electric space heaters without exposed heating elements and carrying the Underwriter's Laboratory (UL) label may be used in residential facilities. Only one space heater may be used per room.

Extension cords and multi-plug adapters may not be used in residential facilities. Grounded or polarized relocatable power taps, commonly known as "power strips" and "surge protector strips," may be used temporarily in residential facilities if plugged directly into permanently installed electrical outlets.

Fires are not permitted inside or outside any University residential facility, except for outdoor use of gas and charcoal grills for cooking and of University-provided fire pits in approved locations. Grills, including related gas canisters, must be stored outdoors. When in use, grills must be at least 10 feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by the use of a grill will result in repair fees and / or disciplinary outcomes.

All residential facilities for students are smoke-free buildings; therefore, smoking may not occur within any part of these facilities. Smoking includes but is not limited to the use of cigarettes, cigars, pipes, e-cigarettes, personal vaporizers, or other devices associated with "vaping."

Learn the fire safety features of campus buildings and take appropriate actions, including:

- Know where fire extinguishers and pull stations are and know how to operate them.
- Find the building exits nearest your classrooms, residential room, or office.
- Do not block access to extinguishers or fire exits.
- Report to Campus Safety and Security all extinguishers that are missing, damaged, or have been discharged, and any other damaged or malfunctioning fire safety equipment.
- Never tamper with a smoke detector or other fire equipment. This includes, but is not limited to, the placement of cups or other objects over smoke heads in residences or other buildings. Tampering with any fire equipment may result in suspension from the University and criminal prosecution.
- When the fire alarm sounds, leave the building quickly.
- Take fire drills seriously; you never know whether the alarm was activated by an actual fire. If there is no fire, practicing proper emergency response may save lives in the future.

Evacuation Due to Fire

In every campus building, evacuation procedures are posted, and fire exits are marked. Evacuation maps are posted only in the residence halls (Freer, Montgomery, Shackelford, Tate, and Westover Halls). In case of fire or other emergency warranting building evacuation:

- Activate the fire alarm system.
- Stay calm, then act; every second counts.
- Leave the building immediately.
- Never use an elevator.

- Crawl or stay beneath the smoke; smoke kills.
- DO NOT open a door if the doorknob is hot.
- If you cannot leave the room, stop the smoke from coming in by sealing cracks with tape, clothes, towels, etc.
- Shout out to others for help.
- Tie a wet cloth over your nose and mouth to aid breathing.
- If your clothes catch fire, STOP, DROP, and ROLL! Do not run. Instead, drop to the floor and roll out the fire or use a rug, coat, or blanket to smother the flames.
- Never go back into a burning building for ANY reason.
- Tell security officers or firefighters if you know of anyone trapped inside the building.
- Cooperate with campus authorities.
- Let firefighters and other emergency personnel do their jobs. Stay out of the way and remain in designated safe areas.

For more information about fire safety and residential facilities, see the webpage "Fire Safety" on the University of Lynchburg's website (lynchburg.edu).

Disability Accommodations in Fire Safety

Students who require accommodation of the standard fire alarm system should contact Accessibility and Disability Resources no less than six weeks prior to the assigned move in date. Reasonable documentation completed by a licensed professional is required.

[University of Lynchburg Fire Log](#)

The University of Lynchburg Fire Log provides brief information about fires that occurred in campus housing for students. The log includes the fire date, time, nature, and general location.

Safety at the University of Lynchburg

Reporting Campus Crime Information

University of Lynchburg students, employees, and visitors are encouraged to promptly and accurately report all campus crimes and incidents related to public safety to Campus Safety and Security and appropriate police agencies. To report a crime or other emergency occurring on campus, contact Campus Safety and Security:

- in person at the Campus Safety and Security office (located on the lower level of Carnegie Hall)
- by dialing 434.544.5555 when emergency assistance is needed;
- by dialing 434.544.8102 in non-emergency situations; and
- by using the LiveSafe app - tap "Report Tips" to send tips anonymously; attach photos, videos, and audio to a tip, etc.

The Lynchburg Police Department and other City emergency services can be reached by dialing 911. If emergency services are needed on campus in Lynchburg, contact Campus Safety and Security first so that a campus safety and security officer may be dispatched to the scene of the emergency while City emergency personnel are en route to campus.

Due to the importance of campus safety, the University of Lynchburg cannot guarantee that crime information will remain confidential. If requested or deemed appropriate by the University, effort will be made to keep private the details of the crime that are sensitive and/or not to reveal the identity or source of crime information. University of Lynchburg students, employees, and visitors are encouraged to use the following campus resources when coping with a crime or other safety concern:

Emergency Assistance: On Campus and at Health Sciences

- Campus Safety and Security, 434.544.5555
- Carnegie Hall, Lower Level

Emergency Assistance: Off Campus and at Claytor Nature Center

- Police, fire, and emergency medical services, 911

Non-Emergency Assistance

- Campus Safety and Security 434.544.8102
- Carnegie Hall, Lower Level
- Community Expectations and Restorative Practices 434.544.8320
- Second floor, Hundley Hall, M-F, 8:30 a.m.-5 p.m.
- Lynchburg Police Department (non-emergency call) 434.847.1602
- Bedford County Sheriff's Office (non-emergency call) 540.586.7827 regarding Claytor Nature Center

Depending on the circumstance, the Office of Residential Experience (434.544.8320), or a Community Assistant may also be an effective source of help when coping with a crime or other safety concern. If you feel threatened and unsure what to do, contact Campus Safety and Security. An officer can help you contact other campus resources if needed.

[University of Lynchburg Daily Crime Log](#)

The University of Lynchburg Daily Crime Log provides brief information about crimes reported to Campus Safety and Security such as the incident date, time, location, nature, and disposition by Campus Safety and Security.

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Honor Code and Student Conduct Code

Philosophy

The University of Lynchburg expects every member of the campus community to share in its historic commitment to academic honesty, personal integrity, and behavioral maturity. As an educational institution, the University is concerned with both the formal, in-class education of its students and their growth into mature individuals 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 University community. Rules and regulations are imperative as a basis for the orderly conduct of University activities and for maintaining an environment conducive to study, recreation, and personal growth. Regulations are intended to create sound living and learning conditions for all members of the campus community.

The University's standards of student conduct address three major areas of behavior. The Honor Code includes both academic integrity and personal integrity. The Student Conduct Code addresses respect for the rights of both the University 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. The University is committed to an academic environment consistent with these standards, promulgating the following desired values and attitudes:

1. Personal integrity rooted in respect for truth and love of learning
2. The capacity to make discriminating judgments among competing opinions
3. The courage to express one's convictions and to recognize the rights of others to hold and express differing views
4. Self-esteem rooted in the quest for achievement of one's potential
5. A sense of discipline and pride in one's work and respect for the achievements of others
6. A commitment to academic freedom as a safeguard essential to the purpose of the University and to the welfare of those who work within it
7. A sense of duty to self, family, and the larger community
8. Respect for the rights of all persons
9. A sense of and commitment to justice, rectitude, and fair play
10. Civility between and understanding, sympathy, concern, and compassion for others
11. An understanding of and appreciation for other cultures and traditions
12. The courage to oppose the use of substances that impair one's judgment or one's health
13. Respect for one's property and the property of others, including public property

When submitting an application, the applicant affirms on their honor that the information in it is complete and accurate and that if admitted to the University of Lynchburg the applicant will abide by the regulations, ideals, and principles of the institution. The applicant understands that information gathered during the admissions process will be handled confidentially by the Office

of Enrollment in a professional manner. An applicant understands that falsification of any information in their application may result in termination of their enrollment.

In accepting admission to the University of Lynchburg, a student agrees to learn and abide by all University policies and procedures. Upon participation in an activity to begin one's first academic session or semester at the University of Lynchburg (e.g., check-in, Hornet Days, SOAR, or class attendance), an admitted applicant is considered a student. From this point of matriculation through the conferring of a degree to the student (or withdrawal/transfer from the University), any report of alleged misconduct may be addressed as a violation of the University's Honor and Student Conduct Codes, even if the student was temporarily not taking class at the time of the incident (e.g., during leaves of absence or holiday and summer breaks).

The Honor and Student Conduct Codes apply to students' behavior on campus, within the city of Lynchburg, in the surrounding counties of Amherst, Appomattox, Bedford, and Campbell, and anywhere when participating in a University program/event or acting in the capacity of a University of Lynchburg student.

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. University 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 University policy is believed to have occurred, the alleged infraction is reviewed by appropriate University officials. If a student is found responsible for violating the Honor and Student Conduct Codes, outcomes are issued to facilitate the positive growth and development of the student and to maintain effective learning and residential environments on campus. Attempts to commit acts prohibited by the Honor and Student Conduct Codes may be addressed through the same disciplinary procedures and result in the same outcomes as completed acts.

The University of Lynchburg's Honor and Student Conduct Codes and Regulations, including disciplinary procedures, are not criminal or civil proceedings but rather internal administrative processes for review and address of violations of institutional policies. Criminal or civil rules of evidence are not applicable to University proceedings.

Respect for Laws

The Honor and Student Conduct Codes are based on the expectation that students will respect and obey all regulations of the University, the city of Lynchburg, the commonwealth of Virginia, and the federal government. Students are obligated to obey all laws and to bear ultimate responsibility for their actions. Violations of laws committed off campus may be interpreted as having impact on or posing a threat to the University community. Consequently, such violations can result in on-campus disciplinary action.

University disciplinary action may proceed during the pendency of any criminal/civil adjudication involving the same incident and is not subject to delay or challenge on the ground that criminal/civil charges are unresolved, reduced, or dismissed.

If regulations or laws are considered to be unfair or improper, it is expected that students will use appropriate, established, and lawful procedures to affect change.

Respect for Self and Others

Students are expected to conduct themselves in ways that exemplify respect for all people, while adhering to personal values without unduly imposing them on others. In interpersonal relationships, students are expected to respect the rights of others, particularly their right to refuse to participate in any activity. At no time should students harass, assault, or violate the privacy of other persons.

Furthermore, students are encouraged to take responsibility to serve as leaders in promoting compassion for others and in challenging prejudice against all individuals and groups whether due to race, gender, age, marital status, religion, nationality, socioeconomic status, political persuasion, sexual orientation, disability, medical disease, veteran status, or other differences.

Campus Expression

Freedom of expression and assembly are rights of all citizens, residents and sojourners in the United States of America. The University expects each member of our campus community to have an abiding interest in the University's well-being and reputation. In most instances, judgment, discretion and mutual respect are sufficient guides for action. We ask students to remember that although the United States Constitution guarantees the freedom of expression and assembly and, by judicial interpretation, campus groups have the right to official institutional recognition, these are not absolute rights. Only registered student organizations and University departments and committees are authorized to use University facilities and property for group activities and events. The University, however, reserves the right to regulate the time, place and manner in which expression and assembly may take place. In all instances, the freedom of expression and assembly on campus must be balanced with consideration for the health, safety and educational pursuits of all members of the University community. As specified, guaranteed Constitutional rights are balanced against the importance of preserving the "general welfare," and so too must the right of free expression and assembly on a private University campus must be balanced by concern for the well-being and the sensibilities of the members of the University community.

Rights Afforded to all Students

The following rights are afforded to all students:

1. The right to exercise freedom of religion, freedom of speech, freedom of the press, and freedom of peaceful assembly and petition.

2. The right to full participation in all areas of University life.
3. The right to conduct oneself off campus without specific restrictions imposed by the University, except for violations of University policies or when one's conduct impacts or poses a threat to the University community. Violations of laws off campus may be interpreted as impacting or posing a threat to the University community, and disciplinary action, not excluding expulsion from the University or any other University outcomes, may result from such conduct.
4. The right in the classroom to be assured against prejudiced or capricious evaluation; the right to decline disclosure of personal, religious, or political views; the right to take reasoned exception to information, conjecture, or views presented; and the right to seek mediation for any evaluation, disclosure, or other decision which is felt to be unjustly made by a classroom instructor.
5. The right to know what items constitute the personal permanent record kept by the University and to have access to review all such items, with the exception of those items supplied to the University in confidence; the right to have all disciplinary records purged when the University deems them inactive; the right to privacy of one's educational records in accordance with the Family Educational Rights and Privacy Act.
6. The right to organize and join student organizations recognized by the University with educational, lawful, and peaceful purposes; the right of recognized organizations to invite and sponsor speakers and other presentations of an educational nature as long as orderly conditions can be reasonably assured; and the right of recognized organizations to use University of Lynchburg facilities.
7. The right to have privacy in University housing and to be free from room inspection or search by University personnel, except for maintenance, routine residential closings, emergency and semesterly health/safety checks, and authorized search specifying reasons for the search, objects sought, and the location(s) to be searched. A search must be authorized by an approved representative of the Office of Residential Experience, a University Experience and Student Success professional on call, or the Vice President for University Experience and Student Success (or designee). A student who is named in a written search authorization has the right to observe the search unless the student cannot be reached and/or is not present at the search location within a time deemed reasonable by the authorizer of the search.
8. The right to have access to peaceful and quiet conditions for study on campus.
9. The right to establish a system of Student Government that represents the student body; the right to propose codes of student conduct and affairs within the limits of law and legal obligations of the University and with the approval of the University President's Leadership Team (or designee); and the right to apply for membership with the Student Judicial Board in the implementation and enforcement of the Honor Code and Student Conduct Code.
10. The right, when participating in the Administrative Handling option of the student disciplinary process, to be accompanied by a Disciplinary Process Advisor, as defined in the Disciplinary Process Advisor section of *The Hornet*; to written notice of the alleged infraction; the option not to comment on, provide information about, or attend proceedings related to the alleged infraction; assurance that decisions concerning

responsibility or lack thereof shall be made only on the basis of introduced information; and provision for appeal.

11. The right, when under investigation or during a board hearing for alleged violation of the Honor and Student Conduct Codes, to be accompanied by a Disciplinary Process Advisor, as defined in the Disciplinary Process Advisor section of *The Hornet*, to written notice of the alleged infraction; sufficient time, as defined in University disciplinary procedures, to prepare for a board hearing; notice of witnesses invited to participate in the board hearing; the option not to comment on, provide information about, or attend proceedings related to the alleged infraction; assurance that decisions concerning responsibility or lack thereof shall be made only on the basis of introduced information; and provision for appeal.
12. The right to participate in the decision-making processes of the University through the membership of student representatives, appointed by the Student Government Association, on faculty committees that address matters affecting student affairs.
13. The right to examine all pertinent data, to question assumptions, to be guided by the evidence of scholarly research, and to study the substance of a given discipline.
14. The right to own student works that one creates and submits in fulfillment of academic requirements. Students are responsible for obtaining and maintaining copyright permissions related to their creations.

Honor Code and Student Conduct Code

Report a Possible Policy Violation

Reports of possible violations of the Honor Code or the Student Conduct Code allegedly committed by students are addressed by the Office of Community Expectations and Restorative Practices (or designee). Students, faculty, and staff may report possible infractions through the following means:

1. Contact Campus Safety and Security (434.544.8102, Carnegie Hall, Lower Level) so that a campus safety officer can take your report.
 - a. See below for an emergency situation.
2. Submit a LiveSafe tip that will be followed up on by Campus Safety and Security.
 - a. To download the LiveSafe app, visit the Google Play or App Store and search "LiveSafe." When registering, select "University of Lynchburg" as the designated school. More information regarding LiveSafe can be found in the Safety and the University of Lynchburg section above.
3. Make an appointment with the Office of Community Expectations and Restorative Practices (434.544.8765) to discuss the alleged misconduct.

In an Emergency Situation:

University of Lynchburg constituents and visitors are encouraged to promptly report all campus crime and incidents related to public safety as soon as possible to Campus Safety and Security and to appropriate police agencies. To report a crime on campus, contact Campus Safety and Security in person at the Information Desk (located in Carnegie Hall, Lower Level), by using a blue light emergency phone, by dialing "5555" from any campus landline phone or by dialing 434.544.5555, by using the LiveSafe app on your smartphone More information on [reporting campus crime is available online](#).

Honor Code and Student Conduct Code

Honor Code

The Honor Code at the University of Lynchburg is based on the expectation that students will not lie, cheat, or steal in academic and non-academic matters. The Honor Code has a dual function of protecting academic and personal integrity.

The importance of honorable conduct has been emphasized at the University of Lynchburg since its 1903 founding as Virginia Christian College. A professor of history wrote, "The College...stands for all that is noble...and will be sadly disappointed in any student who so forgets her precepts as not to stand for her teachings in every...honorable way." During the 1933-1934 academic session, students and faculty adopted a formal honor code for the institution, renamed Lynchburg College in 1919. At that time, students stated, "It is not too much to require of any person that he be honest and that he conduct himself in an honorable way." With modifications, the Honor Code has been in continuous operation since its adoption, succeeding because most students in each generation have respected it and have given it a high place in their obligations as Lynchburg students.

In describing the importance of honor at Lynchburg, Dr. John M. Turner Jr., former dean of Lynchburg College wrote:

Honor makes possible excellent academic achievements without a system of police proctoring. Honor makes possible satisfying social relations in a spirit of confidence and trust.

The heritage that we have at Lynchburg College is a most valuable one. May all of us preserve the spirit of honor, strengthen it by our conduct, and thus transmit this valuable heritage to those who follow us.

Because the Honor Code is of central importance in the University of Lynchburg community, every student is expected to adhere to the University of Lynchburg Honor Pledge:

I understand the importance of honor in any community. Only by maintaining a strict standard of honor can we expect to achieve any measure of academic or social excellence. I, therefore, pledge that during my tenure as a student at the University of Lynchburg, I will not lie, cheat, or steal either in University affairs or in the environs of the University, nor tolerate such actions by fellow students.

Students are expected to abide by the Honor Code themselves and not to tolerate actions by fellow students that breach the Code. In matters of honor, each individual's responsibility to the entire student body transcends any reluctance to report a violator. If a student witnesses or

discovers any infraction of the Honor Code, the student witness should report the offense or ask the person(s) at fault to report the offense to the appropriate professor, to the Office of Community Expectations and Restorative Practices, or to Campus Safety and Security. When an alleged Honor Code infraction is resolved through a board hearing, the hearing is conducted by either the Student Judicial Board or the Administrative Board, as assigned by the Office of Community Expectations and Restorative Practices.

The university's Honor Code applies to all students enrolled at the University of Lynchburg, regardless of course level, enrollment status, or degree program (including undergraduate, graduate, post-baccalaureate, and professional programs).

The Office of Community Expectations and Restorative Practices (CERP) maintains jurisdiction over the administration and process by which alleged academic integrity violations are addressed. No department, program, or individual faculty member may independently determine responsibility or issue permanent academic penalties outside of the *Actions by a Faculty Member* section published in *The Hornet* student handbook.

The University recognizes that specific academic programs—particularly graduate, professional, and licensure-track programs—are subject to specialized professional codes of ethics, clinical standards, and accreditation requirements.

- **Concurrent Binding:** Students are bound concurrently by this overarching Honor Code policy and the specific requirements outlined in their respective Graduate/Undergraduate Catalogs and Program-Specific Handbooks.
- **Dual-Nature Violations:** An act of academic dishonesty may simultaneously constitute a violation of the university's Honor Code and a violation of a program's professional code of conduct and academic expectations. Adjudication of the academic integrity violation by the university's central disciplinary process does not preclude an academic program from evaluating a student's suitability for the profession or continuation in the program under separate programmatic and graduate handbook guidelines.

If a violation is substantiated through the central disciplinary process outlined in *The Hornet* student handbook, the academic department retains the authority to apply program-specific academic consequences, including but not limited to programmatic probation or removal.

Academic Integrity

The academic integrity section of the Honor Code includes the following A-level violations:

- A1.1 Cheating: Using or attempting to use unauthorized materials, information, or study aids in any educational exercise
- A1.2 Fabrication: Falsification or invention of any information or citation in an educational exercise
- A1.3 Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of the Academic Integrity section of the Honor Code

- A1.4 Plagiarism: Representing the ideas or language of another as one's own in any educational exercise (see "Statement on Plagiarism")

Statement on Plagiarism

Plagiarism occurs in written work and in oral/visual presentations in which the writer presents materials as their own that have originated with someone else. These materials include information, data, ideas, conclusions, words, sentence structures, images, movies, sounds, and music. Inadvertently neglecting to include quotation marks or accurate documentation with these materials is plagiarism as surely as knowingly copying another person's writing and submitting it as one's own.

This definition applies to all types of sources, including print sources, sources from electronic databases, the Internet, and from other media.

Because plagiarism presents another's work as one's own, it is unethical and dishonest and is therefore prohibited by the University of Lynchburg Honor Code. It also denies one's work the benefit that comes from citing authoritative sources that lend credibility to what one is saying. Furthermore, plagiarism makes it impossible for readers to investigate the writer's sources on their own.

There are two broad categories of plagiarism:

1. First, **plagiarism of ideas** occurs when the writer presents the ideas of others as their own. Information, data, interpretations, and conclusions that come from a specific source must be attributed to the source even if the original language is not used. Plagiarism of ideas can easily be avoided by including documentation of the original source. Any standard citation style, such as MLA, APA, or Chicago style, is valid. The writer should use the citation style that is appropriate to the discipline in which the individual is writing.
2. Second, **plagiarism of language** occurs when the writer lifts sentences or substantive words from the source. Writers must use quotation marks or block quotations to indicate that the words in the essay are the same as those in the original text, and writers must provide a citation that correctly identifies the source. The writer must fulfill their responsibility to the original source by being precise and accurate when quoting.

Plagiarism of language can be avoided either by correctly identifying a quotation or by rewording so that the language of the original is replaced with language that is the writer's own.

Plagiarism of language can be further subdivided:

1. **Plagiarism of words** occurs when the writer copies three or more consecutive content words (not function words, such as the, and, or is) from the original source without any quotation marks and formal citations. Plagiarism of words in a paraphrase can be avoided by summarizing the original text and by substituting synonyms.

2. **Plagiarism of sentence structure** occurs when the writer substitutes synonyms for words in the original text but repeats the same sentence structure as used in the original document. Plagiarism of sentence structure in a paraphrase can be avoided by changing the grammatical structures of the original text's sentences.

Ideas in the public domain, which are considered common knowledge, can be mentioned without citation, provided that the language of the original document is not plagiarized in any way. Public domain information involves facts and ideas that every reader in a particular field would be familiar with, facts that are readily available in reference sources, and well-known sayings. When information is available on the Internet, readers should not automatically assume it is in the public domain.

A problem related to plagiarism is the misuse of sources. When using and acknowledging sources' ideas in their essays, writers should take care not to distort or misrepresent the original text's information in any way. Direct quotations must accurately reproduce the words, spelling, and punctuation of the original. Although misrepresenting a source's information is not as serious an ethical issue as plagiarism, it is still unacceptable in college writing.

Samples of citation styles and examples of how to acknowledge sources without plagiarizing are available through Knight-Capron Library and the Writing Center (www.lynchburg.edu, search term "[citation style](#)"). All standard writing handbooks provide this information. Students with questions about citing sources or avoiding plagiarism in their papers should ask the instructor in the class where the paper was assigned.

Integrity is critical to all educational endeavors and is a core value of the University of Lynchburg. Recognizing the complexities of upholding both the rights of a charged student and the academic freedom of faculty and of maintaining an educational environment from which all students benefit, the following actions are available for the resolution of an academic integrity violation:

Questions related to the University of Lynchburg's Honor & Student Conduct Codes and Regulations should be directed to the Office of Community Expectations and Restorative Practices ([434.544.8765](tel:434.544.8765)).

Statement of the use of Artificial Intelligence

Artificial intelligence (AI) can be a valuable tool in an academic setting when used to enhance learning, facilitate research, and improve administrative efficiencies. Permissible use of AI will be identified by the faculty member and included in the course syllabus. Undergraduate students should refer to this [link](#) regarding AI Guidelines.

Action by the Faculty Member

A faculty member who believes that a student may have committed an academic integrity violation has four mutually-exclusive options for addressing the alleged misconduct. Before deciding which single resolution option to implement, a faculty member is strongly encouraged

to meet with the student to explain the academic integrity concern and to listen to the student's response and perspective. Also, a faculty member is strongly encouraged to contact the Office of Community Expectations and Restorative Practices (125 Hundley Hall; [434.544.8765](tel:434.544.8765)) to consult about addressing alleged violations of the Honor Code. A faculty member can also refer to the [Faculty Resources](#) page for additional support. The faculty member must notify the student in writing of the identified academic integrity violation and of the action taken. Those four options are:

1. Assign a score of zero for the examination or assignment in question. This zero will not count towards your final grade.*
2. Assign a score of zero for the examination or assignment in question. This zero will count towards your final grade.*
3. Recommend to the Associate Vice President for Academic Affairs (or designee) that the student be assigned a final course grade of "F." When this recommendation is upheld by the Associate Vice President for Academic Affairs (or designee), the student is dismissed from the course for the remainder of the academic term. The Associate Vice President for Academic Affairs (or designee) notifies both the student and the faculty member whether the recommendation is upheld.*
4. Refer the possible academic integrity violation to the Office of Community Expectations and Restorative Practices (CERP) for review.
 - When a faculty member refers an academic integrity matter to CERP for resolution, and the course is still in session, the faculty member does not assign a final grade for the academic work in question or for the course until a disciplinary review of the matter is concluded through student disciplinary procedures, which may include student-initiated appeal. If the course ends before the allegation is resolved, the faculty member shall assign the temporary grade of "I" (work incomplete) until one of the following occurs
 - When the final outcome of the disciplinary review is a finding that the student is not responsible for an academic integrity violation, then the professor must adhere to the disciplinary decision, grading the academic assignment as legitimate work.
 - When the final outcome of the disciplinary review is a finding that the student is responsible for an academic integrity violation, then the professor may implement one of the grading options detailed in Actions 1, 2, and 3 above. (Additional appeal of the grade assignment is not available).
 - More information available under the Actions by the Office of Community Expectations and Restorative Practices section

*When implementing Option 1, 2, or 3 above, the faculty member is expected to notify the Office of Community Expectations and Restorative Practices that an academic integrity violation occurred and that the faculty member has resolved the incident through use of the [Academic Integrity Violation - Resolution Report](#). Such notification is necessary to identify recurring problems and to maintain accurate academic integrity

records; however, no new action to address the violation will be taken by the Office of Community Expectations and Restorative Practices.

****When implementing Option 4, the faculty member should complete the form, [Faculty Referral of a Possible Academic Integrity Violation](#). If relevant to the incident, the following documents should be submitted with the completed referral form:**

- A copy of the problematic work
- Any supporting documents (e.g., cheat sheet, the original source article from which an essay was plagiarized, originality report from GPTzero, etc.)
- A copy of the syllabus section(s) relevant to the case (e.g., reference to the Honor Code, explanation that group work is prohibited on the assignment, instruction not to use outside sources for the assignment, etc.)
- Emails exchanged with the student regarding the assignment, and/or any other documents needed for a third party to have a full understanding of the reported incident

Appeal of Action by the Faculty Member

A student found responsible for committing an academic integrity violation has the option of submitting one written appeal request, as detailed below. If no appeal is submitted, the original resolution becomes the final outcome of academic integrity concerns.

When an appeal request is submitted concerning the address of an academic integrity violation, the student is typically not afforded a meeting with the person resolving the academic integrity appeal request. Regardless of the outcome of the appeal request, the charged student is notified in writing of the appeal outcome. Appeal outcome decisions are the final decisions of the University. An additional appeal is not available.

Appeal requests resulting from the implementation of Actions 1, 2, or 3 must be submitted to the Office of Academic Affairs within two weekdays (Monday-Friday) after the date of notification of the original resolution outcome. Appeal requests resulting from Actions 1, 2, or 3 are resolved by the VP & Chief Academic Officer (or designee).

Appeal requests resulting from Action 4, which involves the referral of the alleged academic integrity violation to the Office of Community Expectations and Restorative Practices, are resolved in accordance with appeal procedures detailed in the Honor and Student Conduct Codes and Regulations (see “Appeal Procedures”).

Action(s) by a Student Witness

A student who witnesses or has other information regarding a possible academic integrity violation is strongly encouraged to take one or more of the following actions:

1. Address the student believed to be in violation of the Honor Code, encouraging the student to report the infraction to the professor.
2. Inform the professor of what was witnessed.

3. Inform the Office of Academic Affairs of what was witnessed.
4. Inform the Office of Community Expectations and Restorative Practices of what was witnessed.

Action(s) by the Office of Community Expectations and Restorative Practices

1. When the possible academic integrity violation is referred to the Office of Community Expectations and Restorative Practices for review, the Assistant Vice President for Community Development (or designee) and the Associate Vice President for Academic Affairs (or designee) review the referral to determine appropriate next steps. The final decision rests with the AVP-Community Development (or designee).
2. After review, if it is determined that the alleged violation should be investigated, the AVP-Community Development (or designee) and the Associate Vice President for Academic Affairs (or designee) conduct the investigation jointly. The AVP-Community Development (or designee) and the Associate Vice President for Academic Affairs (or designee) determine if any misconduct charges are to be assigned. The final decision rests with the AVP-Community Development (or designee).
3. If charges are assigned, they are resolved through the student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations (see "Disciplinary Procedures")
 1. If it is determined that a possible academic integrity violation will be resolved through an Administrative Handling, the decision is made jointly by the Assistant Vice President for Community Development (or designee) and the Associate Vice President for Academic Affairs (or designee). The final decision rests with the AVP-Community Development (or designee).
 2. If it is determined that a possible academic integrity violation will be resolved through a board hearing, the hearing is conducted by either the Student Judicial Board or the Administrative Board, as assigned by the Office of Community Expectations and Restorative Practices.
 - i. A faculty member may be asked to contribute to a judicial board hearing as a witness, character reference, or disciplinary process advisor. For any hearing, an individual may serve in only one capacity. Faculty members are encouraged to contact the Office of Community Expectations and Restorative Practices (125 Hundley Hall; 434.544.8765) if additional information is needed about the Honor and Student Conduct Codes and Regulations.
4. If a student is found to be responsible for an academic integrity violation, appropriate outcomes are assigned, which may include suspension. However, mitigating and aggravating the circumstances of the incident may affect the outcomes imposed. Expulsion may be issued for more serious circumstances, and lesser outcomes (typically not fewer than 30 hours of community service and a period of disciplinary probation, or the equivalent) may be issued for less serious circumstances.
5. A student found responsible for an academic integrity violation has the option of submitting one written appeal request in accordance with appeal procedures detailed in the Honor and Student Conduct Codes and Regulations (see "Appeal Procedures").

Appeals pertaining to academic integrity violations are typically resolved by the Chief Academic Officer (or designee).

6. When the final outcome of the disciplinary review is a finding that the student is responsible for an academic integrity violation, the Office of Community Expectations and Restorative Practices will notify the course professor of the finding. The course professor may then implement one of the grading options detailed in Actions 1, 2, or 3 of “Actions by the Faculty Member,” even if a grade for the academic work in question and/or for the course was assigned before the faculty member was notified of the academic integrity violation by the Office of Community Expectations and Restorative Practices. (Additional appeal of the grade assignment is not available).

Policy Regarding Dropping Classes During an Academic Integrity Disciplinary Process:

A student under investigation for an academic integrity violation is not allowed to drop the class in question once it has been referred to Academic Affairs or the Office of Community Expectations and Restorative Practices. In the event that the faculty member chooses options #3 or #4 (under “*Action By The Faculty Member*”), informing the Associate Vice President for Academic Affairs in the former case, and CERP in the latter case, those respective offices must notify the Registrar’s Office as to the investigation resulting in freezing the student’s enrollment in the class in question throughout the duration of the disciplinary process.

Personal Integrity

The personal integrity section of the Honor Code includes the following A-level violations:

- A2.1 Lying: Any statement, action, or behavior with the intent to deceive or mislead
- A2.2 Stealing: Knowingly taking, appropriating, or carrying out actions to take or appropriate something that is not yours without the permission of the owner
- A2.3 Possession or use of false identification for any purpose
- A2.4 Eluding or Evading: Any statement, action, or behavior with the intent to prevent the truth from becoming known, including but not limited to running or hiding from University personnel and destroying evidence being sought

Suspension may be issued in response to a personal integrity infraction. For more information, see the section “Outcome Guidelines.”

Honor Code and Student Conduct Code

Student Conduct Code

Behaviors prohibited by the Student Conduct Code are grouped into two categories: A-level infractions and B-level infractions. In addition to the prohibited behaviors enumerated below, the Student Conduct Code includes policies that are stated or elaborated on in the sections titled “Residential Experience Policies” and “Other Policy-Related Information.”

- A-level infractions: When charges of possible violations of the Student Conduct Code issued to a student include one or more A-level policies, the charges may be resolved through an administrative handling or through a board hearing. A hearing is conducted by either the Student Judicial Board (SJB) or the Administrative Board (AB), as assigned at the discretion of the Office of Community Expectations and Restorative Practices (CERP) in consideration of jurisdictional guidelines noted for each Student Conduct Code policy, whether a board is able to resolve a matter in a timely manner, and/or other relevant factors. Outcomes issued to a student found responsible for an A-level infraction may include suspension or expulsion from the University and/or other outcomes.
 - A3.1 Physical attack (AB)
 - A3.2 An act or course of conduct that, intentionally or recklessly, directly threatens or harms an individual's physical health or safety (AB)
 - A3.3 Harassment or discrimination (AB)
 - Harassment is verbal or physical conduct that a reasonable member of the University community would recognize as creating a significantly and unreasonably intimidating, hostile, or offensive educational, work, and/or living environment. Discrimination is behavior that subjects an individual or group to unfair treatment on the basis of race, color, national origin, sex, pregnancy, marital status, disability, age [40 and over], sexual orientation, gender identity, or religion.)
 - A3.4 Hazing (AB; see “Statement Prohibiting Hazing”) (AB)
 - A3.5 Aiding, abetting, conspiring, hiring, encouraging, or being an accessory to any act prohibited by the Honor and Student Conduct Codes (AB, SJB)
 - A3.6 Display of symbols that are historically associated with hate, repression, intimidation, or subjugation of specific human groups (AB; see “Freedom and Order on Campus”)
 - A3.7 Retaliation: Intimidation, coercion, harassment, or disparate treatment of any individual who reports misconduct or participates in an investigation or proceeding related to misconduct (AB)
 - A3.8 Any intentional recording (audio/video) of someone in a location where privacy is reasonably expected without that person's consent. (AB)
 - A4.1 Use or possession of firearms, explosives, fireworks, other dangerous weapons on campus, including weapons for which the carrier has a legal permit, that are capable of causing serious harm, or other item used for the purpose of causing serious harm to another (AB; see “Firearms and Other Weapons”)

- A4.2 Starting or aiding a fire without a permit (AB)
- A4.3 Giving a false fire alarm, tampering with a fire alarm, or misuse of a fire extinguisher (AB, SJB)
- A5.1 Dangerous practice or action which has the real potential for emotional or bodily harm, injury, and/or death (AB)
- A6.1 Distribution or apparent intent to distribute drugs (AB; see “Alcohol and Other Drugs”)
- A6.2 Illegal possession or use of a drug (AB, SJB; see “Alcohol and Other Drugs”)
- A6.3 Possession or use of drug paraphernalia (AB, SJB; see “Alcohol and Other Drugs”)
- A7.1 Violation of ABC regulations (AB, SJB)
- A7.2 Driving under the influence of alcohol or other substance that impairs driving (AB, SJB)
- A8.1 Violation of city, state, or federal law (AB, SJB)
- A9.1 Breaking into any room or University facility; unauthorized entry or presence in any University facility (AB, SJB)
- A9.2 Property damage (AB, SJB)
- A10.1 Violation of probation (AB, SJB)
- A10.2 Failure to comply with outcomes (AB, SJB)
- A10.3 Failure to comply with directions of University personnel or officials acting in performance of their duties (AB, SJB)
- A11.1 Disruptive behavior, including but not limited to: obstruction or disruption of teaching, research, student conduct proceedings, administration, residential facility operations, or other University sponsored activities; conduct that could be perceived as offensive, lewd, indecent, or obscene to a reasonable person; participation of students or groups of students in activities which may cause injuries to persons; participation of students or groups of students in activities which may interfere with orderly function, or normal flow of traffic; creating a nuisance or disturbance within a community on or off campus. (AB)
- B-level infractions: When charges of possible violations of the Student Conduct Code issued to a student include only B-level policies, the charges are typically resolved through an administrative handling without a board hearing by the Office of Community Expectations and Restorative Practices [or designee], the Office of Residential Experience, or the Title IX Coordinator [or designee]. If a board hearing is used, either the Administrative Board or the Student Judicial Board can be used to hear the case as assigned at the discretion of the Office of Community Expectations and Restorative Practices (CERP) in consideration of jurisdictional guidelines noted for each Student Conduct Code policy, whether a board is able to resolve a matter in a timely manner, and/or other relevant factors. Referral to a board is considered for a student’s third (or subsequent) alleged B-level infraction in one semester or a student’s fifth (or subsequent) alleged B-level infraction during tenure. Outcomes issued to a student

found responsible for only B-level infractions do not impact a student's eligibility to continue enrollment at the University.

- B1.1 An act or course of conduct that, intentionally or recklessly, directly threatens or harms an individual's physical health or safety (AB)
- B1.2 Harassment or discrimination (AB)
 - Harassment is verbal or physical conduct that a reasonable member of the University community would recognize as creating a significantly and unreasonably intimidating, hostile, or offensive educational, work, and/or living environment. Discrimination is behavior that subjects an individual or group to unfair treatment on the basis of race, color, national origin, sex, pregnancy, marital status, disability, age [40 and over], sexual orientation, gender identity, or religion.)
- B1.3 Hazing (AB; See "Statement Prohibiting Hazing")
- B1.4 Aiding, abetting, conspiring, hiring, encouraging, or being an accessory to any act prohibited by the Honor and Student Conduct Codes (AB, SJB)
- B1.5 Display of symbols that are historically associated with hate, repression, intimidation, or subjugation of specific human groups (AB; See "Freedom and Order on Campus")
- B1.6 Retaliation: Intimidation, coercion, harassment, or disparate treatment of any individual who reports misconduct or participates in an investigation or proceeding related to misconduct (AB)
- B2.1 Any off-campus conduct deemed or found to impact or pose a threat to the University community (AB)
- B2.2 Possession of a street, traffic, or municipal sign (AB SJB)
- B3.1 Violation of Residential Experience policies (AB, SJB; See "Residential Experience policies")
- B3.2 Violation of city, state, or federal law (AB, SJB)
- B3.3 Wearing a mask, hood, or other device, unless for medical purposes, whereby a substantial portion of the face is hidden or covered so as to conceal the identity (AB, SJB)
 - Consistent with Va. Code § 18.2-422, any individual who is present on University Property or attending a University Event must present an Identification Document when requested by an Authorized University Employee or otherwise establish their identity to the satisfaction of the Authorized University Employee
- B4.1 Misrepresentation in nonacademic affairs of any University business (AB, SJB)
- B4.2 Unauthorized possession or use of personal or University property (AB, SJB)
- B4.3 Unauthorized entry or presence in any University facility (AB, SJB)
- B4.4 Unauthorized possession or use of a University of Lynchburg identification card or key (AB, SJB; See "University ID Cards and Keys")

- B4.5 Promotion of an unrecognized, suspended, or charter-revoked student group (AB, SJB; See “Student Activities”)
- B5.1 Obscene acts or abusive language in public (AB, SJB)
- B6.1 Purchase, possession, or use of alcohol by a person under 21 years of age (AB, SJB)
- B6.2 Serving, selling, or otherwise providing or making available alcohol to a person under 21 years of age (AB, SJB)
- B6.3 Presence of a student under 21 years of age in a campus residential room where alcohol is possessed or used by other individuals under 21 years of age (AB, SJB)
- B6.4 Possession of alcohol by anyone, regardless of age, in a campus residential room where all assigned residents are under age 21 (A room where all assigned residents are under age 21 is considered “dry.”) (AB, SJB)
- B6.5 Possession or consumption of alcohol in a campus residential room by an individual age 21 or older in the presence of a person under age 21 (AB, SJB)
 - (Exception: A student age 21 or older may possess and consume alcohol in the student’s assigned room if the only underage person present is also an assigned resident of the room)
- B7.1 Use of alcohol or other substance that impairs thought, behavior, and/or coordination (AB, SJB)
- B8.1 Possession or use of a keg, community container, or other quantity of alcohol surpassing that reasonable for private, personal use at an unlicensed place, event, or campus residence (AB, SJB)
 - (A “community container” typically has a capacity of one gallon or more)
- B8.2 Possession and/or consumption of alcohol by a person of any age in a lounge, corridor, stairway, or other common area of a residence hall, except on designated special occasions (AB, SJB)
 - (Note: Individual residence hall rooms with doors open are considered extensions of the corridor)
- B8.3 Possession of an open container of alcoholic beverage on campus outside restricted areas (AB, SJB)
- B8.4 Possession or use of alcoholic beverages at indoor or outdoor athletic facilities or events, except when such facilities are used for licensed social events (AB, SJB)
- B8.5 Use, possession, sale, serving, or otherwise making available of alcoholic beverages at any membership recruitment function (AB, SJB)
- B9.1 Use of advertising and/or promotional materials that promote the use of alcohol (AB, SJB)
- B9.2 Violation of ABC regulations (AB, SJB)
- B10.1 Failure to comply with directions of University personnel or officials acting in performance of their duties (AB, SJB)
- B10.2 Failure to comply with outcomes (AB, SJB)

- B10.3 Failure to provide one's student ID card, or an accurate alternative, promptly upon request from University personnel or officials acting in performance of their duties (AB, SJB; See "University ID Cards and Keys")
- B11.1 Possession of fireworks (AB, SJB)
- B11.2 Failure to vacate a building during a fire, fire drill, or fire alarm (AB, SJB)
- B11.3 Starting or aiding a fire without a permit (AB, SJB)
- B11.4 Unauthorized possession, use, or provision of smoking, tobacco, or nicotine products (AB, SJB; See "Smoking, Tobacco, and Nicotine Products")
- B12.1 Property damage (AB, SJB)
- B13.1 Visitation violation (AB, SJB; See "Visitation Policy")
- B13.2 Unauthorized presence of an animal in any University facility (AB, SJB; See "Animals on Campus")
- B13.3 Noise violation or disturbance (AB, SJB)
- B13.4 Dangerous practice, including but not limited to: burning incense or candles, throwing objects or climbing into or out of windows, hall ball, water battles, and providing University ID or key to another (AB)
- B13.5 Use or possession of toys that are disruptive, including but not limited to: water guns, nerf guns, pellet guns, and splat guns, that are unlikely to cause serious harm to another but would still be disruptive to the campus community (AB)
- B13.6 Any intentional recording (audio/video) of someone in a location where privacy is reasonably expected without that person's consent (AB)
- B14.1 Urinating in public or other indecent exposure (AB, SJB)
- B14.2 Littering or other behavior resulting in unclean or unnecessarily unkempt conditions (AB, SJB)
- B14.3 Disruptive behavior, including but not limited to: obstruction or disruption of teaching, research, student conduct proceedings, administration, residence hall operations, or other University sponsored activities; conduct that could be perceived as offensive, lewd, indecent, or obscene to a reasonable person; participation of students or groups of students in activities which may cause injuries to persons; participation of students or groups of students in activities which may interfere with orderly function, or normal flow of traffic; creating a nuisance or disturbance within a community on or off campus (AB)
- B14.4 Unauthorized posting on campus (AB, SJB; See "Posting Policy")
- B14.5 Unauthorized sale and/or solicitation of goods or services on University property (AB, SJB; See "On-Campus Solicitation")
- B15.1 Violation of Recreational Equipment Policy (AB, SJB; See "Recreational Equipment Policy")
- B15.2 Violation of University of Lynchburg Traffic Code (AB, SJB; See "[University of Lynchburg Traffic and Parking Regulations](#)")
- B15.3 Violation of Technology Usage Policy (AB, SJB; See "Technology Usage Policy")

Honor Code and Student Conduct Code

Outcomes

Below is a list of outcomes that may be imposed individually or in combination upon students for violation of the Honor and Student Conduct Codes. Recognizing the authority of boards and case specialists to impose outcomes that are appropriate for the circumstances of an individual case, this list is not intended to be all-inclusive. Outcomes become increasingly severe for repeated or accumulating infractions.

Should a student withdraw, suspend enrollment, or otherwise depart from the University without completing assigned outcomes, a flag may be put on a student with the Office of Admissions to make the Office of Community Expectations and Restorative Practices aware of the student's re-enrollment to ensure that the previously assigned outcomes are completed.

Seniors and graduate students nearing degree completion found responsible for violating University policy, including violations committed during the last weeks of classes, exams, or the period between course completion and the awarding of a diploma, may be prohibited from participating in Commencement activities/ceremonies and/or from obtaining a diploma/transcript pending completion of all outcomes.

1. **Warning:** Notice that continuation or repetition of conduct found wrongful may be cause for more serious disciplinary action.
2. **Community Service Hours:** Completion of a specified number of hours of community service work within a defined period.
3. **Task Completion:** Fulfillment of a project assigned for educational benefit.
4. **Reflective Exercise:** An activity that allows a student to examine their actions, how their actions reflect their values, and the impact their actions have on the community.
5. **Fine:** Payment of a specified sum of money.
6. **Restitution:** Reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service or other compensation.
7. **Restriction:** Limitation of a student's activity and/or use of University facilities. Examples include but are not limited to:
 - a. Exclusion from participation in privileges or co-curricular University activities (e.g., event attendance, Commencement activities/ceremonies, organization membership, varsity athletics, receipt of an award, obtaining a diploma/transcript);
 - b. A prohibition from having any contact with a specified person;
 - c. Revocation of access to residential facilities or other campus locations; and/or
 - d. Restriction of use of University services and resources.
8. **Disciplinary Probation:** Infraction(s) committed during the specified period of disciplinary probation are likely to result in suspension. Disciplinary probation may be general, encompassing adherence to all University policies, or it may be limited to particular types of conduct (e.g., alcohol and/or drug use). Exclusion from participation in

privileges or co-curricular University activities may also be included in disciplinary probation.

9. **Suspension:** Exclusion from the University community, including but not limited to classes and other privileges or activities as outlined in the notice, for a specified period. Readmission is not automatic after the expiration of the suspension period, and conditions of readmission may be established. Suspension from the University may be assigned in response to any A-level violation of either the Honor Code or the Student Conduct Code. Suspension supersedes student-initiated withdrawal from the University and leave of absence.
10. **Expulsion:** Termination of student status permanently or indefinitely. Expulsion supersedes student-initiated withdrawal from the University and leave of absence.
11. **Group Outcomes:** Outcomes may be issued to groups of individual students, including but not limited to residential living groups and student organizations, that are involved in or permit violations to occur in their residence area or elsewhere. Examples of outcomes that may be imposed upon groups include restriction or suspension of visitation or other social privileges, restoration, and restitution. Additionally, campus privileges may be revoked, charters rescinded, and/or disciplinary outcomes imposed on individual group members. If an alleged violation is related to a party or other gathering, students involved and residents of the gathering location may be placed on party/gathering/guest probation by the Office of Residential Experience.

Outcome Guidelines

Outcome guidelines have been established to provide predictable and escalating responses to repeated or accumulating infractions of the Honor and Student Conduct Codes. Outcome guidelines are based on the following premises:

1. Prior A-level violations are always considered when determining outcomes for new misconduct.
2. Prior B-level violations are considered when determining outcomes for new misconduct. After a student has completed one full calendar year since their most recent B-level infraction without committing any additional violations, the cumulative, escalating consequences of previous B-level infractions are removed, and the student begins again with a “clean slate” for outcome purposes. This practice is meant to serve as a positive incentive.

The following guidelines for issuing outcomes are not to be taken as absolute or maximum standards but as recommended minimums. Consistent with their authority, hearing boards and case specialists may impose any of the minimum penalties, regardless of order, and may impose penalties not listed and/or beyond the recommended minimums.

A-Level Outcomes

Suspension may be assigned in response to any A-level violation of either the Honor Code or the Student Conduct Code. However, mitigating and aggravating circumstances of the incident may affect the outcomes imposed. Expulsion may be issued in more serious circumstances, and

lesser outcomes (typically not fewer than 30 hours of community service or a \$200 fine and a period of disciplinary probation, or the equivalent) may be issued for less serious circumstances. For additional outcome guidelines for drug- or paraphernalia-related violations, see “Outcome Guidelines for Drug-Related Infractions.”

B-Level Outcomes

When a student is found responsible for an incident of misconduct involving only B-level infractions of the Student Conduct Code, the resulting outcomes do not impact the student's eligibility to continue enrollment at the University of Lynchburg but may include a warning, community service hours, fines/restitution, tasks designed with an educational purpose, reflective exercises, restrictions, probation, and/or group outcomes.

Outcomes for B-level infractions other than those related to alcohol are assigned according to the following **minimum** guidelines. If a single incident involves more than one policy infraction, the case specialist or the hearing board decides whether to assign an outcome to the incident as one violation or as multiple violations.

1. 1st B-level violation:
 1. Written warning
 2. Reflective exercise
2. 2nd B-level violation:
 1. Option to complete 10 hours of community service as assigned or to pay a \$50 fine
 2. Reflective exercise
3. 3rd B-level violation:
 1. Option to complete 20 hours of community service as assigned or to pay a \$100 fine
 2. Limited probation until assigned outcome(s) are completed
 3. Reflective exercise
4. 4th B-level violation:
 1. Option to complete 30 hours of community service as assigned or to pay a \$200 fine
 2. Disciplinary probation until assigned outcome(s) are completed
 3. Reflective exercise
5. 5th B-level violation:
 1. Option to complete 40 hours of community service as assigned or to pay a \$300 fine
 - i. Anything beyond a 5th B-level violation will result in the following:
 1. Option to complete 10 additional hours of community service as assigned or to pay an additional \$100 fine.
 - a. **For example, a sixth B-level violation receives a minimum option to complete 50 hours of community service or to pay a \$500 fine, a seventh B-level**

violation receives a minimum option to complete 60 hours of community service or to pay a \$600 fine, etc.

2. Disciplinary probation for, minimally, a calendar year
3. Reflective exercise

Additional Outcomes for Alcohol-Related Infractions

Additional educational outcomes are imposed for B-level alcohol-related infractions, accompanying other outcomes issued in accordance with B-level outcome guidelines. **Minimum** outcome guidelines for alcohol-related violations are:

1. 1st alcohol-related violation:
 - a. Written warning (if not assigned previously)
 - b. Completion of appropriate B-level community service hours or fine option
 - c. Payment of appropriate B-level fine + \$25
 - d. Completion of an alcohol education seminar or activity and payment of related cost
 - e. Reflective exercise
2. 2nd alcohol-related violation:
 - a. Alcohol probation for one year
 - b. Completion of appropriate B-level community service hours or fine option
 - c. Payment of appropriate B-level fine of +\$50
 - d. Completion of an alcohol education seminar or activity and payment of related cost
 - e. Reflective exercise
3. 3rd alcohol-related violation - A student's third or subsequent alleged alcohol-related violation is typically referred to the appropriate board for adjudication.
 - a. If found responsible for a violation of probationary status, a suspension may be assigned. However, mitigating and aggravating circumstances may affect the outcomes imposed, resulting in expulsion for more serious circumstances and lesser outcomes for less serious circumstances.
 - b. In all cases, if the suspension is not imposed, minimum outcome guidelines are:
 - i. Disciplinary probation and/or alcohol probation
 - ii. Completion of a substance abuse assessment conducted by a licensed, professional counselor and adherence to all recommendations of the counselor
 - iii. Completion of appropriate B-level community service hours or fine option
 - iv. Reflective exercise

Outcome Guidelines for Drug-Related Infractions

Outcomes resulting from a violation of University drug regulations are based on multiple considerations, including but not limited to, the type and amount of drug involved, the nature of the drug-related conduct, and other policy violations committed by the student, if any.

Outcomes re: Cannabis and Drug Paraphernalia

Minimum outcome guidelines for a violation of drug regulations pertaining to cannabis/THC and/or drug paraphernalia are:

1. Disciplinary probation and/or drug probation;
 - a. Suspension or expulsion in more serious cases and for a second or subsequent violation of drug regulations.
2. Completion of one or more drug-education seminars or activities and payment of related costs;
3. Reflection activity;
4. Option to complete 20 hours of community service as assigned or to pay a \$100 fine

Outcomes re: Drugs Other than Cannabis

Suspension from the University of Lynchburg is the standard outcome for a first-time violation of drug regulations involving a controlled substance other than cannabis/THC. Expulsion may be issued in more serious cases and for a second or subsequent violation of drug regulations. Mitigating factors may cause lesser outcomes.

Additional Outcomes re: Suspension

A student seeking readmission to the University of Lynchburg after suspension for any violation of drug regulations may be required to complete outcomes prior to submitting a readmission application, such as but not limited to:

- A substance abuse assessment with a licensed professional counselor with required followthrough on recommendations made by the counselor;
- A drug education seminar or activity; and
- A paper summarizing what was learned through the assessment and seminar/activity and how that knowledge will influence the student's behavior if the student is readmitted.

A student readmitted after suspension for any violation of drug regulations may be required to complete outcomes upon re-enrollment, such as but not limited to:

- Disciplinary probation and/or drug probation;
- Participation in random drug testing and payment of related costs;
- Participation in a follow-up meeting with a representative from CERP; and
- Option to complete 20 hours of community service or to pay a \$100 fine.

Honor Code and Student Conduct Code

Disciplinary Procedures

Students, faculty, and staff may submit written and/or oral reports of possible misconduct to Campus Safety and Security or the Office of Community Expectations and Restorative Practices (CERP). Reports received from individuals or agencies outside the University community may also result in University disciplinary action. Reports of possible violations of the Honor and Student Conduct Codes should be submitted promptly; the passage of time between an incident and report submission may diminish or eliminate the University's ability to review the report effectively through disciplinary procedures. A report submitted 150 days or more after an incident is not typically reviewed as a possible violation of the Honor and Student Conduct Codes, but CERP may elect to do so.

Reports of alleged violations of the Honor and Student Conduct Codes are addressed by the Office of Community Expectations and Restorative Practices [or designee], the Office of Residential Experience, or the Title IX Coordinator [or designee].

**When a reported incident includes potential interpersonal misconduct, the report is referred to the Title IX Coordinator (or designee) for an initial assessment. When a report of potential interpersonal misconduct also alleges misconduct prohibited by the Honor and Student Conduct Codes, the Title IX Coordinator (or designee) may consider and/or resolve the additional misconduct through procedures outlined in the Interpersonal Misconduct Policy or through procedures outlined in the Honor and Student Conduct Codes and Regulations. As an alternative, the Title IX Coordinator (or designee) may refer the alleged misconduct prohibited by the Honor and Student Conduct Codes to the Office of Community Expectations and Restorative Practices for resolution.*

When a student allegedly fails to fulfill a requirement assigned by the Title IX Coordinator (or designee) (e.g., does not adhere to instruction, does not complete outcome instructions satisfactorily, exceeds a restriction, etc.), possible violations of the Interpersonal Misconduct Policy and/or of the Honor and Student Conduct Codes may be resolved by the Title IX Coordinator (or designee). Also, the Title IX Coordinator (or designee) may instead refer possible violations of the Honor and Student Conduct Codes to the Office of Community Expectations and Restorative Practices for resolution."

When a report of a possible infraction of the Honor and Student Conduct Codes is received by the Office of Community Expectations and Restorative Practices (or delegated to the Office of Residential Experience, the Title IX Coordinator, or Case Specialist), the following process is implemented:

- The report of possible violations of the Honor and Student Conduct Codes is reviewed to determine the appropriate address of the matter, including whether disciplinary action

should be initiated and whether interim action is needed. This review may include the collection of information pertinent to the alleged misconduct from the student(s) reportedly involved in the incident, other witness(es) with relevant first-hand knowledge of the incident, and/or other sources. However, such review is not an exhaustive search for every detail directly or indirectly related to the incident. For reports that may constitute an A-level violation, an investigation is initiated. Students who provide information about an incident are expected to provide honest, accurate, and complete information. Providing information that is false, incomplete, or misleading may result in disciplinary action. A review of reported incidents does not constitute disciplinary action. Disciplinary action is initiated when a charge of infraction of the Honor Code or the Student Conduct Code is issued to a student.

- a. Interim action may include, but is not limited to: prohibiting contact with a specified person; making a new residential assignment that requires a student to move; removing a student's ability to live on campus; restricting access to specified areas of campus; requiring a student to change to another section of an academic class and/or to stop attending a class; restriction from athletic participation or other student activity; and interim suspension from the University. Actions implemented on an interim basis may be continued as part of the final outcome of the incident review. The Vice President for University Experience and Student Success (or designee) may determine that sufficient cause exists to impose an interim suspension, excluding the removal of a student from all classes and other University activities and requiring the student to leave University property within the time specified in the interim suspension notice. When an interim suspension is issued, a hearing is offered per University of Lynchburg disciplinary procedures, usually within ten class days of this interim action.
- When it is determined that disciplinary action should be initiated to resolve only B-level infractions of the Honor and Student Conduct Codes, the violations may be resolved through an Administrative Handling. When an incident is resolved through an Administrative Handling, a case specialist of the Office Community Expectations and Restorative Practices (or designee), the Office of Residential Experience, or the Title IX Coordinator (or designee) determines charges and outcomes and communicates these decisions in writing to the student.

At the discretion of the Office of Community Expectations and Restorative Practices, a hearing board may adjudicate repeated or accumulating B-level infractions. Referral to a hearing board is considered for a student's third (or subsequent) alleged B-level infraction in one semester or a student's fifth (or subsequent) alleged B-level infraction during tenure.

When it is determined that disciplinary action should be initiated to resolve one or more possible A-level infractions of the Honor and Student Conduct Codes, with or without

accompanying B-level infractions, the charge(s) may be resolved through an administrative handling or through a board hearing. When a possible A-level infraction is resolved through administrative handling, a case specialist within the Office of Community Expectations and Restorative Practices (or designee), the Office of Residential Experience, or the Title IX Coordinator (or designee) determines whether the charged student is responsible for the alleged infraction(s), assigns outcome(s) for violations upheld, and communicates these decisions in writing to the student.

When a possible A-level infraction is resolved through a board hearing, the hearing is conducted by either the Student Judicial Board or the Administrative Board, as assigned at the discretion of the Office of Community Expectations and Restorative Practices in consideration of jurisdictional guidelines noted for each policy, whether a Board is able to resolve a matter promptly, and/or other relevant factors. A representative of the Office of Community Expectations and Restorative Practices (or designee) determines charges of possible violations to be resolved through a board hearing, establishes a date and location for the hearing, and communicates these decisions in writing to the student.

When a board hearing takes place, the appropriate hearing panel addresses the alleged infraction(s), following the hearing procedures outlined in the Honor and Student Conduct Codes and Regulations (see "Hearing Procedures").

- In both administrative handlings and board hearings, a student is found responsible for violating a specified policy only if the case specialist or board determines that a preponderance of the incident information shows that the student engaged in the misconduct. The preponderance of the incident information is defined as it is more likely than not that the violation(s) occurred.
- A student found responsible for violating the Honor and Student Conduct Codes may submit one written appeal of decisions made through an administrative handling or a board hearing. (For more information about appeal requests, see "Appeal Procedures.")
- Written notice of disciplinary charges and outcomes is sent to the student's local address listed in University records. A student's local address is one's University email address, or campus mailbox, if assigned. Failure or refusal to pick up, open, or read a notice does not remove the recipient's obligation to adhere to any instructions, deadlines, or outcomes issued in the notice.

At the end of a semester and during summer and January terms (or other extraordinary circumstances), due to the limited time that a student may remain on campus or in the Lynchburg area, the Office of Community Expectations and Restorative Practices may amend disciplinary procedures and/or timelines described elsewhere in the Honor and Student Conduct Codes and Regulations in any way to resolve alleged infractions. When a report of possible misconduct is referred by the Threat Assessment and Management Team (TAM Team) to the Office of Community Expectations and Restorative Practices for review and possible disciplinary

action, the Office of Community Expectations and Restorative Practices may amend disciplinary procedures and/or timelines described elsewhere in the Honor and Student Conduct Codes and Regulations in any way to resolve alleged infractions related to the TAM Team's referral.

A student may not avoid adjudication of an alleged policy infraction by withdrawing from the University. Should a student withdraw or depart from the University before the review of a reported incident and/or adjudication of an alleged infraction is completed, the disciplinary process may proceed, as described in the Honor and Student Conduct Codes and Regulations, and appropriate outcomes for confirmed charges may be issued.

To protect the privacy of a student's educational records, no one may record, broadcast, attend, or listen to proceedings related to administrative handling or a board hearing without prior authorization from the adjudicator facilitating the meeting. Similarly, no one may facilitate others' access to, observation, or other monitoring of proceedings related to an administrative handling or a board hearing without prior authorization from the adjudicator facilitating the meeting. In support of a charged student's right to appeal the outcome of a board hearing, an audio recording of the hearing, other than private board deliberations, is made by the hearing panel for subsequent reference by the resolver of an appeal request, if needed.

Incident Investigation

When the Office of Community Expectations and Restorative Practices (CERP) receives a report of possible violation of the Honor and Student Conduct Codes that may need to be used to resolve any violation of A-level policies, review of the incident begins with an investigation.

What is an investigation?

When a possible A-level violation of the University of Lynchburg Honor and Student Conduct Codes, review of the incident begins with an investigation conducted by the Office of Community Expectations and Restorative Practices or designee. An investigation is intended to collect additional, clarifying information regarding the alleged incident, sharing the incident narrative with the student through having it read aloud or through providing it to the student to read in a redacted form, as necessary; however, it is not an exhaustive search for every detail directly or indirectly related to an alleged infraction. Often, the investigation consists simply of contacting the student(s) who reportedly engaged in misconduct and inviting the student(s) to share their account of what occurred. An investigation may also include contact with other witnesses.

How do I know that an investigation is underway?

If an incident in which you possibly violated the Honor and Student Conduct Codes is being investigated, then you will receive correspondence from the Office of Community Expectations and Restorative Practices or designee notifying you that the investigation has been initiated. The correspondence details how you can participate in the investigation and your deadline for providing information. Read the investigation notification carefully, and keep it for future reference.

I've received notice of an investigation from the Office of Community Expectations and Restorative Practices. Does that mean that I've been charged with something?

No. The investigation notice indicates that the reported incident is being reviewed and that you have the opportunity to give your account of what happened. After the investigation is completed, either the matter is closed without disciplinary action, or the address of the incident continues with charges of possible violation of the Honor and Student Conduct Codes being issued to you.

How do I benefit from participating in the investigation?

By providing your eyewitness account of what occurred and why it occurred, you help the case specialist from the Office of Community Expectations and Restorative Practices (CERP) or designee to review the reported incident and to understand what happened. Based on information collected from you, the original incident reports, and through the investigation, the case specialist decides whether to issue charges of possible violation of the Honor and Student Conduct Codes to you. Sometimes, by providing incident information during the investigation, a student helps the case specialist understand that the student did not violate any policies, and the case specialist closes review of the reported incident without need for disciplinary action.

Am I required to participate in the investigation?

No, you are not required to provide information for the investigation, but doing so helps the case specialist to address the reported incident accurately. Regardless of whether you participate in the investigation, decisions will be made about charges of possible infractions to be issued to you and how they should be resolved. Without your account of what occurred, these decisions will be made based solely on reports from other witnesses (e.g., Residential Experience staff, Campus Safety Officers, a professor, or other students).

Are others, such as witnesses, a part of the investigation process?

In the investigation phase of the Student Disciplinary Process, a witness is a current University of Lynchburg student, faculty member, or staff member who has first-hand knowledge of the reported incident that is significant for determining whether or not to charge you for an alleged violation of the Honor and Student Conduct Codes. Witnesses, such as a Community Assistant, Campus Safety Officer, professor, or other student who observed and reported the alleged misconduct, may be asked to participate in the Student Disciplinary Process.

What happens after the investigation is completed?

When the investigation is completed, the case specialist reviews all of the information collected, including the incident report(s) received initially, and decides whether charges of possible violation of the Honor and Student Conduct Codes should be issued to you.

- If no charges are issued to you, then you will be notified that the matter has been closed.

- If B-level charges are the only charges issued to you, then the case specialist will resolve the matter through an Administrative Handling.
- If A-level charges with or without B-level charges are issued to you, then you will be notified in writing of the specific charges and given an option of how you wish to have the charges resolved.
 - Option #1 - Charges are resolved through an Administrative Handling
 - Option #2 - Charges are resolved through a Board Hearing
- If the charges will be resolved through a board hearing, then you will be notified of the date, time, and location of the hearing (typically by a separate letter) so that you may attend and participate in the hearing.

Are my parents notified that I am involved in an investigation?

The Office of Community Expectations and Restorative Practices does not initiate contact with parents or legal guardians during the investigation phase of the incident review process. However, the outcome of the student disciplinary process may necessitate parental notification. (See Notification of Parents Concerning Student Discipline).

Regardless of whether University policy requires parental notification, you are encouraged to communicate with your parent(s) or legal guardian, informing them of the incident investigation.

What is the difference between the Student Judicial Board and the Administrative Board?

In keeping with the philosophy that students are to do their utmost to help maintain a high level of conduct among fellow students, considerable responsibility for addressing violations of the Honor and Student Conduct Codes is invested in students via the Student Judicial Board, which is composed solely of students. Staff and faculty contribute to the address of alleged misconduct through the Administrative Board.

Student Judicial Board and Administrative Board hearings held to resolve charges of an alleged violation of the Honor and Student Conduct Codes are conducted according to the agenda below. Only current University of Lynchburg students, faculty, and staff may participate in or observe a board hearing.

- Call to order;
- Introductions;
- Signing of the Honesty Statement;
- Determination of whether the hearing is open or closed to observers from the campus community (current University of Lynchburg students, faculty, and staff only). A hearing may be open to observers from the campus community only if both the charged student(s) and the accuser agree. When the University investigates a case, the Office of Community Expectations and Restorative Practices or an appropriate designee adopts the role of accuser. When multiple charged students are involved in a single hearing, the hearing may be open to observers only if all charged students express that preference. Observation of an open hearing is limited to the number of campus community members

that can be accommodated in the hearing room (if any), as determined by the hearing chairperson. Online observation is prohibited for individuals who are not hearing participants.

- E. Reading of the charge(s) to be considered;
- F. Statement by the charged student of responsibility or lack thereof for the alleged policy violation(s);
- G. Presentation of information concerning the charge(s), including the following components if relevant to the hearing but not necessarily in this order:
 - Investigation report;
 - Information from witnesses;
 - Information from the charged student concerning the charge(s); and/or
 - Questions by board members;
- H. Review of a written statement from character reference, if provided;
- I. Summary comments by the charged student, if the student elects to make them;
- J. Break for private board deliberations. If the board determines that the charged student is responsible for one or more infractions, the board then also determines appropriate outcomes. If the hearing panel needs additional information to determine appropriate outcomes, the board may invite the charged student to return to the hearing room to respond to additional questions.
- K. Oral presentation of the hearing results, which the charged student may elect to attend and to be accompanied by a disciplinary process advisor.

If an invited participant fails to attend the hearing, the hearing proceeds without the participant, and decisions are made by the board.:

The shared purpose of the University of Lynchburg's Student Judicial Board and Administrative Board is to promote integrity and responsible citizenship through enforcement of the Honor and Student Conduct Codes, to help educate students about acceptable behavioral choices, and to deter misconduct. Both Boards have the authority to hear all cases arising within their respective jurisdictions, to request that students appear in conjunction with a hearing, to determine responsibility or lack thereof for alleged infractions, and to impose outcomes. Board proceedings are fact-finding in nature rather than adversarial and are conducted in accordance with hearing procedures outlined in the Honor and Student Conduct Codes and Regulations (see "Hearing Procedures"). If a hearing participant requires a form of accommodation to attend or engage in the board hearing, please communicate that need directly with the assigned case specialist or the Office of Community Expectations and Restorative Practices.

Student Judicial Board

The Student Judicial Board (SJB) resolves charges of alleged violation of the Honor and Student Conduct Codes as assigned by the Office of Community Expectations and Restorative Practices. SJB members are selected through application and interview processes. A Student Judicial Board hearing is conducted by a panel of five student members. A Student Judicial Board chairperson (or designee) facilitates the hearing. At the chairperson's discretion, a

Student Judicial Board advisor or other University representative may attend, observe, facilitate, and/or assist SJB during a hearing, including during private deliberations.

During the fall and spring semesters, the Student Judicial Board resolves student appeal requests related to traffic and parking violations.

Administrative Board

The Administrative Board is authorized to resolve charges of any type of alleged violation of the Honor and Student Conduct Codes. Hearings assigned to the Administrative Board by the Office of Community Expectations and Restorative Practices include all matters when the Student Judicial Board is not in session, any matter that SJB is unable to resolve in a timely manner, and hearings involving students nearing degree completion who reportedly violated University policies during the last weeks of classes, exams, or the period between course completion and the awarding of a diploma. The Office of Community Expectations and Restorative Practices will select members of the University of Lynchburg staff and faculty to serve as hearing panel members on the Administrative Board. An Administrative Board hearing is conducted by a panel of three staff and/or faculty members. A chairperson facilitates the hearing. At the chairperson's discretion, a University representative may attend, observe, facilitate, and/or assist the Administrative Board during a hearing, including during private deliberations.

What do I do if I have additional questions?

The following are helpful sources of information about University of Lynchburg's student conduct review process:

- [The Hornet student handbook](#)
- **Office of Community Expectations and Restorative Practices**
 - 125 Hundley Hall
 - 434.544.8765
 - cerp@lynchburg.edu
- **Student Judicial Board Office**
 - 113 Drysdale Student Center
 - 434.544.8627
 - sjbplanningteam@lynchburg.edu

Honor Code and Student Conduct Code

A Guide to Administrative Handlings

A University of Lynchburg Administrative Handling should be taken seriously because important decisions are made there. However, an Administrative Handling is not a court of law. University of Lynchburg's Honor and Student Conduct Codes and Regulations, including disciplinary procedures, are internal administrative processes for review and address of violations of institutional policies. Rules of evidence employed in criminal or civil proceedings are not applicable to University proceedings.

When an incident is resolved through administrative handling, a student will be notified of the meeting date and time, not to conflict with their class schedule, of their administrative handling, as well as any participation deadlines, through correspondence sent to the student's Lynchburg.edu email address. The student will have the option of meeting in person or submitting a statement. The student is not required to participate in the Administrative Handling, though the process will continue in the student's absence. A student invited to an Administrative Handling is not required to comment on or to provide information about the alleged incident.

During the meeting, the intended purpose is to have an educational conversation with the student, collect additional, clarifying information regarding the alleged incident, share the incident narrative with the student through having it read aloud or through providing it to the student to read themselves in a redacted form, as necessary. During an Administrative Handling, the case specialist receives information from the student about the incident of possible violation of the Honor and Student Conduct Codes being reviewed. The student speaks for themselves; no one is represented by another person.

If a student requires a form of accommodation to attend or engage in the disciplinary process, the student should communicate that need directly with the assigned case specialist or the Office of Community Expectations and Restorative Practices.

After the student's participation or the deadline to participate passes, the case specialist will render a decision regarding any alleged policy violations. Once a decision has been made, correspondence will be sent to the student's Lynchburg.edu email address, or sent to a student's local address listed in University records. A student's local address is one's University email address, or campus mailbox, if assigned. Failure or refusal to pick up, open, or read notices does not remove the recipient's obligation to adhere to any instructions, outcomes, or deadlines issued in the notices or constitute a procedural error for which an appeal is granted.

You are encouraged to read the University of Lynchburg Honor and Student Conduct Codes and Regulations, which are also published in [The Hornet student handbook](#).

Appeal Procedure

Regardless of whether an incident is resolved through an Administrative Handling or a board hearing, a charged student found responsible for violating the Honor and Student Conduct Codes has the option of submitting one written appeal request, as detailed below. The lack of an appeal by the charged student is interpreted as the student's acceptance of the original decisions. If no appeal is submitted, the original decisions become the final decision of the student disciplinary process.

When an appeal request is submitted, the charged student is typically not afforded a meeting with the person resolving the appeal request. Regardless of the outcome of the appeal request, the charged student is notified in writing of the appeal outcome. Appeal outcome decisions are final decisions in the disciplinary process. An additional appeal is not available through the Honor and Student Conduct Codes and Regulations.

Appeal Request of Administrative Handling Decisions

An appeal request concerning the outcome of an Administrative Handling must be made in writing and submitted to the Office of Community Expectations and Restorative Practices within two weekdays (Monday-Friday) after the date on which the written notice of the outcome was sent to the charged student. A charged student has the option of submitting one appeal request concerning violations found and/ or outcomes resulting from an Administrative Handling based on one or both of the following grounds:

1. New information not known by the charged student during the information-collection phase of the Administrative Handling that likely would significantly alter the case specialist's understanding of the case; and/or
2. Outcome(s) disproportionate to the severity of the violation(s).

The purpose of the appeal process is to guarantee that all students are afforded a fair address of alleged misconduct in accordance with student disciplinary procedures described in *The Hornet*.

What exactly do these grounds for appeal mean?

When you are found responsible for an infraction of the Honor and Student Conduct Codes through an Administrative Handling, you have two grounds on which to appeal the decision:

- New information not known by the charged student during the information-collection phase of the Administrative Handling that likely would significantly alter the case specialist's understanding of the case.
 - Meaning that new facts became known to you after the information-collection phase that you believe would change the case specialist's decision of responsibility for one or more of the infractions or that you believe should change the outcomes issued. Therefore, you want to have these new facts considered. This basis for appeal does not allow for review of information that the charged

student had at the time of the decision but elected not to provide for the case specialist's consideration.

- Outcome(s) disproportionate to the severity of the violation(s).
 - Meaning that you believe that the outcomes assigned by the case specialist are not appropriate for the violation(s) for which you were found responsible. Remember that when issuing outcomes, the case specialist must consider the minimum outcome guidelines published in the Honor and Student Conduct Codes and Regulations. If the outcomes issued to you are in line with the minimum guidelines, they will not be considered excessive in the appeal process.

How do I initiate the appeal process?

If you decide to appeal the results of your Administrative Handling, the process is initiated when you submit the [Appeal Request Form](#) detailing the specific reason(s) for your appeal. All appeal requests must be submitted to the Office of Community Expectations and Restorative Practices (CERP). You are responsible for ensuring that the request is received by CERP personnel by the deadline specified in your decision letter. Appeals must be submitted within two weekdays of the decision letter being sent.

When writing an appeal request, you should explain in detail exactly why you believe an appeal is warranted and the specifics of your reasoning. Typically, a charged student is not afforded a meeting to discuss the appeal with the person resolving the request; therefore, you should detail in your appeal request letter all that you want to be considered.

An appeal request concerning the outcome of an Administrative Handling may include one letter from one character reference, regardless of whether a different character reference letter was submitted during the Administrative Handling. A character reference must be a current University of Lynchburg student, faculty, or staff member who did not participate in the Administrative Handling in another capacity.

An appeal request concerning the outcome of an Administrative Handling resolved initially by a representative of the Office of Residential Experience or a designee identified by the Office of Community Expectations and Restorative Practices is typically resolved by the Assistant Vice President for Community Development (or designee). An appeal request concerning the outcome of an Administrative Handling resolved by the Assistant Vice President for Community Development is typically resolved by the Vice President for University Experience and Student Success (or designee).

When resolving an appeal request concerning the outcome of an Administrative Handling, the review person may reference the written appeal request, all documents concerning the case, and all information collected by the initial case specialist, and interview the initial case specialist regarding decisions made. The appeal decision may uphold all original decisions made by the initial case specialist, or the appeal decision may reverse or modify the original decisions in any way.

How long does the appeal process take?

You are limited to two weekdays (Monday-Friday) after your decision letter is sent to submit your appeal request. A specific deadline for submitting an appeal request in the decision letter sent to you. After you submit an appeal request, the person resolving the appeal may take as much time as needed to reach a decision. In general, appeal requests are resolved within two weeks; however, additional time may be necessary.

What appeal outcomes are possible?

An appeal request may be resolved in one of four ways:

- Uphold all decisions made by the case specialist
 - In this case, all of the case specialist's original decisions regarding responsibility and outcomes remain in effect.
- Reverse all decisions made by the case specialist
 - In this case, all of the case specialist's original decisions regarding responsibility and outcomes are overturned.
- Modify any of the decisions made by the case specialist
 - Examples of possible modifications include changing a decision of "responsible" to "not responsible" or changing outcome requirements. Additionally, while not exercised haphazardly, the appeal outcome may increase the outcomes assigned by the case specialist.
- Send the case back to a different case specialist for a new review
 - For example, in a case where significant new information has come to light that was not known by the student at the time of the decision, the appeal outcome may be for a new case specialist to review the case. If the student is found responsible for an infraction through the second review, the student has the right to submit one appeal of the results of the second review.

Appeal outcome decisions are final decisions in the Student Disciplinary Process; additional appeal of a hearing's outcome is not available through the Honor and Student Conduct Codes and Regulations. You will be notified in writing of the outcome of your appeal request. A letter detailing the outcome will be sent to your University of Lynchburg email address.

Do I need to complete the outcomes assigned to me while my appeal request is pending?

Unless instructed otherwise by the Office of Community Expectations and Restorative Practices, you do not need to complete the outcomes assigned to you while your appeal is pending, although you may choose to do so. If the outcomes issued to you are upheld in the appeal decision, new deadlines may be assigned to account for the time that elapsed while your appeal request was resolved.

I have appealed my suspension. Do I need to move out of my on-campus residence while my appeal is pending?

Unless instructed otherwise by the Office of Community Expectations and Restorative Practices, you do not have to vacate your on-campus residence by the deadline specified in your decision

letter while you await the results of your appeal request. However, you may not visit any residential facility other than the one in which you reside while you await the results of your appeal request. If your appeal outcome decision upholds the assignment of suspension, new instructions for vacating your on-campus residence and departing campus will be sent to you in your appeal decision letter or separately by the Office of Community Expectations and Restorative Practices.

I have appealed my suspension. Can I attend class while my appeal is pending?

Yes, you should continue to attend all of your classes and complete all assignments while waiting for resolution of your appeal request. (Exception: Students placed on interim suspension prior to the original decision remain on interim suspension and cannot attend class while waiting for resolution of an appeal request.)

Honor Code and Student Conduct Code

A Guide to Judicial Board Hearings

A University of Lynchburg judicial board hearing should be taken seriously because important decisions are made there. However, a University hearing is just that – a hearing. It is not a court of law. University of Lynchburg's Honor and Student Conduct Codes and Regulations, including disciplinary procedures, are internal administrative processes for review and address of violations of institutional policies. Rules of evidence employed in criminal or civil proceedings are not applicable to University proceedings.

During a judicial board hearing, the hearing panel receives information from other hearing participants about the incident of possible violation of the Honor and Student Conduct Codes being reviewed. All hearing participants who present information to the hearing panel speak for themselves; no one is represented by another person.

A student who has been charged with possible policy violations that will be addressed through a judicial board hearing is not required to comment on or to provide information about the alleged incident. Similarly, the charged student is not required to attend or to participate in the judicial board hearing scheduled to resolve the alleged incident. However, a charged student is afforded multiple opportunities to provide information and to participate actively during the hearing, as detailed below.

You are encouraged to read the University of Lynchburg Honor and Student Conduct Codes and Regulations, which are also published in [The Hornet student handbook](#).

Hearing Participants

Hearing participants may include any or all of the following:

- **Charged Student(s):** Typically, one hearing is held to resolve an incident. If more than one student reportedly involved in the incident is charged with possible violations to be resolved through a judicial board hearing, the students typically share one hearing.
- **Disciplinary Process Advisor:** A student who has been charged with an alleged violation of the Honor and Student Conduct Codes that will be resolved through a judicial board hearing has the right to be accompanied by a disciplinary process advisor (DPA), who is a current University of Lynchburg student, faculty, or staff member. If you elect to be assisted by a disciplinary process advisor, your DPA can accompany you to your hearing but cannot speak for or “represent” you. Instead, you are able to speak for yourself, providing information to the hearing panel. Your DPA can sit with you in the hearing room and confer quietly with you through written note or whisper; however, a disciplinary process advisor cannot present information during the hearing or address other hearing participants or the hearing panel.

- **Witness(es):** A witness is a current University of Lynchburg student, faculty member, or staff member who has first-hand knowledge of the reported incident that is significant for determining whether or not the charged student violated the Honor and Student Conduct Codes. For example, the person who observed and reported the alleged misconduct (e.g. Community Assistant, Campus Safety Officer, other student, or professor) may be asked to participate in the hearing as a witness.
- **Investigator/Case Specialist:** In some cases, additional information about the reported incident was collected prior to the hearing by the Investigator/Case Specialist who submits a written report for consideration during the hearing. The Investigator/Case Specialist may attend the hearing to present the report to the hearing panel.
- **Hearing Panel:** Members of the Student Judicial Board (students) or of the Administrative Board (staff and faculty) conduct the hearing. A Student Judicial Board hearing panel consists of five students. An Administrative Board hearing panel has three members. Both types of hearing panels follow hearing procedures described in the Honor and Student Conduct Codes and Regulations. After considering all information presented during a hearing, the panel members decide whether the alleged infractions occurred, and if so, issue appropriate outcomes. This is done in private deliberations.

Online Participation in a Board Hearing

A hearing conducted by the Administrative Board or the Student Judicial Board is typically conducted on the University's campus in Lynchburg, Virginia. Typically, all hearing participants meet in person with the hearing panel.

At the discretion of the Office of Community Expectations and Restorative Practices, online participation in a hearing may be permitted for one or more hearing participants. An online participant must be both visible by a live camera and audible by computer microphone or telephone at all times during hearing presence. At the chairperson's discretion, University representatives assisting with technology or other arrangements needed to facilitate online hearing participation may attend or observe any portion of a hearing, including private deliberations.

A student who has been charged with an alleged violation of the Honor and Student Conduct Codes that will be resolved through a board hearing may request online participation in the hearing in lieu of attendance in person. A charged student's request for online participation in a hearing must be submitted in writing, with supporting rationale, prior to the deadline specified in the hearing notice. A charged student's request for online participation in a board hearing is decided at the discretion of the Office of Community Expectations and Restorative Practices. Typically, a request for online participation in a hearing is denied when the charged student:

- Attends in person one or more courses delivered on the University's campus;
- Resides in University housing, in the City of Lynchburg, or the surrounding counties of Amherst, Appomattox, Bedford, or Campbell; and/or

- Drops all courses attended in person on the University's campus, withdraws from the University, or departs campus before the review of the reported incident and/or adjudication of an alleged infraction is completed.

Hearing Preparation Checklist

Prior to your judicial board hearing, you are encouraged to take the following preparatory steps:

- Carefully review correspondence you have received about the incident review process and the scheduled hearing.
- Review the Honor and Student Conduct Codes and Regulations, including Rights of a Charged Student and Hearing Procedures.
- If opting to be accompanied by a disciplinary process advisor (DPA), meet with your DPA before the hearing to review charges of possible violation of the Honor and Student Conduct Codes issued to you and applicable hearing procedures.
- For each charge of possible violation issued to you, decide whether you believe you are responsible or not responsible for the alleged misconduct. In making this decision, be honest with yourself about whether or not you violated the Honor and Student Conduct Codes.
 - A statement of "not responsible" indicates to the hearing panel that you believe you did not violate the specified policy.
 - A statement of "responsible" indicates to the hearing panel that you believe you violated the specified policy.
- If you accept responsibility for all infractions issued to you, then you have the option, prior to the deadline specified in your hearing notice, to request omission of the hearing portion in which incident information concerning the charges is presented to the hearing panel. When the presentation of incident information is omitted, neither witnesses nor the Case Specialist/Investigator participate in the hearing, and the hearing is closed to observers. However, the charged student retains the option to attend the hearing, the right to be accompanied during the hearing by a disciplinary process advisor, and the right to provide a written statement from one character reference to the hearing panel during the hearing (see "Rights of a Charged Student"). When the presentation of incident information is omitted, the hearing panel may discuss the incident informally with the charged student and ask questions during the hearing before deliberating to determine appropriate outcomes.
 - A charged student's request for the omission of the presentation of incident information is granted by the Office of Community Expectations and Restorative Practices only if the following conditions exist:
 - The charged student accepts responsibility for all charges of infraction issued to them – If a single charge includes both an A-level and a B-level option, the charged student must accept responsibility for the A-level option; and
 - Any other charged student involved in the hearing also accepts responsibility for all charges issued to them and requests the omission of the presentation of incident information – For a hearing involving more

than one charged student, if any individual charged student does not request the omission of the presentation of incident information, then that hearing portion is conducted for all charged students.

- If the presentation of incident information is not omitted, or if you believe you are not responsible for one or more of the charges issued to you, review the list of hearing participants invited to the hearing. If you wish to request that additional witnesses (current University of Lynchburg students, faculty, or staff members only) who have first-hand knowledge of the alleged infraction be invited to participate in the hearing, contact the Office of Community Expectations and Restorative Practices (CERP) prior to the deadline specified in the hearing notice to discuss your request. CERP decides whether to grant your request.
- Decide whether you wish to exercise your option to provide a written statement from one character reference to the hearing panel during the hearing. A character reference must be a current University of Lynchburg student, faculty, or staff member who is not participating in the disciplinary process in another capacity.
 - In the Student Disciplinary Process, a student charged with an alleged violation of the Honor and Student Conduct Codes is provided the opportunity to submit one character reference to the board or case specialist to consider prior to determining any outcomes should the student be found responsible for any policy violations.
 - A character reference must be a current University of Lynchburg student, faculty, or staff member who is not participating (or did not participate) in the disciplinary process in another capacity. Unlike a witness, a character reference does not have first-hand knowledge of the incident addressed during the hearing. Instead, a character reference knows the charged student in a broader context, and therefore, can comment on the student's citizenship, achievements, and contributions to the campus community.
 - Information provided by a character reference is not considered in the determination of a charged student's responsibility or lack thereof for alleged misconduct. Information contained in a character reference written statement is considered only in the determination of outcomes assigned to a charged student who has been found responsible for violating the Honor and Student Conduct Codes.
 - Also, when a charged student elects to appeal the results of an Administrative Handling or Board Hearing, the written appeal request may include one letter from one character reference. The character reference letter submitted with an appeal request may be the same as or different from the character reference statement provided to the hearing panel, if one was provided.
- Decide whether you prefer for the hearing to be open or closed to observers from the campus community (current University of Lynchburg students, faculty, and staff members only). A hearing may be open to observers from the campus community only if both the charged student and the accuser agree. When multiple charged students are involved in a single hearing, the hearing may be open to observers from the campus community only if all charged students express that preference and the accuser agrees. When the

University investigates a case, the Office of Community Expectations and Restorative Practices or an appropriate designee adopts the role of accuser.

- Open Hearing: During an open hearing, current University of Lynchburg students, faculty, or staff members may be present in person in the hearing room to observe the proceedings up to the time when the hearing panel deliberates in private. Observation of an open hearing is limited to the number of campus community members that can be comfortably accommodated in the hearing room (if any), as determined by the hearing chairperson.
- Closed Hearing: During a closed hearing, only hearing participants may enter the hearing room; no observers are permitted. During the presentation of incident information, witnesses are called into the hearing room at the appropriate time to present their information; afterwards, they leave the room. A closed hearing affords the charged student more privacy than an open hearing.
- Decide what you will wear to the hearing. Because this is an important proceeding, appropriate attire is recommended, such as clothes you might wear for a class presentation.
- Prepare to speak with the hearing panel about the reported incident, if you elect to provide information.

During the Hearing

- Hearings are typically conducted in a conference room in which hearing participants meet in person with the hearing panel and sit at a conference table while completing the various phases of a hearing.
- At the discretion of the Office of Community Expectations and Restorative Practices, online participation in a hearing may be permitted for one or more hearing participants (see Online Participation in a Judicial Board Hearing).
- If you elect to provide information to the hearing panel, be honest, accurate, and complete in all comments you make throughout the hearing. Making untrue statements during a hearing violates University policy.
- Presentation of information relevant to the incident may include verbal and written reports (which are typically read aloud during the hearing), photographs and video images, and/or other information deemed appropriate by the hearing panel. During this hearing phase, you have the opportunity to present information to the hearing panel.
- Also, the hearing panel may ask questions of any hearing participant. After presentation of information relevant to the incident has been completed, the hearing panel deliberates in private. You can choose to wait while the hearing panel deliberates and to return to the hearing room for the panel's oral presentation of the hearing results. If you attend the presentation of decisions, your disciplinary process advisor may accompany you.

Deliberations

During deliberations, the hearing panel reviews information presented during the hearing in private. For each charge of possible infraction of the Honor and Student Conduct Codes issued, the panel decides whether the charged student is responsible or not responsible for the alleged infraction. A student is found responsible for violating a specified policy only if the adjudicator(s)

determine that a preponderance of the incident information shows that the student engaged in the misconduct.

If the panel finds you responsible for one or more violations, then the panel also determines appropriate outcomes. When determining outcomes, the hearing panel considers a variety of factors, including outcome guidelines provided in the Honor and Student Conduct Codes and Regulations.

When determining appropriate outcomes, the hearing panel also considers any infractions for which you were previously found responsible. (If you have questions about prior infractions, contact the Office of Community Expectations and Restorative Practices for more information.)

If the hearing panel needs additional information to determine appropriate outcomes, the hearing panel may invite you to return to the hearing room to respond to additional questions.

Presentation of the Hearing Results

After the hearing panel concludes deliberations, the panel presents the hearing results orally. You have the option to wait while the hearing panel deliberates and to return to the hearing room for the panel's oral presentation of the hearing results. If you attend the presentation of decisions, your disciplinary process advisor may accompany you.

After the Hearing

Within a few class days after the hearing, you will receive written confirmation of the hearing results. If the hearing panel issued outcomes, then the Decision Letter will include detailed instructions for completing the assigned outcomes, such as completion deadlines and whom to contact for more information.

Questions?

The following are helpful sources of information about University of Lynchburg judicial board Hearings:

- [*The Hornet student handbook*](#)
- **The Office of Community Expectations and Restorative Practices**
 - 125 Hundley Hall
 - 434.544.8765
 - cerp@lynchburg.edu
- **Student Judicial Board Office**
 - 113 Drysdale Student Center
 - 434.544.8627
 - sjbplanningteam@lynchburg.edu

Appeal Procedure

Regardless of whether an incident is resolved through an Administrative Handling or a board hearing, a charged student found responsible for violating the Honor and Student Conduct Codes has the option of submitting one written appeal request, as detailed below. The lack of an appeal by the charged student is interpreted as the student's acceptance of the original decisions. If no appeal is submitted, the original decisions become the final decision of the student disciplinary process.

When an appeal request is submitted, the charged student is typically not afforded a meeting with the person resolving the appeal request. Regardless of the outcome of the appeal request, the charged student is notified in writing of the appeal decision. Appeal decisions are final decisions in the disciplinary process. An additional appeal is not available through the Honor and Student Conduct Codes and Regulations.

Appeal Request of Board Hearing Decisions

A charged student has the option of submitting one appeal request concerning violations found and/or outcomes resulting from a board hearing based on one or more of the following grounds:

1. New information not known by the charged student at the time of the hearing that likely would significantly alter the hearing panel's understanding of the case;
2. Outcome(s) disproportionate to the severity of the violation(s); and/or
3. An incorrect procedure that substantially impacted the fairness of the board hearing.

The purpose of the appeal process is to guarantee that all students are afforded a fair address of alleged misconduct in accordance with student disciplinary procedures described in *The Hornet*.

What exactly do these grounds for appeal mean?

When you are found responsible by a judicial board for an infraction of the Honor and Student Conduct Codes, you have three grounds on which to appeal the hearing results:

- New information not known by the charged student at the time of the hearing that likely would significantly alter the hearing panel's understanding of the case.
 - Meaning that new facts became known to you after the hearing that you believe would change the panel's decision of responsibility for one or more of the infractions or that you believe should change the outcomes issued; therefore, you want to have these new facts considered. This basis for appeal does not allow for post-hearing review of information that the charged student had at the time of the hearing but elected not to provide for the hearing panel's consideration.
- Outcome(s) disproportionate to the severity of the violation(s).
 - Meaning that you believe that the outcomes assigned by the judicial board are not appropriate for the violation(s) for which you were found responsible. Remember that when issuing outcomes, the judicial board must consider the

minimum outcome guidelines published in the Honor and Student Conduct Codes and Regulations. If the sanctions issued to you are in line with the minimum guidelines, they will not be considered excessive in the appeal process.

- Incorrect procedure that substantially impacted the fairness of the hearing
 - Meaning that during the incident review process, a specific procedure was overlooked by the Office of Community Expectations and Restorative Practices (or designee) or by the judicial board that you believe resulted in unfair decisions of responsibility and/or outcomes (See Rights of a Charged Student and Hearing Procedures). For example, if a charged student attends the hearing but is not given the opportunity to speak to the hearing panel, then important information may not have been brought out, and their rights as a charged student were violated. As another example, if the hearing was held more than 20 class days after charges were issued and the charged student did not request this delay, then a right of the charged student was violated.
 - Remember that the procedural error must substantially impact the fairness of the hearing. On occasion, procedural irregularities occur that do not impact the fairness of the hearing. Examples include the completion of all hearing phases outlined in the Honor and Student Conduct Codes and Regulation but in a different order than is printed in the student handbook or recalling a hearing participant to provide additional information.

An appeal request concerning the decision of a board hearing may include one letter from one character reference, regardless of whether a different character reference letter was submitted during the hearing. A character reference must be a current University of Lynchburg student, faculty, or staff member who did not participate in the hearing in another capacity.

How do I initiate the appeal process?

If you decide to appeal the results of your judicial board hearing, the process is initiated when you submit the [Appeal Request Form](#) detailing the specific reason(s) for your appeal. All appeal requests must be submitted to the Office of Community Expectations and Restorative Practices (CERP). You are responsible for ensuring that the request is received by CERP personnel by the deadline specified in your hearing decision letter. Appeals must be submitted within two weekdays of the decision letter.

When writing an appeal request, you should explain in detail exactly why you believe an appeal is warranted and the specifics of your reasoning. Typically, a charged student is not afforded a meeting to discuss the appeal with the person resolving the request; therefore, you should detail in your appeal request letter all that you want to be considered.

The Office of Community Expectations and Restorative Practices will forward the appeal request to the appropriate review person. In general, the Vice President for University Experience and Student Success (or designees) resolves appeal requests for Personal Integrity and Student Conduct Code policies. If the Vice President for University Experience and Student Success

participated significantly in the address of the matter prior to a charged student's submission of an appeal, the Vice President for University Experience and Student Success may designate an alternate review person. Appeals pertaining to Academic Integrity policies are typically resolved by the Chief Academic Officer (or designee).

When resolving an appeal request concerning the decision of a board hearing, the review person may reference the written appeal request, all documents concerning the case, the audio recording of the board hearing, and all information presented in that proceeding, as well as interview the chairperson of the hearing panel regarding procedures followed and decisions made. The appeal outcome may uphold or reverse all original decisions made by the board, modify the original decisions in any way, or return the case to a board for a new hearing.

How long does the appeal process take?

You are limited to two weekdays (Monday-Friday) after your hearing ends to submit your appeal request. A specific deadline for submitting an appeal request was noted on the Appeal Request Form given to you at the conclusion of the hearing and/or in the hearing decision letter sent to you. After you submit an appeal request, the person resolving the appeal may take as much time as needed to reach a decision. In general, appeal requests are resolved within two weeks; however, additional time may be necessary.

What appeal outcomes are possible?

An appeal request may be resolved in one of four ways:

- Uphold all decisions made by the judicial board hearing panel
 - In this case, all of the judicial board's original decisions regarding responsibility and outcomes remain in effect.
- Reverse all decisions made by the hearing panel
 - In this case, all of the judicial board's original decisions regarding responsibility and outcomes are overturned.
- Modify any of the decisions made by the hearing board
 - Examples of possible modifications include changing a decision of "responsible" to "not responsible" or changing outcome requirements. Additionally, while not exercised haphazardly, the appeal outcome may increase the outcomes assigned by the judicial board.
- Send the case back to a judicial board for a new hearing
 - For example, in a case where significant new information has come to light that was not known by the charged student at the time of the hearing, the appeal outcome may be for a new judicial board hearing to be conducted. If the charged student is found responsible for an infraction through the second hearing, the charged student has the right to submit one appeal of the results of the second hearing.

Appeal outcome decisions are final decisions in the Student Disciplinary Process; additional appeal of a hearing's outcome is not available through the Honor and Student Conduct Codes

and Regulations. You will be notified in writing of the outcome of your appeal request. A letter detailing the outcome will be sent to your University of Lynchburg email address.

Do I need to complete the outcomes assigned to me while my appeal request is pending?

Unless instructed otherwise by the Office of Community Expectations and Restorative Practices, you do not need to complete the outcomes assigned to you while your appeal is pending, although you may choose to do so. If the outcomes issued to you are upheld in the appeal results, new deadlines may be assigned to account for the time that elapsed while your appeal request was resolved.

I have appealed my suspension. Do I need to move out of my on-campus residence while my appeal is pending?

Unless instructed otherwise by the Office of Community Expectations and Restorative Practices, you do not have to vacate your on-campus residence by the deadline specified in your hearing outcome letter while you await the results of your appeal request. However, you may not visit any residential facility other than the one in which you reside while you await the results of your appeal request. If your appeal outcome decision upholds the assignment of suspension, new instructions for vacating your on-campus residence and departing campus will be sent to you in your appeal results letter or separately by the Office of Community Expectations and Restorative Practices.

I have appealed my suspension. Can I attend class while my appeal is pending?

Yes, you should continue to attend all of your classes and complete all assignments while waiting for resolution of your appeal request. (Exception: Students placed on interim suspension prior to the hearing remain on interim suspension and cannot attend class while waiting for resolution of an appeal request.)

Honor Code and Student Conduct Code

Alternative Dispute Resolutions

In the University community, as in any community, interpersonal conflict can occur between two or more people. Conflict can arise from circumstances such as, but not limited to, miscommunication, differing beliefs or values, and incompatible lifestyle habits in a shared campus residence. Conflict can also stem from one person's misconduct that disrupts or harms another person. Through dispute resolution, interpersonal conflict can be sorted out or rectified, thereby supporting both the well-being of the individuals involved and the health of the University community.

Some reports of problematic conduct received by the Office of Community Expectations and Restorative Practices (CERP) reflect interpersonal conflict rather than violations of the Honor and Student Conduct Codes. Other reports received by CERP may reflect both interpersonal conflict and possible violations of University policies. When interpersonal conflict is reported, CERP may determine that informal Alternative Dispute Resolution (ADR) processes could be more effective for resolving the situation than disciplinary procedures that could include an Administrative Handling or board hearing.

Alternative Dispute Resolution processes engage individuals in a candid discussion of interpersonal conflict and/or an incident of misconduct, including the harm it caused and ways to repair the harm. Unlike an Administrative Handling or board hearing processes in which incident outcomes are determined by University officials, Alternative Dispute Resolution processes empower both a person harmed by interpersonal conflict and/ or an incident of misconduct and a student who is responsible for that harm to participate actively in the determination of accountability outcomes.

Multiple ADR processes have the potential to result in productive, restorative outcomes that are mutually agreed upon by the process participants. Examples include an apology, conflict coaching, facilitated dialogue, guided conversations, and restorative conferences or circles. When conflict is reported, the Office of Community Expectations and Restorative Practices may suggest an Alternative Dispute Resolution process to the individuals involved, or a student can request that CERP consider ADR for informal resolution of the interpersonal conflict that they are experiencing.

Participation in Alternative Dispute Resolution is entirely voluntary. Before initiating an ADR process, a representative of CERP (or designee) typically conducts intake meetings with individuals involved in a conflict to determine their willingness to participate in the collaborative resolution of the dispute and the suitability of a particular ADR process. ADR can be implemented only when both the claimant and respondent agree to participate and CERP deems a particular method of conflict resolution to be appropriate to the situation.

When an Alternative Dispute Resolution process occurs, a representative of CERP (or designee) facilitates the identified process, maintains documents as needed, and monitors the completion of the accountability outcomes established through the restorative process.

When an Alternative Dispute Resolution process is undertaken in efforts to resolve an alleged violation of the Honor and Student Conduct Codes, implementation of either the Administrative Handling or board hearing processes are paused. If the ADR process is terminated for any reason, or if a restorative outcome is not agreed upon by all process participants, CERP will resolve the alleged violation by resuming the Administrative Handling or board hearing process (see “Disciplinary Procedures”).

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Honor Code and Student Conduct Code

Rights of a Students Participating in the Disciplinary Process

Disciplinary Process Advisor

A student who is going through the disciplinary process or who has been charged with an alleged violation of the Honor and Student Conduct Codes has the right to be accompanied by a disciplinary process advisor (DPA) throughout any part of the process that the student attends. If the student elects not to attend a proceeding, the DPA cannot attend that proceeding. A DPA is a current University of Lynchburg student, faculty, or staff member..

When exercising the right to be accompanied by a DPA, a student should identify a person who is able to attend proceedings as scheduled by the University. Although a student can be accompanied to a particular proceeding by only one DPA, a student may elect to change advisors during the course of the disciplinary process. A proceeding is not subject to postponement due to the unavailability of a specific disciplinary process advisor. If a student needs assistance identifying someone to serve as their DPA, the student may contact the Student Judicial Board at sjbplanningteam@lynchburg.edu or complete the [DPA Request Form](#) to make that request.

If requested by the student, a DPA can provide support, guidance, and advice to the student. A DPA can also assist the student in preparing comments that the student will present during a proceeding. To enhance effectiveness, a DPA should read the Honor and Student Conduct Codes and Regulations. Since formal training is not required for a current University of Lynchburg student, faculty, or staff member to serve as a DPA, the University of Lynchburg is not responsible for the quality, accuracy, or effectiveness of assistance provided by a student's selected DPA.

A disciplinary process advisor is not involved in determining the outcome of an incident review. Throughout the disciplinary process, a DPA cannot present information, advocate for, or argue a case on behalf of a student. The student is responsible for presenting comments that the student wishes to provide, even when accompanied by a DPA.

During any disciplinary proceeding, a DPA's communication is limited to conferring quietly with the student through written note or whisper; the DPA may not address any other participant, the case specialist, or the hearing panel. The DPA may not interfere in, disrupt, or delay a proceeding. The Office of Community Expectations and Restorative Practices, the case specialist facilitating the administrative handling, or a hearing chairperson may remove or dismiss a DPA who becomes disruptive or who does not abide by the restrictions on advisor participation; the proceeding then continues without the advisor present.

Rights of a Student Participating in an Administrative Handling for an Alleged Violation of the Student Conduct Code

The following privileges are extended to a student who has been notified that their conduct is being reviewed using the Administrative Handling process for an alleged violation of the Student Conduct Code. Deadlines for exercising these privileges may be established by the Office of Community Expectations and Restorative Practices

1. The right not to comment on, provide information about, or attend proceedings related to an infraction that the student allegedly committed;
 - a. A student who elects to provide information about an incident is expected to provide honest, accurate, and complete information. Providing information that is false, incomplete, or misleading may result in additional disciplinary action.
2. The right to be accompanied by a disciplinary process advisor in accordance with parameters detailed in the “Disciplinary Process Advisor” section above;
 - a. A DPA must be a current University of Lynchburg student, faculty, or staff member
3. The right to present information orally in person and/or in writing during the Administrative Handling;
4. The right to provide a written statement from one character reference to the case specialist;
 - a. A character reference must be a current University of Lynchburg student, faculty, or staff member who is not participating in the handling in another capacity;
5. The right to be advised in writing of the results of the Administrative Handling; and
6. The right to submit one written [appeal of the Administrative Handling decision](#) within two weekdays (Monday-Friday) after the decision letter was sent on the grounds of:
 - a. New information not known by the charged student during the information-collection phase of the Administrative Handling that likely would significantly alter the Case Specialist's understanding of the case; and/or
 - b. Outcome(s) disproportionate to the severity of the violation(s).

Rights of a Student Under Investigation for an Alleged Violation of the Honor Code and/or Student Conduct Code

The following privileges are extended to a student who has been notified that their conduct is being investigated for an alleged violation of the Honor and Student Conduct Codes. Deadlines for exercising these privileges may be established by the Office of Community Expectations and Restorative Practices

1. The right not to comment on, provide information about, or attend proceedings related to an infraction that the student allegedly committed;
 - a. A student who elects to provide information about an incident is expected to provide honest, accurate, and complete information. Providing information that is false, incomplete, or misleading may result in additional disciplinary action.
2. The right to be accompanied by a disciplinary process advisor in accordance with parameters detailed in the “Disciplinary Process Advisor” section above;
 - a. A DPA must be a current University of Lynchburg student, faculty, or staff member.
3. The right to be provided with written notification of the charge(s), if issued, within 10 class days after an investigation has been completed; and
 - a. “Class days” do not include Saturdays, Sundays, examination periods, student holidays, summer or January terms, and days on which University classes are delayed or canceled due to inclement weather or other circumstances.
4. The right to request that the Office of Community Expectations and Restorative Practices call witnesses who have firsthand knowledge of the alleged infraction as part of the investigation, without guarantee that the request will be granted.
 - a. Witnesses must be current University of Lynchburg students, faculty, or staff members.

Rights of a Charged Student Participating in a Board Hearing

The following privileges are extended to a student who has been charged with an alleged violation of the Honor and Student Conduct Codes that will be resolved through a board hearing. Deadlines for exercising these privileges may be established by the Office of Community Expectations and Restorative Practices.

1. The right not to comment on, provide information about, or attend proceedings related to an infraction that the student allegedly committed;
 - a. A student who elects to provide information about an incident is expected to provide honest, accurate, and complete information. Providing information that is false, incomplete, or misleading may result in additional disciplinary action.
2. The right to be accompanied by a disciplinary process advisor in accordance with parameters detailed in the “Disciplinary Process Advisor” section above;
 - a. A DPA must be a current University of Lynchburg student, faculty, or staff member.
3. The right to a fair inquiry within 20 class days after being charged, unless the charged student requests a delay in the hearing schedule for good cause that is granted by the Office of Community Expectations and Restorative Practices;
 - a. “Class days” do not include Saturdays, Sundays, examination periods, student holidays, summer or January terms, and days on which University classes are delayed or canceled due to inclement weather or other circumstances;
4. The right to have at least three weekdays (Monday-Friday) prior to a hearing to prepare for a hearing, except in cases involving interim suspension, at the end of an academic semester, or during summer or January terms;
5. The right to express a preference regarding whether or not the hearing will be open to observers from the campus community without a guarantee that the preference will be accommodated (see “Hearing Procedures,” Part D);
 - a. Hearings are only open to current University of Lynchburg students, faculty, and staff members,
6. The right to present information orally in person and/or in writing during the hearing;
7. The right to request that the Office of Community Expectations and Restorative Practices call to the hearing witnesses who have firsthand knowledge of the alleged infraction, without guarantee that the request will be granted;
 - a. Witnesses must be current University of Lynchburg students, faculty, or staff members.
8. The right to provide a written statement from one character reference to the hearing panel during the hearing.
 - a. A character reference must be a current University of Lynchburg student, faculty, or staff member who is not participating in the hearing in another capacity;
9. The right to be advised in writing of the results of the hearing; and
10. The right to submit one written [appeal of the Board hearing decision](#) within two weekdays (Monday-Friday) after the hearing ended on the grounds of:
 - a. New information not known by the charged student at the time of the hearing that likely would significantly alter the hearing panel’s understanding of the case;

- b. Outcome(s) disproportionate to the severity of the violation(s); and/or
- c. An incorrect procedure that substantially impacted the fairness of the board hearing.

Written notice regarding charges of alleged infractions issued, scheduled hearings, and hearing results is sent to a student's local address listed in University records. A student's local address is one's University email address, or campus mailbox, if assigned. Failure or refusal to pick up, open, or read notices does not remove the recipient's obligation to adhere to any instructions, outcomes, or deadlines issued in the notices. Failure or refusal to pick up, open, or read notices does not constitute a procedural error for which an appeal is granted.

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Honor Code and Student Conduct Code

Frequently Asked Questions

Will my Coach or the Athletic Department be notified concerning student discipline?

The University of Lynchburg is committed to fostering an environment that supports the holistic development of all students, including our student-athletes. In an effort to facilitate communication between the [Office of Community Expectations and Restorative Practices \(CERP\)](#) and the [Department of Athletics](#) for the purpose of promoting student welfare, ensuring accountability, and providing appropriate support and guidance to student-athletes in matters related to the [University's Honor Code and Student Conduct Code](#). This is accomplished through the student-athlete information release and consent form.

By sharing information on conduct issues, both departments can collaborate to uphold community standards, support student-athletes' academic and athletic pursuits, and facilitate their overall growth and development within a safe and respectful campus environment. This collaboration allows for a more integrated and consistent approach to addressing student conduct, promoting a supportive learning and living experience in line with the principles of student development.

Will my Parents-Legal Guardians be notified concerning student discipline?

Provided that an undergraduate student has supplied the University with necessary information about dependency, the parent (or legal guardian) of a dependent undergraduate student may be contacted by the Office of Community Expectations and Restorative Practices concerning disciplinary outcomes of violations of the Honor and Student Conduct Codes involving the following circumstances:

- Probationary status, indicating that a subsequent infraction will likely result in suspension or expulsion from the University;
- Suspension or expulsion from the University; and/or
- A second or subsequent alcohol-related violation committed by a student under age 21.

Notification concerning disciplinary matters is intended to involve the larger network of persons concerned about the student, the student's behavior, and the student's handling of outcomes.

A dependent second-year, junior, or senior student may submit a written request that no notification be made, specifying extenuating circumstances that the student believes warrant deviation from typical parental notification practices. Such requests are evaluated on a case-by-case basis. Notification concerning student discipline is not provided to parents/legal guardians of graduate students.

What is the difference between A-level and B-level violations?

All behaviors prohibited by the Honor Code are A-level infractions. Behaviors prohibited by the Student Conduct Code are grouped into two categories: A-level infractions and B-level infractions.

Possible A-level infractions may be resolved administratively through an Administrative Handling or by a judicial board hearing. Suspension may be assigned in response to any A-level violation of either the Honor Code or the Student Conduct Code. However, mitigating and aggravating circumstances of the incident may affect the outcomes imposed. Expulsion may be issued in more serious circumstances, and lesser outcomes (typically not fewer than 30 hours of community service and a period of disciplinary probation, or the equivalent) may be issued for less serious circumstances. For additional outcome guidelines for drug- or paraphernalia-related violations, see Drug Regulations.

B-level infractions may be resolved administratively through an Administrative Handling by the Office of Community Expectations and Restorative Practices (or designee), or by the Title IX Coordinator (or designee). (For more information, see Disciplinary Procedures.) When a student is found responsible for an incident of misconduct involving only B-level infractions of the Student Conduct Code, the resulting outcomes do not include suspension or expulsion from the University.

I received a letter stating that I was allegedly involved in a violation of University policy and inviting me to meet with a specified person. What does this mean?

Typically, before issuing charges or outcomes to a student, a representative of the Office of Community Expectations and Restorative Practices (or designee) offers the student an opportunity to provide their account of the incident. Providing incident information is optional for the student, but choosing not to participate in the incident review process does not preclude charges and sanctions from being issued. Students who provide information about an incident are expected to provide honest, accurate, and complete information. Providing information that is false, incomplete, or misleading may result in disciplinary action.

I received a letter issuing charges of violation of the Student Conduct Code to me. What does this mean?

B-level violations of the Student Conduct Code may be resolved administratively through an Administrative Handling. When an incident is resolved administratively, an authorized representative of the Office of Community Expectations and Restorative Practices (or designee), or the Title IX Coordinator (or designee) determines charges and outcomes and communicates these decisions in writing to the student.

Why has the Office of Community Expectations and Restorative Practices contacted me when I was arrested off campus?

The Honor and Student Conduct Codes apply to students' behavior on campus, within the City of Lynchburg, in the surrounding counties of Amherst, Appomattox, Bedford, and Campbell, and

anywhere else when participating in a University program/event or acting in the capacity of a University of Lynchburg student.

In addition, violations of laws committed on campus may be interpreted as having an impact on or posing a threat to the University community. Consequently, such violations can result in on-campus disciplinary action.

I was found responsible for a policy violation. Will this be on my record?

If a student is found responsible for a policy violation, that will create a disciplinary record for the student. A student's disciplinary record is different from a student's academic transcript. The policy violation will not show on the student's academic transcript. If a student is alleged to have violated a policy, but did not receive any charges or were found not responsible for any charges assigned, that alleged policy violation would not result in a disciplinary record.

- *For Title IX related cases where a student is found responsible, a transcript notification will appear on their transcript if the student received a suspension or expulsion.*

Can a charge or outcome affect my eligibility to play on a team or to participate as an officer of an organization?

A restriction of privilege impacting participation in specified activities may be issued as an outcome of policy violation(s). Separate from any outcomes issued, it is possible that eligibility requirements for a particular leadership position, award, sport, or activity preclude participation by a student who has violated University policies. Check with your particular organization, sport, or activity for this eligibility information.

Will a charge or outcome affect my scholarships or financial aid?

Contact the Office of Financial Aid for questions about your financial aid requirements.

How can I review my record to be reminded of any violations for which I have been found responsible?

You will need to make an appointment with the Office of Community Expectations and Restorative Practices (125 Hundley Hall; 434.544.8765; cerp@lynchburg.edu).

What do I do if I have additional questions?

The following are helpful sources of information about the University of Lynchburg's student disciplinary process, Honor and Student Conduct Codes:

- [The Hornet student handbook](#)
- **Office of Community Expectations and Restorative Practices**
 - 125 Hundley Hall
 - 434.544.8765
 - cerp@lynchburg.edu
- **Student Judicial Board**
 - 113 Drysdale Student Center

- 434.544.8627
- sjbplanningteam@lynchburg.edu

REVISED COPY

Honor Code and Student Conduct Code

Other Policy Related Information

Alcohol, Cannabis, and Other Drugs

The University of Lynchburg does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the University community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state, and local laws, as well as to conduct themselves in accordance with these policies and laws.

Alcohol Regulations

University of Lynchburg policies concerning alcohol are established to:

- Promote healthy lifestyles for students
- Promote a high-quality environment in University housing, student activities, and other facets of student life
- Support academic achievement
- Provide education, health and counseling services, and referral for additional services as needed
- Provide a reasonable degree of freedom of choice concerning the use or non-use of alcohol within the limits imposed by the educational responsibilities of the University and requirements of the law
- Address misuse of alcohol

Of primary concern is the impact of alcohol on the climate and quality of life in the University community and on the well-being of individuals. Persons age 21 or older who choose to consume alcohol are expected to drink in moderation. To help students make informed, responsible choices, educational materials and presentations are provided. Persons presenting conditions such as drunkenness, incoherence, or loss of consciousness are referred for educational services and/or medical assessment. Additionally, these and other behaviors related to substance use or abuse may be addressed through appropriate disciplinary outcomes.

The University of Lynchburg Student Conduct Code includes policies restricting the use of alcohol and other alcohol-related behaviors. Persons under age 21 are prohibited from possessing or using alcoholic beverages. Those 21 and older are permitted the privilege of possessing and using alcoholic beverages in moderation in specifically designated places or at specifically designated functions as indicated:

1. **The possession or use of alcoholic beverages is permitted only by persons who are 21 years of age or older AND only as follows:**
 - a. In a student campus residential room with the door closed **AND**:
 - i. No one under age 21 is present while alcohol is consumed

1. (Exception: A student age 21 or older may consume alcohol in the student's assigned residential room if the only underage person present is also an assigned resident of the room.); **AND**
 - ii. One or both of the room's assigned residents are age 21 or older; **AND**
 - iii. The room is not in a residential area designated to be alcohol-free.
 - b. Inside University houses, townhouses, and apartments in accordance with the terms of the residential agreement and other guidelines established by the Office of Residential Experience.
 - c. In other residential locations on occasions and in accordance with guidelines established by the Office of Residential Experience.
 - d. Beer and wine in licensed locations on special occasions for the time, place, and area defined in a banquet license (e.g., licensed Student Activities Board events in Memorial Ballroom or on the Pavilion).
2. **Alcoholic beverages may not be possessed or consumed by anyone, regardless of age, in the following residential locations:**
 - a. Any individual residential room and in the entirety of any University house, townhouse, or apartment where all assigned residents are under age 21
 - b. Montgomery Hall, Tate Hall, and any other residential facility designated as alcohol-free
 - c. Indoor common areas, including lounges, stairwells, and hallways
 - d. Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets
 - i. Office of Residential Experience and Campus Safety and Security staff members may ask to see the contents of backpacks, bags, or other packages suspected to contain alcohol.
3. **Other prohibited conduct regarding alcohol includes:**
 - a. Possession or consumption of alcohol by an individual under age 21
 - b. Serving, selling, or otherwise providing or making available alcohol to a person under 21 years of age
 - c. Distribution of alcohol without an ABC license
 - d. Collection of money for any purpose where alcohol is present without an ABC license
 - e. Driving under the influence of alcohol
 - f. Use of alcohol that impairs thought, behavior, and/or coordination
 - g. Presence of a student under age 21 in a campus residential room where alcohol is possessed or used by other individuals under age 21
 - h. Possession or use of a keg, community container, or other quantity of alcohol surpassing that reasonable for private, personal use at an unlicensed place, event, or campus residence
 - i. Possession of an open container of alcoholic beverage by a person of any age in a lounge, corridor, stairway, or other common area of a residence hall, except on designated occasions
 - j. Possession of an open container of alcoholic beverage on campus outside restricted areas

- k. Possession or use of alcoholic beverages at indoor or outdoor athletic facilities or events, except when such facilities are used for licensed social events
 - l. Use, possession, sale, serving, or otherwise making available alcoholic beverages at any membership recruitment function
 - m. Violation of ABC regulations
 - n. Possession or use of false identification for acquisition of alcohol
4. **Alcoholic beverages are permitted to be distributed on campus only in licensed areas as follows:**
- a. Specifically designated locations as defined in a banquet license (e.g., wine or beer in Memorial Ballroom and West Room)
 - b. Any request for an alcohol license other than through the standard Dining Services procedure must go to the president's Leadership Team for approval.
5. **Any event, other than small group socializing in a private room, at which alcoholic beverages are permitted, distributed, or served must be conducted within the following guidelines:**
- a. Events held in University housing must be registered with and approved by the Office of Residential Experience. Events held in nonresidential campus buildings must be registered with and approved by the Office of Campus Engagement and/or the Vice President for University Experience and Student Success (or designee). Events held outdoors must be approved by the president's Leadership Team.
 - b. A permit shall be obtained from the local regional ABC office.
 - c. There must be a nonalcoholic theme for the event.
 - d. Individuals sponsoring and conducting the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under age 21 or to persons who appear to be intoxicated.
 - e. Direct access to and consumption of alcoholic beverages is permitted only within the approved area designated for the event.
 - f. Nonalcoholic beverages must be available at the same places as alcoholic beverages and featured as prominently as alcoholic beverages.
 - g. A reasonable portion of the budget for the event shall be designated for purchase of food items.
 - h. No social event may include any form of "drinking contest" in its activities or promotion.
 - i. Advertisements for any University event where alcoholic beverages are served must note the availability of nonalcoholic beverages as prominently as alcoholic beverages. Alcohol may not be used as an inducement to participate in a campus event.
 - j. Promotional materials, including advertisements for any University event, must not make reference to the amount of alcoholic beverages available, such as the number of beer kegs.
 - k. As appropriate to the size and nature of the event, University-approved security personnel must be present at all times.

- I. The sponsoring group or host must be concerned about the condition and safety of those leaving the event and shall implement such techniques as cessation of serving alcohol long enough before the end of the event to aid in the assessment of the condition of guests.
6. **Promotion of alcohol use on campus is prohibited.**
 - a. Use of advertising and/or promotional materials that promote the use of alcohol is prohibited.
 - b. Alcohol-related containers, packaging, and paraphernalia may not be collected or displayed in any residential space in a manner deemed to promote alcohol use or abuse.
 - c. For anyone under age 21, possession of empty alcoholic beverage containers or alcohol packaging is prohibited in all residential facilities. Regardless of one's age, possession of empty alcoholic beverage containers or alcohol packaging is prohibited in Montgomery Hall and Tate Hall.

Drug Regulations

The University of Lynchburg prohibits possession, use, manufacture, cultivation, and distribution of any controlled substance prohibited by federal, state, and/or local laws. (Note: cannabis is illegal under federal law. Synthetic cannabis [e.g., "Spice," "K2"] and "bath salts" are prohibited by Virginia law.) The University of Lynchburg also prohibits possession and use of a prescription drug for which one does not have a valid prescription, as well as illegal distribution of a prescription drug. Distribution of a drug may include but is not limited to selling, giving, sharing, and trading drugs. Residue of a prohibited drug is considered evidence of possession and/or use of that drug.

The University of Lynchburg prohibits possession or use of drug paraphernalia. Items considered to be drug paraphernalia include, but are not limited to, glass smoking pipes, bongs, hookahs, cannabis "bowls," and spoofs, regardless of how such items are actually used.

The University of Lynchburg prohibits driving under the influence of a drug that impairs driving.

Violation of drug regulations may result in criminal prosecution by city, state, and/or federal law enforcement agencies, in addition to University disciplinary action. The University of Lynchburg may notify law enforcement officers of illegal drugs and paraphernalia confiscated on campus and cooperates with the authorities in apprehending and prosecuting alleged violations of drug laws.

Cannabis/THC

To protect the health and safety of the campus community, and to uphold the University's educational mission, the University of Lynchburg prohibits possession, use, manufacture, cultivation, and distribution of cannabis/THC, regardless of form, intended method of consumption, and purpose (e.g., medicinal or recreational).

Although Virginia laws permit some cannabis-related conduct for individuals age 21 or older, cannabis is illegal under federal law as a Schedule I controlled substance. The federal Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and as part of any of its activities. Therefore, the University of Lynchburg's drug regulations safeguard opportunities for students to benefit from federal financial assistance.

Alcohol Laws and Penalties

In addition to disciplinary action and sanctions implemented by the University of Lynchburg, an employee or a student who violates alcohol laws is subject to criminal sanctions provided by federal, state, and local laws. Neither presence on campus nor residence in University housing shields an individual from obligation to adhere to laws regarding alcohol, drugs, and other matters.

For more detailed information about criminal penalties that may result from violation of federal, Virginia, or Lynchburg City laws pertaining to alcohol, see "Alcohol Laws and Penalties" in University of Lynchburg Alcohol and Drug Policies.

Friendly Referral Practice: Alcohol and Cannabis/THC

When a student's personal use of alcohol or cannabis is inconsistent with University policies, the misconduct is addressed in accordance with student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations. When an individual's consumption of alcohol or cannabis results in illness or other health/safety emergency, students are encouraged to seek immediate help from Emergency Medical Services, Campus Safety and Security, Residential Experience staff, and/or other emergency agencies. To encourage students to act promptly when emergency aid is needed for a person who has consumed alcohol or cannabis, and to discourage delay due to concern about possible disciplinary ramifications of the alcohol/cannabis consumption, the Office of Community Expectations and Restorative Practices may address the consumption through implementation of this Friendly Referral Practice, rather than as a violation of the Student Conduct Code.

When the Friendly Referral Practice is implemented to address an alcohol- or cannabis-related incident, neither the student who requested emergency help nor the student whose consumption resulted in a medical emergency is issued disciplinary charges or outcomes as a result of their own personal possession or consumption of alcohol or cannabis related to the incident. (Other policy violations [e.g., property damage, providing alcohol or drugs to others, violence, obscene acts or abusive language] may be addressed through the student disciplinary process detailed in the Honor and Student Conduct Codes and Regulations.) Instead, the student for whom emergency aid was sought may be required to meet with a representative of the Office of Community Expectations and Restorative Practices (or designee) to discuss the incident, what was learned from it, and any substance-related education assigned to the student.

Students are encouraged to seek emergency help promptly for themselves and for others whenever needed. For a student needing emergency medical assistance as a result of alcohol or cannabis consumption, this Friendly Referral Practice is typically implemented only once during the student's tenure at the University of Lynchburg. Subsequent incidents of alcohol or cannabis consumption that are inconsistent with University policies may be addressed through the student disciplinary process.

Animals on Campus

Animals, other than service dogs and University-approved emotional support animals (ESAs), are not permitted inside University buildings (including all residential facilities) at any time. Students living in University housing may only have fish in their assigned residences (see "Animals" in "Residential Experience Policies"). Any animal brought into outdoor areas of campus must be on a leash, unless it is a service dog under verbal control.

A residential student who requires a service animal on campus is requested to self-identify as a person with a disability to Accessibility and Disability Resources as soon as possible after deciding to enroll at the University. Once a student self-identifies, ADR staff will work with the student to discuss any other appropriate accommodations as well as communicate the presence of a service animal to other University community members to ease the transition of the student. Please refer to the policy on ["Responsibility and Expectations of Persons with Animals on Campus."](#)

A nonresidential student with a disability who requires a service animal on campus is not required to register or identify with the University. However, the University suggests that a nonresidential student who requires a service animal on campus self-identify to Accessibility and Disability Resources (ADR) as soon as possible after deciding to enroll at the University. This will allow ADR to communicate to other University community members to ease the transition of the student.

A residential student with an emotional support animal (ESA) must obtain approval before bringing the animal into the student's assigned University residence. An authorized ESA is permitted only in the owner's residence (assigned room) and is not permitted in public residential areas or other campus buildings. Individuals seeking approval of an ESA should complete the process as soon as practicably possible before moving into University housing. ESAs and their owners are expected to follow the University's Emotional Support Animal Policy at all times.

Visitors on campus are prohibited from bringing animals (other than service animals) inside University buildings (including all residential facilities) at any time.

Service animals in training are prohibited in all facilities at the University of Lynchburg.

Controlled Substance Laws and Penalties

In addition to disciplinary action and sanctions implemented by the University of Lynchburg, an employee or a student who violates drug laws is subject to criminal sanctions provided by federal, state, and local laws. Neither presence on campus nor residence in University housing shields an individual from obligation to adhere to laws regarding alcohol, drugs, and other matters.

Both the federal Controlled Substances Act and the Virginia Drug Control Act penalize the unlawful possession, use, manufacturing, and distribution of controlled substances. Penalties vary based on factors including, but not limited to, the type or “schedule” of drug involved, the amount possessed, whether distribution or intent to distribute a drug is present, and whether conviction is for a first or subsequent offense.

Debts

The University discourages bad checks and unmet financial obligations, as they negatively impact community standing. Students owing money or property to the University, or to agencies of the University, may be prohibited from enrolling, continuing enrollment, attending classes, and/or graduating/receiving diplomas until arrangements are made for the payment of such debt. A student who is withdrawn from the University for not meeting financial obligations must fulfill the debt before submitting an application for readmission to the University.

Drug Test Policy for Student-Athletes

The use of drugs is illegal by state and/or federal law and prohibited by University policy. The University of Lynchburg vigorously opposes the use of drugs by any student.

All student-athletes will sign a consent form for drug testing each academic year.

The NCAA has declared that it will randomly test Division III athletes engaged in post-season national competition. The University of Lynchburg reserves the right to drug test any student-athlete at any time.

Upon confirmation of a positive drug test result by the Assistant Director of Athletics for student wellness, the Director of Athletics and test results to the Office of Community Expectations and Restorative Practices for review in accordance with the Honor and Student Conduct Codes and Regulations. Similarly, when a student-athlete is found responsible for violation of drug-related policies in the Honor and Student Conduct Codes, the Office of Community Expectations and Restorative Practices notifies the director of athletics of the incident, including charges and outcomes issued.

A student-athlete who tests positive, or refuses a test, which results in a presumed positive, will be disconnected from all athletics participation for a period of six months from the date of the positive result and will be subject to following necessary processes for athletic reinstatement.

Suspension from the University of Lynchburg may result from a first-time violation of drug-related policies in the Honor and Student Conduct Codes; expulsion may be issued in more serious cases and for second drug-related infractions. In addition, a student-athlete found responsible for a first-time drug violation or positive drug test is suspended from athletic participation for one year, in accordance with the University of Lynchburg Athletic Department Drug and Alcohol Policy. A student-athlete found responsible for a subsequent drug violation or positive drug test is suspended permanently from athletic participation.

Firearms and Other Weapons

Firearms and weapons of any type are strictly prohibited on campus, including concealed weapons for which the carrier has a legal permit. Weapons include, but are not limited to, firearms (e.g., Airsoft guns, BB guns, handguns, paintball guns, pellet guns, rifles), bows and arrows, explosives, knives [excluding items that are commonly referred to as a pocket knife, which has a folding blade that is typically less than 3 inches long], martial arts weapons, metal knuckles, and stun weapons. Possession or use of a realistic facsimile of a weapon is also prohibited on campus.

The University of Lynchburg retains final authority for determining whether an item or substance constitutes a weapon. Considerations may include, but are not limited to, the intended purpose and actual use of the item or substance, as well as the potential and actual harm resulting from it.

Weapons on campus may be confiscated and not returned to the owner. Possession and/or use of a weapon results in immediate disciplinary action, which may include separation from the University of Lynchburg. Exceptions to this policy may be made when a legitimate, authorized, classroom-based need exists.

Freedom and Order on the Campus

Traditionally, the University of Lynchburg has maintained an orderly atmosphere in which both the educational program and peaceful, noncoercive dissent are possible. Through long-standing policies and practice, the University has rejected violence as a means of promoting a point of view. Persons who violate these policies cannot be retained as members of the University of Lynchburg community.

Faculty members have the responsibility and the authority to maintain order in the classroom and may ask students to leave the classroom if necessary to maintain order. Students are expected to be familiar with the Behavioral Standards for Learning Environments policy.

Both in and out of the classroom, the University expects students to dress and conduct themselves in ways that are reasonable and appropriate for this community. Particularly, it expects attention to appropriate dress and demeanor in settings such as the dining hall, the library, classrooms, outdoor and other “public” areas of campus, and campus wide events including, but not limited to, plays, concerts, lectures, and chapel services. It is obligatory that, in addition to the nature of the setting and event in which one is directly participating, proximity to

other settings, events, or “public” areas be considered in determining the appropriateness of dress. For example, the Dell area of campus is used daily by almost every member of the University community and also by guests.

Display of symbols that are historically associated with hate, repression, intimidation, or subjugation of specific human groups is prohibited. Examples include, but are not limited to, Confederate flags, Nazi swastikas, Ku Klux Klan images, nooses, and other vestiges of prior eras of slavery or persecution based on personal characteristics including race and religion.

Health and Behavioral Risks of Alcohol, Cannabis, and Other Drugs

The negative physical and mental effects of the use of alcohol, cannabis, and other drugs are well documented. Use and abuse of these drugs may cause blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart and liver; inability to learn and remember information; psychological problems including depression, psychosis, and severe anxiety; and death.

Impaired judgment and coordination resulting from the use of alcohol, cannabis, and other drugs are associated with DUI/DWI arrests; hazing; falls, drowning and other injuries; contracting sexually-transmitted illnesses; unwanted or unplanned sexual experiences and pregnancy; and physical assault.

Abuse of alcohol, cannabis, and/or other drugs by family members and friends may also cause concern for students and employees. Patterns of risk-taking behavior and dependency negatively impact the lives of abusers and can interfere with the emotional well-being and academic and work performance of family members.

For additional information regarding specific substances, see “Health and Behavioral Risks of Alcohol and Other Drugs” in the University of Lynchburg Alcohol and Drug Policies section above.

On-Campus Solicitation

In general, the University prohibits the sale and/or solicitation of goods or services on University property, except as provided by or specifically permitted by the University. This regulation applies to University of Lynchburg students and paid representatives of firms. Variance from this regulation requires written approval from the Office of Campus Engagement or the Hornet Shop if the merchandise contains University Marks. Approval may be granted on a limited basis in a few specific cases:

1. Organizations affiliated with the University may be granted permission to sell products or services provided assurances are made that the privacy of students, particularly in residential rooms and study areas, is not violated. Organizations wishing to conduct fundraisers should gain permission from the Office of Campus Engagement about the desired event schedule to avoid conflict with previously scheduled fundraisers. Multiple fundraisers may not be held at the same place and time.

2. Outside salespersons or their student representatives may keep sales appointments in residential areas if they have the written permission of the Office of Campus Engagement and have a specific appointment with a resident. The written permission must be presented to the director of the Office of Residential Experience.

Priority of Requests: Preference will be given in the following order.

1. Student clubs and organizations
2. Campus offices and departments
3. External businesses and organizations

Sponsorship: All tabling events must be sponsored by a department or submit a facility rental request.

1. Internal clubs and organizations are sponsored by their campus faculty/staff advisor. For more information on faculty/staff advisors, please contact the Office of Campus Engagement.
2. External businesses and organizations not sponsored by a campus office/department must submit a facility rental request form the Office of Catering and Events via hopwoodlarue@lynchburg.edu.

Policies and procedures:

1. All tabling requests must be approved and scheduled before any group may use the available tabling spots.
2. No sales are permitted in academic areas.
3. Any audio used at tabling spots should be cognizant of what is going on around them; sound may be asked to be turned down or off.
4. Any group using a tabling spot on the University of Lynchburg's campus must stay within the space assigned to them.
5. No doors, fire extinguishers, fire alarms or exit signs should be blocked by any setup included in any tabling.
6. Signage
 - a. All signage should be free standing (either on a table or right next to the table on the floor); no writing is allowed on the flooring or walls.
 - b. No signs should be hung or fixed to any walls, doors, windows or other fixtures.
 - c. Advertising signage should be clearly visible and indicate what is being sold or distributed.
7. If food and/or drink is going to be sold or given out for free it must be approved beforehand; please include this information on your initial request.
8. Any tabling that solicits must have approval from Student Activities before coming on campus.
9. Furniture near tabling spots should not be moved except on a temporary basis to ensure proper egress. Upon completion, the sponsor is responsible for returning all furniture to its proper location
10. External guests that table on campus may do so between 10am and 2p Monday through Friday; after scheduling a specific tabling spot.

11. Vendor tables will be limited to two vendors per location, as long as they are not offering competing products.
12. Receipt of any material by the University Community is voluntary. The sponsor may not force someone to stop or accept any item, material or give away.
13. All tabling, distribution, signage or other items presented during a tabling must follow University of Lynchburg guidelines.
14. The University of Lynchburg reserves the right to ask the group, individual or organization to remove signage, materials, product or other items from the tabling event.

The University does not provide lists of student names, email addresses, physical addresses, or telephone numbers for sales, campaigns, or solicitations.

Vending machine contracts are arranged and executed by the Dining Services, which must give its specific approval before any such machine may be placed on campus.

Posting Policy

Due to limited spaces, posting on campus is permitted only for University of Lynchburg organizations and academic/administrative offices and programs. For possible community posting options, contact the Office of Campus Engagement.

The Student Life Policies Committee designated the Office of Campus Engagement as monitor of the Posting Policy. All posters, flyers, banners, signs, etc., except those produced by an academic/administrative office or program, must comply with the Honor and Student Conduct Codes and must be stamped as approved by the Office of Campus Engagement before being posted on campus. All such signs posted on campus that are not approved and stamped are subject to removal.

Individuals, other than university officials, are prohibited from removing/taking down a posting, unless they or a group they are associated with are responsible for the posting. If an individual believes that a posting violates this or other university policy, they should report the posting to an administrator of the specific building or to the Office of Campus Engagement.

General Campus Posting Guidelines

1. The original flier must be approved by the Office of Campus Engagement before copies are made. Events sponsored by academic/administrative offices or programs do not need to be approved if the sponsoring office's letterhead or logo is clearly visible on the flier.
2. Flyers may be posted up to two weeks (14 days) before the event. Banners may be hung no longer than one week before and one day after the advertised event (see "Banner Guidelines").
3. One flier per event is permitted in each location.
4. Posters for any event where alcohol is present must be in accordance with both ABC and University alcohol policies (see "Student Conduct Code" and "Alcohol and Other Drugs").

5. Sponsors, organizations, and/or departments must remove posters after the event.
6. Use only masking tape, thumbtacks, or staples to post.
7. Sidewalk chalk is allowed only on concrete sidewalks. Do not use chalk on brick, slate, or bluestone.
 - a. Defacing or intentionally erasing existing chalking is prohibited by anyone other than the person or organization who initiated the chalking display, except that University facility and maintenance personnel are allowed to clean.

Posting Privilege

1. Allowed to post on campus:
 - a. University of Lynchburg students, faculty, staff, and recognized student organizations with an approved stamp from the Office of Campus Engagement
 - b. Outside and off-campus organizations or businesses sponsored by a University office or recognized organization with an approved stamp from the Office of Campus Engagement
2. Not allowed to post on campus:
 - a. University of Lynchburg student organizations that have lost posting privileges by the Student Government Association or the Office of Campus Engagement
 - b. Outside or off-campus individuals, organizations, or businesses not sponsored by a University office or recognized organization

Posting Guidelines

1. Posting is permitted on:
 - a. Digital/electronic board (contact the Office of Campus Engagement)
 - b. Bulletin boards
2. Posting is **NOT** permitted on:
 - a. Outside and inside surfaces of exterior doors
 - b. Any glass surface (excluding Drysdale Student Center)
 - c. In or on windows, on the exterior of any University of Lynchburg student residences, or in outdoor areas around residential facilities. Exceptions for items visible in windows or outside University residential facilities may be granted by the Office of Residential Experience.
 - d. Any painted surface, except interiors of residence halls
 - i. Special posting guidelines for the interior of residence halls:
 1. Posting of flyers in University residential facilities must be approved by and coordinated through the Office of Residential Experience (second floor Hundley Hall; 434.544.8320).
 2. Use bulletin boards where available.
 3. **Only masking tape** may be used for posting on wall surfaces.
 - e. Inside elevators and elevator doors
 - f. Stairwells, fire doors, or windows
 - g. Wayfinding signs
 - h. Vending machines

- i. Any trees, benches, light posts, exterior building walls, or other surfaces not mentioned above

Banner Guidelines

1. A banner may not be larger than 3 feet by 6 feet.
2. Prior to posting, all banners must be approved by the Office of Campus Engagement.
3. A banner advertising an authorized campus event may be hung no more than one week before and one day after the event.
4. Banners may be hung in the following locations:
 1. Hundley Hall balcony
 2. Hall Campus Center balcony
 3. Exterior of University housing facilities only in the location(s) and manner approved by and coordinated through the Office of Residential Experience. Banners, signs, or other items hung or displayed outside University housing facilities must be approved by both the Office of Campus Engagement and the Office of Residential Experience.
5. Sponsors should monitor the condition of their banners and remove unreadable banners.

Failure to Comply with the Posting Policy

Violations of the Posting Policy committed by individual students are reviewed through student disciplinary procedures described in the Honor and Student Conduct Codes and Regulations.

Violations of the Posting Policy committed by University organizations are resolved by the Office of Campus Engagement. Organizations are notified in writing within seven working days of the violation and may be assessed charges for cleanup and/or damages. Also, the organization's advisor is notified of the violation. All appeals must be submitted in writing to the Office of Community Expectations and Restorative Practices within two weekdays (Monday-Friday) after the date of the written notification to the organization. Typically, the Student Judicial Board chairperson(s) (or designee) resolves organization appeals. Repeated violations of the Posting Policy may result in the loss of posting privileges.

Violation of the Posting Policy may result in any or all of the following outcomes:

- Warning
- Restitution for cleaning, damage repair, and/or replacement of damaged property;
- Community service
- Loss of organizational posting privilege
- Other outcomes determined appropriate for the violation

In addition to these outcomes, organizations or individual organization members may be issued disciplinary charges in accordance with the Honor and Student Conduct Codes and Regulations.

Recreational Equipment Policy

The use of bicycles, rollerblades/in-line skates, skateboards, longboards and the like is allowed at the University of Lynchburg. All must be used outdoors, and users must always yield to pedestrians. Bicycles, rollerblades/in-line skates, skateboards, longboards, and the like are meant to be used as a mode of transportation; using these items to perform tricks is not permitted. Bicycles, rollerblades/in-line skates, skateboards, longboards, and the like may not be used in any building or on any outside steps.

An individual who engages in use of bicycles, rollerblades/in-line skates, skateboards, longboards, and the like, and is judged by University officials or others to be dangerous may be charged with violation of the Student Conduct Code, including "Dangerous Practice." Likewise, if any property damage occurs as a result of the use of bicycles, rollerblades/in-line skates, skateboards, longboards, and the like, the individual in violation may be charged with "Property Damage," along with other possible outcomes, and may be made to pay restitution. Depending on the severity of the misconduct, other charges may be warranted as well.

Users of bicycles, rollerblades/in-line skates, skateboards, longboards, and the like assume all risks associated with the usage. Users are strongly encouraged to always wear appropriate safety gear, including a helmet, knee pads, and elbow pads, to protect against impacts. Before each use, inspect your equipment for any damage, loose parts, or worn components that could compromise its safe operation. Be aware of your surroundings, follow campus policies, and maintain a safe speed to prevent accidents and ensure a positive recreational experience.

The following types (but not limited to) and uses of recreational equipment are prohibited on campus, including residential facilities:

- Slip 'N Slides (purchased or made), pools, sprinklers, and similar water amusements, except as approved and contracted by authorized University officials
- Use of water hoses or other methods to produce a waterfall or flooding, except as approved and contracted by authorized University officials
- Inflatable amusements, except as approved and contracted by authorized University officials
- Use of wheeled recreational conveyances or vehicles (including EBikes and EScooters), other than bicycles, rollerblades/in-line skates, skateboards, longboards
- Possession, storage, or use in any fashion of hoverboards
- Hammocks installed or affixed to the exterior of University facilities and hammocks used inside University facilities
- Use of fog machines in residential facilities

Residence and Real Estate Policies

The following policies exist to enhance the safety and comfort of all students living in campus housing. Residence and Real Estate policies constitute part of the Student Conduct Code. Failure to adhere to Residence and Real Estate policies may result in administrative address by

the Office of Residential Experience (or designee) (including but not limited to fines, restriction of privileges, and/or change in housing assignment) and/or address through student disciplinary procedures.

- **Balconies and Roofs**—Students may not be on any balcony or roof with the exception of designated balconies in Westover Hall. The Office of Residential Experience reserves the right to revoke this privilege at any time.
- **Basements and Attics**—Students may not enter or use basements, crawl spaces, or attics in campus houses for any reason, including storage and gatherings.
- **Damage Policy**—In any community living environment, materials in a building break or must be replaced periodically due to normal wear and tear. The University of Lynchburg's housing fees are designed to cover such routine maintenance expenses. However, damages are sometimes caused by accident, horseplay, or misuse of facilities. An individual who causes accidental damage should report it to a Residential Experience staff member within 24 hours after the damage occurred. In such cases, the individual is held accountable for the [cost of the needed repair\(s\)](#). Multiple or repeated incidents of damages may result in disciplinary outcomes.

When damage occurs but no one takes responsibility, an investigation is conducted to identify the responsible individual(s). If the responsible individual is identified, that individual is subject to replacement costs, fines, and other outcomes as deemed appropriate. If the responsible individual(s) cannot be identified, the residents of the wing, floor, or building may be assessed common area damage charges with a minimum charge of \$10.00 per person.

Any appeal of damage charges or common area damage charges must be submitted in writing to Facilities Management within 30 days of the billing date.

Note: Students have two options for completing the residence hall checkout process: Standard Checkout and Express Checkout.

Students who complete a Standard Checkout may appeal room damage charges or common area damage charges. Appeals must be submitted in writing to Facilities Management within 30 days of the billing date. Appeals received after the 30-day deadline will not be considered.

Students who choose Express Checkout acknowledge that they waive their right to appeal or dispute any room damage, cleaning, or common area damage charges assessed as a result of the University's post-departure inspection.

Damage to residential furniture results in charges sufficient to replace the damaged item(s). All incidents of damage are subject to review through Residential Experience and disciplinary processes, which may result in additional fines and/or other outcomes.

- **Furniture**—Possession of any type of University property in a campus residence other than the standard room furniture provided is prohibited. Likewise, University furniture may not be removed from individual rooms in any campus housing. In residence halls, lounge furniture may not be removed from its designated location for any purpose or for any length of time.

Upholstered furniture is not permitted on porches, decks, balconies, and other areas outside University houses, townhouses, apartments, and residential buildings. All furniture outside residential facilities must be manufactured for outdoor use.

Kegs may not be repurposed as furniture, decorations, or for other uses on campus.

A resident who has unauthorized furniture in a residential location or unauthorized furniture outside will be instructed to return the furniture promptly to its proper place and assessed a fine.

Command strips may not be affixed to University furniture due to damage caused by removal. Deviation from this expectation may result in a fine and damage fees.

- **Liability for Loss**—Students are encouraged to purchase insurance that will cover losses and/or theft or to verify sufficient coverage under the homeowner's or renter's insurance policy applicable to their offcampus home. The University of Lynchburg is not liable for loss of or damage to personal property. Neither the University of Lynchburg nor its insurance company covers or will reimburse for personal property that is lost, stolen, or damaged.
- **Lofts**—Only University of Lynchburg issued loft kits are permitted in campus housing. Only one loft kit may be used per bed, and total height may not exceed one added loft kit. Students may contact their community assistant or the Office of Residential Experience to request a loft kit. Bed rails and ladders are available upon request.
- **Networking Equipment**—Personal networking equipment, including wireless routers and access points, are prohibited in residential facilities. Issues with network access or connectivity should be reported to the University's Information Technology Help Desk (itrhelp@lynchburg.edu).

For more information, please see the "[Technology Usage](#)" Policy.

- **Pest Control**—If residents have a pest problem (insects or rodents) in their room, they should notify their respective Community Assistant to submit a work order.

Residents are responsible for practicing good housekeeping in their rooms and in the residence halls to help deter pests (e.g., proper food storage; clean bedding; prompt cleaning of dirty dishes/utensils and dirty laundry; regular trash removal from the room, including pizza boxes; etc.). Residents who promote pest/vermin infestation will be responsible for the cost of extermination.

- **Repairs/Alterations**—If a repair is needed in a residential facility, students should report the concern to their Community Assistant or to the Office of Residential Experience (434.544.8320). Repairs may not be made by anyone other than authorized University personnel. Similarly, alterations—such as adding air conditioning units or adding or removing doors or other structures—may not be made.
- **Room Assignments and Changes**—All room assignments are final unless the Office of Residential Experience and/or University Housing Operations authorizes a room change. A student who wishes to make a room change, during the academic year, should contact the Office of Residential Experience to ensure adherence to proper room change procedures. Students may not request a room change during the first three weeks of classes each semester or after Thanksgiving Break (fall semester) or Spring Break (spring semester). During room change periods, students must fully complete an online Room Change Request form, which is located on the student housing portal under “Applications.” If a room change request is granted, students are notified of instructions for completing the move, including the time period during which the move must be made.

All students sharing a room, suite, or Southside residence should complete a residential living agreement at the start of each academic year. Students arriving for the spring semester only, will complete this agreement as part of the housing application. In the case of roommate, suitemate, or housemate conflicts, roommates must meet with their community assistant and engage in a facilitated dialogue unless the Director of Residential Experience determines that in the best interest of the roommates, suitemates, or housemates that a room switch be made in lieu of a facilitated dialogue. If a living agreement has been completed, a roommate violating the agreement may be administratively relocated. In some instances, and at the discretion of the Director of Residential Experience, both roommates may be relocated.

In the event of a disruption to the residential community, community members will be invited to engage in a facilitated dialogue with their community assistant and/or staff in the Office of Residential Experience to discuss concerns and identify an action plan moving forward. This is to occur prior to any formal or permanent decisions being made based on administrative relocation of one or more community members. Students should discuss roommate concerns with their Community Assistant and/or staff in the Office of Residential Experience prior to making a room change. If a resident requests a room change without first attempting a roommate mediation, the room change request may not be approved.

A resident who makes a room change without authorization from the Office of Residential Experience may be assessed a \$150 fee. Students who move without permission may also be required to move back to their assigned rooms. Students who make more than one unauthorized move are subject to additional fines being assessed to their student account and engagement with the student disciplinary process.

Students who are eligible to commute from home or to reside off campus but elect to reside in University housing may not move off campus during the academic year in which their Residential Living Agreement applies unless they have prior approval from the Office of Residential Experience and/or University Housing Operations, and they may be subject to a housing cancellation fee of \$250.

Due to limited space, the Office of Residential Experience is unable to hold a specific housing assignment for a student who is not residing in campus facilities for a semester due to study abroad, a leave of absence, or any other reason. While efforts will be made to match roommates when students return to campus housing, a specific assignment cannot be held.

If a space in a residential facility becomes available during the academic year, the resident(s) will have 14 days to fill the vacancy. If the remaining resident(s) is unsuccessful in filling the vacancy within that time, the Office of Residential Experience and/or University Housing Operations will fill the space administratively as needed.

- **Room Consolidation**—To use residential space effectively and in a fair, consistent manner, the University conducts Room Consolidation beginning the fifth week of each semester. Consolidation affects only those students who do not have a roommate or an approved single room. A resident whose roommate leaves the University (e.g., withdraws, studies abroad, or does not return after a residential break) is encouraged to notify the Office of Residential Experience and to participate in the consolidation process.

All residents without roommates or approved singles are expected to take an active role in the consolidation process, assisting in the identification of suitable roommates. Through active participation, students increase the likelihood of satisfaction with their new roommate assignments. Students who must participate in the consolidation process are given a list of all other students needing roommates. Using this list, residents can identify a roommate with whom they are compatible and then notify the Office of Residential Experience about the roommate selection, enabling the room change process to begin. Students who do not select a roommate from those participating in the consolidation process will be consolidated with a new roommate through administrative assignment. Students who delay the process or otherwise prevent consolidation may be assessed a fee.

Students residing in rooms not assigned at full occupancy must ensure that the unassigned space(s) in the residence remain vacant for student placement. Students found to be occupying unassigned space(s) within their residence will be assessed a fine of \$250, which is applied to their student accounts.

- **Room Entry**—The University of Lynchburg reserves the right to enter any University-managed room, suite, apartment, townhouse, or house intended for or assigned as student housing. Prior to entering an assigned residential space, University staff knock and announce themselves. In the absence of a response from the occupant(s), University staff may enter the residential space as they deem appropriate in circumstances such as:
 - Potential or confirmed health or safety emergency;
 - Belief that someone may be in danger;
 - Facility or maintenance need, such as upkeep, repair, or improvement;
 - Health or safety inspection;
 - Closing inspection at academic breaks;
 - Activation of a fire or gas warning system, including fire drills;
 - To control rooms in the event of a medical or public health issue; and
 - Other purposes in accordance with University policies.

Such room entry and inspection does not constitute a search of a residential space. When making room entry, University staff attempt to minimize inconvenience to residents.

Facility inspections are not undertaken to discover prohibited conduct. However, when potential policy violations are found in open sight within a residential area, they may be addressed in accordance with the University's Honor and Student Conduct Codes and Regulations. Also, University staff may request authorization to search any or all areas of a University residence and its contents when policy violations are suspected. For more information, please see the "Searches" Policy.

During the academic year, University staff members will enter each assigned University-managed room, suite, apartment, townhouse, or house to conduct a health and safety inspection approximately three times. While in a residential area, staff members identify maintenance, safety, and cleanliness concerns, which they note and report for repair or other remedy. Staff members also document observed violations of University policies, including but not limited to the presence of candles, unauthorized animals, [damages](#), fire hazards, and unauthorized possession of University property. Staff members may confiscate items believed to be in violation of University policy. Additionally, suspected violations of University policies may be addressed through administrative, disciplinary, or alternate resolution processes.

To prevent pests, and as a safety precaution, students are expected to maintain a general level of cleanliness in their assigned residential areas. If this standard is not met, the assigned resident(s) are instructed to clean the space.

- **Single Rooms**—Single rooms within the residence halls may be available on a limited basis. Students seeking to “buy out” a double room to use as a single room will be assessed an additional fee of \$1250 per semester (prorated if the move occurs during the semester). Students wishing to request housing accommodations for medical, physical, mental health, or cognitive disabilities should contact Accessibility and Disability Resources. Reasonable documentation completed by a licensed professional is required.
- **Smoke Detectors**—Smoke detectors are provided in each residence hall room and in all other University housing for the safety of all residents in the facility. Students may not remove, cover, or disable a detector for any reason. Tampering with a smoke detector constitutes a violation of the Student Conduct Code and results in disciplinary action.

If a smoke detector does not function properly, students should immediately contact Campus Safety and Security (emergency number 434.544.5555) so proper repair can be made.

- **Storage**—University of Lynchburg does not provide storage. Any and all items left on University property after departure from a residential facility may be handled, removed, and disposed of at the risk and expense of the resident. Any items left after a semester’s completion will be held for one week and then discarded. For personal items left behind after residential closing, students will be assessed a fee reflecting labor costs related to item removal and landfill fees.
- **Term of Residence**—Room fees for the academic year cover the period from the day of official University check-in through 10 a.m. of the day after the completion of exams (for non-graduating students) or 10 a.m. on the day following Commencement (for graduating seniors) excluding winter break. The day of official University check-in for first-year students, transfer students, and other participants in Hornet Days will be designated by University Experience and Student Success.

Room fees and the housing agreement do not provide for occupancy of University housing during winter break, summer break, or other periods for which due notice is given. Undergraduate students must vacate during these periods and may not be in residential facilities without receiving advance permission from the University Housing Operations. Approved students requiring housing during part or all of these periods will be subject to additional charges.

Residential Experience Policies

The following policies exist to enhance the safety and comfort of all students living in campus housing. Residential Experience policies constitute part of the Student Conduct Code. Failure to adhere to Residential Experience policies may result in administrative address by the Office of Residential Experience (or designee) (including but not limited to fines, restriction of privileges, and/or change in housing assignment) and/or address through student disciplinary procedures.

- **Alcohol**—Possession of alcohol by anyone under age 21 is prohibited everywhere on campus, including in all residential facilities. Students and guests who are age 21 or older may possess and consume alcohol in residential facilities only in accordance with the Student Conduct Code and any policies established by the Office of Residential Experience. Possession and consumption of alcohol are prohibited in the following residential areas regardless of the possessor's age:
 - In any individual residential room and in the entirety of any University house, townhouse, or apartment where all assigned residents are under age 21;
 - Montgomery Hall, Tate Hall, and other facilities designated as alcohol-free;
 - Indoor common areas, including lounges, stairwells, and hallways; and
 - Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets.

Possession of an open container of alcohol in public is prohibited by both University policies and Lynchburg City laws. This prohibition applies to alcohol in any form or container, including but not limited to bottles, cans, cups, and sports bottles.

For anyone under age 21, possession of empty alcoholic beverage containers or alcohol packaging is prohibited in all residential facilities. Regardless of one's age, possession of empty alcoholic beverage containers or alcohol packaging is prohibited in Montgomery Hall and Tate Hall. Residential Experience and security staff members may ask to see the contents of backpacks, bags, and other packages suspected to contain alcohol.

Unauthorized kegs on campus and related taps are confiscated, regardless of whether they contain alcohol, and are not returned to the owner. Kegs may not be repurposed as furniture, decorations, or for other uses on campus. Intoxication, public drunkenness, and disorderly conduct are prohibited by University policies and Lynchburg City laws. Disorderly conduct includes but is not limited to cursing profanely in public. Neither presence on campus nor residence in University housing shields a student from obligation to adhere to University alcohol policies and alcohol laws.

For more information, please see the "Alcohol and Other Drugs" Policy.

- **Alcohol-Related Collections and Displays**—Alcohol-related containers, packaging, and paraphernalia may not be collected or displayed in any residential area (indoors or outdoors) in a manner deemed to promote alcohol use or abuse. Examples of prohibited

paraphernalia, collections, and displays include but are not limited to drinking game tables, bars, beer can pyramids, empty liquor bottle decorations, beer cartons posted on walls, and accumulated empty alcohol containers not removed to appropriate trash or recycling receptacles.

- **Animals**—Animals, other than service dogs and University-approved emotional support animals (ESAs), are not permitted inside University buildings (including all residential facilities) at any time. Students living in University housing may have only fish in their assigned residences. The maximum water capacity for a fish tank in campus housing cannot exceed ten (10) gallons. Prohibited animals include:
 - dangerous or poisonous species of fish and “tank animals,” such as,
 - frogs,
 - hermit crabs,
 - lizards,
 - Snakes
 - Turtles, and
 - axolotl

Individuals with unauthorized animals will be subject to adjudication and instructed to remove the animals immediately (within 24 hours); failure to do so within the allotted time will result in additional disciplinary action.

An undergraduate student residing in a townhouse, apartment, or University house who allows an unauthorized animal inside a residence for any length of time will immediately be relocated to a residence hall. Similarly, an undergraduate student living in a residence hall who allows an unauthorized animal inside a residence for any length of time forfeits eligibility to live in a University townhouse, apartment, or University-owned houses (Southside) during the following year.

A residential student with a service animal must complete a Service Animal Agreement pertaining to the animal’s presence in University housing; special arrangement is not necessary for a service animal to be in other areas of campus. Service animals are expected to meet Assistance Dogs International (ADI) Minimum Standards and Ethics for Service Dogs. Service animals in training are prohibited in all residential facilities at the University of Lynchburg.

A residential student with an emotional support animal (ESA) must obtain approval before bringing the animal into the student’s assigned University residence. An authorized ESA is permitted only in the owner’s residence (assigned room) and is not permitted in public residential areas or other campus buildings. Individuals seeking approval of an ESA should complete the process as soon as practicably possible before moving into University housing. ESAs and their owners are expected to follow the University’s Emotional Support Animal Policy at all times.

To complete a service animal agreement or to request approval of an emotional support animal, contact the Center for Accessibility and Disability Resources. The ESA Review Panel meets five (5) times per year to consider requests for approval.

Visitors on campus are prohibited from bringing their emotional support animals inside University buildings (including all residential facilities) at any time.

For more information about policies regarding animals, see “Animals on Campus” in The Hornet student handbook and the webpage “Animal Policies and Accommodations” on the University's website (www.lynchburg.edu).

For more information, please see the “Animals on Campus” Policy.

- **Bicycles**—Bikes may be stored only in individual rooms or in bike racks provided. Bikes may not be stored in hallways, stairwells, lounges, bathrooms, loading zones, near dumpsters or other areas so designated by the Office of Residential Experience and University Grounds. A student who violates this policy will be instructed to remove the bicycle promptly and assessed a fine and/or other consequences.
- **Candles**—Candles are prohibited in all University residential facilities, regardless of whether the wick has been burned. A student who violates this policy will be instructed to remove the candle promptly and assessed a fine and/or other consequences. Candles observed by University staff during facility walkthroughs, closing procedures conducted at academic breaks, and similar inspections may be confiscated for disposal.

For more information, please see the “Fire Safety” Section of the student handbook.

- **Check-In Policy**—Students are permitted to move into their assigned residences as determined by the University check-in calendar and as communicated by the Office of Residential Experience. Students are not permitted to arrive early without prior approval from the Office of Residential Experience. Students who are unauthorized to be on campus will be assessed a \$75 charge per night and will be instructed to depart campus immediately. Students approved to return to campus early will be assessed a daily rate determined by the University.
- **Checkout Policy**—All residents checking out of a University residence at any time must do so through a Residential Experience staff member or by using an Express Check-Out envelope available at Campus Safety and Security (first floor, Hall Campus Center). Failure to do so will result in substantial fines. Completing an Express Check-out waives your right to appeal any damage [charges](#) assigned to you during housing inspections.
- **Cooking**—Coffee makers, popcorn poppers, rice cookers with an automatic shut off feature, and approved Microfridge microwave ovens are the only cooking appliances permitted in residence hall rooms. All other cooking appliances, including other

microwave ovens, toaster ovens, crock pots, insta pots, air fryers, hot plates, toasters, deep fryers, and grilling machines, are prohibited in residence hall rooms. A student who possesses an unauthorized cooking appliance will be instructed to remove it promptly and assessed a fine and/or other consequences.

In residence hall kitchens, students may use the appliances provided for simple heating and baking. Due to local fire regulations, frying, grilling, and rotisserie cooking are strictly prohibited in residence hall kitchens. Students using the community kitchens in the residence halls are required to monitor equipment while cooking. Also, students are required to be present for the duration of cooking their meal(s). Additionally, after completing cooking, students are required to clean up the kitchen. The University of Lynchburg is not liable for any food items stored in common area refrigerators. Students are encouraged to label all food items stored in common area refrigerators.

For more information, please see the “Fire Safety” Section of the student handbook.

- **Decorations**—Students are permitted to display personal belongings inside their assigned rooms in a manner that does not damage walls, doors, or other University property. However, decorations, furniture, and other items may not impede fire safety, entrance or egress, ventilation, or view of a room.

Only the following methods are permitted for affixing decorations to the specific wall material present in a student’s residential assignment:

- Concrete or cinder block walls - Use only Command strips. When vacating the room, students are expected to remove all Command strips in accordance to the removal instructions on the package.
- Drywall or plaster walls - Use only thumbtacks. Remove all thumbtacks when vacating the room.

Other methods of affixing decorations, such as tape and poster putty, are prohibited due to the likelihood of wall damage and may result in repair fees. Hanging of LED or fluorescent strip lights is prohibited in all residential rooms and common spaces.

Deviation from this expectation may result in a fine and damage fees.

Display of symbols that are historically associated with hate, repression, intimidation, or subjugation of specific human groups is prohibited. Examples include but are not limited to:

- Confederate flags,
- Nazi swastikas,
- Ku Klux Klan images,
- nooses, and
- other vestiges of prior eras of slavery or persecution based on personal characteristics including race and religion.

Decorations and other personal belongings that are visible in the common areas of University residential facilities (e.g., hallways, lounges, bathrooms, stairways) must be consistent with University values and policies. The Director of Residential Experience (or designee) may remove decorations visible in residential common areas that are determined to be inconsistent with University values and policies, followed by notification of the student who displayed the posting (if identifiable) of the removal.

Decorations and other student belongings may not be displayed in a manner that affects the exterior appearance of University facilities. Nothing may be displayed or posted in or on windows, on the exterior of any University of Lynchburg student residences, or in outdoor areas around residential facilities. (Exceptions for items visible in windows or outside University residential facilities may be granted by the Office of Residential Experience. Exceptions for banners advertising authorized campus events may be approved in accordance with the Posting Policy [see "Posting Policy"].)

To decrease fire hazards, decorations or other items may not be placed over lights or fire safety equipment. Lamps, holiday lights, and other electric decorations must be U.L. approved.

Only artificial trees are allowed in residential facilities. All holiday decorations must be removed in a timely manner and prior to departure for scheduled breaks.

Possession of a street, traffic, or municipal sign is prohibited; such signs are confiscated by Campus Safety and Security and not returned, regardless of how the signs were obtained by the resident(s).

Students are not permitted to paint walls in individual rooms or in common areas. Proposals for wall murals for residence hall common areas may be submitted to the Office of Residential Experience for approval. Subsequent approval by three-fourths of all floor residents must follow.

- **Fire Alarm Evacuation**—All students must vacate a residential facility when the fire alarm sounds, moving immediately to the location(s) communicated by the Office of Residential Experience and/or Campus Safety and Security. Students are not permitted to re-enter the facility until permission is granted by authorized personnel.

For more information, please see the "Fire Safety" Section of the student handbook.

- **Fire Hazards**—The following items are prohibited in all University of Lynchburg housing facilities for students:
 - Candles (unlit or lit);
 - Extension cords and multi-plug adapters;
 - Fireworks (may not be possessed or used anywhere on campus);

- Gas canisters (including propane tanks for grills);
- Halogen lamps and other lamps deemed unsafe by the Office of Residential Experience;
- Hookahs (may not be possessed or used anywhere on campus);
- Incense;
- Lighters or torches with gas or liquid fuel that can be left in the “on” position;
- Space heaters with exposed heating elements; and
- Any appliances that make an open flame or have exposed heating elements other than stoves provided by the University.

Small, newer model electric space heaters without exposed heating elements and carrying the Underwriter’s Laboratory (UL) label may be used in residential facilities. Only one space heater may be used per room.

Extension cords and multi-plug adapters may not be used in residential facilities. Grounded or polarized relocatable power taps, commonly known as “power strips” and “surge protector strips,” may be used temporarily in residential facilities if plugged directly into permanently installed electrical outlets.

Fires are not permitted inside or outside any University residential facility, except for outdoor use of gas and charcoal grills for cooking and of University-provided fire pits in approved locations. Grills, including related gas canisters, must be stored outdoors. Grills may not be chained to, or otherwise affixed to, any residential structure. When in use, grills must be at least 10 feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by use of a grill will result in repair fees and/ or disciplinary outcomes.

For more information, please see the “Fire Safety” Section of the student handbook.

- **Keys**—Residential keys are issued to students at the time of check-in. Once a key is issued, it becomes the responsibility of the student. Students may not lend residential keys to anyone for any reason. Similarly, students may not use another’s residential keys. Additionally, students may not lend their University ID cards to anyone for any reason, including to access a residential facility.

Students should secure their rooms at all times and are responsible and liable for any actions of non-assigned students or guests in their rooms. Furthermore, students failing to secure their rooms or to obtain or carry room keys will assume all responsibility for theft or damage of any personal belongings in their room.

A student who is locked out of their assigned campus residence should wait for their roommate to return to unlock the door. A resident needing more immediate access to

their assigned campus living area for emergency reasons may elect to contact Campus Safety and Security or their Community Assistant to request a let-in. A let-in fee of \$10 is charged to the student's University account each time let-in assistance is provided by Campus Safety and Security. Let-in assistance is not provided to another person's residence, even if the requesting student's belongings are locked in the other person's residence.

When a residential key is lost, the following procedures must be followed:

1. Report the loss of a residential key to the Office of Residential Experience by completing the online Lost Key Form, which is located on the housing portal under "Helpful Links." A lost-key report will be made and sent to the Office of Residential Experience and the University Locksmith for proper action.
2. The student is responsible for payment of costs associated with core change and key replacement: \$75 for a lost room key (includes creation of two new keys); \$75 for a lost common space exterior door key (includes creation of a new key for each occupant). All lock change fees are assessed to the student's account.
3. Failure to report lost or stolen keys or possession of a duplicate or unauthorized key will result in appropriate disciplinary action.

When a student vacates campus housing at any point, keys must be returned to Campus Safety and Security (first floor, Hall Campus Center) prior to departure. Failure to return one or more residential keys upon vacating University housing results in a \$150 charge per key.

For more information about policies regarding keys, see "University ID Cards and Keys."

- **Noise**—Living in a campus residence in close proximity to many other students can create noise disturbances. Because noise travels easily, all residents must be considerate of neighbors when playing stereos, TVs, or interacting within your residential space. Generally, quiet hours should be observed from 11 p.m. to 11 a.m. Sunday thru Thursday and midnight to 11 a.m. Friday and Saturday nights. Courtesy hours are in effect 24 hours per day. Repeated disruptions by individuals at any hour will result in loss of privileges and/or other outcomes.

Each semester, 24-hour quiet hours are in effect from the last day of classes through the closing of University housing. At the end of the spring semester, 24-hour quiet hours are in effect from the last day of classes through the closing of University housing on the day following Commencement.

During quiet hours excessive noise is defined as noise that travels more than two doors down the hall, through the ceiling and/or floor of your assigned residential space. For Southside, this would include any noise that can be heard clearly from one house beyond your assigned residence.

- **Outdoor Noise Policy**– Residents in University-owned housing are expected to keep noise at a level respectful of their roommates and neighbors.

Noise should not be heard more than two doors away (residential buildings) or past the property line of university owned houses during quiet hours. As courtesy hours remain in effect at all times, residents should be mindful of their neighbors. Noise complaints received at any time may be grounds for campus officials to require amplified sound to be reduced or turned off.

Residents hosting gatherings are expected to limit how much sound travels outside of their residence by keeping windows closed, using areas away from neighbors, encouraging use of headphones, etc.

Speakers, sound equipment and other sound amplifiers may not be used outside of residential facilities without advance written permission from the Office of Residential Experience.

Speakers, sound equipment and other sound amplifiers should not be placed facing out of windows, in window frames, or on porches or balconies at any time. Amplified sound should not be directed out of windows or outside facing doors in any manner.

Amplified sound must be consistent with City of Lynchburg Code (Sec [26-55](#) & [26-56](#))

- **Parties and Other Gatherings**–Students living in University houses, townhouses, and apartments may host parties and other gatherings in their assigned residences in accordance with University policies. Occupancy in a Southside individual residence is limited to no more than five guests per resident present and not to exceed the maximum occupancy designated for that specific residential location. Occupancy in a residence hall room is limited to no more than two guests per resident present. Alcohol may be consumed only by individuals age 21 or older and only in accordance with all University alcohol policies.

Residents who host parties or other gatherings are held directly responsible for conduct occurring at their residence, including outside areas, and for their visitors' behavior.

Failure to adhere to this policy may result in administrative action by the Office of Residential Experience and/or disciplinary outcomes. These responses may include suspension of party privileges, and/or removal from the residence. See "Southside Residential Area for Undergraduate Students" for additional information.

- **Recreational Equipment**–The following types and uses of recreational equipment are prohibited on campus, including residential facilities:

- Slip 'n slides (purchased or made), pools, sprinklers, and similar water amusements; except as approved and contracted by authorized University officials
- Use of water hoses or other methods to produce a waterfall or flooding; except as approved and contracted by authorized University officials
- Inflatable amusements, except as approved and contracted by authorized University officials
- Use of wheeled recreational conveyances or vehicles (including EBikes and EScooters), other than bicycles, skateboards, longboards, and roller blades;
- Possession, storage, or use in any fashion of hoverboards;
- Hammocks installed or affixed to the exterior of University facilities, and hammocks used inside University facilities; and
- Use of fog machines in residential facilities.

For more information, please see the “Recreational Equipment” Policy.

- **Residential Access**—All residence halls are locked 24 hours per day. Residential students and other authorized individuals gain entrance into the residence halls by using their University ID cards. Students will only be permitted access to the residence hall to which they are assigned. Students should not allow non-residents to gain access to any residence hall. Propping of exterior doors is strictly prohibited. Students aware of trespassers, unsecured doors, or other problems related to security in any campus residence should immediately contact a community assistant or Campus Safety and Security (emergency number 434.544.5555).
- **Residential Breaks**—All residential facilities for undergraduate students close for fall break, Thanksgiving, winter break (between semesters), and spring break vacations. Undergraduate students may not be in residential facilities during University breaks without receiving advance permission from the Office of Residential Experience. Specific dates and times of closings and openings are listed on the Housing and Residential Experience website.

During exam periods, all undergraduate students must vacate their campus residence within 24 hours after their last exam. Students who are not authorized by the Office of Residential Experience to be in residential facilities will be assessed a \$75 charge per night and will be instructed to vacate their residence immediately. Students approved to remain in their residence during a break will be assessed a daily rate determined by the University.

The Office of Residential Experience conducts safety walk-throughs during academic break periods. Unauthorized items, including but not limited to candles, alcohol, University-provided common area furniture in student rooms, and street or traffic signs, observed by University staff during facility walkthroughs, closing procedures conducted

at academic breaks, and similar inspections may be confiscated for disposal or return to the appropriate location.

- **Smoking**—All residential facilities are smoke-free buildings; therefore, smoking may not occur within any part of these facilities. Smoking includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, and personal vaporizers or other devices associated with “vaping.” For more information, please see the “Smoking, Tobacco, and Nicotine Products” Policy.

Possession or use of marijuana or of a hookah is prohibited in all areas of the University of Lynchburg, both inside and outside. For more information, please see the “Alcohol and Other Drugs” Policy.

Lighters or torches with gas or liquid fuel that can be left in the “on” position are prohibited in all University of Lynchburg housing facilities for students. For more information, please see the “Fire Safety” Section.

- **Spring Semester Closing**—All undergraduate students residing in University housing must vacate their campus residence within 24 hours after their last exam or by 10 a.m. on the Wednesday prior to Commencement, whichever is sooner. Undergraduate students may not be in residential facilities after their departure deadline without receiving advance permission from the Office of Housing and Residence Life. Students approved to remain in University housing after residential facilities close will be assessed a daily rate determined by the University. Violation of University policies after receipt of permission to remain may result in immediate removal from campus housing. Students who do not receive prior approval from the Office of Residential Experience to be in University housing will be assessed a \$75 charge per night and will be instructed to depart campus immediately.

Students must follow all check out procedures provided by the Office of Residential Experience. When a student vacates campus housing, keys must be returned to Campus Safety and Security (first floor, Hall Campus Center) prior to departure to avoid a \$150 charge per key.

- **Trash**—Residents in residence halls are responsible for disposing of trash from their rooms in the proper receptacles located in the building’s common areas. These community receptacles are emptied daily. For all residential houses, residents must place ALL garbage inside the provided red dumpsters. Similarly, townhouse and apartment residents must place ALL garbage inside the provided red dumpsters. The dumpsters are typically emptied Monday through Friday, with weekend collections as needed. Trash bags or loose trash should never be left on sidewalks, porches, or in the yards.

If trash is found outside of the dumpsters, on yards, porches, or elsewhere, the student will be notified and given 24 hours to clean up the trash. If the trash remains after 24 hours, the students of the house, apartment, or townhouse will be assessed a \$100 fine per day until the issue is resolved, in addition to any other consequences deemed necessary..

- **Visitation Policy**—Students may be visited in their campus residence by University of Lynchburg students and other visitors in accordance with visitation and guest registration requirements. A “visitor” or “guest” is an individual (student or non-student) who is not assigned to reside in a specific residential room/unit. For example, a student assigned to reside in Tate Hall Room A is considered a visitor when present in Tate Hall Room B or in any area of a different residential building.

Visitation on campus is a privilege, not a right, and must be respected to maintain order in the community. The privilege of visitation in University housing does not supersede a roommate’s/housemate’s right to privacy, study time, and sleep, nor does it supersede the Living Agreement developed by roommates, suitemates, or housemates. These rights and the safety and security of the campus community are absolute and fundamental principles of the Visitation Policy.

A student residing in University housing may be visited in their assigned residence at any time in accordance with the following requirements:

1. **ROOMMATE/HOUSEMATE RIGHTS** - A roommate/housemate will not be deprived of the right to privacy, study time, or sleep due to the presence of a guest (student or non-student).
2. **ROOM OCCUPANCY** - Only the students assigned to a residence may live in that residence. Guests (student or non-student) may visit but are not permitted to live in the residence.
3. **GUEST REGISTRATION** - All visitors who are not University of Lynchburg students and who stay on campus after midnight on any day must be registered by their host before the end of business on the day they are visiting. Guest registration is completed through the [University of Lynchburg Guest Registration Form](#), which can be found under helpful links in the Housing Portal. If the guest brings a vehicle onto campus, the guest must obtain a valid visitor’s parking pass from Campus Safety and Security (first floor, Hall Campus Center).
4. **ESCORTING GUESTS**
 - a. **Non-Student Guests** - Guests who are not University of Lynchburg students must be escorted at all times.
 - b. **Student and Non-Student Guests in a Residence Hall** - All residence halls are locked 24 hours per day. Only residents of a particular building may access that building using their ID cards. A visitor (student or non-student) who is not a resident of the building must be admitted and escorted by a resident of the building.

5. **RESPONSIBILITY FOR GUESTS' CONDUCT** - All guests are expected to abide by University of Lynchburg policies at all times. Students are held directly responsible for conduct occurring in their rooms and for their visitors' behavior. Students living in University houses, townhouses, and apartments are held directly responsible for conduct occurring at their residences, including outside areas, and for their visitors' behavior. The university can revoke the guest privilege, even if properly registered, if the guest is involved in misconduct.

Guests younger than 15 years of age are generally not permitted to stay overnight on campus, even with parental consent. Exceptions to this policy may be granted only for documented extenuating circumstances. Such exceptions are subject to a comprehensive review and require explicit approval from the Office of Residential Experience, Campus Safety & Security, and the University of Lynchburg Leadership Team.

Guests 15-17 years of age are permitted to stay overnight on campus, provided that parental consent has been secured. This parental consent must be formally submitted and received by the University via the University of Lynchburg Guest Registration Form. It is a strict requirement that all minor guests (ages 15-17) have this approval on file prior to their arrival on campus.

Student hosts found to have provided false information in the guest registration form, may be subject to the student disciplinary process, and have their guest and visitation privileges reviewed by the Office of Residential Experience and the Office of Community Expectations and Restorative Practices. In addition to engagement with the student disciplinary process, if it is determined that the information provided is false, the guest may be required to depart campus.

Ideal Timeline for Guest Registration:

To ensure timely processing and approval for guest registration, particularly for minor guests, the follow submission timelines are strongly recommended:

- **Guests 18 Years of age or older:** Students are encouraged to submit the Guest Registration Form at least two (2) business days prior to the guest's anticipated arrival. For any overnight stay occurring over a weekend or extended break, the registration form must be completed and submitted no later than 10:00 AM on the Friday immediately preceding the guest's arrival or the day before the start of the extended break.
- **Minor Guests (15-17 Years of Age):** Due to the requirement for parental consent verification, it is strongly recommended that the Guest Registration Form for minor guests (ages 15-17) be submitted at least one (1) business week prior to the guest's anticipated arrival. This allows ample time for the necessary verification of information and approvals to be secured before the guest's arrival on campus.

Searches

Although the University does not wish to intervene unnecessarily in students' private lives, it has the right to enter any University facility to maintain health and safety standards, to address

potential or actual dangers to people and/or property, to maintain compliance with laws and University regulations, as well as to maintain, inventory, or repair University facilities.

University facilities, including all residences occupied by students, are not private spaces over which the University has no jurisdiction; rather, these spaces are provided by the University for students to carry on their academic and personal lives in ways that do not put members of the campus community in jeopardy, that do not violate policies outlined in the Honor and Student Conduct Codes and Regulations, and that do not break laws. Thus, University policies allow for searches of rooms and other spaces when policy violations are suspected. Similarly, any University property and/or personal property brought onto campus may be searched, including, but not limited to, lockers, bookbags, luggage/safes, vehicles, and the contents of students' or visitors' pockets.

A search conducted by University personnel must be authorized by an approved representative of the Office of Residential Experience, a Professional on Call, or the Vice President for University Experience and Student Success (and the University Experience and Student Success Assistant Vice Presidents) (or designees). A student who is named in a written search authorization has the right to observe the search unless the student cannot be reached and/or is not present at the search location within a time deemed reasonable by the authorizer of the search.

During a search, any item identified as prohibited or potentially prohibited may be confiscated. The University reserves the right to retain and/or dispose of any confiscated item at any time, regardless of the item's ownership or value. The University reserves the right to discard any item that was confiscated and that is considered illegal to possess. Also, any potential policy infraction identified through a search may be addressed through University disciplinary procedures (see "Disciplinary Procedures") and/or reported to law enforcement officers.

When subject to a search, a student must provide full access to all items and compartments in the area or property designated in the search authorization, including but not limited to unlocking any area/item so that University personnel can inspect it fully. If the student fails to provide full access to an area/item, or if the student is not present to do so during the search, the area/item may be opened by University personnel, confiscated, and/or secured to limit or prevent the student's access to the area/item (e.g., room lock change, housing reassignment). The student is solely responsible for any related damage, repair, replacement, and cost.

Smoking, Tobacco, and Nicotine Products

Smoking includes, but is not limited to, the use of cigarettes, cigars, pipes, bidis, e-cigarettes, Juuls, personal vaporizers, or other devices associated with "vaping."

Reflective of Virginia law, persons under age 21 are prohibited from smoking in any indoor or outdoor areas of the University of Lynchburg. The Commonwealth of Virginia also prohibits a person under age 21 from purchasing, attempting to purchase, or possessing any tobacco product, nicotine vapor product, or alternative nicotine product. (Virginia law provides an

exception for active duty military personnel aged 18 or older.) Similarly, the Commonwealth of Virginia prohibits selling or distributing any tobacco product, nicotine vapor product, or alternative nicotine product to a person under age 21, as well as purchasing such products for an individual under age 21.

The University of Lynchburg expects all students and employees of the University to abide by Virginia law whether on campus or off campus in the Commonwealth. Individuals aged 21 or older are permitted to possess and use tobacco and nicotine products in ways consistent with this policy and with other University policies.

For individuals age 21 or older, smoking of any nature is prohibited inside all University of Lynchburg facilities and in all outdoor areas of the University, with the exception of designated areas specified by the University. Outdoor locations of the University where smoking is permitted by individuals age 21 or older are limited to:

- Areas designated by a picnic table with a large umbrella. Smoking is permitted at these designated tables and within five feet of the table or the associated ash receptacle.
- Porches and yards immediately adjacent to University houses, townhouses, and apartments used as student residences.
- Inside a vehicle, as permitted by the vehicle owner. Windows and doors must be closed to contain smoke.

Outdoor locations of the University where smoking is permitted by individuals age 21 or older may be changed at the discretion of the University. Littering of cigarette butts and other materials is prohibited.

Regardless of one's age, smoking of any nature is prohibited in all University vehicles, regardless of location. Also regardless of one's age, possession or use of cannabis or of a hookah is prohibited in all indoor and outdoor areas of the University.

Products made of tobacco, containing nicotine, or used to consume nicotine that are prohibited for individuals under age 21 include but are not limited to:

- Cigarettes and cigars
- Pipe tobacco
- Chewing tobacco
- Snuff
- Bidis
- Nicotine in a solution or other form intended for use with an electronic smoking device
- Electronic smoking devices, such as e-cigarettes, Juuls, personal vaporizers, or other devices associated with "vaping"
- Rolling papers

Social Events Policy

Definition

A social event is defined as any activity or event sponsored or endorsed by the organization, including those that occur on or off University of Lynchburg premises

Alcohol and Drugs

In any activity or event sponsored or endorsed by a University of Lynchburg organization (including but not limited to Fraternity/Sorority Life chapters), including those that occur on or off University of Lynchburg premises:

1. The organization members, and guests must comply with all federal, state, provincial, and local laws, as well as all policies outlined in the [University of Lynchburg Honor and Student Conduct Codes](#). No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
2. Organization members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on University of Lynchburg premises or at any activity or event sponsored or endorsed by the organization.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system. For events utilizing a BYOB system, organization leaders are responsible for ensuring the safe consumption of alcohol by organization members.
 - a. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any University of Lynchburg premises or at any event, except when served at an event by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with University of Lynchburg, or affiliated organization funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
7. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the organizational premises or host venue.

9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
10. Organization members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
11. The organization members, and guests must comply with all campus policies regarding substance use within University of Lynchburg facilities and residences. No alcohol or drugs may be possessed in any location in which substance use is not permitted. This includes, but is not limited to, all guidelines established by the Office of Residential Experience, Dining Services, Campus Safety & Security, and the Office of Community Expectations and Restorative Practices. Residential Experience and Security staff members may ask to see the contents of backpacks, bags, or other packages suspected to contain alcohol, drugs, or any other prohibited items.
12. Where any University-affiliated event includes service of alcoholic beverages, the sponsoring organization is required to also make water or another non-alcoholic beverage available to event attendees.
13. Where any University-affiliated event includes attendees which are both of legal drinking age and under the legal drinking age, and alcohol is being served, the sponsoring organization is required to clearly distinguish between attendees who are of legal drinking age versus underage. Any such event is required to have an “Event Manager” present, who is fully sober at all times, to manage the event and ensure that event attendees under the legal drinking age do not consume alcohol or any other controlled substance.

Hazing

Hazing is strictly prohibited. The University of Lynchburg and members must comply with all federal, state, provincial, local laws and campus policies regarding hazing. University of Lynchburg policies regarding hazing can be found in the [student handbook](#) and on the University of Lynchburg’s [webpage](#).

Sexual Misconduct

The University of Lynchburg and its members must comply with all federal, state, provincial, local laws and campus policies related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation. University of Lynchburg policies regarding sexual misconduct can be found in the [student handbook](#) and on the [Title IX webpage](#).

Firearms, Explosive, or Incendiary Devices

The University of Lynchburg and its members must comply with all federal, state, provincial, local laws and campus policies as it relates to firearms, explosive, incendiary devices, or facsimile of those devices. Firearms, explosive, incendiary devices or facsimile of those devices

are prohibited from University of Lynchburg premises, which includes, but is not limited to, all organization activities or University sponsored events on and off campus, and within campus facilities and residences. Further University of Lynchburg policies regarding firearms, explosive, incendiary devices, or facsimile of those devices can be found in the [student handbook](#).

Policy Distribution

The Office of Campus Engagement shall distribute its Social Events Policy on an annual basis. A copy of the Social Events Policy is available on the [University of Lynchburg website](#).

How to Report

The University of Lynchburg has a [Student Handbook](#) (called "*The Hornet*"), which outlines its disciplinary policies and procedures. To report a violation of the Social Events Policy, please utilize one (or more) of the options below:

- In case of an emergency, call 911 for Lynchburg Police or 5555 for Campus Security
- Contact Campus Safety & Security at 434.544.8102, visit 1st Floor Hall Campus Center,
- Contact your local Chapter President, Chapter Advisor, or International Headquarters to report a violation or concern

Title IX Sexual Harassment & University Sexual Misconduct

University of Lynchburg Policy and Procedures on Sexual Harassment and Misconduct

[Title IX: Sexual Harassment, Sexual Misconduct and Relationship Violence](#)

- Title IX Coordinator
- 434.544.8482
- titleix@lynchburg.edu

The University of Lynchburg is committed to providing an educational and work environment in which no one is excluded from participation in, denied the benefits of, or subject to discrimination in any educational program or activity on the basis of sex or gender identity. Sexual and gender-based harassment, including sexual violence, are forms of sex discrimination that limit a person's ability to benefit from or participate in University programs or activities. Sex discrimination is prohibited at the University of Lynchburg.

The Title IX Coordinator has authority across all campus-based divisions and programs for coordinating the University's compliance efforts with respect to Title IX, the Violence Against Women Act, and related state and federal laws and regulations. The Title IX Coordinator manages and executes the University's response to alleged violations of the Interpersonal Misconduct Policy and is available to advise complainants, respondents, and third parties regarding University policy and courses of action available at the University, including formal resolution. The Title IX Coordinator facilitates ongoing training and awareness programs on Title IX for students and employees.

The University of Lynchburg is founded on dignity, inclusion, and respect. To preserve these principles for all members of this community, the University of Lynchburg is committed to providing an educational and work environment in which no one is excluded from participation in, denied the benefits of, or subject to discrimination in any educational program or activity on the basis of sex or gender identity. The Interpersonal Misconduct Policy specifically prohibits all forms of sexual and gender-based harassment, including sexual assault, dating violence, domestic violence, stalking, coercion, complicity, exploitation, and retaliation. The policy applies to all members of the University of Lynchburg community, and it will be applied and enforced in conjunction with other applicable University policies and procedures.

The entire University of Lynchburg Policy and Procedures on Title IX Sexual Harassment and University Sexual Misconduct may be viewed at <https://www.lynchburg.edu/about/title-ix/>

Interested persons may contact the Title IX Coordinator to seek information regarding the University of Lynchburg's policies and procedures for investigating and resolving reports of

potential violations, to report a potential violation, and to obtain information about available support services (including confidential resources) relating to conduct prohibited by the policy.

Reporting Prohibited Conduct

There are multiple ways to report potential violations of the Title IX Sexual Harassment Policy and the University Sexual Misconduct Policy. The University of Lynchburg encourages all individuals to report potential violations to the Title IX Coordinator and, when such potential violations might constitute a crime, to report such conduct to law enforcement. Responsible employees are required to report potential violations to the Title IX Coordinator.

To encourage a culture of voluntary reporting of potential violations of the Title IX Sexual Harassment and University Sexual Misconduct Policy, the University will not take disciplinary action for the personal use of drugs or alcohol when such personal use is disclosed by someone who reports potential violations or assists an investigation.

To report potential Title IX violations to the University of Lynchburg, please contact one or both of following offices:

- Emergency: [Campus Safety and Security](#), first floor, Hall Campus Center, 434.544.5555 (emergency), 434.544.8102 (nonemergency)
- Non Emergency: Title IX Coordinator, 434.544.8482, titleix@lynchburg.edu

After a report is received, it will be determined if a timely warning is to be issued within 72 hours, including notice to the Commonwealth's Attorney and local law enforcement, and will, if deemed necessary, the Title IX Coordinator will make those notifications. A timely warning is required by the [Clery Act](#) and alerts the campus community to potentially dangerous circumstances. The need for a timely warning is determined by considering the nature of the act reported and the likelihood that continuing danger exists for the campus community. If warranted, a timely warning will be issued by the Director of Campus Safety and Security, who has the final authority to make the determination. These notifications are in place to comply with Virginia § 23.1-806. Reporting of acts of sexual violence.

Students can obtain confidential support services at the following locations on campus:

- [Counseling Center](#), Hundley Hall, terrace level, 434.544.8616 (students only)
- [Health Center](#), Hundley Hall, terrace level, 434.544.8357 (students only)
- [Spiritual Life Center](#), 500 Brevard St., 434.544.8348 (students and employees)

The University of Lynchburg encourages, but does not require, complainants to make a report of alleged Prohibited Conduct to the Title IX Coordinator and, when such Prohibited Conduct might constitute a crime, to report such conduct to law enforcement. A complainant may make a report to the Title IX Coordinator to discuss supportive measures and receive information about the process and a complainant's rights in the process without filing a Formal Complaint. The filing of

a Formal Complaint by the complainant starts the Formal Complaint Grievance Resolution Process. Assistance and support will be made available regardless of whether a complainant files a Formal Complaint of Prohibited Conduct or makes a report to law enforcement.

Complainants are strongly encouraged to preserve evidence for use in potential legal proceedings or in the Title IX investigation. Complainants should document the dates, times, witnesses, and any other relevant information about the incident. Complainants should also preserve clothing that was worn at the time of the assault and any electronic or other communications, including text messages, emails, social media postings, photographs, videos, and any other evidence (including evidence located on smartphones or mobile devices). In addition to addressing urgent medical needs, consultation with a medical provider immediately following an incident of Prohibited Conduct may be necessary to document and photograph medical injuries.

Complainants who have experienced sexual assault are encouraged to avoid showering, douching, changing clothes, brushing teeth, going to the bathroom, throwing away sheets, eating, drinking, or doing anything that might destroy or alter evidence before a forensic exam may be completed by a medical professional. Forensic exams can be completed and performed at no charge and with no obligation to file a criminal complaint.

The safety and well-being of the complainant should be the first priority following an incident of Prohibited Conduct. Individuals who have experienced Prohibited Conduct are encouraged to seek immediate medical attention through the following resources:

Students may seek medical attention on campus during regular business hours:

[University of Lynchburg Health Center](#), Hundley Hall, terrace level, 434.544.8357, lynchburg.edu/student-life/health-and-counseling/health-center

Students may seek medical attention through off campus medical providers and resources, including the following:

- [Centra Lynchburg General Hospital Emergency Department](#), 1901 Tate Springs Road, Lynchburg, VA 24501, 434.200.5000 (Emergency medical and mental health treatment and forensic examinations)
- Free Clinic of Central Virginia, 1016 Main St., Lynchburg, VA 24504, 434.847.5866, www.freeclinicva.org
- Free Clinic at the Community Health Center, 800 5th St. (Martin Luther King Jr. Boulevard), Lynchburg, VA 24504, 434.847.5866, www.freeclinicva.org

In addition to treating physical injuries, medical providers can also help document and preserve evidence that can be useful if a complainant later pursues legal action or remedies through Title IX.

Complainants or other persons may notify, or decline to notify, law enforcement authorities of Prohibited Conduct. The Lynchburg Police Department may be contacted at the following:

[Lynchburg Police Department](#)

- 911 (emergency)
- 434.847.1602 (nonemergency)
- 905 Court St.
- Lynchburg, VA 24504

Reports of Prohibited Conduct may be made to law enforcement even if the complainant does not wish to pursue criminal charges (although an investigation might not proceed without participation by the complainant). Moreover, a report to law enforcement may be made instead of, in addition to, or simultaneously with a report to the Title IX Coordinator.