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cal, 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. More information about the hotline is available at [www.campusconduct.com](http://www.campusconduct.com).

Most concerns and complaints can be resolved at the campus level. However, after following the 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 ([www.schev.edu/index/students-and-parents/resources/student-complaints](http://www.schev.edu/index/students-and-parents/resources/student-complaints)).

Contact information for each of the agencies that accredit or approve the University of Lynchburg's academic programs is published in the University's accreditation website: [www.lynchburg.edu/aboutlc/accreditation](http://www.lynchburg.edu/aboutlc/accreditation). 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 on the webpage for the University of Lynchburg Online ([www.lynchburg.edu/academics/online-programs/](http://www.lynchburg.edu/academics/online-programs/)).

### STUDENTS' RIGHTS AND RESPONSIBILITIES

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. The University is committed to the formal, in-class education of its students, as well as to their growth into mature men and women who conduct themselves as responsible citizens.

The uniqueness of the academic community requires particular sensitivity to 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. For a list of student rights and additional information on student responsibilities, see *The Hornet*, the annually updated student handbook. All students are expected to know and abide by University policies published in *The Hornet*.

### HONOR AND STUDENT CONDUCT CODES AND REGULATIONS

Standards of student conduct address three major areas of integrity. The Honor Code includes both academic and personal integrity. The Student Conduct Code addresses respect for the rights of the 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.

In accepting admission to the University of Lynchburg, each student agrees to learn and to abide by all University policies and procedures. In addition to controlling their own behavior, students are expected to do their utmost to help maintain a high level of conduct among fellow students. 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, appropriate University officials or members of the Student Judicial Board review the alleged infraction. If confirmed, the violation results in educational sanctions intended to facilitate the positive growth and development of those involved. See *The Hornet* for the full text of the Honor and Student Conduct Codes and Regulations.

### STUDENT RECORDS: PRACTICES, RIGHTS, AND PRIVACY

The University of Lynchburg annually 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 comply with the Act.

A student's permanent record consists of the student's University of Lynchburg academic record transcript. These permanent course and grade records, whether paper or electronic, are kept in perpetuity and are safeguarded in fireproof cabinets or vaults. Temporary records are the supportive records of an applicant's or enrolled student's progress and are kept in various offices whose functions dictate the record retention and disposal schedule.

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

Directory-type information such as name; dates of attendance; full- or part-time status; years in university; institutions previously attended; degrees and major fields of study; awards and honors; anticipated graduation dates; past and present participation in officially recognized sports and activities; physical description; photographic or videotaped image; and date and place of birth may be released without consent to those who have a reasonable and legitimate need for the information. Students who wish to prevent disclosure of directory information to persons 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 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 the Office of the Dean of Students for other education records. When records are not amended as requested following such discussion, appeal may be made to other administrative offices of the 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 the Office of the Dean of Students concerning other education records.

### **DRUG FREE ENVIRONMENT STATEMENT**

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

1. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on University property or as part of any University activity;
2. a description of applicable legal sanctions under local, state, or federal law;
3. a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. a description of available drug or alcohol counseling, treatment, rehabilitation, or re-entry programs;
5. a clear statement of the disciplinary sanctions the University will impose on students and employees for violation of the University's applicable standards of conduct with

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respect to the unlawful possession, use, or distribution of illicit drugs or alcohol.

The University of Lynchburg complies with this legislation and supports all the provisions included in the Drug-Free Schools and Communities Act. Policies prohibiting the use of illicit drugs or the misuse of alcohol by students are published in the student handbook. A publication addressing the topics enumerated above is distributed annually to students by the Office of the Dean of Students.

### MOTOR VEHICLES

All motor vehicles parked or driven on campus property at any time by students must be insured, have a valid state license and inspection, and bear a valid university parking decal. Decals may be obtained during graduate orientation at the beginning of the fall semester and at all other times at the Information Desk located on the first floor of Hall Campus Center. Students must present a current state registration and a valid operator's license at the time of registration. The annual registration fee is \$25 per year for graduate students.

All operators of motor vehicles are subject to abide by the University of Lynchburg Traffic Code and Policies listed in the vehicle registration form, the undergraduate catalogue, and *The Hornet* student handbook.

## ADMISSIONS

### APPLICATION DEADLINES

#### **Master's Programs:**

July 31 – Fall Term

November 30 – Spring Term

#### **Exceptions:**

Master of Physician Assistant Medicine (MPAM)

March 1

Master of Science in Athletic Training (MSAT)

March 1

#### **Doctorial Programs:**

Doctor of Leadership Studies (EdD)

Ongoing review for biennial cohort admissions

Doctor of Medical Science (DMSc)

Ongoing review for rolling cohort admissions

Doctor of Physical Therapy Program (DPT)

February 1

### MASTER'S DEGREE PROGRAMS

A graduate student may apply to the University of Lynchburg using the paper application or the online application. Before the admission committee can consider an application for admission to a degree program, a candidate's file must be complete in all details.

Due to the rigors inherent in graduate study, the faculty has determined that successful students should possess a combination of strong academic skills and personal maturity. These characteristics cannot be evaluated by any single factor. Therefore, to allow for access of qualified students to the graduate programs at the University of Lynchburg, the criteria for admission to the programs are based on a multifaceted assessment of the following: