



STUDENT HANDBOOK

# THE HORNET

2021 - 22



University of Lynchburg



# **The Hornet**

## Student Handbook

### 2021-22

## University of Lynchburg

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

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances during the 2021-22 academic year may result in temporary or permanent changes to policies, procedures, resources, calendar dates, and any statements in *The Hornet*. Information regarding COVID-19 is available online ([www.lynchburg.edu/about/covid-19/](http://www.lynchburg.edu/about/covid-19/)).

University of Lynchburg  
1501 Lakeside Drive  
Lynchburg, VA 24501-3113  
[www.lynchburg.edu](http://www.lynchburg.edu)



## **University of Lynchburg**

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 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 Waters, Class of 1948

## **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

If dialing a campus extension from an on-campus landline, "544" need not be dialed. The area code for Lynchburg is "434."

**Campus Safety and Security** (Available 24 hours per day)      434.544.8100 (non-emergency)  
 434.544.5555 (emergency)

Academic Achievement Center .....	544.8339	Intramural Sports .....	544.8552
Accessibility and Disability Resources .....	544.8687, 544.8709	Learning Resources .....	544.8339
Athletics .....	544.8286	Library .....	544.8430
Business Office.....	544.8208	Mail Services.....	544.8191
Campus Store.....	544.8239	Multicultural Services.....	544.8330
Career and Professionalism Center.....	544.8459	Office of Equity and Inclusion.....	544.8330
Cashier.....	544.8213, 544.8217	Outdoor Leadership Program .....	544.8224
Center for Community Engagement ....	544.8158	Payroll.....	544.8615
Chaplain.....	544.8348	Physical Plant .....	544.8276
Club Sports.....	544.8287	President's Office .....	544.8200
Counseling Services .....	544.8616	Provost & VP for Academic Affairs.....	544.8247
Dean of Students Office.....	544.8226	Associate Provost & Dean of	
Dining Services.....	544.8245	General Studies .....	544.8695
Financial Aid .....	544.8228	Associate Provost & Dean of	
First-Year Programs .....	544.8339	Graduate Studies.....	544.8444
Fraternity/Sorority Life.....	544.8254	Registrar .....	544.8218
Graduate Studies .....	544.8383	Safety and Security .....	544.8100
Health Services.....	544.8357	*In emergency, dial 544.5555*	
Housing and Residence Life.....	544.8320	Second-Year, Transfer, Access, & Commuter Services.....	544.8422
Human Resources .....	544.8215	Student Employment .....	544.8142
Inclusive Excellence .....	544.8330	Student Engagement and Leadership Development .....	544.8299
Information Technology and Resources..	544.8350	Study Abroad.....	544.8788
International Student Services.....	544.8788	Title IX Coordinator.....	544.8482
Internships.....	544.8459	Weather Hotline .....	544.SNOW (7669)
		Writing Center .....	544.8279



## Legend

- |   |                                     |  |
|---|-------------------------------------|--|
| 1. Moon Field                           | 17. Hobbs-Sigler Hall               | 34. Shellenberger Field                              |
| 2. Walker Alumni House                  | 18. Dillard Fine Arts Center        | 35. Victory Bell Tower                               |
| 3. Hopwood Hall                         | 19. Psychology Building             | 36. Shackelford Hall                                 |
| 4. Carnegie Hall                        | 20. Thompson-Polloway Hall          | 37. Westover Hall                                    |
| 5. Hall Campus Center                   | 21. McMillan Nursing Building       | 38. Freer Hall                                       |
| 6. Drysdale Student Center              | 22. Education Faculty Offices       | 39. Wake Field House                                 |
| 7. Hundley Hall                         | 23. Health Sciences Faculty Offices | 40. Fox Field  |
| 8. Tate Hall                            | 24. Crews and Reynolds Courts       | 41. Beaver Point Clubhouse                           |
| 9. Montgomery Hall                      | 25. Graduate Studies                | 42. Physical Plant/Print Shop                        |
| 10. Snidow Chapel/<br>Hebb Music Center | 26. Warren Counseling Center        | 43. Practice Fields                                  |
| 11. Friendship Circle                   | 27. Bullard House                   | 44. Adventure Course                                 |
| 12. Schewel Hall                        | 28. Huston House                    | 45. Claytor Nature Center                            |
| 13. Spiritual Life Center               | 29. Warren House                    | 46. Graduate Health Sciences<br>Building             |
| 14. History House                       | 30. Rainsford House                 | 47. The Nest Parking Lot<br>(enter from Thomas Road) |
| 15. Westwood Apartments                 | 31. Brewer House                    | 48. Global Studies                                   |
| 16. Knight-Capron Library               | 32. Peaksview Hall                  |  |
|   | 33. Turner Gymnasium                |  |

## CALENDAR OF EVENTS

*(Except for Graduate Health Sciences)*

### Fall Semester 2021

August	9..... Monday .....	First Day of Classes
	16..... Monday .....	End of Add Period
	27..... Friday .....	End of 3-week Withdrawal Period
September	3..... Friday .....	Pass/Fail Deadline
	17-19..... Friday-Sunday .....	Parents and Family Weekend
	24..... Friday .....	Mid-Semester
	25-28..... Saturday-Tuesday .....	Midterm Vacation
October	15-17..... Friday-Sunday .....	Homecoming Weekend
	19..... Tuesday .....	End of 10-week Withdrawal Period
November	16..... Tuesday .....	Last Day of Classes
	17-23..... Wednesday-Tuesday.....	Examination Period
	23..... Tuesday .....	University housing closes for undergraduate students at 9:00 p.m.
	29..... Monday .....	January Term begins

### Spring Semester 2022

January	21..... Friday .....	January Term ends
	22..... Saturday.....	University housing opens for undergraduate students at 10 a.m.
	24..... Monday .....	First Day of Classes
	31..... Monday .....	End of Add Period
February	11..... Friday .....	End of 3-week Withdrawal Period
	18..... Friday .....	Pass/Fail Deadline
March	11..... Friday .....	Mid-Semester
	12-20..... Saturday-Sunday .....	Midterm Vacation University housing closed for undergraduate students from 9:00 p.m. on March 11, through 10 a.m. on March 20.
April	6..... Wednesday .....	Student Scholar Showcase & Assessment Day
	8..... Friday .....	End of 10-week Withdrawal Period
May	9..... Monday (Wed. classes meet).....	Last Day of Classes
	11-17..... Wednesday-Tuesday.....	Examination Period
	18-21..... Wednesday-Saturday .....	Commencement Events

### Summer Session 2022

May 24 - August 6

The academic calendars for Doctor of Medical Science cohort students and for Doctor of Physical Therapy cohort students vary from the University's academic calendar. For additional information, please contact the program offices for Doctor of Medical Science ([dmsc@lynchburg.edu](mailto:dmsc@lynchburg.edu), 434.544.8770) or Doctor of Physical Therapy ([dpt@lynchburg.edu](mailto:dpt@lynchburg.edu), 434.544.8885).

## **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  
Office of Equity and Inclusion  
Flynn Multicultural Center (Second floor, Drysdale Student Center)  
1501 Lakeside Drive, Lynchburg, VA 24501  
434.544.8482  
titleix@lynchburg.edu

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

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1475  
Telephone: 800.421.3481 or 202.453.6020  
FAX: 202.453.6021  
TDD: 800.877.8339  
Email: ocr@ed.gov

The University of Lynchburg is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability in admission, treatment, or access to, or employment in its programs or activities. For questions regarding the University of Lynchburg's compliance with Section 504, please contact:

Director  
Center for Accessibility and Disability Resources  
(Second floor, Hall Campus Center)  
1501 Lakeside Drive, Lynchburg, VA 24501  
434.544.8687  
timmons.j@lynchburg.edu

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:

Director of Human Resources  
Fourth floor, Hall Campus Center  
1501 Lakeside Drive, Lynchburg, VA 24501  
434.544.8215  
humanresources@lynchburg.edu



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## INTRODUCTION

To the Students of the University of Lynchburg:

Welcome to the University of Lynchburg! It is with great joy that I join you on campus this fall as the 11th President of the University. Together we are the Hornet family and as part of that family, we will work together to make the campus a welcoming, affirming, respectful, and safe place to live, learn, and lead. We will commit to living our lives well and value **academic rigor, active learning, a commitment to success, integrity, diversity, community, wellness and sustainability**. The administration, faculty, and staff are dedicated to your success and provide a myriad of resources to support you as you continue on your pathway to be an educated and contributing member of a globally diverse society and a life-long learner.

*The Hornet* is your guiding document, providing information that you will use to navigate your academic, social, and wellness life at the University of Lynchburg. In the **Academic** section, you will learn about the academic policies that will guide your success in your undergraduate and graduate programs. In the **Honor and Student Conduct Codes and Regulations** section, you will find resources to support your contribution in creating a caring and supportive environment, on and off campus, by respecting the rights of all others, including those who may appear different from us, and the stated expectation that each of us will be accorded appropriate rights and privileges and treated with respect. **Leadership** development is a cornerstone of the Hornet experience, and in *The Hornet*, you will find an array of student-led organizations where you may learn to develop and hone your leadership skills and become involved in service to the community.

Use the resources and opportunities in *The Hornet* and your academic catalog to help you determine your pathway to success at the University of Lynchburg. Find experiential learning opportunities (internships, study abroad, undergraduate research, and service learning), when they are scheduled, and how they may fit into your academic plan. Get to know your faculty and staff, and have an open mind and be part of a welcoming and safe environment. Wear red on Fridays and be proud to represent your University. Being Hornets together there is no telling where we will go and what we will achieve.

It is a great day to be a Hornet!

Dr. Alison I. Morrison-Shetlar, president

## Mission of the University of Lynchburg

The University of Lynchburg, a private coeducational institution founded in 1903 in covenant with the Christian Church (Disciples of Christ), offers distinctive undergraduate and graduate programs that reflect its commitment to teaching and learning, scholarship, and service to the broader community.

The mission of the University of Lynchburg is to develop students with strong character and balanced perspectives and to prepare them for engagement in a globally diverse society and for effective leadership in the civic, professional, and spiritual dimensions of life.

The University of Lynchburg provides its students with a wide range of rigorous educational experiences delivered through multiple modes of instruction. Undergraduate programs are grounded in the liberal arts, enhanced by professional studies, and nurtured by a residential community. Further, the University's quality graduate programs respond to identified community needs, advance scholarship in the discipline, and promote student career goals. The University of Lynchburg extends its reach beyond the campus through experiential learning, culturally diverse opportunities, and service by sharing the expertise and commitment of faculty, staff, and students with the broader community.

In support of its mission, the University of Lynchburg is an academic community that:

- fosters a student-centered environment;
- develops the breadth of knowledge associated with liberal education;
- develops depth of knowledge and promotes focused inquiry in academic disciplines;
- respects and supports diversity, equity, and inclusion;

- values and celebrates diverse faith traditions; and
- sustains close working relationships among faculty, staff, students, alumni, and community partners.

## Institutional 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 informs the work of the University, ensuring that our planning and programs embody principles that help us to offer educational experiences of the highest quality.

- **Academic Rigor** – Students and faculty meet high standards of academic excellence, intellectual honesty, and commitment to open inquiry.
- **Active Learning** – Students take responsibility for developing themselves into lifelong learners; faculty foster that development, while modeling their own commitment to learning through scholarly and creative activities.
- **Commitment to Success** – Our programs, advising, and services provide students with the guidance and support they need in order to successfully complete their education at the University of Lynchburg.
- **Integrity** – Our policies and procedures, our treatment of one another, and our own behaviors demonstrate a commitment to fairness, honesty, and principle.
- **Diversity** – Our community benefits from the contributions of individuals from a variety of intersecting identities, such as ethnicities, nationalities, sexualities, religions, spiritualities, ages, and diversity of thought.
- **Community** – We work to strengthen a sense of community on campus, to foster active engagement with the larger Lynchburg community, and to maintain mutually beneficial connections with our alumni.
- **Wellness** – We strive to foster the well-being, in its many forms, of the members of the University community.
- **Sustainability** – Everyone benefits when we recognize and act upon our environmental obligations to future generations.

## 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.

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

- **White Coat Ceremony**—Each summer, Doctor of Physical Therapy and Master of Physician Assistant first-year students gather to don formally 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.
- **New Student Convocation**—Each fall semester starts with a special convocation commemorating the beginning of college life at the University of Lynchburg for new undergraduate students. Faculty wear their academic regalia, and the University president, deans, and president of the Student Government Association address new students.
- **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.
- **Parents and Family Weekend**—Academic, cultural, and athletic activities occur in late September for parents, family, and the University community.

- **Homecoming Weekend**—Alumni join the campus community for special events, including athletics, class reunions, presentation of alumni awards, and entertainment activities.
- **Turkey Bowl**—Student teams compete in a touch football tournament during the fall semester.
- **Finals Blowout**—At the end of the fall and spring semesters, the Student Activities Board hosts a celebration with games, food, prizes, and fun.
- **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.
- **Special Olympics**—A day of opportunities each spring for persons with intellectual disabilities to experience the excitement of Olympic-style competition on Lynchburg's campus.
- **Relay for Life**—Chosen by students to celebrate the University of Lynchburg and its centennial year in 2003, this student-led event has continued annually, bringing students, faculty, and staff together to raise money to fight cancer, to celebrate cancer survivors, to remember loved ones lost, and to share memory-making fellowship.
- **Student Scholar Showcase**—Selected students present their scholarly papers, creative writing, scientific or historical research, and performance arts projects to the campus community during this day-long event.
- **Academic Awards Banquet**—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.
- **Leadership Awards Ceremony**—At the end of the academic year, students and other campus community members are recognized for outstanding leadership and service.
- **Westover Alumni Society Weekend**—Alumni who attended Lynchburg 41 or more years ago return to campus for reunion activities.
- **Crabfest**—During the weekend before classes end in May, students, faculty, and staff enjoy a feast of crab legs, music, games, and community.
- **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.
- **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 healthcare, 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, speaker, and granting of degrees to the year's graduates.
- **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 ceiling beam of pine from Westover Hall, the University's original building, which was dismantled in 1970.



## ACADEMICS

### Catalogues

The undergraduate and graduate catalogues provide detailed information about academic regulations, academic programs, course descriptions, and learning resources. Catalogues for the current academic year are available at [www.lynchburg.edu/academics/courses/catalog](http://www.lynchburg.edu/academics/courses/catalog) (undergraduate) and [www.lynchburg.edu/graduate/graduate-catalog](http://www.lynchburg.edu/graduate/graduate-catalog) (graduate). 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 the 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 own 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 Health Services does not provide medical excuses for class absences or tardiness. However, as a courtesy during the last two weeks of the fall and spring semesters, Health Services will, with the student's written permission, notify instructors via email of the dates that the student was seen by a health professional at the Health Center.

### Behavioral Standards for Learning Environments

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic may result in temporary or permanent changes to Behavioral Standards for Learning Environments impacting online and/or in-person environments. During the 2021-22 academic year, new expectations communicated to students supersede conflicting policies published in the undergraduate catalogue, the graduate catalogue, or the student handbook, *The Hornet*.

The values and attitudes that should guide student behavior consistent with maintaining an environment conducive to learning are set forth in University of Lynchburg catalogues 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

Problem behavior may be identified through direct observation by a faculty or staff member 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 of a more egregious nature, 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:
  - a. identification of the problematic behavior;
  - b. explanation of why the behavior is problematic;
  - c. a statement regarding expectations of future behavior; and
  - d. 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 Academic Achievement 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:
  - the faculty member's College or School dean;
  - the provost and vice president for academic affairs (or designee);
  - the vice president for student development (or designee); and
  - 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 Academic Achievement 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 the Office of the Dean of Students for disciplinary review in accordance with 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 provost and vice president for academic affairs 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; and
- referral of the matter to the Office of the Dean of Students for disciplinary review in accordance with policies and procedures described in the Honor and Student Conduct Codes.



The provost and vice president for academic affairs (or designee) will arrange a meeting with the student, the instructor, and the instructor's College or School dean. During the meeting, the provost and vice president for academic affairs (or designee) will inform the student of the course of action deemed appropriate to address the reported disruption.

## Learning Resources

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

### Alton L. Wilmer Writing Center

Room 4, Hopwood Hall  
434.544.8279

Appointments: Call or visit [www.lynchburg.edu/academics/writing-center](http://www.lynchburg.edu/academics/writing-center)

The Wilmer Writing Center provides qualified tutors at no charge to students seeking assistance with written assignments, including brainstorming, organizing ideas, using sources, and editing. 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](mailto:WritingCenterGA@lynchburg.edu) for more information.

### Modern Language Resource Center

366 Schewel Hall  
434.544.8312

[www.lynchburg.edu/academics/modern-language-resource-center](http://www.lynchburg.edu/academics/modern-language-resource-center)

The Modern Language Resource Center (MLRC) provides computers, headsets with microphones, DVD drives that play many foreign films, webcams, Skype, as well as computer-based learning programs to help students reinforce their foreign language skills outside class. Tutors are available without charge to assist students in French, German, Latin, and Spanish. Appointments are not necessary to use MLRC computers, but appointments are strongly recommended for tutoring and conversation sessions.

A breakout room in the MLRC can be reserved for watching foreign language films, working on class-related skits, conducting oral interviews in the target languages, and other language-specific tasks and assignments. Also, students currently enrolled in French, German, Latin, or Spanish can check out foreign language films without charge for a three-day loan period.

### Peer-Assisted Supplemental Study

[www.lynchburg.edu/academics/tutoring-academic-support/peer-assisted-study-sessions-pass](http://www.lynchburg.edu/academics/tutoring-academic-support/peer-assisted-study-sessions-pass)

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, mathematics, 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 learning resources specialist ([simms.e@lynchburg.edu](mailto:simms.e@lynchburg.edu)).

## Accessibility and Disability Resources

Center for Accessibility and Disability Resources  
Academic Achievement Center  
Second floor, Hall Campus Center  
434.544.8687, 434.544.8709  
[www.lynchburg.edu/academics/disability-services](http://www.lynchburg.edu/academics/disability-services)

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 the Center for Accessibility and Disability Resources (CADR).

Services are offered to eligible students with reasonable 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**

The Center for Accessibility and Disability Resources (CADR) 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 CADR staff determine a student is eligible for accommodations, CADR 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 (ADA) of 1990 and Section 504 of the Rehabilitation Act (1973) were intended to prevent discrimination against individuals with disabilities. They provide that "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 that they have experienced discrimination due to a disability or perceives an issue with ADA compliance, the student has the right to seek resolution or file a grievance. It is in the best interest of the student, faculty, staff, and the University to have a prompt resolution of such matters. For additional information, see the webpage titled "ADA Resolution and Grievance Policy" on the University of Lynchburg's website ([www.lyncburg.edu](http://www.lyncburg.edu)).

### **Student Records: Practices, Rights, and Privacy**

Registrar's Office

Fourth floor, Hall Campus Center

434.544.8218

[www.lyncburg.edu/academics/registrar](http://www.lyncburg.edu/academics/registrar)

Office of the Dean of Students

114 Hundley Hall

434.544.8226

[www.lyncburg.edu/student-life/dean-of-students](http://www.lyncburg.edu/student-life/dean-of-students)

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

A student's permanent record consists of 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 that are kept in various offices whose functions dictate the record retention and disposal schedule.

Information contained in student records is maintained primarily for educational purposes and is for the use of faculty and staff within the University who have a legitimate need for information. Information is not released outside the University without the written request or consent of the student, except for directory-type information as noted below, in accordance with 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 physical examination and health history record

and other pertinent medical information submitted directly to the Student Health Center and maintained there are not available to any non-medical personnel.

Directory-type information such as name; whether a student resides in University housing; dates of attendance; full-time or part-time status; 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 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, employment, or alumni records; financial information submitted by parents; and confidential letters and recommendations associated with admission, employment or job placement, or honors for which the 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.

## **Knight-Capron Library**

Circulation Assistance: 434.544.8430

Research Assistance: 434.544.8575

[ask@lynchburg.libanswers.com](mailto:ask@lynchburg.libanswers.com)

[libraryguides.lynchburg.edu/knight-capron-library](http://libraryguides.lynchburg.edu/knight-capron-library)

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, 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 life-long learning. Librarians offer assistance at the reference desk and through one-on-one research appointments held in-person or online, as well as via live chat, phone, and email.



## STUDENT DEVELOPMENT and CAMPUS LIFE

While academic life is basic to one's education, University of Lynchburg students also grow as individuals and as citizens through participation in out-of-classroom, co-curricular activities. The offices of Student Development, in collaboration with students, faculty, and staff, enhance the educational mission of the University and provide learning opportunities by creating an inclusive campus community that promotes social awareness and fosters community development, educating students to become effective leaders, involved citizens, and critical thinkers, as well as nurturing the personal, physical, academic, and spiritual development of students. Student Development includes the offices of the Dean of Students; Center for Community Engagement; Health and Counseling Services; Housing and Residence Life; Multicultural Services; Spiritual Life, and Student Engagement and Leadership Development. In addition, a special collaborative relationship is maintained with the Office of Equity and Inclusion.

Whatever a student's background and goals, the offices of Student Development offer ways to get involved in campus life and to experience self-discovery and personal development. Through residence hall programs, cultural and social activities, membership in clubs and organizations, workshops and retreats, counseling, spiritual life activities, and intramural sports, students enhance their intellectual ability, social maturity, emotional and physical well-being, aesthetic sensibilities, spiritual fulfillment, personal values, career goals, commitment to community involvement and service, leadership and membership skills, and appreciation of cultural diversity.

Students are invited 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, residence halls, 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 11.

### Student Activities

Office of Student Engagement and Leadership Development

118 Drysdale Student Center

434.544.8299

[www.lynchburg.edu/student-life/office-of-student-activities](http://www.lynchburg.edu/student-life/office-of-student-activities)

The Office of Student Engagement and Leadership Development actively seeks to engage students through the areas of leadership, service, wellness, and diversity 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.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee that reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Student Life Policies Committee and the University are detailed in *The Hornet* student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address such matters as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

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 Student Engagement and Leadership Development (see "Procedures for Applying for Recognition"). Student groups not recognized by the University

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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.

### **Student Government Association**

111 Drysdale Student Center

SGA@lynchburg.edu

434.544.8194

[www.lynchburg.edu/student-life/student-government-association](http://www.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.

### **2021-22 Student Government Association Leadership**

President	Matthew Gillett '22
Vice President for Internal Affairs	Claire King '23
Vice President for External Affairs	Ariel Lineberry '22
Director of Administration	Madison Claire Evko '22
Director of Finance	Matthew Varsi '22
Director of Public Relations	TBD

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

### **Student Activities Board**

112 Drysdale Student Center

SAB@lynchburg.edu

434.544.8192

[www.lynchburg.edu/student-life/student-activities-board](http://www.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](mailto:sab@lynchburg.edu)).

### **Fraternity/Sorority Life**

113 Drysdale Student Center

434.544.8211

[www.lynchburg.edu/student-life/fraternities-sororities](http://www.lynchburg.edu/student-life/fraternities-sororities)

The fraternity/sorority community at the University of Lynchburg is governed by three separate councils: Panhellenic Council, which oversees the NPC sororities; Interfraternity Council, which oversees the NIC fraternities; and Pan-Hellenic Council, which oversees the NPHC historically-black Greek organizations. Recognized fraternities and sororities provide members with opportunities for service, scholarship, brotherhood/sisterhood, and leadership. For more information, contact the coordinator of fraternity and sorority life in the Office of Student Engagement and Leadership Development (434.544.8527).

### **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. A directory of current clubs and organizations is linked to [www.lynchburg.edu/student-life/clubs-and-organizations](http://www.lynchburg.edu/student-life/clubs-and-organizations).

The Office of Student Engagement and Leadership Development 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 Student Engagement and Leadership Development.

Each recognized student organization can use the online data tracking platform, Presence, which is sponsored by the Office of Student Engagement and Leadership Development. Through Presence, data regarding student attendance at programs sponsored by the organization can be recorded and used to evaluate event success. Also, by downloading the Presence phone application for University of Lynchburg Events, students can access a current schedule of campus activities. Training for using Presence is available to recognized student organizations upon request made to the Office of Student Engagement and Leadership Development.

### **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 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. Individual students found to be in violation of the Statement Prohibiting Hazing may face sanctions from warning to expulsion.

### **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 ([www.lynchburg.edu/about/university-communications-marketing/brand-guidelines](http://www.lynchburg.edu/about/university-communications-marketing/brand-guidelines));
- establish and manage a Facebook, Twitter, or other social media presence in accordance with the University of Lynchburg Brand Policy and the Social Media Policy and Guidelines ([www.lynchburg.edu/about/university-communications-marketing/social-media-policy-and-guidelines](http://www.lynchburg.edu/about/university-communications-marketing/social-media-policy-and-guidelines));
- schedule and use indoor and outdoor facilities;
- solicit or advertise on campus for members;
- co-sponsor 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;

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- use the campus mail system;
- apply for a cubicle in Pete's Place (first floor, Drysdale Student Center);
- use University listservs;
- participate in the President's Council;
- participate in the annual leadership recognition event;
- participate in the annual student organization awards competition;
- 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, such as the Print Shop; and
- 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 Student Engagement and Leadership Development. 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 Student Engagement and Leadership Development);
2. Obtain the necessary forms and sample constitution from the Office of Student Engagement and Leadership Development;
3. Discuss the goals and objectives of the proposed group with the director of student activities;
4. Select and register a faculty or staff member as advisor for the proposed organization;
5. Provide to both SGA and the Office of Student Engagement and Leadership Development a constitution for the proposed organization; and
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 Student Engagement and Leadership Development, the proposed club assumes status as an officially recognized University of Lynchburg organization.

Student organizations are required to register each year with SGA 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 Student Engagement and Leadership Development so they can assist campus organizations effectively with program planning and organization management. Professional staff in the Office of Student Engagement and Leadership Development are available to assist all recognized organizations and their advisors to ensure support for the University's mission.

## Leadership Development

Throughout the academic year, the Office of Student Engagement and Leadership Development provides current and emerging student leaders a variety of opportunities to learn about and to develop skills for effective leadership, including:

- LEADS – The Leadership Engagement and Development Series is designed for first-year and sophomore students seeking to develop leadership skills in preparation for serving in campus-wide positions within Student Development. Participants attend the Emerging Leaders Retreat before classes begin for the spring semester and the Anderson Leadership Conference.
- Anderson Leadership Conference – Held in the spring semester, the Anderson Leadership Conference helps junior and senior undergraduate students prepare for a successful transition to life after college. Sessions focus on establishing a budget, understanding job contracts and benefits packages, and other topics pertinent to life beyond the University of Lynchburg. This conference is made possible by an endowment established in 1990 by Crantford V. Anderson '59 and his wife, Jeri, in honor of their son, Chip '85.
- John G. Eccles Leadership Summit – Students selected to serve as Resident Assistants, Connection Leaders, student government officers, and other significant campus leaders attend the Leadership Summit in August to prepare for the new academic year. Faculty, staff members, alumni, and administrators present information on key leadership topics and skills.
- 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.
- Off-Campus Leadership Conferences – Delegations of University of Lynchburg students are sent to selected regional and national conferences to expand their leadership knowledge and abilities, enabling greater contribution to the campus community. A limited number of scholarships are available to assist students who wish to attend regional and national leadership training conferences.

For more information about leadership development opportunities, contact the Office of Student Engagement and Leadership Development.

### Outdoor Leadership Program

132 Drysdale Student Center

434.544.8224

olp@lynchburg.edu

[www.lynchburg.edu/student-life/outdoor-leadership-program](http://www.lynchburg.edu/student-life/outdoor-leadership-program)

The Outdoor Leadership Program offers both leadership development programs and recreational adventures 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.

The Outdoor Leadership Program 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.

### **Intramural and Campus Recreation**

127 Drysdale Student Center

434.544.8552

[www.lynchburg.edu/student-life/sports-and-fitness/intramural-sports](http://www.lynchburg.edu/student-life/sports-and-fitness/intramural-sports)

Intramural and 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, ultimate Frisbee, volleyball, and wiffle ball, as well as Playstation, Halo, and poker tournaments. Additional sports may be offered based on student interest.

Fitness classes such as Zumba, yoga, belly dancing, CrossFit, and kickboxing are offered throughout the semesters, as are ping pong, pool, air hockey, and foosball tournaments.

### **Club Sports**

Room 101, Turner Gymnasium

434.544.8287

[sports@clubs.lynchburg.edu](mailto:sports@clubs.lynchburg.edu)

[www.lynchburgclubsports.com](http://www.lynchburgclubsports.com)

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.

A full list of active club sport teams is available on the Club Sports webpage. To express interest in joining a club sport team or in starting a new club sport, click “contact us” on an individual team’s webpage, or contact the director of club sports.

### **Community Service**

Center for Community Engagement

218 Drysdale Student Center

434.544.8158

[serve@lynchburg.edu](mailto:serve@lynchburg.edu)

[www.lynchburg.edu/student-life/center-for-community-engagement](http://www.lynchburg.edu/student-life/center-for-community-engagement)

[www.lynchburg.edu/student-life/volunteering-and-service/bonner-leader-program](http://www.lynchburg.edu/student-life/volunteering-and-service/bonner-leader-program)

University of Lynchburg students provide more than 60,000 hours of volunteer service annually to the campus community, to the City of Lynchburg, to neighboring counties, and to selected global organizations. Students work with community organizations through direct service, such as tutoring, addressing food and housing insecurity, addressing healthcare access, and supporting environmental sustainability efforts. Students also provide indirect service, such as fundraising for nonprofit organizations, collecting food and other supplies, and conducting community-based research with local organizations.

Whether a student wants to help others by donating time on an individual day or by committing to ongoing, in-depth service, the Center for Community Engagement provides connections and opportunities

for meaningful community engagement. The Center maintains communication with numerous nonprofit organizations and government agencies seeking assistance from the University community. Also, the Center for Community Engagement sponsors monthly “service plunges” and special events, such as Hunger and Homelessness Week, Special Olympics, Relay for Life, and community service trips in the City of Lynchburg and beyond.

In addition, the Center for Community Engagement coordinates the Bonner Leader Program. Undergraduate students selected to participate in the four-year Bonner Program commit to serving 300 hours each academic year through regular work with nonprofit organizations in the greater Lynchburg area. Bonner Leaders also participate in ongoing training on social justice issues and leadership development and receive financial assistance through work-study funds.

## **On-Campus Housing**

The Office of Housing and Residence Life is responsible for all aspects of on-campus living for undergraduate students. On-campus housing is available to single, full-time undergraduate students between the ages of 17 and 23. Requests for exception to this policy are reviewed on a case-by-case basis by the Office of Housing and Residence Life.

Limited University housing is available for graduate students and is administered by the Office of Graduate Studies. The University of Lynchburg does not provide married or family housing.

## **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-Campus Residential Requirements**

Single, full-time freshman, sophomore, and junior 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. Undergraduate campus housing is not available for students younger than 17 years of age or older than 23 years of age.

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 and zoning requirements.

### **Off-Campus Residential Requirements**

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 Office of Housing and Residence Life by the date specified by the University each year. Students should not sign a lease or make other arrangements for any off-campus housing accommodations prior to receiving authorization to reside off campus from the Office of Housing and Residence Life. 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 asked to provide the Office of Housing and Residence Life with accurate, current address, telephone, and landlord information, including a copy of the lease portions verifying the student’s address

information and signature after off-campus approval was granted. A student's approval to reside off campus, whether conditional or final approval, is revoked if the student leases or resides in housing not zoned for multi-family dwellings with on-site management (i.e., apartment complexes). See "Off-Campus Zoning Requirement" for additional information.

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

Off-Campus Zoning Requirement—Undergraduate students approved for off-campus living (e.g., full-time and part-time seniors, students enrolled in post-baccalaureate studies, and students age 23 or older) must reside only in housing zoned for multi-family dwellings with on-site management (i.e., apartment complexes). In the City of Lynchburg, such approved housing has zoning designations of R4 and R5. Students may not lease—either directly or unofficially through another who leases on behalf of the student—or reside in housing zoned for single- or two-family dwellings (i.e., residential neighborhoods including those near campus). In the City of Lynchburg, such prohibited housing has zoning designations of R1, R2, and R3. A student's approval to reside off campus, whether conditional or final approval, is revoked if the student leases or resides in housing not zoned for multi-family dwellings with on-site management (i.e., apartment complexes).

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 Residences—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 Lynchburg City 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.

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 the Lynchburg Police Department (434.847.1602, non-emergency), Community Development Inspections (434.455.3910), the Health Department (434.477.5900), the regional office of the Virginia Department of Alcoholic Beverage Control (434.582.5136), and the Office of the Dean of Students (434.544.8226).

## **Housing and Residence Life**

Office of Housing and Residence Life

First floor, Hundley Hall

434.544.8320

ResidenceLife@lynchburg.edu

[www.lynchburg.edu/student-life/housing](http://www.lynchburg.edu/student-life/housing)

The Office of Housing and Residence Life 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 for undergraduate students.

The Housing and Residence Life student staff, consisting of more than 40 undergraduate and graduate students who serve as resident assistants (RAs) and hall directors (HDs), live in the residential facilities. These students provide peer counseling, maintain community standards, and plan activities. Throughout

the year, the Housing and Residence Life staff sponsors a variety of programs on such crucial topics as alcohol and other drugs, health issues, study skills, involvement, and social and cultural activities. Housing and Residence Life 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 Housing and Residence Life.

### **Housing and Residence Life Inclusion Statement - Gender Inclusive Housing**

Housing and Residence Life (HRL) 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, Housing and Residence Life (HRL) allows transgender, genderqueer, gender non-binary, and gender non-conforming 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 the Center for Accessibility and Disability Resources. Reasonable documentation completed by a licensed professional is required. For more information, see the webpage titled “Housing Accommodations” on the University of Lynchburg’s website ([www.lynchburg.edu](http://www.lynchburg.edu)). Individuals seeking housing accommodations should complete the request process as soon as practicably possible before receiving a housing assignment. Prior to the start of the standard housing sign-up process, a priority period is provided for students seeking housing accommodations.

### **Housing and Residence Life Policies**

The following policies exist to enhance the safety and comfort of all students living in campus housing. Housing and Residence Life policies constitute part of the Student Conduct Code. Failure to adhere to Housing and Residence Life policies may result in administrative address by the Office of Housing and Residence Life (including but not limited to fines, restriction of privileges, and/or change in housing assignment) and/or address through student disciplinary procedures (see “Honor and Student Conduct Codes and Regulations”).

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to Housing and Residence Life policies. During the 2021-22 academic year, new or amended expectations communicated to residents, their guests, and/or other visitors of residential facilities supersede conflicting policies stated in *The Hornet*.

**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 Housing and Residence Life.

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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.

Housing and Residence Life 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 about policies regarding alcohol, see the Student Conduct Code, including "Alcohol and Other Drugs."

**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, and snakes. 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 townhouse, apartment, or University house during the following year. The housing agreement of a graduate student who allows an unauthorized animal inside University housing for any length of time is subject to review for possible termination by the Office of Graduate Studies.

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.

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 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.

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

For more information about policies regarding animals, see "Animals on Campus" in *The Hornet* student handbook or the webpage "Animal Policies and Accommodations" on the University's website ([www.lynchburg.edu](http://www.lynchburg.edu)).

**Balconies and Roofs**—Students may not be on any balcony or roof with the exception of Hundley Hall's second floor balcony located off the lounge and designated balconies in Westover Hall. The Office of Housing and Residence Life 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.

**Bicycles**—Bikes may be stored only in individual rooms or in bike racks provided. Bikes may not be stored in hallways, stairwells, lounges, bathrooms, or other areas so designated by the Office of Housing and Residence Life. 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 walk-throughs, closing procedures conducted at academic breaks, and similar inspections may be confiscated for disposal.

**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 Housing and Residence Life. Students are not permitted to arrive early without prior approval from the Office of Housing and Residence Life. 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 Housing and Residence Life 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.

**Cooking**—Coffee makers, popcorn poppers, 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, hot plates, toasters, 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.

For information about use of gas and charcoal grills, see "Fire Hazards."

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**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 Housing and Residence Life 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 sanctions.

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 sanctions 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. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life within 30 days of the billing date.

The following list provides approximate charges assessed for damage; other damages not listed are also subject to repair, replacement, and/or labor charges. Specific charges issued depend on the nature and severity of the damage. Damage to residential furniture results in charges sufficient to replace the damaged item(s). All incidents of damage are subject to review through Housing and Residence Life and disciplinary processes, which may result in additional fines and/or other sanctions.

<u>DAMAGE</u>	<u>COST</u>	<u>DAMAGE</u>	<u>COST</u>
Fire Safety:		Checkout:	
Pulled fire alarm	\$50	Improper checkout	\$75
Replace fire extinguisher	\$150	Unauthorized move	\$75
Replace fire box	\$236	Failure to return key	\$150
Replace battery to fire box	\$25	Unclean/Not vacuumed	\$35
Damaged exit sign	\$75		
Structural Damage:		Cleaning:	
Window pane	\$35	Trash	\$25
Ceiling tile	\$40	Excessive trash	\$125
Bulletin board	\$25	Writing on wall	\$25
Paint:		Bodily excretion	\$100
One wall	\$125	Whole room	\$150
Ceiling	\$100		
Door	\$60		
Nail holes	\$20		
Whole room	\$300		

**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. 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 Housing and Residence Life (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.

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 (see "Alcohol-Related Collections and Displays").



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 Housing and Residence Life. 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). Kegs may not be repurposed as furniture, decorations, or for other uses on campus.

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 Housing and Residence Life 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 Housing and Residence Life and/or Campus Safety and Security. Students are not permitted to re-enter the facility until permission is granted by authorized personnel.

**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 Housing and Residence Life;
- 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, 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.,



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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 sanctions.

**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.

**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.

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 resident 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. Immediately report the loss of a residential key to the Office of Housing and Residence Life (434.544.8320) or to the Office of Graduate Studies (434.544.8383). A lost-key report will be made and sent to Campus Safety and Security 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); \$150 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."

**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 off-campus 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 lofts are permitted in campus housing. Only one loft kit may be used per bed, and total height may not exceed one added loft kit.

**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 ([help@lynchburg.edu](mailto:help@lynchburg.edu)).

**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 simply talking. Generally, quiet hours should be observed from 11 p.m. to 11 a.m. Sunday-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 specific sanctions.

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.

**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 an 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. 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 Housing and Residence Life and/or disciplinary sanctions. 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**—Slip 'n slides, whether purchased or made, and similar water amusements are prohibited on campus. Pools are also prohibited on campus, except as approved by the Office of Housing and Residence Life for use outside University houses. Inflatable amusements are prohibited on campus, except as approved and contracted by authorized University officials. Possession, storage, or use of hoverboards in any fashion is prohibited on campus.

Hammocks are not permitted to be installed or affixed to the exterior of University housing facilities. Additionally, hammocks are not permitted to be utilized inside residential facilities.

Use of fog machines is prohibited inside all residential facilities.

For more information about policies regarding use of recreational equipment on campus, see "Recreational Equipment Policy."

**Repairs/Alterations**—If a repair is needed in a residential facility, undergraduate students should report it to a Resident Assistant or to the Office of Housing and Residence Life (434.544.8320); graduate residents should report it to the Office of Graduate Studies (434.544.8383). Students can also submit repair requests through the work order system, SchoolDude. 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.

**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 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 Resident 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

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Housing and Residence Life. Specific dates and times of closings and openings are listed in *The Hornet* and posted on campus.

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 Housing and Residence Life 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 Housing and Residence Life 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 walk-throughs, closing procedures conducted at academic breaks, and similar inspections may be confiscated for disposal or return to the appropriate location.

**Room Assignments and Changes**—All room assignments are final unless the Office of Housing and Residence Life authorizes a room change. A student who wishes to make a room change should contact the Office of Housing and Residence Life 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 a room change request form, including all applicable signatures, and submit the completed form to the Office of Housing and Residence Life by 4 p.m. on Thursday before the weekend they desire to move. If a room change request is granted, students are given an authorized copy of the Room Change & Placement Form along with instructions for completing the move and specifying the time period during which the move must be made. Room changes generally take place 3 p.m. Friday to 10 p.m. Sunday.

Students should discuss roommate concerns with their RA and/or staff in the Office of Housing and Residence Life prior to making a room change. If a resident makes a room change without first attempting a roommate mediation, the resident is assessed a personal choice room change fee.

A resident who makes a room change without authorization from the Office of Housing and Residence Life or declines a requested room change after it has been processed may be assessed a \$75 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 a \$100 fee per subsequent violation.

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 Residence Hall Agreement applies unless they have prior approval from the Office of Housing and Residence Life and pay a \$250 fee.

Due to limited space, the Office of Housing and Residence Life 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, the resident(s) will have 14 days to fill the vacancy. If the remaining resident(s) is unsuccessful in filling the vacancy, the Office of Housing and Residence Life will fill the space administratively.

**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 Housing and Residence Life 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 Housing and Residence Life 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.

**Single Rooms**—Typically, single rooms are not available. Students wishing to request housing accommodations for medical, physical, mental health, or cognitive disabilities should contact the Center for 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.

**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.” See “Smoking, Tobacco, and Nicotine Products” in the Honor and Student Conduct Codes and Regulations for related campus-wide policy.

Possession or use of marijuana or of a hookah is prohibited in all areas of the University of Lynchburg, both inside and outside. 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.

**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. Students who do not receive prior approval from the Office of Housing and Residence Life 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 Housing and Residence Life. 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.

**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). The day of official University check-in for first-year students, transfer students, and other participants in Hornet Days will be designated by the Office of the Dean of Students.

Room fees and the housing agreement do not provide for occupancy of University housing during Fall Break, Thanksgiving Break, Winter Break, Spring 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 Office of Housing and Residence Life. Approved students requiring housing during part or all of these periods may be subject to a daily rate.

## 34 HOUSING and RESIDENCE LIFE POLICIES

**Trash**—Residents in residence halls are responsible for depositing trash from their rooms in proper receptacles located in the building's common areas. These community receptacles are emptied each day.

To dispose of trash at University houses, residents must place all trash in black garbage bags and deposit the bags in provided outdoor bins. All recyclables must be placed in clear bags and placed next to the trash bins. Similarly, townhouse and apartment residents are responsible for placing trash and recyclables in the appropriate bags and depositing the bags in designated outdoor trash collection areas. Trash is typically collected from University houses, townhouses, and apartments on Mondays and Fridays.

A student or housing unit that does not properly dispose of trash will be instructed to do so promptly and assessed a fine and/or other consequences.

**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. 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 midnight of that day. Guest registration is completed on MyLynchburg (use tabs “Personal” and “My Visitor”). 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. From 10 a.m. to midnight, residential students and other authorized individuals may gain entrance to the residence halls by using their University ID cards. After midnight, 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.

## Southside Residential Area for Undergraduate Students

The portion of University housing commonly referred to as “Southside” is comprised of:

- Peaksview Hall apartments;
- Five townhouses (Brewer, Bullard, Huston, Rainsford, and Warren Houses); and
- More than 85 houses located on public streets near campus.

Southside residences vary in size and features; potential occupancy ranges from three to six residents. Undergraduate students elect or are assigned to reside in Southside locations through housing assignment processes implemented by the Office of Housing and Residence Life.

### Southside Group Leaders

The residents of each apartment, house, and townhouse in the Southside residential area for undergraduate students are expected to designate a group leader for their housing unit. The group leader is expected to serve as the residence's liaison to the Office of Housing and Residence Life. For example, the group leader submits repair requests on behalf of the residence to the assigned Resident Assistant and conveys information from the RA to all housemates. Also, the group leader is expected to attend meetings scheduled by the Office of Housing and Residence Life to review important information, and subsequently, to convey it to housemates, such as policies and procedures, residential closing information for student breaks, and announcements specific to the Southside community. Group leader meetings also present opportunities for students to provide feedback about their Southside residential experiences to the Office of Housing and Residence Life and other University representatives.

At the beginning of the academic year, the residents of each Southside housing unit must identify a group leader, who is expected to fulfill the role throughout the academic year. A group leader who cannot fulfill their assigned responsibilities must promptly notify the Office of Housing and Residence Life and provide the name of the residence's new group leader.

### Community Patrol in the Southside Residential Area

Community Patrol consists of an on-call graduate assistant working with the Office of Housing and Residence Life, a resident assistant on duty for the Southside residential area, and a campus safety officer. Typically, Community Patrol members make driving rounds through the Southside residential area in a marked Campus Safety and Security vehicle on Friday and Saturday nights of the fall and spring semesters, except during student breaks. During designated patrol periods, Community Patrol:

- Provides a visible security presence in the Southside residential area for undergraduate students;
- Addresses potential safety and/or behavioral concerns, endeavoring to prevent harm, damage, etc.;
- Addresses conduct that appears to be inconsistent with University policies and behavioral expectations;
- Assists students and campus visitors in emergency and non-emergency situations;
- Contacts and collaborates with Lynchburg City police, medical, and fire departments when assistance is needed;
- Assists residents and visitors in adhering to occupancy limits and conduct expectations, such as helping to end parties and other gatherings; and
- Creates incident reports summarizing the work of Community Patrol, including information regarding potential violations of the Honor and Student Conduct Codes (see “Southside Incident Follow-Up Process”).

Community Patrol addresses situations (i.e., “makes a stop”) in response to requests for assistance, as deemed necessary by Patrol staff, and as dispatched by Campus Safety and Security. Examples of Community Patrol stops include, but are not limited to, actual or potential health or safety hazards, loud noise, overcrowding at a Southside residence, alcohol outside, disruptive behavior, and misconduct by a non-student visitor.

Students are encouraged to report safety concerns, provide incident information, and/or request emergency or non-emergency assistance from Community Patrol (or other campus safety personnel):

## 36 SOUTHSIDE RESIDENTIAL AREA for UNDERGRADUATE STUDENTS • LAUNDRY MACHINES

- In person at Campus Safety and Security's Information Desk (located on the first floor of Hall Campus Center);
- By dialing 434.544.5555 when emergency assistance is needed;
- By dialing 434.544.8100 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.

Residents of a Southside unit are also encouraged to request assistance from Community Patrol (or other campus safety personnel) to end a party or other gathering at their residence. When residents of a Southside unit initiate a voluntary party closure before Community Patrol (or other safety personnel) is dispatched to or stops at the residence, a "yellow card" or "red card" is not issued to the residents.

When Community Patrol addresses a problematic gathering at a Southside residence (other than assisting with a voluntary party closure), a "yellow card" is typically issued to the residents on the first stop. However, Community Patrol has the discretion to close a gathering on a first stop based on factors such as the gathering's size, noise level, presence of intoxicants, lack of cooperation from residents or guests, etc. A "red card" is issued when a gathering is closed by Community Patrol. Issuance of a yellow card or a red card indicates that follow-up action may be taken by the Office of Housing and Residence Life and/or the Office of the Dean of Students (or designees).

When a second stop by Community Patrol (or other campus safety personnel) is necessary in one night to address a problematic party or gathering at an individual Southside residence, the assigned residents are typically instructed to end the gathering promptly (i.e., "shut down"), and a red card is issued.

### **Southside Incident Follow-Up Process**

Incidents addressed by Community Patrol are documented in reports that include the names of individuals involved and a description of what occurred. Through review of these incident reports, the Office of Housing and Residence Life and/or the Office of the Dean of Students (or designees) determines whether additional address of an incident is needed.

When follow-up address is deemed appropriate regarding alleged misconduct, the Office of Housing and Residence Life and/or the Office of the Dean of Students contacts individual student(s) who may have violated University policy. Also, the Office of Housing and Residence Life may address all residents of the Southside residence as a collective unit, regardless of which residents were present during the reported incident.

### **Laundry Machines**

The University of Lynchburg's laundry program includes the following features:

- High-efficiency (HE), front-load washers and dryers in all campus laundry rooms
- Payment made by debit laundry card instead of coins
- Availability of adding value to a debit laundry card with cash, online, and/or by cell phone

Washers and dryers each cost \$1.50 per load. Debit laundry cards can be purchased from a self-operated dispenser, located next to the ATM machine on the second floor of Drysdale Student Center. A laundry card costs \$10 and includes \$7 in washing value. Detailed information about purchasing and adding value to a laundry card is available at [www.lynchburg.edu/student-life/housing/laundry-service-on-campus](http://www.lynchburg.edu/student-life/housing/laundry-service-on-campus).

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.
- The washer door locks approximately 30 seconds after the cycle starts and unlocks only after the cycle ends. Do not try to open the door while the washer is running.

Problems with laundry machines or debit cards should be directed to the University of Lynchburg's laundry vendor, Caldwell & Gregory (800.927.9274; [www.caldwellandgregory.com](http://www.caldwellandgregory.com)).



## Health and Counseling Services

Health and counseling services are offered to promote the emotional, mental, and physical well-being of students.

### Health Services

Terrace level, Hundley Hall

434.544.8357

[www.lynchburg.edu/student-life/health-and-counseling/health-center](http://www.lynchburg.edu/student-life/health-and-counseling/health-center)

Student Health Portal: [lynchburg.studenthealthportal.com](http://lynchburg.studenthealthportal.com)

Administrative Office Hours\*: 8:30 a.m.-5 p.m., Monday-Friday

Clinical Hours\*: 8:30 a.m.-12:30 p.m. and 1:30-4:30 p.m., Monday-Friday

January Term and Summer Clinical Hours\*: By appointment only, Monday-Friday

\* Closed during scheduled University breaks

**Required Health Information**—All students must complete necessary health forms, which are accessible by logging into the student health portal ([lynchburg.studenthealthportal.com](http://lynchburg.studenthealthportal.com)) with one's University network account username and password. Full-time, traditional undergraduate students who do not submit their required health information are subject to a \$200 fine per semester until the form is complete.

**Eligibility**—Health Services are available to all actively enrolled students. To receive services, all necessary forms must be completed on the student health portal.

**Appointments**—Students may schedule appointments with Health Services by using the online student health portal and by calling or visiting the Health Center. Primary health care is provided by nurse practitioners and registered nurses. A family practice physician is on campus one hour per week. Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.

**Medical Records**—All consultations and medical records are kept completely confidential. No information is discussed with or released to anyone without the student's written consent.

**Charges**—Routine visits to the Health Center are provided without charge. Charges for medication, lab tests, and special examinations can be billed to the student's University account or paid for by the student.

**Prescriptions**—Kroger Food and Drug (434.384.3666) offers a special arrangement for delivery of prescriptions to the Health Center for students. Kroger provides prescription billing and files with insurance companies when required information is provided.

**Health Insurance**—All students are strongly encouraged to have medical insurance coverage. See [www.healthcare.gov](http://www.healthcare.gov) for additional information. Students are urged to review their health insurance policies carefully to determine which physicians and medical services are covered in the Lynchburg City area and to ensure that coverage is provided for both routine and emergency medical care, as well as for prescriptions.

**After-Hours Care**—When the Health Center is closed, the University of Lynchburg Emergency Medical Service is usually available to provide first-aid and emergency care for students on campus. Students can access this service by contacting Campus Safety and Security (emergency number 434.544.5555). Also, off-campus community facilities are available for medical care (see "Off-Campus Health Care Options").

**Academic Breaks**—The Health Center does not have on-call or after-hours coverage and is closed during academic breaks. Students are responsible for obtaining needed prescription refills prior to academic breaks.

**Off-Campus Health Care Options**—The following off-campus community facilities are available for medical care:

#### Walk+In Care

14005 S. Wards Road, Lynchburg, VA 24501

434.473.7700

8 a.m.-6 p.m., daily

#### MedExpress Urgent Care

2818 Linkhorne Drive, Lynchburg, VA 24503

434.384.1573

8 a.m.-8 p.m., Monday-Sunday



**Centra Lynchburg General Hospital**

**Emergency Room**

1901 Tate Springs Road, Lynchburg, VA 24501

434.200.3000

Available 24 hours daily

**OrthoVirginia**

**Ortho On-Call Urgent Care**

2405 Atherholt Road, Lynchburg, VA 24501

434.485.8500 (call prior to arrival)

8 a.m.-7 p.m., Monday-Friday

10 a.m.-5 p.m., Saturday-Sunday

**Virginia Poison Control**

800.222.1222

Available 24 hours daily

**National Suicide Prevention Lifeline**

Free, confidential support, prevention & resources

800.273.8255

<https://suicidepreventionlifeline.org>

Available 24 hours daily

**Crisis Text Line**

Free crisis support in the U.S.A.

Text HOME to 741741

<https://www.crisistextline.org>

Available 24 hours daily

**Sexual Assault Response Program**

Support for victims of sexual violence

888.947.7273

Available 24 hours daily

**Medical Excuse Policy**-The University of Lynchburg Health Services does not provide medical excuses for class absences or tardiness. However, as a courtesy during the last two weeks of the fall and spring semesters, Health Services will, with the student's written permission, notify instructors via email of the dates that the student was seen by a health professional at the Health Center.

**Counseling Services**

Terrace level, Hundley Hall

434.544.8616

[www.lynchburg.edu/student-life/health-and-counseling/counseling-center](http://www.lynchburg.edu/student-life/health-and-counseling/counseling-center)

Hours\*: 9:00 a.m.-5 p.m., Monday-Friday

January Term and Summer Hours\*: By appointment only, Monday-Friday

\* Closed during scheduled University breaks

Licensed mental health professionals offer individual and group counseling to students for a variety of reasons, such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs. Counseling services are available to all actively enrolled students. Students may schedule appointments by visiting or calling the Counseling Center. Strict confidentiality is observed in accordance with professional standards.

**Office of Equity and Inclusion**

Flynn Multicultural Center

221 Drysdale Student Center

434.544.8330

[fmc@lynchburg.edu](mailto:fmc@lynchburg.edu)

[www.lynchburg.edu/about/office-of-equity-and-inclusion](http://www.lynchburg.edu/about/office-of-equity-and-inclusion)

The Office of Equity and Inclusion (OEI) seeks to create an inclusive campus environment that embraces individual differences and cultivates an atmosphere where all members are welcomed and respected. OEI upholds the University of Lynchburg's commitment to integrity, diversity, and an inclusive community by implementing diversity initiatives, multicultural services, Title IX compliance, discrimination and harassment policies, and ongoing education of the campus community.

The Office of Equity and Inclusion serves as a hub for inclusivity, diversity, and equity through outreach, programming, education, and development for all campus members. One goal of OEI is to ensure that the University of Lynchburg's commitment to diversity is apparent through a campus community climate in which all students, faculty, and staff feel welcomed and are treated with respect. More specifically, Student Diversity Liaisons conduct peer-to-peer training programs to further the inclusiveness of the campus community and to raise awareness of issues related to diversity and equity at the University of Lynchburg and beyond. Additionally, the office is open to all Monday-Friday, 8:30 a.m.-5 p.m. Four computers and a conference table for quiet group work are available for students' use.

Staff members in the Office of Equity and Inclusion provide education, services, and policy implementation in three primary areas:

- Multicultural Services;
- Title IX: Sexual Misconduct and Relationship Violence; and
- Inclusive Excellence

### **Multicultural Services**

A variety of support services are provided to first-generation college students and students representing diversity in race, ethnicity, religion, socioeconomic status, and sexual orientation. Multicultural services provided include special programming and support for several student organizations, such as the Asian Pacific Islander Student Association, Black Student Association, Hispanic Student Society, and Native American Student Association. Multicultural Services also provides the Summer Transition Program (STP), an undergraduate orientation program for ethnic minority, Pell Grant-eligible, and first-generation college students that supplements Student Orientation and Registration (SOAR). Additionally, educational programs and cross-cultural training are offered to promote awareness of and appreciation for varied populations of the world and represented by students, faculty, and staff.

### **Title IX: Sexual Misconduct and Relationship Violence**

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 coordinates 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, in conjunction with the Office of Equity and Inclusion, facilitates ongoing training and awareness programs on Title IX for students and employees.

For more information about the University of Lynchburg's Interpersonal Misconduct Policy, see [www.lynchburg.edu/im-policy](http://www.lynchburg.edu/im-policy).

### **Diversity, Equity, and Inclusion**

The University of Lynchburg is committed to maintaining an environment that is fair, welcoming, and respectful for students and employees. The Office of Equity and Inclusion serves as a resource for students, faculty, and staff by educating them on matters of diversity, equity, and inclusion and by preparing students to succeed in a globally diverse society.

Diversity, equity, and inclusion benefit the University community by promoting an environment free from constraint 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. Therefore, diversity, equity, and inclusion at the University of Lynchburg encompass more than mere compliance with laws and regulations. All members of the University of Lynchburg community are responsible for conducting themselves in ways that maintain educational and working environments free of unwelcoming behavior. This responsibility in no way threatens the principle of academic freedom, which includes open intellectual dialogue. Exploration of controversial ideas does not constitute a violation of policy. Community members who witness or are subjected to behavior that is contrary to a fair, welcoming, and respectful environment -- such as harassment, sexual harassment, and discrimination based on any protected characteristic -- are encouraged to report it to the Office of Equity and Inclusion via the Bias Education Response Team. For more information, including the bias incident reporting form, see "Bias Education Response Team" on the University's website ([www.lynchburg.edu](http://www.lynchburg.edu)).

## Spiritual Life

Spiritual Life Center  
500 Brevard Street  
434.544.8348

[www.lynchburg.edu/student-life/spiritual-life](http://www.lynchburg.edu/student-life/spiritual-life)

The Spiritual Life Center welcomes every member of the University community to explore the spiritual 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, Quaker, Hindu, and Pagan students. Fully affirming and inclusive, the Spiritual Life Center hosts Q&Spiritual and support groups for our LGBTQIA+ students. The office hosts Bible studies, meditation sessions, and other faith groups that meet weekly, in addition to Catholic Mass that is held weekly during the academic year. For those looking for a worshipping 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, confidential space to talk or process, and often collaborate with the Health and Counseling Center to provide students holistic support and wellness. During the fall and spring semesters when weekday office hours have ended, a University chaplain is available to assist in crisis situations (contact Campus Safety and Security, 434.544.8100). When requested by students, the Spiritual Life Center notifies faculty of hospitalizations, illness, personal emergencies, or a family member's death. Additionally, Chaplains serve as caretakers for the Lynchburg Cares Fund, which provides emergency financial assistance for students, faculty, and staff.

## Written Complaints

Office of the Dean of Students  
114 Hundley Hall  
[deanofstudentsoffice@lynchburg.edu](mailto:deanofstudentsoffice@lynchburg.edu)  
434.544.8226

Written Complaints Form: <https://forms.gle/tiv7zL8rKvuke2WD9>

The 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.

Emergency concerns regarding health or safety should be reported immediately to Campus Safety and Security (434.544.5555).

If a student is uncertain about the appropriate contact for a complaint, the student may submit a written complaint to the Office of the Dean of Students via the Written Complaints form (<https://forms.gle/tiv7zL8rKvuke2WD9>) or to the office address: 114 Hundley Hall, University of Lynchburg, 1501 Lakeside Drive, Lynchburg, VA 24501-3113; 434.544.8226). The vice president for student development (or designee) will review the written complaint and contact the student regarding address of the complaint. If another University office is better able to address the complaint, then the vice president for student development (or designee) will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student regarding address of the complaint.

In addition, the University of Lynchburg offers the 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.

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 (<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 on the University's accreditation website ([www.lynchburg.edu/about/accreditation](http://www.lynchburg.edu/about/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)).



## STUDENT SERVICES

### ATM on Campus

Second floor, Drysdale Student Center  
 Central Virginia Federal Credit Union  
 434.528.9016

The on-campus Automated Teller Machine (ATM), which is provided by Central Virginia Federal Credit Union (CVFCU), uses Plus, Cirrus, Exchange, CU24, American Express, and Visa networks. Daily withdrawal of up to \$750 and deposits may be made at the ATM. Students are eligible for CVFCU membership, which requires a \$5 minimum deposit and a one-time \$5 fee. CVFCU services include no-minimum-balance checking, free use of the on-campus ATM, and use of the on-campus branch of CVFCU, which is open two days per week during the fall and spring semesters. Services available at the on-campus branch include deposits and check cashing.

### Campus Media

#### 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; and
- *The Prism* – literary magazine showcasing students' original poetry, fiction, creative nonfiction, and visual art.

Student media supported in part or whole by University funds 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

- A. 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.
- B. 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.
- C. 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.
- D. 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.

## E. 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.

## F. 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.

## G. 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 is below.

*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 and Guidelines

University Communications and Marketing

336 College Street

ucm@lynchburg.edu

434.544.8325

[www.lynchburg.edu/about/university-communications-marketing](http://www.lynchburg.edu/about/university-communications-marketing)

Social media websites are effective communication tools that University of Lynchburg organizations are encouraged to use. Social media are disseminated through social interaction and are differentiated from most traditional media in that they offer user-generated content and immediate, interactive conversation. Examples include but are not limited to Facebook, Twitter, YouTube, LinkedIn and Flickr.

The Social Media Policy and Guidelines apply to students who maintain official social media accounts on behalf of University offices or groups and to University employees. All official social media accounts must conform to the Social Media Policy and Guidelines, which is provided in full at [www.lynchburg.edu/about/university-communications-marketing/social-media-policy-and-guidelines](http://www.lynchburg.edu/about/university-communications-marketing/social-media-policy-and-guidelines).

Only official University of Lynchburg social media accounts may use "University of Lynchburg" or "Lynchburg" in their account names. As required by the Social Media Policy, students who wish to create an official University of Lynchburg social media account must:

- Create the account for school-sponsored/approved student groups or on behalf of a University office.
- Notify University Communications and Marketing (UCM) of the account by emailing [ucm@lynchburg.edu](mailto:ucm@lynchburg.edu).
- Provide access to UCM. UCM will not manage the account but will access the account in emergency situations, such as to correct a post or to remove a comment that is inaccurate or violates the Social Media Policy and Guidelines. UCM will notify the student account administrator of the change. To provide access to UCM, email the account username and password to [ucm@lynchburg.edu](mailto:ucm@lynchburg.edu). Granting access on Facebook requires a different process; email [ucm@lynchburg.edu](mailto:ucm@lynchburg.edu) for up-to-date instructions.

- Have at least one University of Lynchburg faculty or staff member as an account administrator at all times. Only current staff, faculty, and currently-enrolled students may serve as account administrators.

### 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. Guidance provided by University Communications and Marketing (see [www.lynchburg.edu/about/university-communications-marketing/logo-usagecolors](http://www.lynchburg.edu/about/university-communications-marketing/logo-usagecolors)) should be referenced, especially before producing t-shirts, flyers, or other promotional materials.

### Campus Store

Second floor, Drysdale Student Center

[campusstore@lynchburg.edu](mailto:campusstore@lynchburg.edu)

434.544.8239

[www.lynchburg.edu/student-life/campus-store](http://www.lynchburg.edu/student-life/campus-store)

Regular Hours: 10 a.m.-5 p.m., Monday-Friday

10 a.m.-4 p.m., Saturdays during fall & spring semesters

Special Hours: See website or call

All required and recommended textbooks and course materials for classes taught at the University of Lynchburg can be purchased online at [www.lynchburg.textbookx.com](http://www.lynchburg.textbookx.com) (University username and password required). A link to this website is available at MyLynchburg by clicking "textbooks." 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 Campus Store for pick up. Textbooks and course materials are not available for in-store purchase.

Gifts, clothing, school/office supplies, and health and beauty merchandise can be purchased in the Campus Store or online. Payment for in-store purchases may be made by credit/debit card (American Express, Discover, MasterCard, Visa), personal check, or cash.

Special products and services are available to the campus community through the Campus Store, including:

- Campus Store gift cards (any denomination);
- Debit card cash back with purchase (up to \$100 with student ID);
- Check cashing with University of Lynchburg student ID (\$100 limit);
- Online merchandise order/shipment/pick up;
- Official University rings;
- University Nursing pins;
- Graduation cap, gown, and degree hood; and
- Commencement announcements.

### Dining Services

Drysdale Student Center

434.544.8245

[www.lynchburg.edu/student-life/dining-services](http://www.lynchburg.edu/student-life/dining-services)

Meal Plans: [www.lynchburg.edu/student-life/dining-services/meal-plans](http://www.lynchburg.edu/student-life/dining-services/meal-plans)

Menus: [www.lynchburg.edu/student-life/dining-services/dining-menus](http://www.lynchburg.edu/student-life/dining-services/dining-menus)

Dining Services is committed to providing students and members of the University of Lynchburg community with healthy and pleasurable dining experiences. The "unlimited" student board meal plan is available to all students; undergraduate students living on campus must have the unlimited meal plan. Additional meal plan options are available to students living off campus.

Fall semester meal plans become effective August 2, 2021. Spring semester meal plans are in effect January 21, 2022, through undergraduate Commencement (for graduating seniors), except for spring break. Meal options are also available for January Term and summer sessions.

Hours of dining facility operations for fall and spring semesters are listed below. Meal times during other periods (e.g., fall break, Thanksgiving break, January Term, spring break, and summer sessions) are announced as needed.

### **BREWED by the MUSE**

Schewel Hall, first floor

Monday-Thursday: 8 a.m.-9 p.m.

Friday: 8 a.m.-4 p.m.

Saturday: 10 a.m.-4 p.m.

Sunday: Closed

### **BURTON DINING HALL**

Drysdale Student Center, third floor

Monday-Friday

Breakfast: 7:15-10 a.m.

Continental: 10-11:15 a.m.

Lunch: 11:15 a.m.-2 p.m.

Late Lunch: 2-4:30 p.m.

Dinner (Mon.-Fri.): 4:30-7 p.m.

Saturday-Sunday

Brunch: 10:30 a.m.-1:30 p.m.

Deli and Salad Bar: 1:30-4:30 p.m.

Dinner: 4:30-7 p.m.

### **DOMINO'S at RAINSFORD HOUSE**

Rainsford House, lower level

Monday-Thursday: 3 p.m.-1 a.m.

Friday-Saturday: Noon.-2 a.m.

Sunday: Noon-1 a.m.

Menus for Burton Dining Hall 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 take-out 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 will be referred to the Office of the Dean of Students. One's ID card is as valuable as cash or a credit card, so appropriate precautions should be taken to safeguard it.

**Disability Accommodations in Dining Services**—Students wishing to request dietary accommodations for medical (including allergies) or physical disabilities should contact the Center for 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 ([www.lynchburg.edu](http://www.lynchburg.edu)).

### **ON COMMON GROUND**

Drysdale Student Center, third floor

El Sí

Monday-Thursday: 11 a.m.-7 p.m.

Friday: 11 a.m.-9 p.m.

Coffee: "We Proudly Serve" Starbucks

Monday-Thursday: 8 a.m.-7 p.m.

Friday: 8 a.m.-9 p.m.

Saturday: Closed

Sunday: 2-6 p.m.

### **WESTOVER ROOM**

Drysdale Student Center, second floor

Monday-Thursday: 8 a.m.-10 p.m.

Friday: 8 a.m.-6 p.m.

Saturday-Sunday: 2-8 p.m.



## Mail Services

Second floor, Drysdale Student Center  
434.544.8191

Full-Service Hours: 11 a.m.-3 p.m., Monday-Friday

Package Pick-up Only: 3-5 p.m., Monday-Friday; 11 a.m.-1 p.m., Saturday

All mail sent to students via their campus mailbox must be addressed with the recipient's first and last names and campus box number. Mail or packages with return addresses that are not picked up within 10 working days will be returned to the sender, marked "unclaimed." Mail that is left at the mail room without return addresses will be held for a period of one week and then destroyed. Newspapers not picked up within three working days will be discarded. A written statement must accompany any request to pick up another student's mail. Cash should never be sent through campus mail. Also, tests and term papers cannot be delivered to campus boxes.

Individual items of campus mail from only the following sources will be distributed through the campus mail service: campus organizations, students, faculty, and staff. Use of the campus mail service for mass notices (50 or more) is restricted to campus offices, faculty, staff, and student organizations recognized through the Office of Student Engagement and Leadership Development. The name and box number of the sender must appear on all campus mail.

All campus mail must be on 4" x 8.5" cards or 8.5" x 11" paper folded to 4" x 8.5". All campus mail that is not on card stock must be folded. Notices should be banded and in alphabetical order.

## MyLynchburg Electronic Portal

Information Technology and Resources

help@lynchburg.edu

434.544.8350

[www.lynchburg.edu/student-life/information-technology-resources](http://www.lynchburg.edu/student-life/information-technology-resources)

MyLynchburg (<https://my.lynchburg.edu>) is the electronic portal students use to access and manage their personal and academic information. It provides access to a variety of University services, such as email and Moodle.



## **SAFETY at the UNIVERSITY of LYNCHBURG: A Shared Responsibility**

Safety at the University of Lynchburg is the shared responsibility of students, faculty, and staff. 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 and in the annually-updated security report, published at <http://www.lynchburg.edu/asr>.

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.

### **Access to and Security of Campus Facilities**

The University of Lynchburg is located in a quiet but thriving city of approximately 80,000 residents. Lynchburg is the principal city of the Metropolitan Statistical Area (MSA) of Lynchburg, located near the geographic center of Virginia. With a population of 260,320 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 that the campus is accessible by foot 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. Non-residential 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 (Freer, Hundley, Montgomery, Shackelford, Tate, and Westover Halls) and Peakview Hall apartments is locked 24 hours per day. From 10 a.m. to midnight, all undergraduate students' ID cards allow them access to all residence halls and Peakview Hall. After midnight, only residents of a particular building may access that building using their ID cards. 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 Housing and Residence Life. Other campus housing (Westwood apartments, houses, and townhouses) is locked and unlocked via keys issued to the assigned residents. Members of the University community and guests may visit students in campus housing in accordance with the University's visitation policy.

The University of Lynchburg Graduate Health Sciences Building, located at 300 Monticello Avenue, 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 patrol the facility regularly each day. Surveillance cameras are located throughout the interior of the Health Sciences facility and on the exterior. Emergency blue light phones are located by the stairwell on the first floor and inside the main student study atrium on the second floor (see "Emergency Telephones"). The hard-wired fire alarm system in the Health Sciences facility reports directly to the Campus Safety and Security Office, located on the main campus at 1501 Lakeside Drive; University of Lynchburg campus safety officers respond to fire alarm activations at the Health Sciences facility. The Health Sciences facility is in range of the audible Campus Early Alert System (see "Emergency Procedures"). In the event of an emergency at the Health Sciences facility, students, faculty, staff, and visitors should contact Campus Safety and Security at 434.544.5555 or by using a blue light emergency telephone.

The University of Lynchburg's Claytor Nature Center (CNC) is a non-enclosed, 470-acre research center located in Bedford County, Virginia, approximately 25 miles from campus in Lynchburg. Facilities at CNC

include an education and research center, pavilion, retreat center, observatory, and research gardens. CNC is available for use only by University of Lynchburg faculty, staff, students, and invited guests. A University representative is generally available on site for programs and classes. However, University security officers do not patrol the grounds or facilities at CNC. In the event of an emergency at CNC, one should call Bedford County emergency services (911).

## Safety on Campus

### 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 (434.544.8100) or use the LiveSafe app to request an escort. You can also use SafeWalk within the LiveSafe app to invite friends and family 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 where they cannot be seen by others. If you need an escort from your car to an on-campus destination, use an emergency telephone to contact Campus Safety and Security (see "Emergency Telephones").
- 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 (434.544.8100 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 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 land-line 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. Knowledge of safety precautions and resources can make a difference in a crisis.

### Safety Tips for Residential Facilities

All residential facilities owned by the University of Lynchburg are considered to be "on campus." University housing includes:

- Six residence halls (Freer, Hundley, Montgomery, Shackelford, Tate, and Westover Halls);
- Five townhouses (Brewer, Bullard, Houston, Rainsford, and Warren Houses);
- Westwood and Peakview Hall apartments; and
- More than 85 houses 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 Housing and Residence Life schedules staff members to be on duty each night when classes are in session. While on duty, resident assistants periodically patrol their respective residential areas. Representatives from Campus Safety and Security and the Office of Housing and Residence Life work collaboratively to conduct community patrols in neighborhoods containing University houses on Friday and Saturday nights during the academic year (except during student breaks).

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

- Only members of the University of Lynchburg community and invited 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 <https://my.lynchburg.edu> (use tabs "Personal" and "My Visitor").
- 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 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 as well as that of your fellow residents.
- If you lose your key or ID card, or if they do not work properly, contact the Office of Housing and Residence Life or 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.

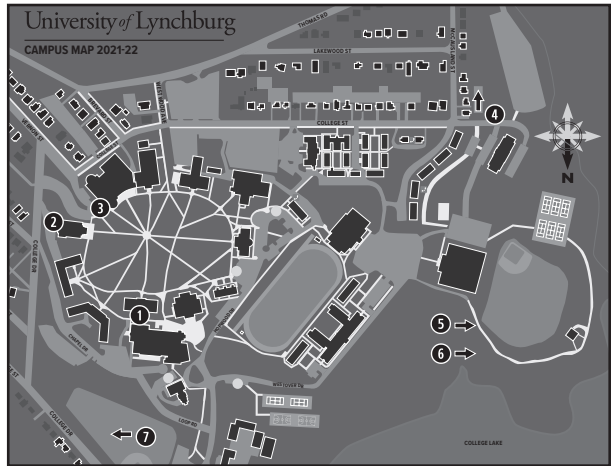
- Share information - Submit reports to Campus Safety and Security about suspicious activity, a mental health issue, or potential violence with picture, video, or audio attachments. Send anonymously if you choose.
- Have peace-of-mind with SafeWalk - Individuals invite others to "virtually escort" and 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.

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

## Emergency Blue Light Telephones

The University of Lynchburg has special emergency telephones marked by a bright blue light at multiple locations around campus. These outdoor radio phones connect directly to the Information Desk at Campus Safety and Security for immediate dispatch of a campus safety officer to the caller's specific location. Blue light emergency telephones are available at the following campus locations:

1. Hundley Hall
2. Snidow Chapel  
(rear parking lot)
3. Schewel Hall (traffic circle)
4. The Nest Parking Lot (off Thomas Road)
5. Beaver Point Clubhouse
6. Faculty Drive Practice Fields  
(storage building)
7. Graduate Health Sciences  
Building (300 Monticello Avenue)  
- 1st floor by stairwell; 2nd floor  
student study area



## Campus Safety Officers

The University of Lynchburg's Campus Safety and Security, comprised of uniformed, unarmed officers, operates 24 hours every day of the year. All campus safety officers (CSOs) are non-commissioned security staff members without authority to arrest; CSOs complete a certification program through Virginia's Department of Criminal Justice Services. Campus safety officers patrol campus on foot, on bicycles, in golf carts, and in marked cars. While on patrol, officers address crimes and University policy violations occurring on campus, as well as 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 legitimate reason for being on campus;
- Address and report possible violations of University policies and laws committed by students to the Office of the Dean of Students or by University employees to the appropriate administrator for address through University disciplinary processes;
- Use handcuffs to restrain individuals (after the officer completes restraint certification training); and
- Issue tickets for violation of the University of Lynchburg Traffic Code and other state violations.

A Campus Safety and Security staff member is available at the Information Desk 24 hours per day to receive reports of campus crimes and other emergencies (first floor, Hall Campus Center; emergency: 434.544.5555; non-emergency: 434.544.8100). 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 Information Desk to make a report, contacting local or state law enforcement agencies, activating procedures for campus-wide announcement of a safety concern through a timely warning, and/or conducting 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 standing Memoranda of Understanding (MOUs) with the Lynchburg City Police Department (LPD), Virginia State Police, Virginia Alcoholic Beverage Control Authority, and Bedford County Sheriff's Office 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 emergency situations 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 mutual understanding 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 through electronic security patrol of campus areas, monitoring access to grounds and facilities, documenting of incidents, and assisting campus safety officers in criminal or misconduct investigations. Video monitoring cameras may be stationary or worn by campus safety officers.

## **Emergency Procedures**

### **Emergency Threat Assessment and the Dean-on-Call System**

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 to others. The University has multiple staff, policies, and procedures dedicated to enhancing safety on campus and to preventing violence, including those described in the annually-updated security report (<http://www.lynchburg.edu/asr>), on Campus Safety and Security's webpage ([www.lynchburg.edu/student-life/campus-safety](http://www.lynchburg.edu/student-life/campus-safety)), and in the section entitled "Safety at the University of Lynchburg: A Shared Responsibility" of *The Hornet*. Additional information about helping a student of concern is available on the University's website ([www.lynchburg.edu](http://www.lynchburg.edu), search "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, the Office of the Dean of Students, the dean on call, and alert systems (email, text-messaging, and/or audible) for notifying the campus community of an ongoing threat.

Administrators from Student Development offices serve as the dean on call (DOC) on a rotating basis (e.g., deans of students, directors and coordinators of Student Development offices). The DOC is available to consult with and to assist security and residential staff about safety, medical, mental health, and facility emergencies. The dean-on-call emergency response system supplements but does not replace on-call systems implemented by Campus Safety and Security and by the Office of Housing and Residence Life. The dean-on-call system is active during the fall and spring semesters when weekday office hours have ended; the DOC system is not active during winter and summer breaks. The dean-on-call system is supplemented by minister- and counselor-on-call systems.

### **Emergency Response**

When a threat is reported, a campus safety 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 officers, local law enforcement, fire safety, and emergency medical assistance are requested, as appropriate to the incident. Campus safety officers work to contain the threat prior to the arrival of local emergency agencies. When Lynchburg City emergency personnel arrive, they assume authority and serve as primary responders; University safety officers support these primary responders. To provide additional support to Lynchburg City emergency personnel and to students and employees on campus during a significant emergency, the University's Crisis Management Team may be activated.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University notifies the campus

community via a timely warning (written security alert and/or audible Campus Early Alert System). If building evacuation is imminent, the University may utilize the on-campus VOIP telephones to broadcast safety-related information.

### **Emergency Notification**

Should a situation arise on or off campus that, in the judgment of Campus Safety and Security, the Office of the Dean of Students, and/or the dean on call, constitutes a serious or continuing threat to students and employees, an emergency notification is issued without delay. Most often, the notification is issued to all students and employees via email as a written "security alert." If the safety of people outdoors is urgently threatened, the outdoor Campus Early Alert System is used to make audible announcements. 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, the Office of the Dean of Students, and/or the dean on call, a timely warning will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.)

### **Timely Warnings/Security Alerts (Email and Text Message)**

A security alert is a timely safety warning issued to students and employees through the University's email system by Campus Safety and Security, the Office of the Dean of Students, or the dean on call. The purpose of a security alert is to inform the campus community that a crime or other emergency posing a serious or continuing threat to students and employees has been reported and to provide information that will aid personal safety and the prevention of similar crimes. In general, a security alert includes the subject line "Security Alert," a description of the safety threat, a description of the crime suspect (if applicable and available), suggested actions for protecting oneself, and crime reporting contact information. The individual authoring the security alert determines the specific content of the alert based on information available about the safety concern, succinct description of the emergency intended to facilitate prompt notification while also sufficient for informing the campus community for self-protection, and/or in consultation with Campus Safety and Security, the Office of the Dean of Students, and/or the dean on call. Follow-up security alerts may be sent to provide new or clarifying information collected as the threat is addressed. Security alerts are sent via email to all students and employees when classes are in session. During spring, summer, fall, Thanksgiving, and winter breaks in classes, security alerts are sent via email to all employees and to the appropriate subset of students residing on campus.

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

Additionally, students and employees may elect to receive abbreviated versions of security alerts via text message. To register for this supplemental, text-message safety notification service, a student or employee must provide a cell phone number on the Omnilert registration form posted on the electronic portal MyLynchburg (<https://my.lynchburg.edu>; use tab "Personal;" click on "My Notifications").

Anyone with information warranting a timely warning through a security alert or with information about any crime or safety threat should immediately contact Campus Safety and Security by telephone (emergency: 434.544.5555; non-emergency: 434.544.8100), by emergency phone (see "Emergency Telephones"), or in person at the Information Desk (first floor, Hall Campus Center).

### **Safety Announcements (Email)**

Different from a security alert about an ongoing safety threat, a safety announcement provides information about a crime that has occurred but does not pose a continuing threat (e.g., because the suspect was apprehended). The purpose of a safety announcement is to aid the campus community in preventing a similar incident, to explain the presence of emergency vehicles on campus, and/or to provide information about crime committed off campus in Lynchburg that may have relevance for the campus community (e.g., an incident at another local campus, a series of thefts from cars parked on streets near campus). In general, a safety announcement issued to students and/or employees through the University's email system by Campus Safety and Security, the Office of the Dean of Students, or the dean on call includes



the subject line “Safety Announcement,” a description of the safety incident, and suggested actions for preventing similar incidents.

### **Campus Early Alert System (Audible)**

The University of Lynchburg has three outdoor warning sirens/public address units on campus. In the event of an emergency that urgently threatens the safety of people outdoors, the University may activate the sirens. The siren tones are designed to be loud and distinct; the sound carries throughout the campus and should be heard easily by persons outdoors on campus.

The pre-recorded and live public address announcements that follow the siren tones are prone to echoing among campus buildings; how well one is able to understand the messages will depend on one’s location. All possible adjustments have been made to the system to improve the audibility of the voice messages; however, in some areas of campus, the messages can be very difficult to understand.

Ten messages are pre-programmed on the Campus Early Alert System (CEAS) to announce the following circumstances:

1. Severe weather
2. Tornado warning
3. Armed and dangerous person
4. Dangerous situation
5. Shelter in place
6. Power outage
7. University closed
8. Test
9. All clear
10. Public address announcement

If the siren sounds due to severe weather or tornado warning:

- Seek cover in the closest building if you are outside.
- Stay in your classroom, room, or office if it is in the interior of the building OR go to an interior hallway of the building OR go to the lowest level possible; in a house or apartment, go to the center of the house or the bathroom.
- Stay away from windows, glass doors, and glass walls.
- Monitor the University of Lynchburg website and your email for updates and instructions.
- Call 911 immediately if you have any information about damage or injuries.
- Stay in your area until you receive the “all clear” message from the crisis alert siren or a message from a University official or emergency worker.

If the siren sounds due to an intruder (or if an armed and dangerous person has been observed):

- Go to the closest classroom, room, or office and stay there.
- If possible, shut the door and lock it, AND if possible, place a desk or chair in front of the door, AND if possible, wedge a shoe or belt under the door to prevent it from opening.
- Turn off lights.
- Keep yourself and others in the room as quiet as possible, AND switch cell phones to vibrate, AND mute all computers, projectors, personal electronic devices, and other machines.
- Stay away from windows, glass doors, and glass walls.
- Monitor the University of Lynchburg website and your email for updates and instructions.
- Call 911 immediately if you have any information about the dangerous person or about injuries.
- Stay in your area until you receive the “all clear” message from the crisis alert siren or a University official or emergency worker.

### **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:



## 54 EMERGENCY PROCEDURES

- 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 designated off-campus location(s).

During the course of an emergency, Campus Safety and Security may modify evacuation plans or decisions as deemed appropriate to the emergency and/or through consultation with the dean 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 emergency situations 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 via the audible campus siren system, LiveSafe, Omnilert, email and/or text messages.

Full information about shelter-in-place procedures is available on the University of Lynchburg website ([www.lynchburg.edu](http://www.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 explosion, 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 door(s).
- Keep listening to local radio or television until you are told all is safe or you are told to evacuate. University of Lynchburg and local officials may call for evacuation in specific areas.

#### 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 door(s).
- Keep listening to local radio or television until you are told all is safe or you are told to evacuate.

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

##### ARMED AND DANGEROUS PERSON/ACTIVE SHOOTER

If an armed and dangerous person or an active shooter is outside your building:

- Proceed to a room that can be locked; close and lock all the 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 taking place and of 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 space.

- o To verify the authenticity of instructions given to you by an unfamiliar voice, call 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 to you before following that person's instructions.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

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, and 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:
  - o Hide and shelter in place
  - o Escape
  - o Negotiate with the armed and dangerous person
  - o Overpower the armed and dangerous person (which should be considered a last resort)
  - o If the armed and dangerous person leaves the area, proceed immediately to a safer place and 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 of the location of wounded people 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 ([www.lynchburg.edu](http://www.lynchburg.edu)).

#### OTHER CRIMINAL ACTIVITY

- Do not approach or attempt to apprehend person(s) involved.
- Call Campus Safety and Security (434.544.5555) if you observe a crime in progress or behavior that you suspect is criminal. Also call 911 (Lynchburg City Emergency Services). Report information, including:
  - o Direction of travel when last seen
  - o Location
  - o Physical and clothing description
  - o Vehicle description, license plate number
  - o Weapons or tools involved
  - o What the person is doing
- If you believe you are safe, stay on the phone with the police dispatcher until instructed otherwise.

### Reporting Campus Crime

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

- in person at the Information Desk (located on the first floor of Hall Campus Center);
- by dialing 434.544.5555 when emergency assistance is needed;
- by dialing 434.544.8100 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 officer and the University of Lynchburg Emergency Medical Services (EMS) 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 in nature 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:

<b>EMERGENCY ASSISTANCE – On Campus and at Health Sciences</b>	434.544.5555
Campus Safety and Security First floor, Hall Campus Center	
University of Lynchburg Emergency Medical Services	
<b>EMERGENCY ASSISTANCE – Off Campus and at Claytor Nature Center</b>	911
Police, fire, and emergency medical services	
<b>NON-EMERGENCY ASSISTANCE</b>	
Campus Safety and Security First floor, Hall Campus Center	434.544.8100
Office of the Dean of Students 114 Hundley Hall, M-F, 8:30 a.m.-5 p.m.	434.544.8226
Non-emergency calls to the Lynchburg Police Department	434.847.1602

Depending on the circumstance, the Office of Housing and Residence Life (434.544.8320), a residence hall director, or a resident assistant may also be an effective source of help when coping with a crime or other safety concern. If you feel threatened and do not know 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. The Daily Crime Log is posted at [www.lynchburg.edu/student-life/campus-safety/lynchburg-college-daily-crime-log](http://www.lynchburg.edu/student-life/campus-safety/lynchburg-college-daily-crime-log).

### **Fire Safety**

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

All University of Lynchburg residential facilities for students have hard-wired fire alarm systems that report directly to Campus Safety and Security. Campus buildings with heating systems that burn fossil fuel have hard-wired carbon monoxide detection systems that report directly to Campus Safety and Security. When an alarm is received, a campus safety officer is dispatched immediately to determine the cause of the alarm.

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 Housing and Residence Life;
- 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, 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 use of a grill will result in repair fees and/or disciplinary sanctions.

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 use of cigarettes, cigars, pipes, e-cigarettes, and 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 located 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, as well as any other damaged or malfunctioning fire safety equipment.
- Never tamper with a smoke detector or other fire equipment. Tampering with any fire equipment may result in suspension from the University and in 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, Hundley, 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 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 annually-updated fire safety report (<http://www.lynchburg.edu/asr>).

**Disability Accommodations in Fire Safety**-Students who require accommodation of the standard fire alarm system should contact the Center for Accessibility and Disability Resources. 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 have occurred in campus residential facilities for students. The log includes the fire date, time, nature, and general location. The University of Lynchburg Fire Log is posted at [www.lynchburg.edu/student-life/campus-safety/university-fire-log](http://www.lynchburg.edu/student-life/campus-safety/university-fire-log).



# UNIVERSITY of LYNCHBURG HONOR and STUDENT CONDUCT CODES and REGULATIONS

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to the Honor and Student Conduct Codes and Regulations. New or amended behavioral expectations, policies, and/or procedures communicated to students during the 2021-22 academic year supersede conflicting statements published in the student handbook, *The Hornet*. Information regarding COVID-19 is available online ([www.lynchburg.edu/about/covid-19/](http://www.lynchburg.edu/about/covid-19/)).

## 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 integrity. 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, including congenial relations between men and women;
11. Understanding, sympathy, concern, and compassion for others;
12. An understanding of and appreciation for other cultures and traditions;
13. The courage to oppose the use of substances that impair one's judgment or one's health; and
14. Respect for one's property and the property of others, including public property.

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, orientation, 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 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 or members of the Student Judicial Board. If a student is found responsible for violating the Honor and Student Conduct Codes, sanctions 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 sanctions 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. As adults, 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. **Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to regulations of the University, the City of Lynchburg, the Commonwealth of Virginia, and/or the federal government. Students are expected to learn and abide by all amended regulations, Executive Orders, and the like.

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.

## Student Rights

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 sanctions, 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 inspections (except for maintenance, routine residential closings, and emergency health/safety checks) or from search (except by authorized University personnel presenting search authorization from the Office of the Dean of Students, the Office of Housing and Residence Life, or a dean on call specifying reasons for the search, what objects are sought, and the location to be searched); the right to be present at such searches unless the occupant cannot be reached or be present within a reasonable time.
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 Executive Council (or designee); and the right to participation of a Student Judicial Board in implementation and enforcement of student codes of conduct.
10. The right, when under investigation or during a judicial board hearing for alleged violation of the Honor and Student Conduct Codes, to written notice of the alleged infraction; sufficient time, as defined in University disciplinary procedures, to prepare for a judicial board hearing; notice of witnesses invited to participate in the judicial 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.
11. 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.
12. 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.
13. 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

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 both academic and personal integrity.

The importance of honorable conduct has been emphasized at the University of Lynchburg since its founding in 1903 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, any reluctance to report a violator is transcended by each individual's responsibility to the entire student body. 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, the Office of the Dean of Students, or the Student Judicial Board, which have been granted authority to address such matters. When an alleged Honor Code infraction is resolved through a judicial board hearing, the hearing is conducted by either the Student Judicial Board or the Administrative Board, as assigned by the Office of the Dean of Students.

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

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 academic freedom of faculty and of maintaining an educational environment from which all students benefit, the following actions are available for resolution of an academic integrity violation:

### **Action by the Faculty Member**

A faculty member may resolve an academic integrity violation through implementation of only one of the four options listed below. The faculty member must notify the student in writing of the identified academic integrity violation and of the action taken.

1. Grant no credit for the examination or assignment in question (100% of the course grade is based on all other work)\*
2. Assign a score of zero for the examination or assignment in question\*
3. Recommend to the appropriate associate provost that the student be assigned a final course grade of "F." When this recommendation is upheld, the student is dismissed from the course for the remainder of the academic term. The associate provost (or designee) notifies both the student and the faculty member whether the recommendation is upheld.\*
  - The associate provost and dean of general studies receives academic integrity recommendations pertaining to undergraduate students.
  - The associate provost and dean of graduate studies receives academic integrity recommendations pertaining to graduate students.

4. Refer the possible academic integrity violation to the Office of the Dean of Students for review through student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations (see "Disciplinary Procedures")
  - When a faculty member refers an academic integrity matter to the Office of the Dean of Students 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 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:
    - o 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.
    - o 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).

\* When implementing Action 1, 2, or 3 above, the faculty member is strongly encouraged to notify the Office of the Dean of Students that an academic integrity violation occurred and was resolved by the faculty member. 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 the Dean of Students.

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 the academic integrity concern.

When an appeal request is submitted concerning 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 final decisions; additional appeal is not available.

Appeal requests resulting from implementation of Actions 1, 2, or 3 must be submitted to the Office of the Provost 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 provost and vice president for academic affairs (or designee).

Appeal requests resulting from Action 4, which involves referral of the alleged academic integrity violation to the Office of the Dean of Students, 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 the Provost of what was witnessed.
4. Inform the Office of the Dean of Students of what was witnessed.

#### **Action(s) by the Office of the Dean of Students**

1. A possible academic integrity infraction reported to the Office of the Dean of Students for resolution is reviewed in accordance with disciplinary procedures described in the Honor and Student Conduct Codes and Regulations (see "Disciplinary Procedures").

2. If it is determined that a possible Honor Code infraction will be resolved through a judicial board hearing, the hearing is conducted by either the Student Judicial Board or the Administrative Board, as assigned by the Office of the Dean of Students.
3. If a student is found to be responsible for an academic integrity violation, appropriate sanctions are assigned, which may include suspension. However, mitigating and aggravating circumstances of the incident may affect the sanctions imposed. Expulsion may be issued for more serious circumstances, and lesser sanctions (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.
4. 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").
5. When the final outcome of the disciplinary review is a finding that the student is responsible for an academic integrity violation, the Office of the Dean of Students notifies 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 the Dean of Students. (Additional appeal of the grade assignment is not available).

### 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, refer to the section titled "Sanctioning Guidelines."

### Student Conduct Code

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to the Honor and Student Conduct Codes and Regulations. New or amended behavioral expectations, policies, and/or procedures communicated to students during the 2021-22 academic year supersede conflicting statements published in the student handbook, *The Hornet*. Information regarding COVID-19 is available online ([www.lynchburg.edu/about/covid-19/](http://www.lynchburg.edu/about/covid-19/)).

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 "Housing and Residence Life 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 administratively without a hearing or through a judicial 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 the Dean of Students 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. Sanctions issued to a student found responsible for an A-level infraction may include suspension or expulsion from the University and/or other sanctions.

- **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 administratively without a judicial board hearing. At the discretion of the Office of the Dean of Students, repeated or accumulating B-level infractions may be adjudicated by a judicial board. Referral to a judicial 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. Sanctions issued to a student found responsible for only B-level infractions do not impact a student's eligibility to continue enrollment at the University.

A3.1 Physical attack (AB)

A3.2 An act or course of conduct that, intentionally or recklessly, directly threatens or harms an individual's 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, 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")

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)

A4.1 Use or possession of firearms, explosives, fireworks, pellet guns, or other dangerous weapons on campus, including weapons for which the carrier has a legal permit (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)

A7.2 Driving under the influence of alcohol or other substance that impairs driving (AB)

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 sanctions (AB, SJB)

A10.3 Failure to comply with directions of University personnel or officials acting in performance of their duties (AB)

(Note: B-level violations may be resolved administratively without a hearing by the Office of the Dean of Students or by the Office of Housing and Residence Life.)

B1.1 An act or course of conduct that, intentionally or recklessly, directly threatens or harms an individual's 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, 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)

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- 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, SJB)
- B2.2 Possession of a street, traffic, or municipal sign (SJB)
- B3.1 Violation of Housing and Residence Life policies (SJB; see "Housing and Residence Life Policies")
- B4.1 Misrepresentation in non-academic affairs of any University business (SJB)
- B4.2 Unauthorized possession or use of personal or University property (SJB)
- B4.3 Unauthorized entry or presence in any University facility (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; see "Student Activities")
- B5.1 Obscene acts or abusive language in public (SJB)
- B6.1 Purchase, possession, or use of alcohol by a person under 21 years of age (SJB)
- B6.2 Serving, selling, or otherwise providing or making available alcohol to a person under 21 years of age (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 (SJB)
- B6.4 Possession of alcohol by anyone, regardless of age, in a campus residential room where all assigned residents are under age 21 (SJB; a room where all assigned residents are under age 21 is considered "dry.")
- 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 (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; SJB)
- B7.1 Use of alcohol or other substance that impairs thought, behavior, and/or coordination (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; 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 (NOTE: Individual residence hall rooms with doors open are considered extensions of the corridor; SJB)
- B8.3 Possession of an open container of alcoholic beverage on campus outside restricted areas (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 (SJB)
- B8.5 Use, possession, sale, serving, or otherwise making available of alcoholic beverages at any membership recruitment function (SJB)
- B9.1 Use of advertising and/or promotional materials that promote the use of alcohol (SJB)
- B9.2 Violation of ABC regulations (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 sanctions (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
- B11.1 Possession of fireworks (AB)
- B11.2 Failure to vacate a building during a fire, fire drill, or fire alarm (SJB)
- B11.3 Starting or aiding a fire without a permit (SJB)
- B11.4 Unauthorized possession, use, or provision of smoking, tobacco, or nicotine products (SJB; see "Smoking, Tobacco, and Nicotine Products")
- B12.1 Property damage (SJB)
- B13.1 Visitation violation (SJB; see "Visitation Policy")
- B13.2 Unauthorized presence of an animal in any University facility (SJB; see "Animals on Campus")

- B13.3 Noise violation or disturbance (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 (SJB)
- B14.1 Urinating in public or other indecent exposure (SJB)
- B14.2 Littering or other behavior resulting in unclean or unnecessarily unkempt conditions (SJB)
- B14.3 Disruptive behavior (SJB)
- B14.4 Unauthorized posting on campus (SJB; see "Posting Policy")
- B14.5 Unauthorized sale and/or solicitation of goods or services on University property (AB; see "On-Campus Solicitation")
- B15.1 Violation of Recreational Equipment Policy (SJB; see "Recreational Equipment Policy")
- B15.2 Violation of University of Lynchburg Traffic Code (SJB; see "University of Lynchburg Traffic Code")
- B15.3 Violation of Technology Usage Policy (AB, SJB; see "Technology Usage Policy")

## Disciplinary Procedures

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to the Honor and Student Conduct Codes and Regulations. New or amended behavioral expectations, policies, and/or procedures communicated to students during the 2021-22 academic year supersede conflicting statements published in the student handbook, *The Hornet*.

Students, faculty, and staff may submit written and/or oral reports of possible misconduct to Campus Safety and Security or to the Office of the Dean of Students. Reports received from individuals or agencies outside the University community may also result in University disciplinary action. Reports of possible violation of the Honor and Student Conduct Codes should be submitted in a timely manner; 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 the Office of the Dean of Students may elect to do so.

Reports of alleged violation of the Honor and Student Conduct Codes are addressed by the Office of the Dean of Students, the Office of Housing and Residence Life, or the Title IX coordinator\*.

\*When a reported incident includes potential interpersonal misconduct, the report is referred to the Title IX coordinator (or designee) for 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 the Dean of Students 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 an instruction, does not complete a sanction 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 the Dean of Students for resolution.

When a report of a possible infraction of the Honor and Student Conduct Codes is received by the Office of the Dean of Students (or delegated to the Office of Housing and Residence Life or to the Title IX coordinator), the following process is implemented:

1. The report of possible violation of the Honor and Student Conduct Codes is reviewed to determine appropriate address of the matter, including whether disciplinary action should be initiated and whether interim action is needed. This review may include 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. 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.

Review of a reported incident does not, in itself, 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 student development (or designee) may determine that sufficient cause exists to impose interim suspension, excluding the 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 interim suspension is issued, a hearing is offered in accordance with University of Lynchburg disciplinary procedures, usually within ten class days of this interim action.

2. 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 administratively without a hearing. When an incident is resolved through an administrative handling, a single authorized representative of the Office of the Dean of Students (or of the Office of Housing and Residence Life, or the Title IX Coordinator or designee) determines charges and sanctions and communicates these decisions in writing to the student.

At the discretion of the Office of the Dean of Students, repeated or accumulating B-level infractions may be adjudicated by a judicial board. Referral to a judicial 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.

3. 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 administratively without a hearing or through a judicial board hearing. When a possible A-level infraction is resolved through an administrative handling, a single authorized representative of the Office of the Dean of Students (or of the Office of Housing and Residence Life, or the Title IX coordinator or designee) determines whether the charged student is responsible for the alleged infraction(s), assigns sanctions for violations upheld, and communicates these decisions in writing to the student.

When a possible A-level infraction is resolved through a judicial 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 the Dean of Students in consideration of jurisdictional guidelines noted for each policy, whether a Board is able to resolve a matter in a timely manner, and/or other relevant factors. The appropriate judicial board chairperson or representative of the Office of the Dean of Students (or designee) determines charges of possible violations to be resolved through a hearing, establishes a date and location for the hearing, and communicates these decisions in writing to the student.

When a judicial 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").



4. In both administrative handlings and judicial board hearings, a student is found responsible for violating a specified policy only if the adjudicator(s) determines that a preponderance of the incident information shows that the student engaged in the misconduct.
5. 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 judicial board hearing. (For more information about appeal requests, see "Appeal Procedures.")
6. Written notice of disciplinary charges and of sanctions is sent to the student's local address listed in University records. A student's local address is one's campus mailbox, if assigned, or University email address. 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 sanctions 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 the Dean of Students 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 the Dean of Students for review and possible disciplinary action, the Office of the Dean of Students 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 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 sanctions for confirmed charges may be issued. Pending resolution of a disciplinary matter, a hold may be placed on the absent student's transcript.

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

## Judicial Boards

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 comprised solely of students. Staff and faculty contribute to the address of alleged misconduct through the Administrative Board.

The shared purpose of the University of Lynchburg's judicial boards is to promote integrity and responsible citizenship through enforcement of the Honor and Student Conduct Codes and Regulations, to help educate students about acceptable behavioral choices, and to deter misconduct. Both judicial boards have the authority to hear all cases arising within their respective jurisdictions, to require that students appear in conjunction with a hearing, to determine responsibility or lack thereof for alleged infractions, and to impose sanctions. Judicial 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").

### 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 the Dean of Students. 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 judicial board advisor or other University representative may attend, observe, facilitate, and/or assist SJB during a hearing, including during private deliberations. During fall and spring semesters, SJB chairperson(s) also resolve 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 the Dean of Students 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 the Dean of Students selects 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.

### **Hearing Procedures**

Student Judicial Board and Administrative Board hearings held to resolve charges of 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 judicial board hearing.

- A. Call to order;
- B. Introductions;
- C. Signing of the Honesty Statement;
- D. 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 the Dean of Students or 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:
  1. Investigation report;
  2. Information from witnesses;
  3. Information from the charged student concerning the charge(s); and/or
  4. Questions by judicial board members;
- H. Review of 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 judicial board deliberations. If the board determines that the charged student is responsible for one or more infractions, the board then also determines appropriate sanctions. If the hearing panel needs additional information to determine appropriate sanctions, the board may invite the charged student to return to the hearing room to respond to additional questions.
- K. Oral presentation of the hearing outcome, 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 judicial board.

### **Request to Omit Presentation of Incident Information**

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 may, prior to the deadline specified in the hearing notice, accept responsibility for all charges issued and request omission of the portion of the judicial board hearing in which incident information concerning the charges is presented to the hearing panel (see “Hearing Procedures” Part G). When the presentation of incident information is omitted, neither witnesses nor the case 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 sanctions.

A charged student’s request for omission of the presentation of incident information is granted by the Office of the Dean of Students 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 omission of the presentation of incident information – For a hearing involving more than one charged student, if any individual charged student does not request omission of the presentation of incident information, then that hearing portion is conducted for all charged students.

### **Online Participation in a Judicial 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 the Dean of Students, online participation in a hearing may be permitted for one or more hearing participants. An online participant must be both visible by 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 judicial 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 judicial board hearing is decided at the discretion of the Office of the Dean of Students. 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 in 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 review of the reported incident and/or adjudication of an alleged infraction is completed.

### **Rights of a Charged Student**

The following privileges are extended to a student who has been notified that their conduct is being investigated before a possible judicial board hearing or who has been charged with an alleged violation of the Honor and Student Conduct Codes that will be resolved through a judicial board hearing. Deadlines for exercising these privileges may be established by the Office of the Dean of Students.

- A. The right not to comment on, provide information about, or attend proceedings related to an infraction which the student allegedly committed. 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.
- B. The right to be accompanied by a disciplinary process advisor (current University of Lynchburg student, faculty, or staff member only) in accordance with parameters detailed in "Disciplinary Process Advisor."
  - C. The right to be provided with written notification of charge(s), if issued, within 10 class days after an investigation has been completed. ("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);
  - D. 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 the Dean of Students. ("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);
  - E. 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;
  - F. The right to express a preference regarding whether or not the hearing will be open to observers from the campus community (current University of Lynchburg students, faculty, and staff members only), without guarantee that the preference will be accommodated (see "Hearing Procedures," Part D);
  - G. The right to present information orally in person and/or in writing during the hearing;
  - H. The right to request that the Office of the Dean of Students call to the hearing witnesses (current University of Lynchburg students, faculty, or staff members only) who have first-hand knowledge of the alleged infraction, without guarantee that the request will be granted;
  - I. The right 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 hearing in another capacity;
  - J. The right to be advised in writing of the results of the hearing; and
  - K. The right to submit one written appeal of the hearing outcome within two weekdays (Monday-Friday) after the hearing ended on the grounds of:
    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. Sanction(s) disproportionate to the severity of the violation(s); and/or
    3. Incorrect procedure that substantially impacted the fairness of the judicial 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 campus mailbox, if assigned, or University email address. Failure or refusal to pick up, open, or read notices does not remove the recipient's obligation to adhere to any instructions, sanctions, or deadlines issued in the notices or constitute a procedural error for which an appeal is granted.

### **Disciplinary Process Advisor**

A student who has been notified that their conduct is being investigated before a possible judicial board hearing or 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] to investigation, hearing, and appeal proceedings that the student attends. If the advisee elects not to attend a proceeding, the DPA cannot attend that proceeding.

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 requested by the advisee, a DPA can provide support, guidance, and advice to the advisee. A DPA can also assist the advisee in preparing comments that the advisee will present during a proceeding. To enhance effectiveness, a DPA should read the Honor and Student Conduct Codes and Regulations. The University of Lynchburg is not responsible for the quality, accuracy, or effectiveness of assistance provided by an advisee'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 an advisee; the advisee is responsible for presenting comments that the advisee wishes to provide, even when accompanied by a DPA.

During any proceeding, a DPA's communication is limited to conferring quietly with the advisee through written note or whisper; the DPA may not address any other participant or the hearing panel. The DPA may not interfere in, disrupt, or delay a proceeding. The Office of the Dean of Students 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.

## Sanctions

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

Should a student withdraw, suspend enrollment, or otherwise depart from the University without completing assigned sanctions, a hold may be placed on the absent student's transcript/diploma pending satisfactory fulfillment of all sanction requirements.

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 sanctions.

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 of time.
3. **Task Completion:** Fulfillment of a project assigned for educational benefit.
4. **Fine:** Payment of a specified sum of money.
5. **Restitution:** Reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service or other compensation.
6. **Restriction:** Limitation of a student's activity and/or use of University facilities. Examples include but are not limited to:
  - Exclusion from participation in privileges or co-curricular University activities (e.g., event attendance, organization membership, varsity athletics, receipt of award);
  - Prohibition from having any contact with a specified person;
  - Revocation of access to residential facilities or other campus locations; and/or
  - Restriction of use of University services and resources.

Seniors and graduate students nearing degree completion found responsible for violating University policy, including violations committed during the last week 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 sanctions.

7. **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.

8. **Suspension:** Exclusion from the University community, including classes and other privileges or activities as set forth in the notice, for a specified period of time. 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.
9. **Expulsion:** Termination of student status permanently or for an indefinite period. Expulsion supersedes student-initiated withdrawal from the University and leave of absence.
10. **Group Sanctions:** Sanctions 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 sanctions 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 sanctions 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 probation by the Office of Housing and Residence Life.

### Sanctioning Guidelines

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

- Prior A-level violations are always taken into consideration when determining sanctions for new misconduct.
- Prior B-level violations are taken into consideration when determining sanctions 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 sanctioning purposes. This practice is meant to serve as a positive incentive.

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

#### A-Level Sanctions

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 sanctions imposed. Expulsion may be issued in more serious circumstances, and lesser sanctions (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 sanctioning guidelines for drug- or paraphernalia-related violations, see “Drug Regulations.”

#### B-Level Sanctions

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

Sanctions 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 adjudicator decides whether to sanction the incident as one violation or as multiple violations.

1st B-level violation:

1. Written warning

2nd B-level violation:

1. Option to complete 10 hours of community service as assigned or to pay a \$50 fine

3rd B-level violation:

1. Completion of 15 hours of community service
2. Payment of a \$75 fine

4th B-level violation:

1. Completion of 25 hours of community service
2. Payment of a \$100 fine

5th B-level violation and beyond:

1. Add 20 hours of community service for each additional B-level infraction beyond the fourth. For example, a fifth B-level violation receives a minimum of 45 service hours, a sixth B-level violation receives a minimum of 65 service hours, etc.
2. Disciplinary probation

#### Additional Sanctions for Alcohol-Related Infractions

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

1st alcohol-related violation:

1. Written warning (if not assigned previously)
2. Completion of appropriate B-level community service hours
3. Payment of appropriate B-level fine + \$25
4. Completion of an alcohol education seminar or activity and payment of related cost

2nd alcohol-related violation\*:

1. Completion of appropriate B-level community service hours
2. Payment of appropriate B-level fine + \$50
3. Completion of an alcohol education seminar or activity and payment of related cost
4. Alcohol probation for one year

3rd alcohol-related violation\*:

1. A student's third or subsequent alleged alcohol-related violation is typically referred to the appropriate judicial board for adjudication.
2. If found responsible for a violation of probationary status, the sanction of suspension may be assigned. However, mitigating and aggravating circumstances may affect the sanctions imposed, resulting in expulsion for more serious circumstances and in lesser sanctions for less serious circumstances.
3. In all cases, if suspension is not imposed, minimum sanctioning guidelines are:
  - a. Disciplinary probation and/or alcohol probation
  - b. Completion of a substance abuse assessment conducted by a licensed, professional counselor and adherence to all recommendations of the counselor
  - c. Completion of 30 hours of community service or the equivalent

\* The parent (or legal guardian) of a dependent undergraduate student under age 21 is usually contacted after the student is found responsible for a second or subsequent alcohol-related violation.

## Appeal Procedures

**Special note:** Prevention of and/or response to the coronavirus (COVID-19) pandemic or other circumstances may result in temporary or permanent changes to the Honor and Student Conduct Codes and Regulations. New or amended behavioral expectations, policies, and/or procedures communicated to students during the 2021-21 academic year supersede conflicting statements published in the student handbook, *The Hornet*.

Regardless of whether an incident is resolved through an administrative handling or through a judicial 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. 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 outcome 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; additional appeal is not available through the Honor and Student Conduct Codes and Regulations.

### Appeal Request of Administrative Handling Decisions

A charged student has the option of submitting one appeal request concerning violations found and/or sanctions 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 adjudicator's understanding of the case; and/or
2. Sanction(s) disproportionate to the severity of the violation(s).

An appeal request concerning the outcome of an administrative handling must be made in writing and submitted to the Office of the Dean of Students within two weekdays (Monday-Friday) after the date on which the written notice of the outcome was sent to the charged student. An appeal request concerning the outcome of an administrative handling resolved initially by a representative of the Office of Housing and Residence Life or by the Title IX coordinator (or designee) is typically resolved by a representative of the Office of the Dean of Students. An appeal request of an administrative handling resolved initially by a representative of the Office of the Dean of Students is typically resolved by a different representative of the Office of the Dean of Students.

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, all information collected by the initial adjudicator, as well as interview the initial adjudicator regarding decisions made. The appeal outcome may uphold all original decisions made by the initial adjudicator, or the appeal outcome may reverse or modify the original decisions in any way.

### Appeal Request of Judicial Board Hearing Decisions

A charged student has the option of submitting one appeal request concerning violations found and/or sanctions resulting from a judicial 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. Sanction(s) disproportionate to the severity of the violation(s); and/or
3. Incorrect procedure that substantially impacted the fairness of the judicial board hearing.

An appeal request concerning the outcome of a judicial 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.

An appeal request concerning the outcome of a judicial board hearing must be submitted in writing to the Office of the Dean of Students within two weekdays (Monday-Friday) after the hearing ended. The Office



of the Dean of Students forwards the appeal request to the appropriate review person. In general, appeal requests are resolved by the vice president for student development (or designee). If the vice president participated significantly in address of the matter prior to a charged student's submission of an appeal, the vice president may designate an alternate review person. Appeals pertaining to academic integrity policies are typically resolved by the provost and vice president for academic affairs (or designee).

When resolving an appeal request concerning the outcome of a judicial board hearing, the review person may reference the written appeal request, all documents concerning the case, the audio recording of the judicial 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 judicial board, modify the original decisions in any way, or return the case to a judicial board for a new hearing.

## **Notification of Parents 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 is usually contacted by the Office of the Dean of Students 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.

Parental 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 sanctions.

A dependent second-year, junior, or senior student may submit a written request that no parental 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 of graduate students.

## **Other Policy-Related Information**

The following information elaborates on the Honor and Student Conduct Codes and related practices of the student disciplinary process. Failure to adhere to University policies may result in disciplinary action.

### **Alcohol 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; and
- 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 sanctions.

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:

**A. The possession or use of alcoholic beverages is permitted only by persons who are 21 years of age or older AND only as follows:**

1. In a student campus residential room with the door closed **AND**:
  - a. No one under age 21 is present while alcohol is consumed (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**
  - b. One or both of the room's assigned residents are age 21 or older; **AND**
  - c. The room is not in a residential area designated to be alcohol-free.
2. Inside University houses, townhouses, and apartments in accordance with the terms of the residential agreement and other guidelines established by the Office of Housing and Residence Life or the Office of Graduate Studies.
3. In other residential locations on occasions and in accordance with guidelines established by the Office of Housing and Residence Life or the Office of Graduate Studies.
4. 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 the Pavilion).

**B. Alcoholic beverages may not be possessed or consumed by anyone, regardless of age, in the following residential locations:**

1. Any individual residential room and in the entirety of any University house, townhouse, or apartment where all assigned residents are under age 21;
2. Montgomery Hall, Tate Hall, and any other residential facility designated as alcohol-free;
3. Indoor common areas, including lounges, stairwells, and hallways; and
4. Outdoor areas around residential facilities, including porches, yards, sidewalks, parking lots, and streets.

Housing and Residence Life and security staff members may ask to see the contents of backpacks, bags, or other packages suspected to contain alcohol.

**C. Other prohibited conduct regarding alcohol includes:**

1. Possession or consumption of alcohol by an individual under age 21;
2. Serving, selling, or otherwise providing or making available alcohol to a person under 21 years of age;
3. Distribution of alcohol without an ABC license;
4. Collection of money for any purpose where alcohol is present without an ABC license;
5. Driving under the influence of alcohol;
6. Use of alcohol that impairs thought, behavior, and/or coordination;
7. Presence of a student under age 21 in a campus residential room where alcohol is possessed or used by other individuals under age 21;
8. 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;
9. 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;
10. Possession of an open container of alcoholic beverage on campus outside restricted areas;
11. Possession or use of alcoholic beverages at indoor or outdoor athletic facilities or events, except when such facilities are used for licensed social events;

12. Use, possession, sale, serving, or otherwise making available alcoholic beverages at any membership recruitment function;
13. Violation of ABC regulations; and
14. Possession or use of false identification for acquisition of alcohol.

**D. Alcoholic beverages are permitted to be distributed on campus only in licensed areas as follows:**

1. Specifically designated locations as defined in a banquet license (e.g., wine or beer in Memorial Ballroom and West Room);
2. Any request for an alcohol license other than through the standard Dining Services procedure must go to the president's Executive Council for approval.

**E. 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:**

1. Events held in University housing must be registered with and approved by the Office of Housing and Residence Life or the Office of Graduate Studies. Events held in non-residential campus buildings must be registered with and approved by the Office of Student Engagement and Leadership Development and/or the Office of the Dean of Students. Events held outdoors must be approved by the president's Executive Council in addition to the Office of Student Engagement and Leadership Development and/or the Office of the Dean of Students.
2. A permit shall be obtained from the local regional ABC office.
3. There must be a non-alcohol theme for the event.
4. 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.
5. Direct access to and consumption of alcoholic beverages is permitted only within the approved area designated for the event.
6. Non-alcoholic beverages must be available at the same places as alcoholic beverages and featured as prominently as alcoholic beverages.
7. A reasonable portion of the budget for the event shall be designated for purchase of food items.
8. No social event may include any form of "drinking contest" in its activities or promotion.
9. Advertisement for any University event where alcoholic beverages are served must note the availability of non-alcoholic beverages as prominently as alcoholic beverages. Alcohol may not be used as an inducement to participate in a campus event.
10. Promotional materials, including advertisement for any University event, must not make reference to the amount of alcoholic beverages available, such as the number of beer kegs.
11. As appropriate to the size and nature of the event, University-approved security personnel must be present at all times.
12. 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.

**F. Promotion of alcohol use on campus is prohibited.**

1. Use of advertising and/or promotional materials that promote the use of alcohol are prohibited.
2. 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.
3. 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.

**Friendly Referral Practice: Alcohol and Marijuana/THC**—When a student's personal use of alcohol or marijuana 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 marijuana results in illness or other health/safety emergency, students are encouraged to seek immediate help from Emergency Medical Services, Campus Safety and Security, Housing and Residence Life 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 marijuana, and to discourage delay due to concern about possible disciplinary ramifications of the alcohol/marijuana consumption, the Office of the Dean of Students may address the consumption through implementation of the 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 marijuana-related incident, neither the student who requested emergency help nor the student whose consumption resulted in a medical emergency is issued disciplinary charges or sanctions as a result of their own personal possession or consumption of alcohol or marijuana related to the incident. (Other policy violations [e.g., property damage, 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 must meet with a representative of the Office of the Dean of Students 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 marijuana consumption, the Friendly Referral Practice is typically implemented only once during the student's tenure at the University of Lynchburg; subsequent incidents of alcohol or marijuana consumption that are inconsistent with University policies may be addressed through the student disciplinary process.

### **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: Marijuana is illegal under federal law. Synthetic marijuana [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, marijuana "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 notifies 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.

### Marijuana/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 marijuana/THC, regardless of form, intended method of consumption, and purpose (e.g., medicinal or recreational).

Although Virginia laws permit some marijuana-related conduct for individuals age 21 or older, marijuana 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.

### **Sanctioning Guidelines for Drug-Related Violations**

Sanctions 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.

#### Sanctions re: Marijuana and Drug Paraphernalia

**Minimum** sanctioning guidelines for a violation of drug regulations pertaining to marijuana/THC and/or drug paraphernalia are:

1. Disciplinary probation and/or drug probation;
2. Completion of one or more drug-education seminars or activities and payment of related costs;
3. Completion of 30 or more hours of community service or the equivalent; and/or
4. Suspension or expulsion in more serious cases and for a second or subsequent violation of drug regulations.

#### Sanctions re: Drugs Other than Marijuana

Suspension from the University of Lynchburg is the standard sanction for a first-time violation of drug regulations involving a controlled substance other than marijuana/THC; expulsion may be issued in more serious cases and for a second or subsequent violation of drug regulations. Mitigating factors may result in lesser sanctions.

#### Additional Sanctions re: Suspension

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

- A substance abuse assessment with a licensed professional counselor with required follow-through 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 sanctions 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; and
- Completion of up to 50 hours of community service or the equivalent.

### **Drug Testing 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.

The University recognizes the particular pressure on and vulnerability of student-athletes to use drugs that affect performance. The University also recognizes that athletes and their coaches have a close relationship that makes it appropriate for coaches to assume a special obligation to counsel student-athletes regarding the use of drugs.

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 test for drugs any student-athlete at any time.

Upon confirmation of a positive drug test result by the director of sports medicine, the director of athletics communicates the student-athlete's name and test results to the Office of the Dean of Students 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 the Dean of Students notifies the director of athletics of the incident, including charges and sanctions issued.

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.

### **University ID Cards and Keys**

Each student is responsible for obtaining and maintaining a University of Lynchburg ID card. One's student ID card (or other accurate documentation of identification) must be presented promptly upon request from University personnel or other officials acting in performance of their duties. Students may not lend their ID cards to anyone for any reason. Similarly, students may not use another's ID card. Lost or malfunctioning ID cards should be reported immediately at Campus Safety and Security (first floor, Hall Campus Center) for issuance of a new student ID card. (A minimal fee may apply.)

Keys for accessing University facilities are issued to students as appropriate for their assigned campus residence and/or authorized work area. A student may not possess or use a key to any University building or office unless that specific key has been issued to the student through a University office and directly in connection with the student's residential assignment, work area, or other University business. Lost, stolen, or malfunctioning keys should be reported immediately to Campus Safety and Security. Duplication of any University of Lynchburg key is prohibited.

Unauthorized possession or use of a University of Lynchburg ID card or University key, including failure to report a missing key, may result in disciplinary action.

### **Freedom and Order on Campus**

Traditionally, the University of Lynchburg has maintained an orderly atmosphere in which both the educational program and peaceful, non-coercive 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 this 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 & other "public" areas of campus, and campus-wide events including 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.

### **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, 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.)

## 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, from 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 exactly the same as those in the original text, and writers must provide a citation that correctly identifies the source. It is important that the writer fulfills 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:

- a. **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 citation. Plagiarism of words in a paraphrase can be avoided by summarizing the original text and by substituting synonyms.
- b. **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 that 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](http://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.

## 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 Student Engagement and Leadership Development.)

The Student Life Policies Committee designated the Office of Student Engagement and Leadership Development 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 Student Engagement and Leadership Development before being posted on campus. All such signs posted on campus that are not approved and stamped are subject to removal.

## General Campus Posting Guidelines

- A. The original flyer must be approved by the Office of Student Engagement and Leadership Development 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 flyer.)
- B. 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").
- C. One flyer per event is permitted in each location.
- D. 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").
- E. Sponsors, organizations, and/or departments must remove posters after the event.
- F. Use only masking tape, thumbtacks, or staples to post.
- G. Sidewalk chalk is allowed only on concrete sidewalks. Do not use chalk on brick, slate, or bluestone.

## Posting Privilege

- A. Allowed to post on campus:
  - University of Lynchburg students, faculty, staff, and recognized student organizations with approved stamp from the Office of Student Engagement and Leadership Development.
  - Outside and off-campus organizations or businesses sponsored by a University office or recognized organization with approved stamp from the Office of Student Engagement and Leadership Development.
- B. Not allowed to post on campus:
  - University of Lynchburg student organizations that have lost posting privileges by the Student Government Association or the Office of Student Engagement and Leadership Development.
  - Outside or off-campus individuals, organizations, or businesses not sponsored by a University office or recognized organization.

## Posting Guidelines

- A. Posting is permitted on:
  - Digital/electronic board (contact the Office of Student Engagement and Leadership Development)
  - Bulletin boards
- B. Posting is **NOT** permitted on:
  - Outside and inside surfaces of exterior doors
  - Any glass surface (excluding Drysdale Student Center)
  - 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 Housing and Residence Life.)
  - Any painted surface, except interiors of residence halls (see "Special Posting Guidelines for the Interior of Residence Halls")
  - Inside elevators and elevator doors



- Stairwells, fire doors, or windows
  - Wayfinding signs
  - Vending machines
  - Any trees, benches, light posts, exterior building walls, or other surfaces not mentioned above
- C. Special posting guidelines for the interior of residence halls
- Posting of flyers in University residential facilities must be approved by and coordinated through the Office of Housing and Residence Life (first floor Hundley Hall; 434.544.8320).
  - Use bulletin boards where available.
  - Only masking tape may be used for posting on wall surfaces.

### **Banner Guidelines**

- A. A banner may not be larger than 3' x 6'.
- B. Prior to posting, all banners must be approved by the Office of Student Engagement and Leadership Development.
- C. A banner advertising an authorized campus event may be hung no more than one week before and one day after the event.
- D. Banners may be hung in the following locations:
- Hundley Hall balcony
  - Hall Campus Center balcony
  - Exterior of University housing facilities only in the location(s) and manner approved by and coordinated through the Office of Housing and Residence Life. Banners, signs, or other items hung or displayed outside University housing facilities must be approved by both the Office of Student Engagement and Leadership Development and the Office of Housing and Residence Life.
- E. 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 Student Engagement and Leadership Development. Organizations are notified in writing within seven working days of the violation and may be assessed charges for clean-up and/or damages. Also, the organization's advisor is notified of the violation. All appeals must be submitted in writing to the Office of the Dean of Students within two weekdays (Monday-Friday) after the date of the written notification to the organization. The Student Judicial Board chairperson(s) resolves organization appeals. Repeated violations of the Posting Policy may result in the loss of posting privileges.

**STANDARD DISCIPLINARY SANCTIONS:** Violation of the Posting Policy may result in any or all of the following sanctions:

- Warning;
- Restitution for cleaning, damage repair, and/or replacement of damaged property;
- Community service;
- Loss of organizational posting privilege; and
- Other sanctions determined appropriate for the violation.

In addition to these sanctions, organizations or individual organization members may be issued disciplinary charges in accordance with the Honor and Student Conduct Codes and Regulations.

### **Debts**

Bad checks and unmet financial obligations do not promote good standing in the community and are disapproved by the University. Students owing money or property to the University or to agencies of the University may be prohibited from enrolling, continuing enrollment, receiving grades, receiving transcripts, and/or graduating 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.



## Technology Usage Policy

### I. Introduction

The University of Lynchburg computing and electronic communication facilities and services are owned by the University and are primarily intended for teaching, educational, research, and administrative purposes. Access to these facilities is a privilege granted to the University's faculty, staff, students, 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, and guests agree that they will comply with this policy and will cooperate with the University in implementing this policy.

Certain responsibilities and possible liabilities accompany 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.

### II. Scope

This policy applies to all users of the University of Lynchburg computing and network resources, whether initiated from a computer and/or network device located on or off campus.

### III. Policy Statement

Individuals using computer resources belonging to the University of Lynchburg must act in a responsible manner, in compliance with law and University policies, and with respect for the rights of others using a shared resource. The right of free expression and academic inquiry is tempered by the rights of others to privacy, freedom from intimidation or harassment, protection of intellectual property, ownership of data, and security of information.

### IV. Guidelines for Responsible Use

#### A. In General

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of this policy. Situations not enumerated here will inevitably arise, and they should be interpreted according to the spirit of this policy.

Some constraints are necessary for the efficient and appropriate use of shared computer resources. Since network capacity is limited, academic and administrative needs must take precedence for use of the network. All users must act responsibly and use the facilities in an ethical, professional, and legal manner. This means that users agree to abide by the following standards of responsible use to ensure the integrity of all systems is respected and not intentionally abused:

- Users must recognize that certain data are confidential and must limit access to such data for use in direct performance of their duties.
- No one—faculty, staff, or student—shall obtain or provide unauthorized access to one's own or other users' accounts and files. Users shall keep their own access ID(s) confidential.
- The use of all accounts for research, instruction, or administrative purposes must be consistent with the University's mission.
- All users must respect the rights of others to remain free from harassment.

#### B. Network Registration

Network registration is required for all devices connecting to the University network in residential facilities, wireless access areas, and public areas with network access. Such registration is necessary to ensure network security. Authentication by the network registration software will be required on a regular basis.

#### C. Personal Use and Use by Third Parties

Incidental personal use is an accepted and appropriate benefit of being associated with the University of Lynchburg. Incidental personal use must adhere to all applicable University policies and must not

result in any measurable cost to the University. Under no circumstances may incidental personal use involve violations of the law, interfere with the fulfillment of an employee's work responsibilities, or adversely impact or conflict with activities supporting the mission of the University.

Use of the University of Lynchburg's computing and network resources for commercial purposes not under the auspices of the University is not permitted.

The use of University of Lynchburg computing and network resources by individuals and organizations that are not part of the University community is not permitted unless approved by the president, provost and vice president for academic affairs, or vice president for business and finance. Such approval will generally be granted only when the use is in connection with:

- a University-sponsored event or activity;
- a public service activity for which comparable equipment is not otherwise reasonably available to the user;
- use by a guest of the University for an otherwise appropriate use; and/or
- a contractual agreement between the University and a governmental agency, private business, educational institution, or other entity.

#### D. Plagiarism and Protection of Intellectual Rights

The University of Lynchburg Honor Code regarding plagiarism and other violations of academic integrity applies to coursework completed with use of University of Lynchburg computing and network resources just as it does to other coursework.

In addition, electronically using, distributing, or posting copyrighted material in violation of license or other legal restrictions or contractual agreements is prohibited.

### V. Privacy, Enforcement, and Sanctions

#### A. Privacy of Users

While not legally required to do so, the University respects the privacy of the users of its computing and electronic communications facilities. While the University's intent is to respect privacy, users should not expect complete privacy of electronic files. Users must be aware that the security of electronic files on shared systems is not inviolable. Except when legally required to do otherwise, private information obtained unintentionally will be treated confidentially.

All University-owned property and the work, correspondence, data and other material therein, whether stored electronically, on paper, or in any other form, are subject to review for legitimate business reasons. Portions of the IT infrastructure include automatic and manual monitoring and recording systems that are used for reasons that include, but are not limited to, security, performance, backup, and troubleshooting. The University reserves the right at any time to monitor and access any data, including the contents of any University computer or University communications, for any legitimate business reason.

Users must adhere to all of the University's policies and procedures when using University equipment. This includes, but is not limited to: the University of Lynchburg's Code(s) of Conduct as well as University discrimination and harassment policies. This also includes the University of Lynchburg's Confidentiality and The Family Educational Rights and Privacy Act (FERPA) policies. Users may not use University computers or other equipment in a manner that violates another's rights under FERPA, The Health Insurance Portability and Accountability Act (HIPAA), or any other applicable law pertaining to privacy or confidentiality.

#### B. Investigation of Violations and Revocation of Access

Monitoring users' accounts or conducting spot checks of users' activities is prohibited except as set forth below. Computer programs, email, voice mail, phone logs, network traffic logs, website cache, and electronic files can be accessed by ITR personnel, and other University personnel to whom such authority has been delegated to:

- investigate suspected violations of this policy, or other University policy and rules;
- probe possible disruption to the network or other shared services;
- monitor the volume of system activity and track workflow;

- restore system integrity in the event of a crash;
- reestablish or protect the security of the system; and/or
- cooperate with law enforcement officials.

Except in emergency cases, such access must be authorized by the president of the University.

The officials listed below have the authority, in an emergency situation and based on the results of an authorized investigation, to immediately revoke or limit any user's access to University computing and electronic communication facilities and services:

- provost and vice president for academic affairs (faculty)
- vice president for business and finance (staff)
- vice president for student development (students)
- chief information officer

In emergency cases, such as an occurrence of threatened system integrity and when the appropriate administrator is not available, access to systems as cited above may be authorized by any of the administrators listed above. If none of those officials is available, designated ITR personnel have the authority to lock or search accounts or log sessions. Any emergency entry will be recorded in writing and forwarded to the appropriate University authority and its appropriateness reviewed after the fact. Where a user's electronic files or other electronic material listed above is accessed by the University as part of an investigation into a suspected violation of this policy or other University policy or rules, the University will usually notify the individual of this access within five business days. This notice requirement shall not apply where the notice would, in the judgment of the University, interfere with an ongoing law enforcement investigation.

#### C. Other Sanctions for Misuse and Reporting Misuse

If abuse of University of Lynchburg computing facilities occurs from campus or external network access, persons responsible for such abuse will be held accountable and may be subject to disciplinary action up to and including dismissal from employment or the University. Moreover, individuals or groups who take actions that may have legal implications are subject to further sanctions by relevant law enforcement authorities.

Abuses of computer resources are direct violations of the University's standards of conduct as outlined in faculty, staff, and student handbooks. Alleged violations of this policy will be processed according to the procedures outlined in these handbooks. Also, unauthorized downloading and file-sharing of copyrighted materials, such as music and movies, by students is addressed through a three-tier response system detailed at [www.lynchburg.edu/student-life/information-technology-resources/technology-usage-policy/copyright-information](http://www.lynchburg.edu/student-life/information-technology-resources/technology-usage-policy/copyright-information).

Users are expected to cooperate with authorized investigations of technical problems or use of technology facilities that may be unauthorized, illegal, or in violation of this policy. Except as noted in Section V.B above, an explanation of any revocation of access will be provided to the user, and an appeal may be made in accordance with existing University procedures.

Any user who is the victim of harassment or other abuse involving the University's computing or electronic communication facilities or any user who becomes aware of a violation of this policy should report the possible abuse or violation to their supervisor or to the appropriate administrator listed above. Anonymous reporting will be accepted through the Campus Conduct Hotline at 866.943.5787.

### **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 of the Office of Student Engagement and Leadership Development. 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 Student Engagement and Leadership Development 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 Student Engagement and Leadership Development and have a specific appointment with a resident. The written permission must be presented to the director of the Office of Housing and Residence Life.

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 Business Office, which must give its specific approval before any such machine may be placed on campus.

### **Animals on Campus**

Animals, other than service dogs and 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 (see “Animals” in “Housing and Residence Life 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 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 dog to be in other areas of campus. Service animals are expected to meet Assistance Dogs International (ADI) Minimum Standards and Ethics for Service Dogs.

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

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 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.

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

### **Searches**

Although the University does not wish to intervene unnecessarily in students' private lives, it has the right and responsibility to maintain compliance with its regulations.

A University residence is not a private living place over which the University has no jurisdiction; rather, it is a place provided by the University for students to carry on their 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 room searches when specific policy violations are suspected. Other similar areas for personal use by students may also be searched, including but not limited to lockers and vehicles brought onto campus.

### **Smoking, Tobacco, and Nicotine Products**

The Commonwealth of Virginia prohibits a person under age 21 from attempting to purchase, purchasing, or possessing any tobacco product, nicotine vapor product, or alternative nicotine product. (Virginia law provides an exception for active duty military personnel age 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 age 21 or older are permitted to possess and use tobacco and nicotine products in ways consistent with the section of this policy titled "Smoking" and with other University policies.

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;" and
- Rolling papers.

### **Smoking**

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.

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.

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 marijuana or of a hookah is prohibited in all indoor and outdoor areas of 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.

### **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. The Office of the Dean of Students (or designee) also 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. 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 the Dean of Students for follow-up educational services, medical assessment, and/or review of related policy infractions.

### **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 on-campus 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, 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

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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 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 as physical hazing or psychological hazing 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 physical hazing include but are not limited to:

- Paddling in any form;
- Kidnapping;
- Physical shocks;
- 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; and
- Any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed.

Examples of psychological hazing include but are not limited to:

- Any act that is likely to:
  - o Compromise an individual's dignity;
  - o Cause an individual embarrassment or shame;
  - o Cause an individual to be the object of malicious amusement or ridicule; or
  - o Cause an individual emotional distress;
- Psychological shocks;
- 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; and
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.

Any suspected incident of hazing should be reported promptly to Campus Safety and Security, the Office of the Dean of Students, or the Office of Student Engagement and Leadership Development. The initial report of a suspected violation may be reported in person, by phone, or by electronic communication, and may be made anonymously.

Campus Safety and Security  
First floor, Hall Campus Center  
434.544.8100 (non-emergency)  
434.544.5555 (emergency)  
security@lynchburg.edu

Office of the Dean of Students  
114 Hundley Hall  
434.544.8226  
deanofstudentsoffice@lynchburg.edu

Office of Student Engagement and  
Leadership Development  
118 Drysdale Student Center  
434.544.8254  
kefer.b@lynchburg.edu

Campus Conduct Hotline  
(A confidential, independent, call-in service)  
866.943.5787

Hazing allegedly committed on or off campus by an individual student is addressed in accordance with student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations. Individuals students found to be in violation of this policy may face sanctions from warning to expulsion (see "Sanctions").

Hazing allegedly committed on or off campus by an organization is addressed in accordance with disciplinary procedures implemented by the Office of Student Engagement and Leadership Development. 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.

Retaliation 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 is prohibited.

### **Recreational Equipment Policy**

The use of bicycles and roller blades is allowed at the University of Lynchburg. Both must be used outdoors, and users must always yield to pedestrians. Bikes and roller blades may not be used in any building or on any outside steps. An individual who engages in use of bikes or roller blades 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 bicycle or roller blade use, the individual in violation may be charged with "Property Damage," along with other possible sanctions, and may be made to pay restitution. Depending on the severity of the misconduct, other charges may be warranted as well.

Use of wheeled recreational vehicles, other than bicycles and roller blades, is prohibited on campus. Use of skateboards, longboards, and the like is not permitted on campus at any time. Possession, storage, or use of hoverboards in any fashion is prohibited on campus.

Hammocks are not permitted to be installed or affixed to the exterior of University facilities. Additionally, hammocks are not permitted to be utilized inside University facilities.

Use of fog machines is prohibited inside all residential facilities.

Slip 'n slides, whether purchased or made, and similar water amusements are prohibited on campus. Pools are also prohibited on campus, except as approved by the Office of Housing and Residence Life for use outside University houses. Inflatable amusements are prohibited on campus, except as approved and contracted by authorized University officials.



## University of Lynchburg Traffic Code

Campus Safety and Security

First floor, Hall Campus Center

434.544.8100 (non-emergency); 434.544.5555 (emergency)

[www.lynchburg.edu/student-life/campus-safety](http://www.lynchburg.edu/student-life/campus-safety)

[www.lynchburg.edu/student-life/campus-safety/vehicles-on-campus/traffic-and-parking-regulations](http://www.lynchburg.edu/student-life/campus-safety/vehicles-on-campus/traffic-and-parking-regulations)

### Overview

All vehicles driven and parked on campus by any University of Lynchburg student or employee must be registered with Campus Safety and Security, bear a valid University of Lynchburg parking decal, have valid state license and inspection tags, and be insured. All University of Lynchburg students and employees are eligible to register motor vehicles for use on campus. Registration options include a one-day permit, a temporary permit valid for two to 30 days, and an annual permit. University decals may be obtained during fall semester check-in periods and at other times at Campus Safety and Security's Information Desk, located on the first floor of Hall Campus Center. All vehicle registration fees are non-refundable.

Vehicle registration can be completed online (<https://my.lynchburg.edu>, use tabs "Personal" and "My Vehicles/Tickets"). Information required to complete vehicle registration includes a current state vehicle registration card, a valid operator's license, and proof of valid insurance. Vehicle registration indicates that the student or employee listed as the vehicle owner has read and understands the full University of Lynchburg Traffic Code. Failure to comply with the University of Lynchburg Traffic Code and any posted vehicle regulations may result in issuance of a University parking citation.

All parking areas on campus are designated for use by specific constituents; these designations are indicated by color-coded parking lines and decal types, as detailed in the University of Lynchburg Traffic Code. The unavailability of convenient parking or of a parking space in any particular area of campus does not excuse a violation of the University of Lynchburg Traffic Code. If a vehicle is parked in a space other than its assigned area, the vehicle registrant may be issued a parking citation. Any individual receiving an excessive number of parking citations is subject to loss of on-campus parking privileges.

- **Yellow Lines** - All parking areas designated for use by faculty/staff, which are indicated by yellow parking lines, are reserved from 7 a.m. to 5 p.m., Monday through Friday. At other times (i.e., 5 p.m. to 7 a.m. Monday through Friday and throughout Saturday and Sunday), faculty/staff spaces designated by yellow lines are available for use by students unless prohibited by one's decal type or by other indication (e.g., space marked as reserved).
- **Blue Lines** - All campus parking spaces indicated by blue lines are reserved for individuals who have received disability parking privileges through their respective state Division of Motor Vehicles. Individuals desiring on-campus parking accommodation for a short-term, temporary disability may request permission from Campus Safety and Security to park in faculty, staff, or student spaces as convenient. (Approval of an on-campus parking request does not permit parking in spaces designated in blue for disabled drivers. A state-issued disability mirror tag provided for approved short-term requests must be displayed while the vehicle is parked in any space designated for disabled drivers.)

The University reserves the right to change or otherwise restrict parking designations and traffic patterns as conditions warrant. Parking in areas reserved by traffic cones or barrier tape, as well as moving either of these, will result in the issuance of a parking citation.

The campus-wide speed limit is 15 MPH, and drivers must yield to all pedestrian traffic. Failure to stop as directed by a campus security officer or other University official, or driving in a reckless manner (including speeding), will result in issuance of a citation. Also, an incident report will be written for review by the appropriate judicial body. Adjudication of violations of the University of Lynchburg Traffic Code may result in loss of privileges to use a vehicle on campus and/or other sanctions.

The entire University of Lynchburg Traffic Code may be viewed at [www.lynchburg.edu/student-life/campus-safety/vehicles-on-campus/traffic-and-parking-regulations](http://www.lynchburg.edu/student-life/campus-safety/vehicles-on-campus/traffic-and-parking-regulations).



## **UNIVERSITY of LYNCHBURG POLICY and PROCEDURES on SEXUAL and GENDER-BASED MISCONDUCT and INTERPERSONAL VIOLENCE (“INTERPERSONAL MISCONDUCT POLICY”)**

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.

Only very brief excerpts from the Policy are provided here. If discrepancies exist, the Policy published on the University of Lynchburg website at the address referenced below prevails.

**The entire University of Lynchburg Policy and Procedures on Sexual and Gender-Based Misconduct and Interpersonal Violence (“IMP”) may be viewed at [www.lynchburg.edu/im-policy](http://www.lynchburg.edu/im-policy)**

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.

The Title IX Coordinator can be contacted during regular office hours:

Amanda McGovern, Title IX Coordinator  
Office of Equity and Inclusion, Flynn Multicultural Center, Drysdale Student Center  
1501 Lakeside Dr., Lynchburg, VA 24501  
434.544.8482; [titleix@lynchburg.edu](mailto:titleix@lynchburg.edu)

### **Reporting Prohibited Conduct**

There are multiple ways to report potential violations of the Interpersonal 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 Interpersonal 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 Interpersonal Misconduct Policy 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), 434.544.8100 (non-emergency)
- *Non-emergency:* Title IX Coordinator, Office of Equity and Inclusion, Flynn Multicultural Center, Drysdale Student Center, 434.544.8482; [titleix@lynchburg.edu](mailto:titleix@lynchburg.edu)

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, located at 500 Brevard Street, 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 Student Health Center, Hundley Hall, terrace level, 434.544.8357, [www.lynchburg.edu/student-life/health-and-counseling/health-center](http://www.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 Street, Lynchburg, VA 24504, 434.847.5866, [www.freeclinicva.org](http://www.freeclinicva.org)
- Free Clinic at the Community Health Center, 800 5th Street, Martin Luther King Jr. Boulevard, Lynchburg, VA 24504, 434.847.5866, [www.freeclinicva.org](http://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 (non-emergency)  
 905 Court Street  
 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.



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