



— THE DEPARTMENT OF —
STUDENT CONDUCT

VIRGINIA STATE UNIVERSITY

STUDENT CODE OF CONDUCT

2021 – 2022

The *Virginia State University Student Code of Conduct* is edited and published by the Office of the Dean of Students and the Student Handbook Committee. It serves as a general source of information for Virginia State University students. All information is subject to change without warning. The Office of the Dean of Students would like to thank all University officials, programs, offices, and departments that contributed to the completion of the *Virginia State University Student Handbook*

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STUDENT CODE OF CONDUCT

A student's conduct at Virginia State University is expected to reflect that of a person engaged in a serious endeavor—the pursuit of an academic degree. The Student Code of Conduct was designed to promote an environment in accordance with the highest standards of academic excellence, institutional integrity, and the free expression of ideas and opinions. The Student Code of Conduct contains rules and regulations governing student conduct and represents a means by which the orderly development of appropriate student conduct is assured.

PREAMBLE

Students are expected to abide by all University rules, regulations, and standards, and by the laws of the Commonwealth of Virginia and the federal government. Students are expected to act responsibly and to avoid conduct detrimental to themselves, their fellow students, and the University.

It is not possible to list all acts of misconduct or disorderly conduct that can occur on campus, but students are required to exhibit the highest forms of good manners and behavior and respect for the University community and its inhabitants. Although the misconduct is not necessarily listed herein, students are held responsible for any misconduct that is adverse to good order or tends to degrade or demean disciplinary codes or procedures on campus. The following policies are intended to delineate, as completely as practicable, the University's expectation of student decorum at the University.

DISCIPLINARY STANDARDS AND PROCEDURES

By authority of the Board of Visitors, the president is delegated the responsibility and authority for establishing and enforcing regulations governing student life. The president has further delegated these responsibilities and authority to the Vice President for Student Success and Engagement and the University Police Chief, respectively. The regulations are designed to enable the University to protect itself and its members against the conduct of those who would impair or infringe upon the disciplinary rules and regulations of the University. The regulations and procedures contained herein were formulated through the process of shared governance. This fact in no way abrogates the authority granted by the Board of Visitors to the President and designee(s) to determine, manage, and maintain a system of discipline and safety in the University community. The Board of Visitors and the administration may alter or modify the rules and regulations concerning student conduct and discipline at any time.

The administrative process is authorized to make a determination as to whether the student's conduct is in violation of the Student Code of Conduct. The applicable criterion of review is the preponderance of the evidence standard. The term "preponderance of evidence" is the standard of proof that applies to student conduct proceedings or determinations. It means that the evidence supports a conclusion that it is more likely than not that a policy violation occurred. Evidence is presented by the parties and/or witnesses called by the parties. Evidence presented may be in the form of, but is not limited to (a) oral or written testimony from parties or witnesses; (b) affidavits and depositions; (c) police reports and memoranda; (d) properly signed court documents; and (e) other taped, text messages, emails, video or written statements.

VIOLATION OF PUBLIC LAWS BY STUDENTS

The University considers students to be citizens of the community and expects them to abide by its laws. While it is not the University's desire to assume the regulatory and police functions of public government, the University is duly authorized to adjudicate cases when a student is charged with a violation of a city, county, state, or federal law that would tend to have a negative effect on the University's standing in the community. The University is neither bound to wait for civil or criminal procedures to be completed nor bound by decisions rendered by the judicial agency. A student offender may be charged by both the University and a county, state or federal law-enforcement agency for the same offense. The University reserves the right to bring charges that it deems appropriate, and it will do so whenever the student's continued enrollment is considered a threat to persons or property and/or it adversely affects established procedures of discipline and decorum.

Criminal and traffic infractions/offenses are processed through local, state, and federal courts of law. Students can be referred to the Department of Student Conduct for administrative action for criminal offenses that occur on or off campus. Appeals of any criminal offenses where an arrest was affected, will have to process through the appropriate court system. Parking tickets can be appealed through the VSU Parking Committee as outlined in the VSU Parking Manual.

The University may interim suspend any student, pending a hearing, who has been convicted of a felony that adversely reflects upon their character and fitness as a member of the student body or that negatively reflects upon the University's mission. Felony convictions of any type, including any conviction for weapons, possession of marijuana with intent to distribute or intent to use controlled substances (i.e., cocaine, meth, opiates, heroin, prescription pills), may be cause for expulsion.

If a student is arrested, the University is in no way responsible for providing bond, directly or indirectly. However, all students are required to report immediately, or as soon as is practical, all infractions of public law with which they are involved or charged to the Interim Associate Vice President of Student Success or the Department of Student Conduct Office. Failure to do so may

result in immediate suspension.

Violation of, or being formally charged with the violation of, a public law in a legal jurisdiction outside the campus of Virginia State University is a violation of the Student Code of Conduct. This does not apply to traffic infractions.

Disciplinary action may be taken when a student is on property other than the University campus where such student's conduct violates federal, state, or local laws and where such conduct materially and adversely affects the student's suitability as a member of the University's community and/or adversely affects the University's educational mission.

CHANNELS FOR CHARGES AGAINST A STUDENT

Whenever, in the opinion of any member of the University community, a student's or a student organization's conduct is disorderly or disruptive, it is the responsibility of the person(s) observing the breach of conduct to report the same in writing to the Interim Associate Vice President of Student Success, the University Police, the Director of Student Conduct or the Director of Student Activities.

The Department of Student Conduct is authorized to process and facilitate adjudication of all complaints filed against students. The following procedures are to be followed:

1. The complaint shall be communicated to the Department of Student Conduct. The student shall be notified of the violation(s) in writing, unless a more effective form of notification is deemed appropriate. Violations may be presented in person, by placement in a student's residence- hall mailbox, by e-mail to the accused student's official University e-mail address, or by mail to the accused student's local or permanent address on file in the Office of the University Registrar. **Students are reminded that their Virginia State University e-mail address is the official means of communication between the University and the student.** All students are required to maintain accurate and current local and permanent addresses with the University registrar. Following notification of violations, students are strongly encouraged to and shall be afforded the opportunity to meet with a University official who can explain the University's administrative hearing process and discuss the violation(s). Failure of the respondent to respond to the initiation of violations or schedule a pre-hearing conference shall in no way prevent the University from scheduling and conducting a formal hearing in the absence of the respondent.
2. The Department of Student Conduct shall send a notification to the student informing them of the violation(s) and requesting their appearance at a pre-hearing conference within five business days of receipt of the complaint.
3. The student shall be advised of their rights at the pre-hearing conference.
4. The student shall be informed that the case will be heard by the Judicial Panel, disciplinary Hearing Conference or the Administrator's Officer as determined by the Director of Student Conduct.

5. The student shall be informed that the formal hearing cannot occur within five business days of the pre-hearing unless the student waives their right in writing to have the formal hearing scheduled three days following the pre-hearing.
6. The student shall be advised that they are responsible for informing the witnesses and/or representative about the hearing.
7. The student shall appear at their hearing. An audio recording shall be made by the University of each hearing. Electronic or automated taping or recording by students is not permitted.
8. The student shall return to the Department of Student Conduct within five business days to receive information regarding the decision of the Judicial Panel or the Administrator's Officer. Disciplinary Hearing Conference decisions will be made with the student on the conference day. Where warranted, letters will be emailed.
9. If a student wishes to appeal, they must submit a written letter of appeal within (2) two business days of receipt of the disposition letter containing the findings and/or the sanction(s) for cases heard by the Judicial Panel or the Administrator's Court. The student shall not be present when a case is reviewed on appeal unless requested by the appeal authority. An appeal response letter shall be sent to the student regarding the case within (10) ten business days of receipt of the appeal letter by the Interim Associate Vice President of Student Success.
10. A student receiving the sanction of suspension or expulsion may, at the discretion of the Interim Associate Vice President of Student Success, be able to attend their classes and/or remain in the residence hall while their case is on appeal.
11. A no-contact order may be in effect during the appeal process. Students violating the no-contact order may subject themselves to additional disciplinary action.

INTERIM SUSPENSION

Interim suspension from the University or the suspension or limitation of privileges may be imposed by the President, or the Vice President for Student Success and Engagement or designee(s) pending final disposition of the student's case. Interim suspension will be imposed for offenses that constitute a clear and present danger to the property and safety of the University and its constituents or that pose a serious detriment to the established system of discipline and decorum on the campus. The offenses are listed below:

Drugs: Section 6, 6.1, 6.2

Possession of Marijuana with the intent to distribute or sell

Drugs include (cocaine, meth, opiates, heroin, prescription pills)

Weapons: Section 7

Fighting: Section 8, 8.1, 8.2, 8.3

Hazing: Section 16

Gender Based Violence and Sexual Misconduct

(Special Circumstances): Section 12

Before suspending a student and/or whenever possible, the appropriate administrator (Interim Associate Vice President of Student Success or designee) will confer with the student to hear their explanation, give them the reasons

for the immediate suspension, and advise the student of their rights via a pre-hearing. A trespassing ban will be issued by Virginia State University Police Department after your pre-hearing conference.

If a student is suspended or dismissed from a residential facility for disciplinary or financial reasons, the University relinquishes all obligations relative to the student's room and board. The student is to leave the campus within 24 hours of the suspension or dismissal decision. The University is not liable for personal belongings left in residence halls during the Interim Suspension.

RIGHTS OF THE ACCUSED

1. At least five business days prior to the formal hearing by the appropriate administrative hearing panel or administrator, the student is entitled to the following:
 - a. A pre-hearing conference;
 - b. Written notification of the time and place of the formal hearing;
 - c. A written statement of the violation(s), to enable the student to prepare a response (If applicable); and
 - d. The names, if known, of witnesses who may testify at the formal hearing
2. The student shall be entitled to appear in person and to present their response to the appropriate administrative hearing panel or administrator, and may call witnesses on their behalf.

3. The student shall be entitled to decline to answer questions in accordance with the Fifth Amendment to the United States Constitution. The student shall be entitled to be accompanied by a representative of their choice. The representative may be an attorney, a member of the faculty or staff, a fellow student, or another individual. If the student engages an attorney, written notice must be given to the Director of Student Conduct at least (2) two business days prior to the hearing. The representative shall be permitted to advise and otherwise counsel the respondent before, during, and after the proceedings but shall not be permitted to actively and personally examine witnesses or argue the respondent's case.
4. The student shall be entitled to an expeditious hearing of their case.
5. The student shall be notified of their right to appeal the findings and sanction(s) of the Judicial Panel or Administrative Hearing by submitting a letter of appeal to the Interim Associate Vice President of Student Success within (2) business days following receipt of the disposition letter. Should the respondent appeal, the findings and/or sanction(s) of the Judicial Panel or Administrative Hearing will remain in effect unless modified by a higher body.
6. If a student fails to attend the scheduled formal hearing, they can be tried in absentia.
7. A student may waive their right to a formal hearing. Such a waiver must be executed by the student in writing and communicated to the Department of Student Conduct. The findings and sanction(s), if any, will be made and imposed by the Director of Student Conduct or designee. The waiver of a hearing also waives any right to an appeal.

ADMINISTRATIVE HEARING

Composition: The Administrative Hearing will consist of the Director of Student Conduct or the Interim Associate Vice President of Student Success designee. They will serve as the administrator to adjudicate student violations of the Student Code of Conduct.

Jurisdiction: The Administrative Hearing adjudicates those disciplinary cases assigned to it by the Director of Student Conduct or the Interim Associate Vice President of Student Success designee. This Court also hears cases when circumstances prevent the Department of Student Conduct from convening the requisite members of the Judicial Panel. Infractions or conduct that is deemed minor, insignificant, marginal or juvenile will be adjudicated by the Administrator's Court.

Powers: The Administrative Hearing is authorized to determine whether a violation has occurred. When a decision is reached that the student's conduct violated the Student Code of Conduct, the Director of Student Conduct or designee will impose the necessary disciplinary sanction(s). The sanction(s) to be imposed may be selected from all sanctions applicable to student conduct.

Appeals: Decisions handed down by the Administrative Hearing may be appealed to the Interim

Associate Vice President of Student Success. Students appealing a case must submit a written letter of appeal to the Interim Associate Vice President of Student Success office within (2) two business days of receipt of the disposition letter. The Interim Associate Vice President of Student Success office will send an appeal response letter to the student within (10) ten business days of receipt of the Appeal Letter to the Interim Associate Vice President of Student Success.

JUDICIAL PANEL

Composition: The Judicial Panel consists of faculty, staff and student members appointed by the Interim Associate Vice President of Student Success or designee and the Student Government Association to hear and adjudicate cases regarding violations of the Student Code of Conduct. All members will serve throughout the academic school year.

Any three members of the panel constitute the requisite number to adjudicate a case. When the requisite number of members is not available for a hearing, the member of the Department of Student Conduct will serve as a substitute. When circumstances prevent the Student Conduct Director from convening the requisite members of the Judicial Panel the cases may be heard by the Administrator's Court. The composition of the panel may be changed as deemed necessary.

Jurisdiction: The Judicial Panel adjudicates cases that are assigned to it by the Student Conduct Department. Normally, cases that may result in a student's separation from the University will be heard by this body. In addition, other types of cases may be heard at the discretion of the Director of Student Conduct.

Powers: The Judicial Panel is authorized to determine whether the Student Code of Conduct has been violated. When a student is found to be in violation of the Code, the Judicial Panel recommends the appropriate disciplinary action(s). The following sanctions may be imposed: a warning, probation, community service hours, fines, forfeiture or suspension of campus privileges, demand for restitution, reflection paper, suspension from residence halls, permanent suspension from on-campus housing, suspension from the University, suspension held in abeyance, or expulsion. All recommended sanctions are then referred to the Student Conduct Director. Final approval of all sanctions at this juncture rests with the Director of Student Conduct.

Appeals: Decisions handled by the Judicial Panel may be appealed directly to the Interim Associate Vice President of Student Success within two business days of receipt of the disposition letter.

PROCEDURES FOR DEPARTMENT OF STUDENT CONDUCT FORMAL HEARINGS

The formal hearing will begin when the chair of the panel calls the administrative hearing to order. The chair will state the time and date of the formal hearing and the applicable violation(s) against the respondent. The chair will read the respondent's name. The chair will read the names of the members of the panel and all persons present at the formal hearing, including the Director of the Student Conduct Department or designee. The chair will read the name(s) of the witness(es)

present to testify for the parties (the respondent and the University) and the name(s) of the parties' legal counselors and/or advisors.

The chair will conduct the hearing as follows:

- a. They will administer the oath to all parties and witnesses ("Do you affirm that the testimony that you are about to give is the truth?").
- b. They will ask the respondent if they wish to challenge any of the members of the panel.
- c. They will state the violation(s) contained in the complaint, which will have been communicated to the respondent at the pre-hearing conference.
- d. They will ask the respondent whether they attended the pre-hearing conference.
- e. They will ask the respondent whether they violated the Student Code of Conduct and/or policies of the University.
- f. If the response is "Yes," the respondent will not be required to submit additional testimony. The respondent may then make a closing statement.
- g. If the response is "No," the Judicial Panel will listen to the parties' opening statements, testimony from the respondent and the University, and testimony from witnesses for the respondent and the University.
- h. They will allow the panel members, including the Chair of the Judicial Panel to ask questions.
- i. They will allow the parties to make closing statements.
- j. They will inform the respondent that a written decision regarding the violation(s) will be communicated to them within (3) five business days of the hearing, and that if they are found to be in violation of the Student Code of Conduct they have the right to appeal the findings and the sanction(s) within (2) two business days of receipt of the disposition letter containing the decision and the sanction(s), if any. Information regarding the appeal to the Interim Associate Vice President of Student Success is obtained from the Student Conduct Department.
- k. They will conclude the hearing and state that the Judicial Panel will convene without the presence of the parties and/or witnesses.
- l. They will dismiss the respondent from the room.
- m. Members of the Judicial Panel may discuss the case against the respondent and each member is to complete a form indicating whether the respondent violated the Student Code of Conduct and the recommended sanction(s). A student is found in violation of the Student Code of Conduct where a majority of the panel members indicate that the student is responsible for the inappropriate conduct.
- n. The chair adjourns the hearing after Judicial Panel members render their decision

- and returns all documentation to the Director of Student Conduct.
- o. The Chair of the Judicial Panel reviews the documentation of the Judicial Panel and renders a decision as to accept, reject or modify the findings and proposed sanction(s) of the Judicial Panel.

THREAT ASSESSMENT TEAM

The Threat Assessment Team appointed by the President includes a representative of law enforcement, mental health, administration and student counsel. Student affairs, counseling services, residence life, human resources and health services may be assigned to the team, if deemed necessary.

Virginia State University prohibits the use of language or behavior that threatens unlawful physical violence and has the effect of intimidating, frightening, coercing, or provoking others. Prohibited acts include threats communicated verbally or nonverbally in writing, by way of mouth, through gestures or by any other means, including by electronic transmission. These include threats communicated directly to an intended victim or to/through a third party. Persons communicating threats may be subject to disciplinary action by the institution, including criminal prosecution if the behavior constitutes a violation of Virginia law. Persons identified engaging in threatening language or behavior may be subject to suspension or removal from the institution.

Persons who are identified as engaging in threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of the threat assessment process.

VIRGINIA STATE UNIVERSITY DEPARTMENT OF STUDENT CONDUCT

At the Virginia State University, there are now two processes that is used by the Department of Student Conduct. The first is often referred to as the Model Code or traditional process, which includes administrative and panel board hearings. The Model Code is a formal process that prioritizes an objective assessment of the information available in order to make a fair and responsible decision. The second process is Restorative Justice, which is a collaborative decision-making process that involves impacted parties and community members as being central to the decision-making process. Due to the recent change in the law about marijuana use in the Commonwealth of Virginia, the below are possible sanctions under the model code or restorative justice practice.

Simple Possession of Marijuana as indicated by Virginia State University Police Department and Commonwealth of Virginia, and 6.01, 6.02 in the Virginia State University Student Conduct Handbook

https://www.vsu.edu/files/docs/studentconduct/vsu_student_code_conduct_9_8_20.pdf

First Time (One or More below actions could be sanction to the VSU student)

- Parental Notification if the dependent student is under the age of 21 (Need to add this to the handbook; FERPA permits a college or University to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- Probation for two academic semesters you are unable to run for office or join any Greek or social organization
- Reflection paper
- 4-6 NA Narcotics Anonymous Classes
- Check-in with the Department of Student Conduct biweekly to the Director of Student Conduct via email or in-person Foster 302 for one academic semester unless noted
- \$100.00 fine

Second Time

- Parental Notification if dependent student under the age of 21 (Need to add this to the handbook; FERPA permits a college or University to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- \$125.00 Fine
- Reflection paper
- Attend substance abuse education with University Counseling Center, 4th Floor Memorial hall
- 25 hours of community service

- Possible suspension from Residence Life and Housing if the second incident happens in the residence hall
- Probation for two academic semesters you are unable to run for office or join any Greek or social organization

Third Time

- Parental Notification if dependent student under the age of 21 (Need to add this to the handbook; FERPA permits a college or University to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance)
- Suspension from the University for a semester or more
- \$150 Fine
- Attend Substance Abuse Education before the return to the University
- Probation for the remainder of the student's academic career at Virginia State University.

Possession of Paraphernalia such as scales, grinder, small baggies with no drugs

- Probation for a semester (you are unable to run for office or join any Greek or social organization)
- \$50 fine
- 10 hours of community service

Possession with intent (as indicated by Virginia State University Police Department and the Commonwealth of Virginia)

- Parental Notification if dependent student under the age of 21 (Need to add this to the handbook; FERPA permits a college or University to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance)
- Suspension from the University for a semester or more
- \$150 Fine
- Attend Substance Abuse Education before the return to the University
- Probation for the remainder of the student's academic career at Virginia State University
- Possible Expulsion
- Trespassing ban placed on by VSU Police Department

CONTENTS OF APPEAL LETTER

Letters of appeal shall contain a statement or statements of the grounds for the appeal in order to allow a reasonable judgment to be made as to whether to grant the appeal. If an appeal is denied, an appropriate written response will be given to the person making the request.

ACTION AND APPEALS

Once an appeal has been accepted and the Interim Associate Vice President of Student Success or the Threat Assessment Team reviews the case and evidence, one of the following actions may be taken:

1. Sustain the findings and the sanction or sanctions.
2. Sustain the findings and alter the sanction or sanctions.
3. Reverse the findings and, if necessary, impose a sanction or sanctions.
4. Order a rehearing

POSSIBLE SANCTIONS

Once a finding has been made that the Student Code of Conduct has been violated, the Interim Associate Vice President of Student Success or designee and/or the Vice President for Student Success and Engagement imposes a sanction or sanctions. While they may receive a recommendation(s) regarding sanction(s) from the Administrator's Court, Judicial Panel and/or the Executive Conduct Panel, they are not bound by those recommendation(s).

Virginia State University has a zero-tolerance policy for drugs, weapons, fighting, and sexual misconduct. Students may be expelled for violating these policies.

Occasionally, when warranted, expulsion may be imposed for offenses that are not explicitly stated herein as major infractions. Hence, it is not solely reserved for major infractions. Circumstances surrounding the student's conduct and/or the cumulative number of offenses committed by the student may warrant expulsion, the most severe sanction. Sanctions may include, but are not limited to, the following:

1. **Warning:** A letter will notify the student that the next offense of any nature shall necessitate a harsher action, up to and including expulsion from the University.
2. **Probation:** A letter will notify the student that they have lost designated privileges for a definite period of time, not to exceed one year. Probation may consist of loss of such privileges including the inability to run for office or join any Greek or social organization. A student may be placed on probation if they are involved in any act of misconduct as it may be consistent with the offense and is designed to promote rehabilitation.

3. **Community Service Hours:** The student will be notified by letter that they will be assigned to perform community service for a specified period of time, to cover no less than two weeks and no more than three hours per day. All community service assignments must be coordinated with the Coordinator of Campus and Community Outreach.
4. **Fines:** The University may impose fines in order to maintain discipline and fairness in the assignment of penalties. Failure to pay an assessed fine will result in a judicial hold being placed against the student, which, while in place, will prevent them from registering for classes or graduating. Where evidence exists that imposing a fine upon a student would pose a financial hardship based upon financial-aid criteria and/or other factors relative to a student's socioeconomic background, alternative sanctions may be imposed. The University reserves the right to fine a student for any violation it deems appropriate.
5. **Forfeiture or Suspension of Campus Privileges:** A student will be notified by letter that certain campus privileges have been revoked or suspended for a specified amount of time. The restriction involved will be clearly identified and may include suspension from all organizations (social, athletic, academic, etc.) on campus as a participating member and suspension from representing the University in any capacity.
6. **No Contact:** The student is instructed to avoid direct and indirect contact with an identified individual or group. This includes but is not limited to contact in person, through electronic means, or through a third party.
7. **Restitution:** A letter will notify the student that they are required to make restitution for an injury to a person or damage to or for misappropriation of property. This may take the form of community service, monetary reimbursement, or other compensation.
8. **Suspension from Residence Halls:** A letter will notify the student that they will not be allowed to reside in or enter any residence hall for a specified period. All residence halls and living areas will be off-limits to the student for this period.
9. **Permanent Suspension from On-Campus Housing:** The student will be notified by letter that they will not be allowed to live in housing on campus for the duration of their matriculation at the University.
10. **Suspension from the University:** A student will be terminated from the University for a specified period. During the term of the student's suspension, they will not be allowed to enter the facilities and environs of the University.
11. **Suspension Held in Abeyance:** The student or student organization(s) will be informed that suspension from the University will be imposed should another violation equal to or greater than the offense in question occur.
12. **Expulsion from the University:** The student will not be eligible for readmission. The student will not be allowed to enter the facilities and environs of the University.
13. **Participation in the University's Substance-Abuse-Prevention Program:** Virginia State

University offers On Campus Talking about Alcohol, a primary alcohol-abuse-prevention program for college- aged students.

14. **Parental Notification:** If dependent student is under the age of 21, a parent of legal guardian will be notified. FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

UNIVERSITY TROJANCARD INFRACTIONS

Unauthorized use of the Trojan Card or any other debit/credit card by anyone other than the owner constitutes fraud and theft of services. Any use of the University's equipment and/or tools to illegally process transactions using an unauthorized Trojan Card or any other debit and/or credit card constitutes fraud and theft of services. Either of the aforementioned are a direct violation of University policy and both state and federal rules and regulations. Anyone violating this procedure will be subject to the following Student Code of Conduct Violations – Preamble & Section 9 (Forgery, Fraud, Theft, Gambling, and Misrepresentation - 9.01, 9.02, 9.03 and 9.04), and Section 17 (Improper use of University Computer Networks or Systems).

- A. Students are to report lost, stolen or misused Trojan Cards to the University's Trojan Card Office immediately, or they may opt to access the University's e-Account Portal to deactivate the card. If found, the student must report to the Trojan Card Office to have the card reactivated.
- B. Students are encouraged to exhaust all search efforts for lost cards before replacing it. Funds for lost cards are non-refundable.
- C. Any unknown transactions on a Trojan Card account are to be reported to the University's Trojan Card Office within 3 days of occurrence. After 3 days, the issue becomes whether the card owner had knowledge of its disappearance/use.
- D. If a student violates the policy, the following sanctions may apply:
 - i. Completion of a specific number of community service hours by a specified date.
 - ii. Placement on probation for a specified amount of time, i.e., one year.
 - iii. Assessment of a University fine.
 - iv. Suspension from the University.
 - v. Restitution of fraudulent funds obtained.
 - vi. Restricted use of the Trojan Card, except for dormitory and meal plan access.
- E. Pending the actions taken by the Department of Police and Public Service (DPPS) and the Department of Student Conduct, possible legal sanctions are available under both state and federal law, i.e., prosecution by law enforcement bodies outside of VSU.
- F. Failure to comply with VSU sanction(s), by the requested dates and times, will place the individual in jeopardy of suspension from the University, and holds will not be removed to register for classes, with the exception of probation.

GATHERINGS EXCEEDING OCCUPANCY & VIOLATING COVID-19 SAFETY GUIDELINES WITHIN RESIDENCE HALLS

Below is a list of COVID-19 related social distancing incidents within residential areas and their outcomes. These outcomes are not mutually exclusive. Individuals involved in any of the incidents below may have additional outcomes depending on the severity of the incident and/or if additional policies are violated.

Virginia State University reserves the right to adjust any outcomes and administratively review incidents at its own discretion given the nature of the policy violations.

Incidents below are in direct violation Section 15 – Violations of Other University Regulations of the Virginia State University Student Code of Conduct.

Hosting a Gathering

- First Offense: Deferred Suspension from Residential Life and Housing
- Second Offense: Suspension from Residential Life and Housing
- Depending on the nature and severity of the event (including location), Residential Life and Housing reserves the right to initiate an interim suspension or immediate suspension from housing.

Attending a Gathering

- First Offense: Disciplinary Probation
- Second Offense: Administrative Review/Possible Suspension from Residential Life and Housing
- Depending on the nature and severity of the event (including location), Residential Life and Housing reserves the right to initiate an interim suspension or immediate suspension from housing.

Hosting Non-VSU Guests

- First Offense: Deferred Suspension from Residential Life and Housing
- Second Offense: Suspension from Residential Life and Housing
- Depending on the nature and severity of the event, Residential Life and Housing reserves the right to initiate an interim suspension or immediate suspension from housing.

In the Presence Of Non-VSU Guests

- Within a Large Gathering: See above outcomes
- Within Room Occupancy:
 - First Offense: Warning/Reflective Essay
 - Second Offense: Disciplinary Probation
 - Third Offense: Administrative Review/Possible Suspension from Residential Life and Housing

Hosting VSU Student Not Assigned to Residence Hall

- Within a Large Gathering: See above outcomes
- Within Room Occupancy:
 - First Offense: Warning/Reflective Essay
 - Second Offense: Disciplinary Probation
 - Third Offense: Administrative Review/Possible Suspension from Residential Life and Housing

In the Presence of VSU Students Not Assigned to Residence Hall

- Within a Large Gathering: See above outcomes
- Within Room Occupancy:
 - First Offense: Warning/Reflective Essay
 - Second Offense: Disciplinary Probation
 - Third Offense: Administrative Review/Possible Suspension from Residential Life and Housing

Definitions

Host: A host is the individual(s) assigned to the space in which the violation occurred. It also includes any individuals involved in initiating the gathering/party, as long as there is enough information available following the evidentiary standard of “more likely than not”

Attendee: An attendee is any individual present and documented on an incident report as being present during the gathering/party, regardless of time spent in the area or additional policies violated during the incident.

In the Presence Of: In reference to the violations outlined, “In the presence of” includes individuals who have knowledge of or where an attendee of a gathering/party in which the visitation policy was violated.

Room Occupancy: Room occupancy is the maximum number of individuals allowed within a certain residential or college area during the COVID-19 pandemic. This includes the number of individuals assigned to the residential area and only individuals assigned to the residence hall. In situations when room occupancy is not outlined, individuals should use the “reasonable person” standard in determining if a room occupancy can be maintained using social distancing measures.

Gathering: In reference to the violations above, a gathering is any group gathering that extends beyond the residents of the room and/or exceeds room occupancy. This does not include College sponsored gatherings.

Deferred Suspension: For the purposes of the violations above, deferred suspension is an outcome in which suspension is delayed until the end of the current academic semester. During this time, a student will be allowed to stay on campus and attend classes. However, a student may be limited on access to College facilities, participation on intramural and athletic teams, and involvement in student clubs or organizations. In addition, students may be ineligible to fulfill student teaching requirements, and/or participate in international travel as part of study abroad while on deferred suspension. Moreover, any student within a College leadership position placed on deferred suspension during his or her time within the position will be required to take a leave of absence for the duration of the sanction. These positions include, but are not limited to, Honor Council and Student Senate. Furthermore, students may be required to attend designated meetings with a designated staff member during this time. If a student fails to comply with sanctions or further

violates any policies, the sanctioned suspension will take immediate effect. At the end of the semester, the student's status of suspension will be re-evaluated based on good conduct and academic standing.

For the purposes of these violations, deferred suspension applies to College Housing. The College reserves the right to suspend the individual from the College based on the nature and severity of the incident.

Suspension: For the purposes of the violations above, the College may recommend removal from campus housing for a full academic semester, a year, or longer depending upon the severity of the individual's actions. Upon suspension, generally all tuition, fees and room charges will be forfeited, and no refund. During the period of suspension, the student may not return to campus housing without permission from the vice president for student life and dean of students or designee

Interim Suspension: In certain situations, the College may deem an immediate interim suspension from College housing necessary to protect the campus community. An individual will remain on interim suspension from College housing until a conduct process has concluded and/or when it is determined safe for the student to return. Depending on the nature and severity of the event, the individual will still be subject to deferred or immediate suspension from College housing.

Disciplinary Probation: Also known as DP, carries a specific length of time during which a student's conduct must be exemplary (usually at least one full semester). While on probation, students may be ineligible to fulfill student teaching requirements and/or participate in international travel as part of study-abroad. Disciplinary probation will not affect a student's ability to choose housing. Moreover, any student government official placed on disciplinary probation during his or her term of office will be required to take a leave of absence from office for the duration of the sanction. Any violation of College policy by a student who is already on disciplinary probation may result in a conduct board and suspension from the College and/or College housing.

For the purposes of the violations above, the College reserves the right to administratively review any future violations while on probation.

Virginia State University No Contact Order Policy

This policy collects in one document information about no contact orders and protective orders. It specifies the situations in which the university issues no contact orders. It also provides information about how campus community members may obtain a legal order of protection, under Virginia law. This policy helps promote a safe and secure campus, and also helps Virginia State University with its' policies preventing discrimination, harassment, bullying sexual misconduct, and violence. The policy helps the university comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013.

I: Policy and Procedure for No Contact Orders

No Contact Orders are issued to enhance safety, prevent retaliation and/or avoid an ongoing hostile environment. A No Contact Order is a document issued to a student or an employee, directing the student or employee not to contact a specific student or employee. Issuance of a No Contact Order is an administrative action that may be issued by the discretion of the Director of Student Conduct, Associate Vice President, Title IX Office and the Threat Assessment Team.

After someone makes a [complaint of sexual assault](#), relationship violence, bullying, threats of physical or verbal abuse or harassment at the university, a long process can ensue before the school resolves the matter—or even decides how to best go about resolving the matter. During this time, the University must take necessary interim measures to keep the student (s), faculty or staff involved safe. One common measure is to enforce a No Contact Order (NCO) between the students and or staff.

Be advised the University can enact NCOs at different times during the investigation process including:

- Before an investigation begins
- During the investigation phase
- During the informal preliminary stage, while the University decides how to handle the matter
- During the formal disciplinary process

NCOs can change an accused student's or employee's life, but they provide important protections from further harassment or harm for the survivor or complainant.

The following provides additional information about NCOs.

Pursuant to the **Title IX Procedure**, either upon the request of a reporting party and subject to satisfaction of the conditions set forth in the relevant policy and procedure, or by the relevant administrative office, each as provided in the policy and procedure.

- During the course of or as a result of an administrative investigation into an alleged violation of policy, when deemed necessary to protect individual students or employees or to preserve the integrity of the investigation;
- To prevent violence, such as in response to reports of threats or acts of violence, as defined in the **Student Conduct Handbook** or

No Contact Orders are more commonly issued to students than they are to employees. A No Contact Order shall be issued to a faculty member only with the approval of the Provost or designee.

II. What Is a No Contact Order?

No Contact Orders are similar to restraining orders in domestic violence cases, though courts do not order them. Instead, the University should decide the scope and specific terms of the NCO based on the circumstances at hand. Be advised the University cannot make an NCO—or any other safety measures—available to only one party. The University also may not favor one party over the other during the process by establishing unfair or one-sided terms of the order.

An NCO can prevent one party from contacting the other by any of the following means:

- In person
- Calls or texts
- Emails
- Social media
- Through friends or family members

In addition to prohibiting contact, certain NCOs may make spatial restrictions as well. For example, one student may not visit or live in the same vicinity or building as the other, which can limit access to dining halls, libraries, dorms, and other popular buildings on campus. One student may also need to move or switch classes or residence halls as an additional interim measure and ensure compliance with the NCO.

III. General Information about No Contact Orders.

No Contact Order informs the people involved of the restrictions and responsibilities regarding their contact on campus with the person(s) named in the No Contact Order. Generally, contact refers to any intentional words or actions, whether on or off campus, including:

- Telephone calls, text messages, instant messages, emails, or communication through any form of social media
 - Non-verbal contact including making gestures, giving/sending gifts, pictures, videos, music or other items of monetary or sentimental value
 - Entering the person's private space (residence hall room, residence hall building, office)
 - Destruction or vandalism of personal property.
- A. No Contact Order may be issued as a bi-lateral (both parties must refrain from direct or indirect contact), or uni-lateral (the respondent must refrain from direct or indirect contact with the reporting party). The duration of the No Contact Order is determined by the issuing office. Both parties will receive written notice of the No Contact Order.

Someone who has been issued a No Contact Order may not encourage friends, family members, or other students or co-workers to make contact with the reporting party on his/her behalf for any purpose.

No Contact Orders are designed primarily to prevent intentional contact. Incidental contact is not considered a violation of a Campus No Contact Order; individual No Contact Orders may include rules regarding interactions in specific, public locations.

B. Requesting a No Contact Order. Anyone concerned for his or her safety should contact the **Virginia State University Police Department** at (804) 524-5411 or dial 911.

Students who wish to discuss the interim option of a No Contact Order or who wish to file a request for a No Contact Order should schedule an appointment with the Department of Student Conduct and Violence Prevention. Employees who are interested in obtaining a No Contact Order should contact the Office of Human Resources. **Any request for a No Contact Order will be carefully considered based on information provided.**

IV. Who has the authority to enact a NCO?

A No Contact Order is an administrative action that may be issued by the discretion of the Director of Student Conduct, Associate Vice President, Title IX Office and the Threat Assessment Team.

V. Goals of an NCO

First and foremost, the University should focus on protecting the well-being and safety of the

complainant during the investigation process and after.

NCOs not only hope to prevent any further assaults or harassment between the students or staff but retaliation as well, which keep the University in line with University's policies. Prohibiting students—and even their friends—from speaking to the other party protects against retaliation throughout the entire process so the students can continue their educations as normally as possible.

VI. Do You Have an NCO?

Whether you are the complainant or respondent in your case at your University, you may find an NCO in place against you. You must abide by all of the terms of the order to prevent any further trouble. Violating an NCO can result in additional disciplinary charges against you and may even result in retaliation claims. Even if you just want to call the other student to apologize or explain, you shouldn't even do so if it violates a No Contact Order.

VII. Policy and Procedure for Orders of Protection (Restraining Order)

In Virginia, an Order of Protection (Restraining Order) is a legal document issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force or threat that results in bodily injury or places that person in fear of death, sexual assault or bodily injury. Orders of Protection may be sought by any student or employee.

There are three durations of Orders of Protection that may be issued in Virginia:

- An **Emergency Protective Order** expires at the end of the third day following issuance, or the next day court is in session, whichever is later
- A **Preliminary Protective Order** lasts 15 days or until a full hearing
- A **Protective Order** may last up to two years.

Typically, students or employees who wish to obtain an Order of Protection should go to the appropriate **General District Court**. If the person from whom a student or employee wants protection is a family or household member, or a juvenile, the student or employee should go to the [Juvenile and Domestic Relations District Court](#). **Virginia State University Police** are available to help students and employees seeking to obtain protective orders. There is no cost involved in obtaining an Order of Protection, and formal charges do not have to be filed.

Orders of Protection will go into effect once the other party is “served” by law enforcement. If the person against whom the order was filed attempts to contact the student or employee on campus, the student or employee should immediately notify the Virginia State University Police Department with the assistance of Human Resources, must enforce the Protective Order and may be required to take additional measures to ensure the enforcement. Additional measures include, but are not limited to:

- Removing the respondent from campus
- Changing work hours or locations
- Terminating the respondent
- Changing the respondent's course schedule, or place of residence.

VII. Other Orders or Protective Measures

In addition to No Contact Orders and Protective Orders, the university may take other steps to support a safe and secure campus and to protect individual community members.

- A person may be banned from a specific building, facility, or campus location, or his or her access may be limited; a full campus ban may be enforceable as a no-trespass order;
- A student or employee may be suspended on an interim, specified term, or indefinite term; or
- A person's work or class schedule or location may be altered.

Each of these steps is taken to the extent permitted by and in accordance with applicable policy and procedure including, for faculty.

If you any questions about No Contact Orders, contact studentconduct@vsu.edu or (804) 524-2391.

Fraudulent Information Technology Use

All members of the University community are expected to use the University's electronic resources and information-technology systems in a professional manner that demonstrates respect for individuals, data confidentiality, and intellectual-property rights. All uses of electronic resources and systems must be for their intended purpose and must comply with applicable local, state, and federal laws, copyright laws, and University policies. Users of the University's electronic resources and systems also accept personal responsibility for any actions that constitute a violation of this policy or any other policy, regulation, law, or guideline as set forth by local, state, or federal law. Users should not do any of the following:

1. Install personal software on the University's computers (including laptops, personal computers, or workstations) or make or use illegal copies of copyrighted materials or software, store such copies on University systems, or transmit them over the University network.
2. Download or transmit fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
3. Send e-mail using another's identity, using an assumed name, or anonymously.

4. Engage in any activity that might be purposefully harmful to systems or any information thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modification to University data.

VIOLATIONS AND PENALTIES

A STUDENT OFFENDER MAY BE CHARGED BY BOTH THE UNIVERSITY AND A COUNTY OR STATE LAW-ENFORCEMENT AGENCY FOR THE SAME OFFENSE.

Any student found to have committed or attempted to commit the following misconduct is subject to disciplinary sanctions including, but not limited to, warning, probation, loss of privileges, fines, demand for restitution, residence-hall suspension, residence-hall expulsion, Virginia State University suspension, and Virginia State University expulsion.

More than one of the sanctions listed above may be imposed for any single violation.

VIOLATIONS: Each student at Virginia State University is responsible for their conduct from the time of application through the actual awarding of a degree.

Section 1 – Alcoholic Beverages Policies

Virginia State University expects all students to exhibit behavior compatible with membership in a community of scholars. Students shall conduct themselves in a civil and mature manner, respecting the rights and property. Possession or consumption of alcoholic beverages in public (on campus) or in the residence halls is prohibited. This includes consumption in moving or parked vehicles.

- 1.1 The sale or distribution of alcoholic beverages on campus is prohibited.
- 1.2 Students are not allowed to store or display alcoholic beverage containers.
- 1.3 Students are not allowed to use alcoholic beverages to qualify for membership in any organization.
- 1.4 Public intoxication, drunkenness, or activities related to the consumption or possession of alcoholic beverages that infringe on the rights of others are prohibited.
- 1.5 Students and organizations that give, sell, or buy alcoholic beverages for students under 21 years of age shall be considered to be contributing to the delinquency of a minor of others.

Section 2 – Unauthorized Activities in and on Campus Buildings

Virginia State University does not authorize activities that have the potential to create excessive noise, inflict damage upon University property, or cause physical injury. Students are expected to use good judgment and common sense when riding bicycles, skateboards, longboards, scooters, and rollerblades on campus.

- 2.1 Climbing, rappelling, and related activities are prohibited on campus buildings and

structures.

- 2.2 Hall sports (ball playing, bicycling, rollerblading, scooter riding, and skateboarding) are not permitted in any campus-operated buildings.
- 2.3 Skateboards, scooters, and rollerblades may not be ridden in any building.
- 2.4 Use of these modes of transportation for other purposes (e.g., tricks, jumps, rail sliding, etc.) is not permitted on campus.
- 2.5 Skateboards, scooters, and rollerblades may not be ridden in campus roadways or parking lots. Bicycles may be ridden only on roadways, and riders must obey all traffic signs.

Section 3 – Coeducational Visitation Policy and Trespassing

All regulations of the University and the residence halls must be followed. All students are responsible for the conduct of their guests.

- 3.1 Visitation or allowing visitation of a student of the opposite sex to a room, hallway, lobby, or stairwell is permitted at designated times.
- 3.2 Guests who remain in another student's room while illegal visitation is occurring shall be considered a participant and in violation.
- 3.3 Students who entertain family members of the opposite sex without permission from the Resident Directors shall be considered in violation. All guests are to be entertained in the lobby.
- 3.4 Sexual activity in the residence halls is prohibited.
- 3.5 Students will be responsible for informing their guests, whether students or nonstudents, of University policies and will be held accountable if their guests violate University policy.
- 3.6 Students shall not enter or remain in a private room, office, or restricted area that is under the control of another student, faculty member, or University official except when permitted or invited by the resident party. No unauthorized individual may enter a University building or room that has been locked or is restricted by other means.

Section 4 – Dining Hall Regulations

- 4.1 The removal of trays, tableware, and food from the dining area is prohibited unless authorized.
- 4.2 Students improperly attired (e.g., lacking shirt and shoes or wearing sagging pants, pants that reveal underwear, or pajamas) will not be permitted in the dining area for health and safety reasons. Male students are required to remove their hats upon entering the building.

- 4.3 All students participating in the meal plan must present a valid Virginia State University identification card before entering the dining area.
- 4.4 Food fighting is prohibited. Any student identified as taking part will be in violation of the policy and subject to expulsion. Food fighting includes, but is not limited to, the use of food and/or food items in any manner other than consumption, (e.g., directing food or food items at another person and/or areas surrounding another person). Food fighting is viewed as a major infraction by the University.
- 4.5 All dining patrons must bus their dishes upon completion of their meal.

Section 5 – Disorderly Conduct

Students whose behavior disrupts the regular or normal functions of the University, including those whose behavior breaches the peace or violates the rights of others, are in violation of disorderly conduct provisions.

- 5.1 Students shall not intentionally provide or give false information to a faculty member or to a University staff member acting in the performance of their duties.
- 5.2 Students shall comply with reasonable and lawful requests or directives by residence-hall staff members or other employees acting in the performance of their official duties. This includes presenting a student-identification card or being requested to leave an area designated as off-limits.
- 5.3 Smoking, language, or any behavior deemed by the instructor or University staff to be disruptive to the learning process is prohibited in classrooms and other University buildings. This also refers to gang and drug paraphernalia. Smoking is allowed in designated areas only.
- 5.4 Students shall not throw an object or cause an object to be projected from any point on University property. Any object or substance that has the potential to deface or damage University or private property or cause personal injury or disruption is prohibited.
- 5.5 The possession or use of firearms, guns, BB guns, water guns or weapons of any kind is prohibited at all times. These prohibited items shall include, but are not limited to, firearms, crafted weapons (e.g., baseball bats or pool cues), bowie knives, switchblade knives, daggers, nunchaku, and metallic knuckles. Possession or storage of weapons by students is prohibited on any property owned or controlled by the University, including University- certified housing units.
- 5.6 Snowball throwing on campus is prohibited in all areas except Rogers Stadium.
- 5.7 Students shall not litter or throw debris on University property at any time. Citations for littering are issued by University Police officers.
- 5.8 Unauthorized assembly, demonstrations, or acts of picketing of any kind are not permitted. All assemblies, demonstrations, and similar acts must have prior approval and be registered with the Office of Student Activities or the Office of the Vice

President for Student Success and Engagement.

- 5.9 Students shall not play unreasonably loud music on the campus grounds or in the residence halls, classrooms, or buildings. According to the Chesterfield County Code, it shall be unlawful to create any unreasonably loud or disturbing noise in the county. Noise of such character, intensity, and duration as to be detrimental to the life or health of any person or to unreasonably disturb or annoy the quiet, comfort, or repose of any person is hereby prohibited.
- 5.10 Students shall not misuse, damage, or tamper with any emergency phones. Emergency phones can be used only in emergency situations to report criminal activity or to call for assistance.
- 5.11 Virginia State University values freedom of expression as a core principle of the University and recognizes that standards of dress and/or grooming are appropriate in specific circumstances. Virginia State University students are to exercise judgment in endorsing modesty, decency, and a sense of decorum so as to uphold the honor, dignity, and pride of themselves and their institution through their selected attire. **Refer to Section 5.11 for state-law rulings on dress.**
- 5.12 Indecent Exposure: Every person who intentionally makes an obscene display or exposure of his person, or the private parts thereof, in any public place or place where others are present or who procures another to so expose themselves shall be guilty of a Class 1 misdemeanor. No person shall be deemed to be in violation of this section for breastfeeding a child in any public place or any place where others are present.

Section 6 – Drugs

The University seeks to inform all students about drugs and their effects. To this end, Virginia State University provides educational programs and counseling to drug users and those affected by the drug use of others to discourage illicit drug use, eliminate the dealing or providing of illegal drugs, and uphold the law in these matters.

<https://www.vsu.edu/police/reports-policies/alcohol-drug-policy.php>

Drugs include controlled substances, alcohol, and substances detrimental to health, even if they are not subject to state and federal laws.

<https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-250/>

Use, distribution, or possession is prohibited in any building or on any property owned or operated by the University. Any infraction of this provision may subject the student to expulsion from the University.

- 6.1 Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia or the misuse of legal pharmaceutical drugs is prohibited, including marijuana.
- 6.2 Reasonable suspicion of possession or use of narcotics or drugs may subject the student

to a search of their person or property by law enforcement, or residence life staff.

Section 7 – False Alarms, Bomb Threats, Explosives, Weapons, and Misuse of Fire Extinguishers

(ALL VIOLATIONS OF SECTION 7 MAY RESULT IN IMMEDIATE SUSPENSION FROM THE RESIDENCE HALL.)

- 7.1 Persons who knowingly initiate a false fire alarm by ringing fire bells or giving any other common or recognized fire alarm are accountable for endangering the lives of other people and may be held responsible for damage to the persons and/or equipment responding to such false alarm.
- 7.2 In accordance with the Code of Virginia, any student found guilty of sounding a false alarm or making a bomb threat shall be guilty of a Class 5 felony and subject to 10 years in prison.
- 7.3 Students shall not, without authorization, operate or tamper with any firefighting equipment, except to extinguish a fire.
- 7.4 Inappropriate or dangerous activities involving fires, open flames, candles, matches, or other flammable materials are prohibited in all residence halls and buildings owned or operated by the University.
- 7.5 The use of dangerous chemicals or explosive materials such as fireworks, firecrackers, and gunpowder is prohibited unless under the direction and supervision of a professor for learning purposes.
- 7.6 Blocking or in any way preventing the use of fire-exit doors, residence-hall room doors, and building hallways is prohibited.
- 7.7 Improper use of electrical appliances or wiring that creates a fire hazard is prohibited. Cooking appliances are not allowed in certain residence halls.
- 7.8 It is prohibited to carry or possess firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group-sponsored events off campus.

Section 8 – Fighting, Assault, Threats of Physical Abuse, and Verbal Abuse

Virginia State University strives to provide an environment where students, faculty, and staff feel welcome, safe, and at peace.

- 8.1 Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, or harassment, is prohibited.
- 8.2 Students shall not engage in or attempt to engage in any form of violence directed toward another person or group of persons on University property.

- 8.3 Participating in on-campus or off-campus riots or disturbances with the intent to commit or incite actions that present a clear and present danger to others or that damage property is prohibited.

(NOTE: In instances where self-defense is claimed, the determination of the validity of the claim will rest solely with the appropriate administrative hearing panel.)

Section 9 – Forgery, Fraud, Theft, Gambling, and Misrepresentation

Any student, who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any document or representation thereof may be subject to discipline when this action substantially affects the University community's interest. Some examples of documents covered by this regulation include identification cards, program requests, change slips, receipts, transcripts of credits, library documents, and petitions for reclassification of residency status.

- 9.1 Students shall not engage in willful falsification of information on University records or of information given to University officials or to local government officials; the presentation of false information for the purpose of obtaining services; unauthorized presentation of oneself or one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, or goods; possession, manufacture, or distribution of false or altered instruments of identification; or initiating or causing to be initiated any false report, warning, or threat.
- 9.2 Students shall not steal or attempt to steal any money, property, or items of value belonging to the University, members of the University community, or campus visitors.
- 9.3 Students shall not illegally use or appropriate any property belonging to the University.
- 9.4 Students shall not, in any manner, defraud or fail to pay debts that are legally owed to the University or members of the University community. This subsection also includes theft, misuse, abuse, or fraudulent use of telephones or the telephone PIN numbers of other students or University officials.
- 9.5 Students shall not remove, exchange, or alter arrangements of any University property without permission from the appropriate authority.
- 9.6 Students shall not misrepresent other students.

Section 10 – Conduct Infractions

- 10.1 Students shall not fail to comply with reasonable and lawful requests made by the Director of Student Conduct acting in the performance of their official duties. Failure to comply with such requests (e.g., to attend conferences and/or pre-hearing conferences) may result in additional violations.
- 10.2 Students shall not fail to comply with any disciplinary sanctions imposed upon them by administrative hearing panels or hearing officers in hearings.
- 10.3 Students shall not engage in any activity that disrupts, unfairly influences, or obstructs

the administrative hearing process of Virginia State University.

- 10.4 Giving false information to an administrative hearing panel or hearing officer is prohibited. It is a serious offense and may lead to a violation of perjury.
- 10.5 Attempting to influence, intimidate, or threaten any witness, panel member, or other participants in an administrative hearing proceeding is prohibited. Such action may lead to criminal charges.
- 10.6 Students shall not fail to comply with the “No Contact Order”.

Section 11 – Parole or Probation Status of Student

- 11.1 Any student who is placed on probation or parole by any court must report the same in person to the Director of Student Conduct within 10 days of the court order.

Section 12 – Gender Based Violence and Sexual Misconduct (See Title IX Policy

Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different genders. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

Prohibited Acts

The following acts are prohibited and therefore are policy violations:

1. engaging in sexual assault, stalking, dating or domestic violence or any other act of sexual misconduct;
 2. retaliating in any manner against an individual who reports sexual assault, stalking, dating or domestic violence or any other act of sexual misconduct;
 3. interfering with procedures to investigate or redress a complaint of sexual assault, stalking, dating or domestic violence or any other act of sexual misconduct; and,
 4. making an intentionally false accusation of sexual assault, stalking, dating or domestic violence or any other act of sexual misconduct through the University’s procedures.
- 12.1 Students shall not sexually harass any members of the University community or campus visitors.
 - 12.2 Sexual acts between consenting or non-consenting persons on University property are

forbidden at all times. University property includes buildings, grounds, and parked automobiles.

- 12.3 Students shall not rape, attempt to rape, or sexually assault other persons on or off campus. Charges may be filed through the state code.
- 12.4 Students and student organizations will not engage in sexual misconduct, which includes, but is not limited to, sexual activity forced on another person against their will, either by physical or psychological force;
- 12.5 Students and student organization will not engage in sexual harassment; obscene phone calls; indecent exposure; other electronic means or devices, including pictures, video, electronic messages and social media.
- 12.6 Students are prohibited from stalking any members of the University community or campus visitors.
- 12.7 Students shall not be involved in dating violence or domestic violence with any members of the University community or campus visitors.
- 12.8 Students are prohibited from being involved in any other actions, including retaliation, interfering with procedures, or making an intentionally false accusation.

Section 13 – Pet Policy

No pets other than fish and properly attended guide dogs are permitted in University buildings and on campus grounds.

- 13.1 Dogs, cats, snakes, and other animals are not permitted on campus grounds. Any animal found unattended or tied to a tree, pole, or any other object on campus is subject to being impounded by the Bureau of Animal Control. All fees and costs associated with impounding will be borne by the owner of the animal. This policy does not apply to guide dogs.

Section 14 – Vandalism

Students and student organizations shall not willfully or carelessly destroy, deface, or tamper with University property or the property of others.

- 14.1 Defacing or vandalizing University property, land, buildings, or equipment is prohibited.
- 14.2 Defacing or vandalizing the property of others is prohibited.

Section 15 – Violations of Other University Regulations

Violation of University regulations contained in official University publications is prohibited.

- 15.1 Violation of other regulations includes, but is not limited to, Residence Life policies, recreational sports, facility policies, and University computing policies.

Section 16 – Hazing (See Student Organization Handbook)

Hazing is an intentional action toward another student, on or off campus, by a student organization or any of its members, that is intended to produce humiliation, physical discomfort, bodily injury, or ridicule. Hazing under Virginia law is defined as activities for initiation or induction into an organization that include calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug, or other substance; and confinement in any room or compartment. The definition also includes spraying, painting, or pelting with any substance; burying in any substance; burning, branding, or tattooing; or any other activity that may result in physical injury or endangerment to the health or life of the individual being hazed.

- 16.1 Hazing by an individual is prohibited.
- 16.2 Hazing by an organization is prohibited.
- 16.3 Attending an event or activity where hazing is occurring is not permitted.

Section 17 – Improper Use of University Computers and Computer Networks or Systems

Virginia State University students and staff should be careful about how much information they post to the personal websites, online journals, blogs, and communities (such as Facebook.com, Instagram.com and Twitter.com) they use to communicate and network within and outside the community.

- 17.1 Students shall not abuse or misuse University computer equipment, materials, or systems or networks by: accessing, sending, or displaying obscene materials (as defined under state and federal law); engaging in abusive conduct; damaging computer equipment, networks or systems; violating copyright laws; using false and unauthorized identification or password, or trespassing into another student's work; or using University equipment, supplies, systems or networks for any illegal activities as defined by Virginia statute or federal law.
- 17.2 The use of cell phones or audio or video recording is not permitted in classrooms without the prior approval of the instructor.
- 17.3 Any violation of the University's computer-use policy is prohibited.

STANDARDS FOR STUDENT-ORGANIZATION CONDUCT

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student-organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Student-Organization-Member Responsibilities

Members of student organizations are expected to be good citizens; to engage in responsible behaviors that reflect well upon their organizations and the University; to be civil to one another and to others within the campus community; and to contribute positively to student and University

life.

Virginia State University has established the following Student Organization Code of Conduct to ensure that all student-organization officers and members understand what is expected of them and accept responsibility for their own actions and the actions of their members and guests.

Application of This Code

The Department of Student Conduct will exercise jurisdiction over recognized student organizations, including fraternities and sororities, and the conduct of their members. Action by the Department of Student Conduct does not preclude action by one of the Greek councils or other governing bodies.

Sanctions for conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include, but are not limited to, withdrawal of recognition, suspension of recognition for a specified period of time, probation (a warning that might lead to a more severe sanction), restriction of privileges, reprimand, and demand for restitution for losses caused. Conduct that threatens the safety or security of the campus community or that substantially disrupts the functions or operation of the University is within the jurisdiction of this Code, regardless of whether it occurs on or off campus. The Department of Student Conduct is responsible for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed only with written complaints, but it reserves the right to proceed without a written complaint.

When the Department of Student Activities receives a report of a student organization's alleged misconduct, an investigation will occur. If warranted, the Department of Student Activities will send the president of the student organization and its advisor a letter to schedule an informal conference. The letter will also notify the organization's president of the allegations. The Director of Student Activities or designee will meet with the president of the organization and its advisor to discuss the allegations. If the organization is found responsible for the alleged misconduct, the director will file a formal incident letter with the Department of Student Conduct. The Department of Student Conduct will send a letter to the president of the organization, informing them of the violation(s) and requesting their appearance at a pre-hearing conference. The student will be advised of their rights at the pre-hearing conference. The student then will appear at the formal hearing, which will be taped. It is the president's right to accept or reject any sanction imposed. If the president believes their due process rights have been violated or the sanction imposed was too excessive, they may submit a written request to have the case reviewed by the Interim Associate Vice President of Student Success within (2) two business days of receipt of the notice of sanction(s). The Interim Associate Vice President of Student Success will review the violations and all evidence relating to them and shall have the discretion to further interview the organization's leadership and student members. The Interim Associate Vice President of Student

Success decision shall be final. The president of the organization will be notified of the University's final decision within 10 business days of receipt of the appeal letter to the Interim Associate Vice President of Student Success.

Governance

All student organizations are required to be registered with the University through the process administered by Student Activities. Registered student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities, are held responsible. Policies and procedures developed by the Greek councils are managed as outlined in their respective constitutions and do not preclude action by the Department of Student Conduct.

Unacceptable Student Organization and Member Behavior

The following defined behaviors are unacceptable and subject to disciplinary sanctions:

1. Aiding and Abetting

- a. Assisting a group that has lost University recognition or facilitating the existence of a group that does not have University recognition is prohibited.
- b. Encouraging, permitting, or assisting another organization or member to do any act that could subject them to disciplinary action is prohibited.
- c. Aiding and abetting another organization or member in violation of a University policy or procedure or local, state, or federal law is prohibited.

2. Use of Alcohol and Other Drugs

Virginia State University is dedicated to providing a productive and challenging educational environment, free from the adverse effects of alcohol and other drugs. The adverse effects of alcohol and other drugs in the University community create a serious threat to the welfare of students, employees and to Virginia's citizens; and it undermines the mission of the University. The purpose of this policy is to protect the health, safety and welfare of members of the University community and the public being served by the University.

The Virginia State University Alcohol and Drug Policy prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs, including marijuana, by students and employees on University property, at University sponsored events, and at off-campus activities while representing the University community.

Policy Enforcement

- a. In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, **any employee or student who violates this policy is subject**

to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. VSU supports an environment free from retaliation. Retaliation against any employee or student who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

- b. Students, faculty, and staff are expected to comply with all federal, state and local alcohol and drug-related laws. Underage drinking is strictly prohibited by Virginia State University.
- c. The use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia or the misuse of legal pharmaceutical drugs is prohibited.
- d. Sponsoring or hosting an activity at which the substances noted above are used is prohibited.

Alcohol and Other Drug Counseling and Treatment Program Resources

A student who experiences a problem with alcohol or other drugs may contact University Counseling Center or Student Health Services for confidential counseling, assessment and referral to community services if needed.

3. Damage to Property

Willful or careless destruction of, defacement of, or tampering with University property or the property of others is prohibited.

4. Unlawful Discrimination

Discrimination on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, or Vietnam-era or other covered veteran status is prohibited.

The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other University living groups.

5. Disorderly Conduct

- a. Behavior that disturbs the peaceful campus environment, or undermines public safety is prohibited.
- b. Harassment, threats, bullying, physical abuse, intimidation, and the threat of physical abuse, including bias-related incidents, are prohibited.
- c. Excessive noise that is disruptive to the campus or surrounding community is prohibited.

6. Endangerment

Reckless or intentional acts that endanger the welfare of group members or others or compromise the security measures of the campus are prohibited.

7. Failure to Comply

- a. Failure to comply with the directives of university officials acting in the performance of their official duties;
- b. Resisting or obstructing University officials acting in the performance of their official duties;
- c. Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities⁷ and sororities, as outlined in the *Student Organization Handbook*.

8. False Alarms and Fire Safety

Initiating false fire alarms or tampering with fire-alarm devices or fire equipment is prohibited.

9. Falsification of Information

- a. Willful falsification of information on University records or of information given to University officials or to local government officials is prohibited.
- b. Willfully providing false information for the purpose of obtaining services is prohibited.
- c. Unauthorized presentation of oneself or one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods, or services is prohibited.
- d. Possession, manufacture, or distribution of false or altered instruments of identification is prohibited.
- e. Initiating or causing to be initiated any false report, warning, or threat is prohibited.

10. Firearms, Fireworks, Weapons, and Explosives

- a. Possession of firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group-sponsored events off campus is prohibited.
- b. Possession or use of fireworks on campus or at group-sponsored events off campus is prohibited.

11. Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

12. Harassment and Abusive Behavior

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct, is prohibited, as defined in this *Student Handbook*.

13. Hazing

Hazing in every form or conspiracy to haze is prohibited. Virginia State University takes a zero-tolerance approach to hazing. Commission of hazing can be considered either a misdemeanor or a felony. Participation in a hazing practice may result in both individual and organizational disciplinary action. The Code of Virginia section 18.2-56 states, "It shall be unlawful to haze so as to cause bodily injury, to any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor." If injuries would be such as to constitute a felony, punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Section 18.2-56 further states, "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 following non-exhaustive list of activities meets this criterion, and accordingly, these activities are considered forms of hazing:

- a. Physical activities such as calisthenics, jogging, sit-ups, push-ups, or the carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress
- b. Abduction or involuntary transportation of individuals or the abandonment of individuals at off-campus locations, requiring them to find their way home
- c. Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids
- d. Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage, or any items individually or in combination that may or could induce vomiting, psychological abuse, and/or humiliation
- e. Requiring individuals to walk, march, or run in single file against their will
- f. Requiring individuals to dress in revealing, embarrassing, or uncomfortable clothing

- or any type of uniform
- g. Exposing individuals to extremely uncomfortable or dangerous environments (e.g., environments that are too loud, dark, small, hot, or cold) or blindfolding where there is a potential for danger
 - h. Intense interrogation of pledges, name calling, screaming at individuals, prolonged periods of enforced silence, or the use of gags
 - i. Requiring individuals to perform any act(s) which are construed to be humiliating or degrading
 - j. Prohibiting individuals from talking to members of the opposite gender
 - k. Peer pressure to engage in activities against the individual's will
 - l. Requiring pledges or new members to carry or wear any item(s) that set them apart from other members. (it is acceptable for new members to wear a pledge pin; however, members should also wear membership badges or pins simultaneously)
 - m. Forced servitude (such as shining shoes or boots; cleaning rooms, apartments, houses, cars, or other property; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members) or requiring individuals to purchase items or services for other members
 - n. Requiring activities that are prohibited by law or University policy or procedure, such as trespassing; stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; or lewd, obscene, threatening, intimidating, or harassing behavior
 - o. Requiring activities that interfere with academic studies, assignments, or classes, such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, requiring food or sleep deprivation, or assigning take-home assignments that interfere with academic work.

14. Misuse of University Computer Facilities or Resources

The following behaviors pertaining to misuse of computer facilities or resources are prohibited:

- a. Accessing, sending, or displaying offensive messages or pictures or damaging computer equipment, networks, or systems
- b. Violating copyright laws
- c. Using false and unauthorized identifications or passwords or trespassing into another student's work
- d. Using University equipment, supplies, systems, or networks for illegal activities as defined by Virginia or federal law

15. Obstruction of University Activities

Behavior that disrupts or interferes with normal University or University-sponsored activities is prohibited. Normal University or University-sponsored activities include, but are not limited to, study, teaching, research, and other authorized activity. They may also include authorized activities performed by officially invited speakers; University administration; public-safety officials; or fire, police, or emergency services. Such behavior includes abridgement of rights to freedom of speech and expression.

16. New Member Intake

Student organizations that are not in compliance with new-member-education requirements as outlined in their local and national constitutions and/or bylaws or University policy risk disciplinary procedure. Non-Greek organizations shall not engage in intake processes.

17. Theft

Stealing or attempting to steal any money, property, or item of value belonging to the University, a member of the University community, or a campus visitor is prohibited.

18. Trespass

Unlawful entry into a University facility, regardless of its location, is prohibited. The term shall also include the unlawful entry into property not owned by the organization.

19. Use of the University Name

Use in graphics, print, media, or advertising of the name or marks (e.g., the logo, seal, or graphics) of the University is prohibited unless specifically authorized in writing by the president of the University or designated representative.

20. Violation of Student Organization Conduct Procedures and Sanctions

- a. Falsification, distortion, or misrepresentation of information related to a discipline matter is prohibited.
- b. Disruption or interference with the orderly progress of a student-organization discipline proceeding is prohibited.
- c. Initiation of a student-organization discipline proceeding in bad faith is prohibited.
- d. Attempting to discourage another individual from participating in a student-organization discipline matter is prohibited.
- e. Attempting to influence the impartiality of any participant in a student-organization

- discipline matter is prohibited.
- f. Verbal or physical harassment or intimidation of any participant in a student-organization discipline matter is prohibited.
 - g. Failure to comply with the sanction(s) imposed under a student-organization discipline proceeding may result in further disciplinary action and/or additional sanction(s).

21. Violations of Civil or Criminal Law

Student organizations in violation of local, state, or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

APPENDICES

APPENDIX A: INFORMATION TO KNOW

Academic Enhancement and Support: The University College offers one-on-one and group academic coaching; facilities with free, up-to-date technology; academic growth plans; and supplemental Math and English instruction.

AIDS/Condoms: Information regarding AIDS and condoms may be obtained from Health Services.

Alcohol/Drug Concerns: The substance-abuse-prevention program offers free, confidential counseling and a variety of educational information.

Allergy Injections: Allergy injections are given by appointment only, and students must provide their own allergy serum. The student's personal physician must administer the first dose of the series and send detailed instructions to the Health Center for subsequent injections. All allergy medication will stay in the clinic and students must come in to get the injection. When going home for extended periods (e.g., Christmas, spring break, and summer), students should take their medications with them.

Athletic Academic Enhancement: The staff of the University College works to help athletes manage their time and designates areas of the building for use during team study hours. Counselors also help to ensure that all athletes are aware of the communication they must maintain with their professors about their busy sports schedules.

Automobile Policy—Freshmen: The vehicle policy does not permit resident freshmen to have motorized vehicles on campus.

Campus Ministries: The office endeavors to serve the interpersonal and personal needs of the campus community as they relate to spiritual and religious life. Students of all ethnic, cultural, racial, denominational, and faith traditions are welcome to celebrate diversity and enhancement.

Career Services: Career Services is committed to offering a comprehensive array of programs and services that support and facilitate career development for students and alumni. Programs and resources are provided to assist students in developing and identifying career goals, expanding knowledge of career options, understanding effective decision making, and acquiring appropriate strategies and skills to carry out the career-development process.

Check Cashing: Personal checks may be cashed at the Virginia State University Credit Union or at banks located near the campus.

Commuter Student Services: The Department of Student Activities assists students in obtaining information about transportation services in the area and provides a commuter lounge as a comfortable place to relax before, after, and between classes. The lounge is equipped with a computer, magazines, a microwave, a refrigerator, and information about campus and community resources to support commuter students.

Counseling Center: The University Counseling Center provides individual, group, couples/marital, and family therapy as well as case-management, psychiatric, consultation and outreach services.

Educational Counseling: The educational counselors of the University College schedule classes for students as well as keep records of a student's progress through the academic year. Bystaying connected to students throughout their experience at Virginia State University, counselors are able to make accurate suggestions for improvement.

Financial Aid: Virginia State University provides financial assistance to students in an attempt to bridge the gap between the actual cost of college and the expected contribution from a student (and/or their family). The four categories of financial aid are scholarships, grants, loans, and employment. Students may receive any combination of these funding types.

Health Center: The Student Health Center provides quality health care services and health education programming to all students attending VSU. Our professional staff includes a physician, nurse practitioners, registered nurses, medical assistants, health educator, clinical and administrative assistants.

Health Education: Health education includes topics such as stress management, weight control, STD/HIV prevention, alcohol- and drug-abuse prevention, and smoking cessation, along with other wellness issues.

Health Insurance: The University does not require students to have health insurance. For those students without health coverage, the Health Center refers students to the Affordable Care Act website at www.healthcare.gov.

Housing Contract—Cancellation: The Residence Hall and Food Service Agreement is for a full academic year. This agreement cannot be canceled during or after the Fall semester.

Identification Card: The University's Trojan Card is the official identification card for Virginia State University. It is authorized for use only by the person whose name appears on the front of the card and is not transferable. It is the property of Virginia State University, and it may be revoked at any time.

Meal Card: The meal card (Trojan Card) may be used only by the owner. The meal card is nontransferable. All residence-hall students are required to participate in the food-service meal plan.

Medical Excuses: Students presenting to the Student Health Center are only provided excuses for missed classes upon the discretion of the clinician. Medical excuses are not given during the midterm or final examination periods. The Student Health Center medical excuses are accepted at the discretion of the professor.

Medical Necessities: A completed physical examination form (within the past year) along with a valid immunization record must be on file for all full-time students upon entering Virginia State University. Students who fail to meet this requirement will not be permitted to register for classes and a hold will be placed on the student's account.

Meal Plan for Off-Campus Students: Students commuting to campus may purchase a meal plan designed for their individual needs.

Medical Services After 5:00 P.M.: If a **non-emergency** health need occurs after 5:00 p.m. or on a weekend, students may use Patient First Urgent Care Center, located at 1260 Temple Avenue in Colonial Heights, open from 8:00 a.m. to 10:00 PM or Better Med open 8am to 8pm 4600 Puddleduck Road Prince George, VA. Our local hospitals are available for 24 hour emergency care at Southside Regional Medical Center, 200 Medical Park Boulevard in Petersburg or John Randolph Medical Center, 411 West Randolph Road Hopewell, VA. Medical transport services are available through AAA Transportation Services for students without transportation. Transportation vouchers are available in each residence hall and may be obtained from the resident coordinator or residence life staff. The voucher must be completed and given to the driver, and the trip cost will be charged to the student's account. One copy of the voucher must be sent to the Health Center. No money is required from students at the time of service to utilize AAA Transport. *This transportation service is only for medically related conditions and is not intended for personal use.*

Name Change: Any student who marries while matriculation at the University and who wants a name change entered on University records must submit a written request to the Registrar's Office. A copy of the marriage certificate must accompany the request.

National Student Exchange Program: The National Student Exchange (NSE) program is designed to provide Virginia State University students an opportunity to attend a college or university in another state without having to pay the high cost of out-of-state tuition. Payment of tuition is made in one of two ways. Using Plan A, students pay their tuition and fees to the host institution. In Plan B, students pay their tuition and fees to Virginia State University. They do not pay room and board to Virginia State University. Room and board fees are the responsibility of the students and are paid directly to the host institution. Virginia State University only uses Plan B. Virginia State University students who participate in the NSE program remain registered students at Virginia State University. Any financial aid that is normally available can be applied to the exchange obligation. Because NSE is an officially approved program of the University, all

courses with their respective credit hours and earned grades will be recorded on the Virginia State University transcript and will be calculated into the GPA.

Nontraditional Students: Educational counselors work to assist students who are not of the traditional college age. The staff of the University College understands that these students often live independently and may have jobs, children, and other responsibilities that could potentially interfere with their academic success if the proper planning does not occur early on. Through appropriate counseling, students will learn techniques that will help them adjust to a college-level curriculum while simultaneously meeting the most important obligations of their daily lives.

Overnight Guests: Permission for relatives or friends to stay overnight in the residence halls is granted by the Office of Residence Life and the residence coordinator in your building. Contact these individuals for information.

Peer Mediation: Peer mediation at Virginia State University offers students the chance to meet with student mediators who have been trained in the mediation process. Peer mediators do not impose solutions; rather, they are trained to encourage communication and help the parties examine possible solutions. Students seeking resolution of conflict through mediation or who are interested in becoming peer mediators should contact the Department of Student Conduct at (804)524- 2391.

Posting Policy: All posters and flyers must be submitted to the Office of Student Activities for review before they are posted. Approved posters should be placed only on bulletin boards. Posters or other displays shall not be placed on the outside of buildings or on interior walls, floors, or furniture or in windows. Posters may not be placed on trees on the campus at any time. Flyers are to be posted in Jones Dining Hall and residence halls only with prior permission from the director of food services and the individual residence educators, respectively. Flyers for on-campus activities can be posted in academic buildings with prior permission from each individual school dean's office. Students who fail to follow this policy will be subject to disciplinary action.

Sexual Assault: If you are sexually assaulted, contact the University Police or a university official immediately.

Solicitation in the Residence Halls: Solicitation in the residence halls for the benefit of individuals is strictly prohibited. Contact the Office of Residence Life for additional information.

Stolen Personal Property: The University does not assume liability, directly or indirectly, for personal items belonging to a student. It is suggested that the student contract for their own insurance coverage.

Substance Abuse: Counseling Services offers treatment and/or assistance to students with substance-abuse related problems or issues. The Virginia State University Alcohol and Drug Policy prohibits the possession, use, manufacture, distribution, sale, or consumption of alcohol

and/or illicit drugs anywhere on campus. The policy pertains to the activities of all students on University property and the activities of students at University-sponsored events or at off-campus activities while representing the University community. Students, faculty, and staff are expected to comply with all federal, state, and local alcohol- and drug-related laws. Virginia's Alcohol Beverage Control Act contains laws governing possession, use, and consumption of alcoholic beverages. It is illegal for anyone under age 21 to purchase, possess, or consume any alcoholic beverage. It is illegal for any person to sell alcoholic beverages to persons under the age of 21. It is illegal for any person to purchase or provide alcoholic beverages for another when, at the time of the purchase, the provider knows or has reason to know that the recipient is under 21 years of age. It is illegal for any underage person to use a forged or otherwise deceptive driver's license to obtain beer or any other alcoholic beverage. It is illegal to manufacture, sell, give, distribute, or use a controlled substance or illegal drug. It is illegal to possess with intent to manufacture, sell, give, or distribute a controlled substance or illegal drug. It is illegal to possess or sell drug paraphernalia.

Technology Services: Technology Services is committed to the delivery of reliable information-technology solutions and services to support the educational mission of Virginia State University.

Telephone Services: To initiate service, contact Verizon. Students may secure a personal telephone for use in their room. While the University pays for local service, students are responsible for securing a long-distance carrier.

Transition Students: The Academic Center for Excellence recognizes the unique needs of students who are transferring into Virginia State University and of members of military families. A staff member will work with the transfer office to guarantee that all possible transfer credits meet graduation requirements, to offer guidance in contacting appropriate financial-assistance offices on campus, and to give personal support to those whose families may be unavailable due to distance.

Unreasonably Loud Music: A student may receive a fine for playing unreasonably loud music on the campus grounds or in residence halls, classroom, or buildings. This includes unreasonably loud music in automobiles.

Vehicle Regulations: All Virginia State University students must register with the Cashier's Office any vehicle they wish to park on campus. Students will be issued one permit per registered vehicle. Freshmen are prohibited from operating a motor vehicle on campus unless an exception is authorized by the Director of Student Conduct. Exceptions may be granted on a case-by-case basis.

Veteran Student Advisement: The Veteran Affairs advisor serves veterans and their dependents by keeping them abreast of their allowances, awards, rights, privileges, and responsibilities in

accordance with the codes and the contract made between the University, the U.S. Department of Veterans Affairs, and the U.S. Department of Education.

Violation of Public Laws: Whenever a student violates a public law outside the physical bounds of the campus, the student is to report all infractions of public law with which they are involved or charged to the Department of Student Success and Engagement (804) 524-5866 or the Office of Student Activities at (804) 524-5701. This does not refer to traffic infractions.

Wellness Center: The Wellness Center educates and enlightens students about healthy lifestyles. It provides opportunities to improve overall personal mental and physical wellness to the Virginia State University community. It provides a healthy place for students, faculty, and staff to interact and work out.

APPENDIX B: DEFINITIONS

Academic Grievance: A dispute between a student and a faculty or staff member about teaching and learning activities as they relate to or affect the student in an academic environment.

Accused Student: A Virginia State University student charged with violating University policies and notified of a complaint filed with the Department of Student Conduct.

Adjudication: A hearing process that includes the evaluation of possible violations of the Virginia State University Student Code of Conduct. This process also includes the administration of sanctions as appropriate.

Administrator's Court: A formal student hearing that is heard solely by the Director of Student Conduct or designee approved by the Interim Associate Vice President of Student Success in response to alleged minor violations of student misconduct.

Allegation: A statement asserting that a violation of University policy or the Student Code of Conduct has occurred.

Complaint/Charge: A written statement submitted to the Department of Student Conduct regarding violations of University policy.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A pattern of behavior, including acts or threatened acts, that includes asserted violent misdemeanor and felony offenses committed by (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Due Process: Basic rights afforded to all Virginia State University students charged with violating University policies. Basic rights that constitute a fair hearing include the receipt of a hearing notice that outlines alleged violations of University policy and the right to be heard by a disciplinary hearing panel.

Formal Complaint: A written concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and/or resolution.

Formal Hearing: An official student hearing that is very structured and is administratively managed by the Department of Student Conduct. A formal hearing is convened in response to allegations of student misconduct and is scheduled at the discretion of the Director of Student Conduct.

Hazing: Hazing in every form or conspiracy to haze is prohibited. Commission of hazing can be considered either a misdemeanor or a felony. Participation in a hazing practice may result in both individual and organizational disciplinary action. The Code of Virginia section 18.2-56 states, “It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.” If injuries would be such as to constitute a felony, punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Section 18.2-56 further states, “any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.”

Hold: A restriction preventing a student from enrolling in classes, receiving a refund, obtaining academic transcripts.

Integrity: Steadfast adherence to a strict ethical code; completeness; soundness.

Investigation: A process of gathering and reviewing information following the receipt of a disciplinary complaint.

Nonacademic Grievance: A dispute between a student and a staff member, administrator, faculty member, or another Virginia State University student concerning the application of any University-wide policies or procedures or the policies or procedures of an academic or administrative unit.

This may include issues related to co-curricular or extracurricular activities, student issues, personal conduct or decorum, student governance, or other administrative decisions and/or actions perceived by the complainant to be unfair, arbitrary, and/or capricious. The procedure is listed below:

1. The requirement that the accused student or student organization receive reasonable notice of the alleged violation, a general summary of the complaint, contact information of an institution's employee to receive additional information, and the date by which such contact must occur;

2. The opportunity for the accused student or student organization to present their version of events giving rise to the allegations;
3. The opportunity for the accused student or student organization to review and respond to information presented to the decision maker;
4. The opportunity for the accused student or student organization to select an advisor of their choice;
5. The opportunity for the accused student or student organization to present information by relevant and noncumulative witnesses;
6. The right of the accused student or student organization to not participate in proceedings;
7. The requirement that the complainant and respondent receive notice of the outcome of the proceedings;
8. A decision maker free from actual bias; and
9. A description of any internal appeal process.

Not Responsible: A hearing outcome in which a determination is made that the student's conduct did not violate the Student Code of Conduct.

Representative: An individual who may attend hearings as silent support for the accused student or witness throughout the hearing process. The representative may not directly question the respondent/student(s) or witness(es) or address the hearing body for any reason.

Responsible: A hearing outcome in which a student is found to be in violation of the Student Code of Conduct.

Sanction: A developmental consequence imposed by the administrative hearing officer (Director of Student Conduct) or after a student is found responsible for violating Virginia State University's Student Code of Conduct and/or other university policies.

Sexual Assault: Non-consensual contact of a sexual nature. It includes any sexual contact when the victim does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, knowingly or unknowingly); intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's genital area, groin, inner thigh, buttock or breast; and non-consensual sexual intercourse, defined as anal, oral, or vaginal penetration with any object. Some types of sexual acts which fall under the category of sexual assault include: rape, attempted rape and fondling.

Sexual Misconduct: Sexual contact without consent. Includes intentional touching of the victim or forcing of the victim to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the acts must be

committed by force, intimidation, or through the victim's mental incapacity or physical helplessness. Rape refers to those actions defined as (but is not limited to) the following behaviors (or any behavior that is prohibited by the Virginia Penal Code) that are committed by either an acquaintance or stranger: sexual intercourse against a person's will, accomplished by force or threats of bodily injury, and sexual intercourse when the person is incapable of giving consent or is prevented from resisting, including instances when the complainant cannot resist because of alcohol or drugs administered by or with the knowledge of the accused. Intoxication of the assailant does not diminish the assailant's responsibility for sexual assault.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for their or others' safety, or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's property.

Student: A person officially registered and enrolled at Virginia State University during any academic term in which an incident and subsequent grievance occurs.

Unauthorized: Not officially approved by the University.

Violation: An action that is inconsistent with University policies and which necessitates the imposition of a sanction or consequence.

Witness: An individual who may attend a hearing as support for the respondent/student and who provides a written statement and/or oral testimony to the members of the panel, to include the Director of Student Conduct. The witness's testimony must consist of firsthand evidence. All witnesses are expected to arrive to the hearing with a written, signed, and dated statement.