

**LONGWOOD**  
UNIVERSITY



# Student Handbook 2008-2009

**Office of Honor and Judicial Programs  
Lancaster G-28  
434-395-2490**

**<http://longwood.edu/judicial>**

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**The Longwood University Student Handbook** contains information for students about available services, administrative policies and procedures, academic regulations, conduct standards and regulations, and governance structure. The goal in producing the Handbook is to help students take advantage of opportunities at Longwood University.

This handbook is effective for the 20078- 2009 academic year, beginning August 15, 2008. Changes may be made in this Student Handbook whenever necessary, and shall be effective as of the date on which they are formally adopted, or on the date specified in the change.

All undergraduate and graduate students, including those attending summer school and special programs, are bound by the policies, procedures, and academic regulations contained herein.

Longwood University, an agency of the Commonwealth of Virginia, is an equal opportunity institution of higher learning. Longwood promotes equal opportunity for all prospective and current students and employees. Longwood University will not discriminate against any individual on the basis of race, color, religion, national origin, political affiliation, sex, sexual orientation, age or disability status, except in relation to employment where a bona fide occupational qualification exists. Anyone with questions concerning access or accommodations should contact [Disability Support Services](#) at 434.395.2391 (V); 800.828.1120 (TT Relay).

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### **Concerns or Suggestions**

Longwood University offers students the opportunity to voice their concerns or suggestions. Students may bring an issue forward by contacting Dr. Kerstin Soderlund, Dean of Students, Longwood University, Lankford 216, 434.395.2389 (soderlundkm@longwood.edu). The Dean will resolve the issue and/or the student will be referred to the appropriate office or person.

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### **Role & Participation of Students in Institutional Decision Making**

At Longwood University, students are encouraged to participate in decision-making. Students have much to offer. Their participation enhances the University and allows students the opportunity to develop leadership skills. Students can participate in the decision-making process at the highest levels through involvement in the Student Government Association. The Student Government Association strives to "achieve and maintain appropriate representation on all Longwood administrative and faculty bodies and committees that make decisions affecting the student body of Longwood" (Article 1, Section 2 of the Student Government Constitution). The mission statement of the Student Government Association also provides that the Student Government Association (SGA) should "serve as the official voice of the student body through which student opinion may be expressed to the administration of Longwood." The Student Government web site may be found at: <http://lancer.longwood.edu/org/sga/>

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### **Board of Visitors**

Longwood University Board of Visitors was established by action of the General Assembly in 1964 (House Bill 435). Since the University, including all land, buildings, and property, belongs to the Commonwealth of Virginia, the Board was authorized to oversee the operations of the institution on behalf of the State.

The Board of Visitors consists of eleven members appointed by the Governor and approved by the General Assembly. Board members serve a term of four years without compensation. They can be reappointed for one additional four-year term. Board members generally represent various geographical areas of the State and hold professional, managerial, and leadership positions in their respective communities. The terms of approximately one-fourth of the Board expire each

year. For purposes of communication, a Faculty Representative, the President of the Alumni Association and the Student Government President sit with the Board.

The bylaws of the Board of Visitors call for four meetings a year. These meetings usually are held in the months of July, October, February, and April, pending schedule arrangements of all concerned. Special meetings are held at other times as needed. Board officers include a Rector, Vice-Rector, and Secretary, elected by Board membership. Several committees have been established by the Board, including the Academic and Student Affairs Committees. In addition, the Board is represented on various other committees of the University throughout the year.

The Board of Visitors of Longwood is the policy-making body for the University. It appoints the President and approves appointments of all administrative and faculty members, sets tuition and fees or other necessary charges, and confers degrees.

The Board delegates to the President the responsibilities for the day-to-day operation of the University, within the policies established by the Board. Various components of the Longwood community also shares in administering these responsibilities.

The Board recognizes the importance of communication and has established a policy of communication both to and from the many constituencies of Longwood University. Due to the statewide geographic spread of the Board members' residences, their attendance on the campus and at campus events is somewhat limited. For this reason, and in order to facilitate communication to and from the Board, they have designated the President's Office as the official channel for contacts with the Board of Visitors. Only when the proper channels have been utilized can the Board members react to the requests effectively and in the best interests of Longwood University.

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## **History of Longwood**

Longwood University, a pioneer first in private and later in public education, is one of the oldest institutions of higher education in the United States. Longwood was founded on March 5, 1839, the date that the Farmville Female Seminary Association was incorporated by the General Assembly of Virginia.

In succeeding years, the increasing prosperity of the Farmville Female Seminary led the stockholders to expand the seminary into a college, and the Farmville Female College was incorporated in 1860. On April 7, 1884, the State of Virginia acquired the property of the Farmville Female College, and in October of the same year, the Normal School opened with 110 students enrolled. This was the first State institution of higher learning for women in Virginia.

With the passage of the years, the Normal School expanded its curricula and existed under a succession of names. It became the State Normal School for Women in 1914, the State Teachers College at Farmville in 1924, and Longwood College in 1949. Longwood became fully coeducational in 1976.

During its early years as a state-supported institution, Longwood was under the supervision and management of the State Board of Education, which was also responsible for the general supervision of the public school system and several other State institutions of higher education. In 1964, the Virginia General Assembly established an eleven-member Board of Visitors, authorized to oversee the operations of Longwood on behalf of the State. The members of the Board are appointed by the Governor of Virginia and approved by the General Assembly.

Longwood was first authorized to offer a four-year curriculum leading to the degree of Bachelor of Science in Education in 1916. It was authorized to offer the degree of Bachelor of Arts in 1935, the degree of Bachelor of Science in 1938, courses in business education the same year, courses leading to a degree in music education in 1949, the degree of Bachelor of Science in Business Administration in 1976, the Bachelor of Fine Arts degree in 1978, and the Bachelor of Music degree in 1981. The University now offers majors in 23 fields of study and 35 choices for minors.

Longwood welcomed its 24th president, Dr. Patricia Picard Cormier, in the fall of 1996. On April 24, 2002 the institution officially became Longwood University.

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## **Getting Involved in Your Education**

Being involved in your education is absolutely necessary for both academic and personal success. How you devote your time and energy in the following areas determines your involvement: academics, experiences with faculty, residence hall and commuter living, community service, and clubs and organizations. Involvement refers to active participation in your own education or, in other words, how you spend your time and energy each day.

Being successful also means having some understanding of who you are, where you are going, and how you are going to get there. It means asking yourself: "What kind of person am I?" and "What kind of person do I want to become?" When you are able to answer these questions, you can set some goals for each semester, for your total Longwood experience, and even for your life. Your goals will determine your courses, your personal life, and your involvement as a responsible citizen who makes worthy contributions to the common good.

Your involvement will challenge you to make responsible choices about doing your best in ways uniquely your own: choices about treating other members of the Longwood community with trust and conducting yourself with honor; about establishing yourself as a trusted member of the community by creating humane and mature relations with peers; about establishing a sense of personal vision and direction for academic involvement and personal success; and about behaving responsibly in all situations involving Longwood's conduct standards and honor code provisions, which strictly forbid lying, cheating, and stealing.

Always remember that our community of learning begins in the classroom, where involvement is first and foremost. Remember also that learning also reaches out to departments, to the residence halls, to student activities, campus clubs, and organizations. If you want to be successful at Longwood, you must be responsible for yourself, your learning, your behavior, and your involvement. Then, you will be affirmed, welcomed, and connected as a member of a community that comes together challenging each student to a life of worth and work, and, at the same time, a community that respects the dignity and uniqueness of each individual.

You can drift passively through your Longwood years and miss out on both learning and success, or you can do your best in each part of your academic, social, and personal experiences. The choice is yours!

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## **Keep up with Communication**

Longwood University uses student longwood.edu email addresses as the official means of communication with students. Important information such as campus crime alerts, billing, housing, etc. are sent to students through the University email system. All students are expected to use the Longwood University email system so they are aware of important information. When classes are in session all students are responsible for checking their longwood.edu email address and their postal mail on a daily basis. Continuing students are responsible for checking their longwood.edu email address on a regular basis during semester breaks.

All Longwood-managed residential accommodations (main campus residence halls, Lancer Village and Longwood Landings) are provided with a local telephone connection, including voicemail and 911 emergency location capabilities. For reasons associated with personal safety and the cost effectiveness of this communication resource, residential students are responsible to provide a personal telephone and to set-up and use the University's voicemail system.

All students are required to update their cell phone number(s) or contact number once each academic semester or when the number changes. This number will be used for contact only during emergencies.

## **Statement of Student Academic Freedom**

Longwood University endorses the principle of academic freedom, believing it essential to the development of citizen leaders for the common good. Since the search for truth requires the free exchange of ideas, the University protects the right of students to engage in unhampered academic inquiry and exposition. (Passed by the Board of Visitors, December 2002)

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### **Longwood University: Standing on its Values:**

#### ***Community Diversity and Individual Integrity***

Longwood believes in the development of each individual as an integral part of a vastly diverse community. Members of the Longwood community embody a sense of self-esteem, responsibility, and integrity. The result is Longwood's tradition of care, human kindness, and common courtesy. Longwood students learn from each other by presenting and sharing ideas, opinions, and beliefs. The students of Longwood work toward the appreciation of the values of Freedom, Rights, and Responsibilities for themselves, as well as for others. They strive to face their feelings and attitudes and accept them as their own, while respecting others' differences with dignity and integrity. Longwood considers the values of individual diversity and uniqueness to be fundamental in fostering awareness and campus unity. (Composed by Longwood Students)

#### ***Student Development Goals***

Longwood's six broad student development goals reflect our commitment to students' intellectual, social, and personal development, as well as to their career preparation. The goals also emphasize involvement in shaping the quality of students' experiences here and finding meaning in their own values and directions. Our student development goals form the foundation for clear thinking and an open mind - essential ingredients for success in today's increasingly complex world.

##### **Intellectual Goals**

Goal 1: Mastery of a broad body of knowledge in the liberal arts and sciences, so you can see things in perspective, appreciate and enjoy artistic expression, and critically, creatively, and logically respond to the complex world around you.

Goal 2: Mastery of a specialized body of knowledge, so you will have the expertise to be competitive and successful in your chosen career.

##### **Personal Goals**

Goal 3: A sense of personal direction, so you can plan your future wisely and with honor, acquiring self-understanding, self-confidence, and a meaningful philosophy of life.

Goal 4: A balanced and healthy lifestyle, which means making responsible choices related to values, friends, family, work, recreation, and life-long education.

##### **Social Goals**

Goal 5: Interpersonal effectiveness and an appreciation for diversity and differences, so you can establish genuine, trusting, and honorable relationships within the broad family of humanity.

Goal 6: Responsible citizenship, so you can do your best in ways uniquely your own and have the motivation to contribute to a better life for all through community participation and leadership.

## **Student Affairs Statement of Philosophy**

### ***Mission***

The development of citizen leaders who are prepared to make positive contributions to the common good of society.

### ***Structure***

Longwood's mission guides Student Affairs' commitment to the development of the whole student. Through learning opportunities - teaching, partnerships, activities, service, mentoring, counseling, and advising - our team of professionals is dedicated to challenging and supporting students in active learning while promoting community, pluralism, civility, honor, and integrity. The integration of Student and Academic Affairs demonstrates a combined commitment to student learning and the development of citizen leaders for the common good.

### ***Commitment***

The Division of Student Affairs is committed to the following:

- Demonstrating that every student matters
- Fostering lifelong learning in students, faculty, and staff
- Developing a respectful community
- Creating meaningful learning environments
- Promoting honor and integrity
- Encouraging civility
- Partnering for safety, health, and wellness

### ***Learning Outcomes***

Student Affairs actively encourages learning opportunities that contribute to students achieving:

- Mastery of a broad body of knowledge
- Personal direction
- A balanced and healthy lifestyle
- Interpersonal effectiveness
- Responsible citizenship
- Clear thinking and an open mind

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## **Community Standards and Disciplinary Jurisdiction**

### ***Overview***

The Longwood University Community requires a system of order supportive of its programs and educational process. All students are expected to cooperate with the faculty, staff and student body of the University in pursuit of common educational goals. Behavior which impedes the educational goals of other students or interferes with the general operation of the University in carrying out its Mission is prohibited. Disciplinary regulations of the University are published in this Handbook in order to give students general notice of prohibited conduct.

The Longwood Disciplinary System consists of the Judicial, Honor, and Greek Judicial Systems, and is administered by the [Vice President for Student Affairs](#), the [Dean of Students](#), and [Office of Honor and Judicial Programs](#). Longwood University has a long historic tradition of a student administered Honor Code and Judicial process. It is student involvement that forms the foundation for our community-based standards.

In harmony with the mission of Longwood University, basic to the University Disciplinary System is the concept of an educational disciplinary process. Accordingly, the Disciplinary System guarantees due process rights of students as defined in this Handbook, but does not necessarily reflect the philosophy, structure, or procedures of civil or criminal Courts of Law. The goal, where possible, is to allow a student found responsible for a violation the opportunity to reflect on his/her behavior and its impact on the community, and redirect his/her behavior in the future. When appropriate, discipline will include educational assignments, community service, or reflection to serve as a learning experience for the student.

Areas covered in this and remaining sections include: the application of conduct standards to students, groups, and organizations; the University's scope of authority; sanctions specific to the illegal and/or abusive use of alcohol and drugs; and the Judicial, Honor, and Greek Judicial Systems. Questions, comments, and concerns are welcomed by the Vice President for Student Affairs, the Dean of Students, the Director of Honor and Judicial Programs, the Student Government Association President, and the Chairs of the Boards.

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## ***Jurisdiction***

### **Conduct Standards for Students, Groups, and Organizations**

Students, groups, and organizations are responsible for complying with all aspects of the Judicial and Honor Codes of Conduct Standards and Regulations described herein, and will be subject to the applicable range of disciplinary sanctions in the event of violations. Greek communities, in addition to the general Longwood conduct and community standards, must also observe and abide by a special set of regulations and sanctions specific to fraternity and sorority life.

### **Statement Regarding On- and Off-Campus Student Conduct**

Students are defined as persons who have matriculated with Longwood University and are expected to conduct themselves in a manner that supports the educational mission and function of this institution. Students have the responsibility to familiarize themselves and comply with Longwood's Honor and Judicial Codes of Conduct Standards and Regulations.

Students are also expected to comply with all federal, state, and local laws. Criminal activity by a student, whether it takes place on or off campus, may be cause for disciplinary action if such activity impedes or affects the learning climate or normal operation of the University. This principle also applies to other forms of off-campus conduct or behavior, especially in areas contiguous to the University, which would have an adverse effect on the institution or its educational effort.

Criminal activity is defined as personal behavior that violates the Criminal Code of Virginia.

Unacceptable behavior is behavior that would violate the Longwood Student Handbook or other student judiciary policies. Off campus is outside the physical boundaries of the Longwood campus.

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### **Personal Responsibility for Residence Hall Room and Other Spaces**

Students are responsible for ensuring that the condition of and activities occurring within their assigned residence hall rooms are in compliance with all conduct standards and other expectations outlined in both the Student Handbook and the Longwood Housing Contract. Residents will be held accountable for any disciplinary infractions occurring within the

confines of their designated living space, regardless of whether or not they were present at the time of the incident, if it can be established that their action(s), or lack thereof, contributed directly or indirectly to the violation. This responsibility also applies to other areas that include, but are not limited to, adjacent living spaces, shared room/floor spaces, lounges, residence hall entrances, and the residence hall community in general. Students should, therefore, use common sense and remember to lock their doors in order to prevent unwanted, prohibited or illegal intrusions, visitors, events or incidents; avoid giving their personal room key to others; avoid allowing anyone who should not be in the residence hall to enter; report all suspicious activities and/or security liabilities such as lost keys, propped doors, broken windows, etc; and ensure that guests/visitors understand and abide by all Longwood conduct standards, policies, and regulations outlined in the Student Handbook.

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### **Cooperative Agreement: Town of Farmville and Longwood University**

Longwood and the Town of Farmville work together when there are student conduct situations relevant to students living off campus and to conduct situations occurring off campus. Longwood will assist with those matters that relate to student violations of: 1) Longwood's Conduct Standards, 2) local, state, and federal laws, and/or 3) actions that have an adverse effect on the University or its educational mission. The Director of Honor and Judicial Programs will review documented incidents involving students that have occurred off campus on a case-by-case basis. If it is possible for the University to handle the matter given jurisdictional limitation, the following actions will be taken:

1. The Dean of Students or designated representative will schedule a meeting with the student(s) involved in the alleged incident to gather information and determine if there is cause for further campus action. If the situation does not warrant a disciplinary hearing, then this meeting will serve as a record of resolution.
2. Situations can be referred to one of the Longwood's Disciplinary Boards for resolution and sanction if responsibility is, in fact, established. Records of off campus violations will be maintained by Longwood University.

In cooperation with the Commonwealth Attorney, students with court-ordered referrals for alcohol violations can be referred to Longwood's Alcohol Education Programs. After three alcohol offenses and the establishment of responsibility through due process, students will be suspended from Longwood University.

Examples of Longwood Conduct Standards Applicable to Off Campus:

- Illegal Possession/Use of Weapons or Explosives
- Possession/Distribution of Drugs
- Possession of Drug Paraphernalia
- Sexual Misconduct
- Hazing
- Noise
- Alcohol (State Laws and/or Longwood Policies)
- Violence to Persons or Attempted Violence/Abuse to Persons
- Property (Damaging, Vandalizing, or Tampering)
- Obscene or Indecent Behavior
- Physical Well-Being
- Littering
- Student Rights and Privileges (interfering with another student's rights as outlined in the Handbook)
- Stealing
- Lying
- Possessing/Using a False Identification
- Other Conduct Standards if applicable

## **International Studies Program Rules of Conduct**

As representatives of the Longwood community, Longwood students participating in Longwood-sponsored study abroad programs are expected to follow proper rules of personal conduct while away from campus. While abroad, students are expected to abide by the Longwood Judicial and Honor Codes of Conduct Standards and Regulations, including the policies governing use of alcohol and drugs as outlined in the Longwood Alcohol and Other Drug Policies, Procedures and Information. Students must become familiar with cultural differences and appropriate standards of conduct within different cultures. To help accomplish this, students accepted into study-abroad programs must attend orientation sessions provided by International Studies staff. These sessions are held each semester. Students must realize that the laws and rules of conduct of the country in which they study and/or travel bind them. On-site resident directors and administrators of Longwood's study abroad programs will report any evidence of misconduct to the International Studies Office at the University so that appropriate action may be taken, including recall from the program.

## **Statement Regarding the Intolerance of Bias Incidents at Longwood University**

Longwood University seeks to foster a safe environment conducive to learning and the free exchange of ideas. In accordance with all the policies residing under the Judicial Code of Conduct Standards and Regulations and the Honor Code of Conduct Standards and Regulations, any offense motivated by bias will not be tolerated. An offense motivated by bias is any offense wherein the accused intentionally selects political affiliation, sexual orientation, gender, age, marital status, or inclusion in any group protected by law. (Approved by the Board of Visitors December 2001)

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## ***Hearing Bodies***

The disciplinary system is comprised of eight hearing bodies that adhere to established guidelines for filing charges, processing cases, resolving appeals and observing the due process rights of students, groups, and organizations.

### **Overview**

There are five different hearing bodies available to process alleged violations of the Conduct Standards and Regulations involving individual students: Residence Education Coordinator, Administrative Hearing Officer, Judicial Board, Honor Board, and University Disciplinary Board. (Note: Except for the Judicial Board, any of the above hearing bodies may also process Honor Code violations if circumstances warrant that a referral to the Honor Board would not be appropriate or possible.)

Two additional bodies, the Greek Judicial Board and the Student Arbitration Board, resolve fraternity and sorority chapter violations and group and organization violations respectively. The Greek Judicial Board procedures can be found elsewhere in this Student Handbook. For groups and organizations, the Longwood Judicial and Honor Codes of Conduct Standards and Regulations serve as the applicable guidelines for behavior. In the event of violations, the Student Arbitration Board uses procedures that are specific to this hearing body and outlined in the Longwood Student Arbitration Board Procedures Manual (see Student Arbitration Board section below for details on where to obtain this information). At the discretion of the Director of Honor and Judicial Programs and the Dean of Students, the alleged violations of Greek chapters or student groups and organizations can be referred to and processed by any one of the hearing officers or boards listed above. In such instances, the respective procedure specific to the Greek Judicial System or Student Arbitration Board will be followed.

The Residence Education Coordinator (REC) is the administrator responsible for overseeing all functions of a Longwood residence hall. Whenever possible, the REC processes disciplinary hearings stemming from alleged incidents occurring in or involving residents of his/her building, and has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood's Drug and Alcohol Education Programs, alcohol/substance abuse risk assessment, admonition, or disciplinary probation. The Director of Honor and Judicial Programs has final approval authority for the sanction of disciplinary probation.

The Administrative Hearing Officer is the Dean of Students or a designee who hears cases where special circumstances are related to the individuals involved, the nature of the incident, or where the needs of the University warrant referral to this particular venue. The Administrative Hearing Officer has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood's Alcohol/Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or dismissal. Students referred to an Administrative Hearing Officer agree to have their cases heard by this designated Longwood official. In cases of failure to complete a sanction (Judicial Charge 27a and Honor Charge, Section 3, A), the case will automatically be assigned to an Administrative Hearing.

The Judicial Board is comprised of students elected by the student body through Student Government Association procedures, and hears cases that range from simple to very serious infractions of the Longwood Code of Conduct Standards and Regulations. This Board has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood's Alcohol and Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or dismissal. The Director of Honor and Judicial Programs has final approval authority over the decisions of this Board. The advisors to the Judicial Board are appointed by the Director of Honor and Judicial Programs and the Judicial Board, subject to the approval of the Vice President for Student Affairs.

The Honor Board is comprised of students elected by the student body through Student Government Association procedures, and hears cases involving violations of the Honor Code and, if charges are filed concomitantly, the Judicial Code of Conduct Standards and Regulations. This Board has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood's Alcohol and Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or dismissal. The Director of Honor and Judicial Programs has final approval authority over the decisions of this Board. The advisor(s) to the Honor Board will be selected from the faculty by current members of the Honor Board, subject to the approval of the Vice President for Student Affairs.

The University Disciplinary Board is chaired by the Dean of Students (or a designee appointed by the Dean of Students) and consists of two students (from a pool appointed by the Student Government Association), two faculty members (from a pool appointed by the Faculty Senate Executive Committee), and two administrative staff members (from a pool appointed by the Vice President for Student Affairs). All Board members are appointed annually and serve from October 1 - September 30. The University Disciplinary Board resolves allegations of the most serious and/or confidential nature, and has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood's Alcohol and Drug Education Programs, alcohol and substance abuse risk assessment, admonition, disciplinary probation, suspension, or dismissal.

Special Sub-Panel of the University Disciplinary Board is formed for alleged violations of Sexual Misconduct. Given the nature and circumstances surrounding sexual misconduct, the adjudication procedures allow complainants and respondents to express a preference as to which hearing body, the University Disciplinary Board or a special sub-panel drawn from the University Disciplinary Board membership, should resolve the matter. The sub-panel, which is chaired by the Dean of Students or a designee, consists of three voting members: one faculty member, one staff member, and one student. This panel is authorized to issue the full range of University Disciplinary Board sanctions listed above.

The Greek Judicial Board is comprised of student representatives from the fraternity and sorority communities, and hears cases involving chapter violations of the Greek Code of Conduct. The Board has the authority to issue the following sanctions: Longwood's Alcohol and Drug Education Programs, warnings, disciplinary probation, social probation, educational assignment, loss of privileges, restitution, fines, suspension, or expulsion. The Director of Honor and Judicial Programs has final approval authority over the decisions of this Board. Advisors to the Board include the Assistant Director of Student Activities for Fraternity and Sorority Life and/or faculty/staff appointed by the Director of Honor and Judicial Programs after consultation with the Board and the Vice President for Student Affairs. Complete information about the Greek Judicial System adjudication procedures is available through the Office of Honor and Judicial Programs, the Office for Fraternity and Sorority Life, or the Dean of Students.

The Student Arbitration Board (SAB) is chaired by the Student Government Association Vice President and consists of two Student Senate members appointed by SGA, two associate members of the Honor Board selected by the Honor

Board, and two associate members of the Judicial Board selected by the Judicial Board. Cases heard by the SAB involve group and organization violations of the Longwood Judicial and Honor Codes of Conduct Standards and Regulations. This Board has the authority to issue the following sanctions: loss of privilege (e.g., posting privilege, meeting space, loss of recognition), loss or revocation of Student Activity Fee monies, educational assignment, restitution, fines, Longwood's Alcohol and Drug Education Programs, admonition, disciplinary probation, suspension or expulsion. The Director of Honor and Judicial Programs has final approval authority over the decisions of this Board. Advisors to the Student Arbitration Board are appointed by the Director of Honor and Judicial Programs and Student Arbitration Board members and are subject to the approval of the Dean of Students. Complete information about the Student Arbitration Board adjudication procedures are available through the Office of Honor and Judicial Programs or Dean of Students.

The Academic Cheating/Plagiarism Appeals Committee consists of the Vice President for Student Affairs (who serves as chair), one faculty member (from a pool appointed by the Faculty Senate Executive Committee), and one student (from a pool appointed by the Student Government Association). The annual term of service for the faculty and student members is October 1 - September 30. This three-person committee is responsible for reviewing and deciding on appeals stemming from academic cheating and plagiarism cases only.

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### **Referral of Cases Involving Failure to Comply with Sanctions**

Individual students, groups, organizations, and fraternity/sororities failing to complete or meet fully the requirements of an assigned sanction by a hearing body will be charged with non-compliance and referred to an Administrative Hearing Officer for a disciplinary hearing.

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### **Definitions**

For clarification, the terms associated with the Longwood student disciplinary system are defined below:

- Charge: A specific judicial or honor conduct violation.
- Complainant: Individual responsible for filing the initial complaint and/or charges.
- Due Process: Administrative procedures, as outlined in this handbook, intended to provide for fundamental fairness when dealing with disciplinary issues.
- Hearing: A proceeding held to determine whether a student is responsible for an alleged violation of the conduct standards. A hearing may consist of one or more students charged with alleged infractions, and is processed by a hearing officer or a board.
- Respondent: The student accused of an alleged violation.

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### ***Procedures for Judicial Board and Honor Board***

#### **Filing of Disciplinary Charges and Notification of Hearing**

Any person alleging that a student has violated a Longwood policy, conduct standard, or regulation may file a complaint by completing a "Form to File Judicial and/or Honor Charges." These forms are available from the Office of Honor and Judicial Programs and Residential and Commuter Life. This form is also available on-line at the Office of Honor and Judicial Programs website.

Resident students are strongly encouraged to consult with their Residence Education Coordinator prior to filing charges. Any person with questions regarding procedures for filing complaints may contact the Office of Honor and Judicial Programs.

1) The University will not, in the absence of extraordinary circumstances, allow a complaint to go forward where the incident or incidents complained about occurred more than 30 working days prior to the date of the filing of the complaint. If the complaint is one of sexual misconduct, charges may be filed within 180 days of the incident. The University reserves the right, in its sole discretion, to make exceptions where violations are of a criminal nature, or where there is harm or threat of harm to a person or persons.

2) Any person alleging that a student has violated a Longwood policy, conduct standard, or regulation will present relevant details of the alleged violation (e.g., "Form to File Charges") to the Director of Honor and Judicial Programs.

3) The Director of Honor and Judicial Programs will review the charges to determine: the authenticity of the allegation(s); whether or not there are grounds for a formal charge and the initiation of disciplinary proceedings, and to which hearing body the case should be referred.

The referral of a case to a particular hearing body is a discretionary process based on:

- a) The nature of the case;
- b) The jurisdiction of the hearing bodies;
- c) The location of the alleged incident;
- d) The prior record of the respondent;
- e) The possible conflict of interest between a hearing body member and the respondent, and;
- f) The need for timely disposition of cases.

In instances where both the Honor Code and Judicial Code are allegedly violated, the Honor Board generally will hear the case.

4) Should the Director of Honor and Judicial Programs, based on these criteria, choose to refer the case to an Administrative Hearing Officer, the accused student must agree to this referral. Should the accused student not agree to the Administrative Hearing, the case will be referred to a Hearing Board. One exception to this is for failure to complete an assigned sanction. These cases will be referred to an Administrative Hearing Officer at the discretion of the institution.

5) If the review produces sufficient cause to believe that grounds for a hearing exist, the student will be notified by email to:

- a) Inform him/her of the specific charge(s) and of his/her rights as a student;
- b) Issue an invitation to meet with the Director of Honor and Judicial Programs to discuss the Conduct Standards and Regulations and the procedures involved in planning and presenting a case to a hearing body and;
- c) Inform him/her of the date, time, and location of the Hearing.
- 6) Once it is determined that grounds for a hearing exist, the hearing must be held. With the exception of sexual misconduct cases, charges may not be withdrawn or dropped after a hearing has been scheduled.
- 7) Proper notification shall consist of email to the student's longwood.edu address on file with the University. Failure to read one's email does not void the fact that the notice was delivered. This shall apply to all notifications of disciplinary hearings and decisions.

8) All disciplinary hearings will be closed to the public unless both parties (the respondent and the complainant) agree in writing, no less than 24 hours in advance, that their hearing will be open.

9) For students charged with conduct violations carrying minimum recommended sanctions of suspension or dismissal, withdrawal from the University prior to the formal disciplinary hearing will result in an Interim Suspension until such time as the student may return to the University. Students leaving the University under these conditions will have a permanently active disciplinary file until they return to the University. Upon return to the University, a hearing will be held to resolve the outstanding disciplinary charges. This does not apply to withdrawals resulting from academic suspension/ dismissal or a special medical condition.

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### ***Hearing Procedures***

Note that hearings on charges of sexual misconduct use different procedures. These procedures may be found in the section on the [Sexual Misconduct Policy](#).

- 1) A disciplinary hearing generally will proceed in the following manner:
  - a) The Hearing Board and/or Officer and all participants are introduced.
  - b) Participants state any questions they have concerning rights or procedures.
  - c) The statement of charges is presented.
  - d) The respondent enters a plea of Responsible, Not Responsible, or No Plea.
  - e) Information is presented.
  - f) The Board Chair or Hearing Officer coordinates a dialogue between the respondent, complainant, any witnesses, and Board members, allowing all parties to raise their questions in the interest of having them answered and to attain clarity in all statements and information provided for the Board's deliberation.
  - g) The complainant may present concluding remarks.
  - h) The respondent may present concluding remarks.
  - i) All persons are excused from the hearing room except the Hearing Board Members or Officer and/or the Director of Honor and Judicial Programs, the Advisor of the Board, and the Vice President for Student Affairs or designee, so that the Hearing Board or Officer may deliberate.
  - j) The Hearing Board or Officer considers information introduced in the hearing and deliberates in executive session until a decision of Responsible or Not Responsible is made.
  - k) Deliberations concerning sanctions take place in executive session without the presence of the respondent. If desired, the Board Chair or Hearing Officer may choose to recall the respondent to discuss possible sanctions.
- 2) Strict rules of evidence and procedure do not apply to disciplinary hearings. The Board Chair or Hearing Officer may allow minor changes in procedure that do not significantly detract from the respondent's fundamental due process rights.
- 3) The Board Chair or Hearing Officer shall have the right to limit the length of statements from any witness or participant in the hearing if it appears to be irrelevant or cumulative and does not contribute to the fair and efficient hearing of the case being considered. However, the Board Chair or Hearing Officer must allow for a full and complete argument by the respondent and will not hasten the proceedings simply to expedite them.

- 4) If the Board Chair or Hearing Officer determines that any person is disrupting the hearing, the Board Chair or Hearing Officer may remove the person, recess, or reschedule the hearing.
- 5) The decision is based on a "preponderance of evidence" standard of proof and is decided by a simple majority vote. The complainant bears the burden of proof and meets the threshold necessary when a preponderance of the facts, statements, and evidence presented in the hearing demonstrate that the respondent is responsible for the offense as charged.
- 6) Any official prior disciplinary record of the respondent will be used in assigning sanctions.
- 7) If a respondent or complainant fails to appear at a hearing after being properly notified, the hearing officer or board shall hear the case on the basis of the available evidence.
- 8) Closing statements shall be specific to the incident under consideration.
- 9) Witnesses who appear during the testimony phase of the hearing must have knowledge relating to at least one of the charges.
- 10) Witnesses may be called by the Hearing Board, Officer, or parties involved.
- 11) The respondent and the complainant may question each other and all witnesses.
- 12) If the complainant or witnesses are no longer members of the Longwood community, written documentation will be presented on the complainant's or witness(es)' behalf.
- 13) If the respondent has not furnished the University with a current address, as required, the University will have fully discharged its responsibility by sending notification to the student's last address on file.
- 14) The rendered sanction is in effect as of the date identified on the Director of Honor and Judicial Programs sanction letter, or until an appeal is granted.
- 15) All disciplinary hearings will be closed to the public unless both parties (the respondent and the complainant) agree in writing, no less than 24 hours in advance, that their hearing will be open.
- 16) In a closed hearing, a person must have a specific role in order to partake in the proceedings and should be prepared to identify that role at the beginning of the hearing. The permissible roles are: the complainant; the respondent; an advisor; witness(es); the Board members (or Hearing Officer), including the non-voting chair; observers affiliated with the complainant or respondent; and those persons identified within the Longwood community as having an educational need to know. The Board Chair has the discretion to allow or limit observers.
- 17) All participants are bound by the rules of confidentiality

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### ***Confidentiality***

- 1) Student disciplinary cases are part of the official educational record of the student and, hence, are confidential except as otherwise permitted by law. Examples include release of directory information and notification of victims of crimes of violence (such as crimes of sexual assault, or involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).
- 2) Except in situations as described in paragraph (1), complainants are not allowed to be present when the Hearing Board or Officer's findings and recommendations to the Director of Honor and Judicial Programs are read during the final

phase of the hearing. Respondents may sign a release allowing complainants to be present to hear the findings and recommendations.

3) Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to the case will be informed of the outcome in writing.

4) When appropriate, other members of the Longwood community directly affected by the decision and/or sanction may also be informed of the final outcome.

This information may also be given to those persons essential for insuring compliance with the sanctions.

For further information, please see the section on [Student Access to Disciplinary Records, Disclosure, and Parental Notification](#).

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### ***Postponement of Hearings***

A respondent may request one postponement of a hearing by contacting the Director of Honor and Judicial Programs at least 48 hours prior to the scheduled hearing. Postponement will be allowed only under the following conditions:

- a) The respondent has a class conflict;
- b) The respondent is unable to produce necessary witnesses on his/her behalf on the scheduled date of the hearing;
- c) The respondent has a family emergency;
- d) The respondent is too ill to attend the hearing;
- e) The advisor to the respondent is unable to attend because of illness, emergency, or legal court appearance; or
- f) The respondent cannot attend because of a religious holiday.

Note: The Director of Honor and Judicial Programs may require written verification of the reason claimed from the Registration Office, affected witness(es) or advisor, family member(s), or Student Health Services, as appropriate.

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### ***The Rights of Students as Applied to Disciplinary Hearings***

- 1) No disciplinary sanctions may be imposed upon any student under the authority of the University without a hearing provided by the appropriate hearing body or officer.
- 2) A student is presumed to be Not Responsible until proven otherwise.
- 3) The burden of proof shall rest on the complainant.
- 4) Each student has a right to a timely hearing. However, due to the nature of the academic year, if the incident occurs within the days before a closing, or if the appropriate hearing body cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.
- 5) The respondent shall receive notification of the charges; the specific rule or policy violated; and the time, date, and place of the scheduled hearing at least 72 hours prior to the hearing (except when the respondent obtains a postponement of the hearing, following the procedures indicated under "Postponement of Hearings"). However, due to

the nature of the academic year, if an incident involving a graduating senior occurs within the days before finals and/or closing, the case will be heard as soon as a hearing can be scheduled.

- 6) The respondent shall have access to an official record of the charges for the purpose of preparing a defense. Students who desire to see their disciplinary files must allow at least 24 hours notification.
- 7) The complainant and the respondent may, with just cause, challenge a Hearing Officer or Board member's ability to be fair and impartial in adjudicating the case. The Board Chair and/or Director of Honor and Judicial Programs will consider the information presented to determine whether the person challenged may participate.
- 8) The complainant and the respondent are allowed one advisor each, provided those persons are willing to assist and advise the students. Advisors may be selected from the University community. This right shall extend to all disciplinary proceedings.
- 9) The respondent may refrain from providing a statement or answering questions. However, the hearing board or officer, in determining student responsibility, may consider such silence, along with all other evidence in record, to determine responsibility or non-responsibility and/or appropriate sanctions.
- 10) A student may be advised by an attorney if the Director of Honor and Judicial Programs is notified at least 48 hours before the hearing. An attorney may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the attorney cannot examine the witnesses or make statements during the hearing to the Hearing Board or Officer. The Hearing Board or Officer and the complainant will be notified about the intended presence of an attorney.
- 11) The respondent shall receive notification in writing of the decision within ten (10) working days of the hearing, provided that the student has informed the University of his/her current address and there are no unforeseen events or circumstances that interfere with the preparation or delivery of this correspondence.
- 12) The respondent shall have the option to select not to contest the allegations in the "Form to File Charges." This shall be called the "Responsible Plea Option." In such an instance, the student shall sign a waiver form provided by the Hearing Board or Officer. In cases where a waiver has been elected, the Hearing Board or Officer will forego the testimony stage of the hearing and allow the respondent and complainant to give a final statement. The Hearing Board or Officer will recommend an appropriate sanction to the Director of Honor and Judicial Programs.

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### ***Appeal Process***

A request for appeal, should the respondent wish to make one, must be accompanied by a "Request for Appeal Form."

- 1) For cases heard by an Administrative Hearing Officer, the Judicial, Greek Judicial, Honor Board, and the Longwood Disciplinary Board, the appeal is processed by the Vice President for Student Affairs.
- 2) For all Honor-related disciplinary hearings involving academic cheating and plagiarism only, appeals of case decisions will be heard by the Academic Cheating/Plagiarism Appeals Committee: a special three-person board consisting of the Vice President for Student Affairs, one faculty member (from a pool appointed by the Faculty Senate Executive Committee) and one student (from a pool appointed by the Student Government Association). The chair of the original hearing will also be permitted to attend the appeal review and provide commentary and/or clarification regarding the case.
- 3) The Vice President for Student Affairs serves as the appeals officer for all other Honor Conduct Code violations.
- 4) Appeals stemming from hearings adjudicated by a Residence Education Coordinator are reviewed by the Director of Honor and Judicial Programs or his/her designee.

- 5) All appeals must be submitted to the designated appeals officer within ten working days of the date of the letter of sanction sent to the respondent unless, given the nature and timing of the case, the Hearing Board or Officer specifies an alternative deadline. Respondents have the right to one appeal request.
  - 6) Appeals are submitted in writing and are not a "re-hearing" of the case. Appeals must address one or more of the following issues:
    - a) Due process as defined in this handbook was violated;
    - b) Additional information has become available on behalf of the respondent that was not available at the time of the hearing; and/or
    - c) The sanction was disproportionate to the violation.
  - 7) Respondents may contact the Director of Honor and Judicial Programs for information about the procedures for filing an appeal and/or to obtain a "Request for Appeal Form" or go on-line to the Office of Honor and Judicial Programs.
  - 8) Tape recordings of hearings shall be the sole property of Longwood University and are not considered part of a student's disciplinary file. Respondents may listen to the recordings in the Office of Honor and Judicial Programs for appeal purposes only. Information contained in hearing records is considered confidential and may be used only by the Respondent and those parties directly involved with the appeal process. Use of this information is further restricted to the preparation of the appeal, and may not be released to any person(s) not directly involved with the appeal process. Tape recordings shall be stored by the Office of Honor and Judicial Programs for the ten (10) day period allowed to file an appeal or until the appeal process is completed, whichever comes first.
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### ***Judicial Code of Conduct Standards and Regulations***

#### **PERMANENT DISMISSAL or CONTINGENT DISMISSAL.**

Students found responsible for violating the following should receive a minimum sanction of [permanent or contingent dismissal](#).

1. Use of Weapons:
  - a. Using or threatening to use a weapon or any object as a weapon, except as required for classroom instruction.
2. Distribution of Drugs (see [Alcohol and Other Drug Policies, Procedures, and Information](#) and [minimum sanctions](#)):
  - a. Distribution of an illegal drug or possession of an illegal drug with the intent to distribute as defined by the Drug Control Act of the Commonwealth of Virginia.
3. Sexual Misconduct (see [Policy on Sexual Misconduct](#)):
  - a. Coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct), or when the victim is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness
4. Hazing: (see Anti- [Hazing Policy](#)):
  - a. Hazing or otherwise mistreating so as to cause bodily injury.

## **DISCIPLINARY SUSPENSION.**

Students found responsible for violating the following should receive a minimum sanction of Disciplinary [suspension](#).

5. Possession/Use of Drugs (see [Alcohol and Other Drug Policies, Procedures, and Information](#) and [minimum sanctions](#)):

a. Possessing or using an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Possession is defined to include any area or property for which the student is responsible.

6. Emergency Evacuations, Fire Safety, and Security Equipment:

Intentionally or negligently:

a. Starting a fire or attempting to start a fire, except with written permission from the Vice President for Student Affairs.

b. Tampering with or damaging fire, safety, or security equipment (including, but not limited to, setting off or pulling fire alarms, removing batteries from smoke detectors, setting off fire extinguishers, or breaking ID detectors, and moving road signs or traffic cones.)

c. Blocking exits or stairways so that emergency exit is hindered.

7. Explosives:

a. Possessing or using explosives-including, but not limited to, ammunition, fireworks, firecrackers, etc., except in instances where such possession is required for classroom instruction or the Vice President for Student Affairs has provided written permission (see [Weapons and Explosives policy](#)).

8. Windows/Roofs:

a. Dropping, throwing, or propelling any object or liquid from any window, roof, or balcony.

9. Weapon Possession:

a. Possessing a weapon (including, but not limited to, firearms, air guns, slingshots, knives other than non-spring pocket knives, martial arts weapons, and bows and arrows) except as required for classroom instruction. (see [Weapons and Explosives policy](#)).

10. Violence to Persons:

a. Engaging in any form of physical violence directed toward another person or group of people, except when such response constitutes legitimate self-defense.

b. Responding to violence with violence, except when such response constitutes legitimate self-defense.

11. Sexual Misconduct: (see [Policy on Sexual Misconduct](#)):

a. Unwelcome touching - either of the victim or when the victim is forced to touch another person's body, directly or through clothing.

## DISCIPLINARY PROBATION

Students found responsible for violating the following should receive a minimum sanction of [disciplinary probation](#).

12. Sexual Misconduct: (see [Policy on Sexual Misconduct](#)):

a. Unwelcome sexual propositions, invitations, or other pressure for sex.

13. Alcohol Policy Violation (see [minimum sanctions](#)).

a. Public intoxication, and/or other use, consumption, possession or distribution of alcoholic beverages except as expressly permitted by law and University regulations (see [Alcohol and Other Drug Policies, Procedures, and Information](#)).

14. Property:

a. Damaging, vandalizing, and/or tampering with property.

15. Abuse to Persons:

a. Harassment, threats, intimidation, coercion or abuse (e.g., physical, verbal, graphic, or electronic) directed toward any person or group of people.

b. Violating any aspect of the [Anti-Hazing Policy](#) up to but not including acts that induce bodily injury.

16. Flammable Items ([No Candle/Open or Enclosed Flame Policy](#)):

a. Possessing, lighting or burning candles, incense, oil lamps, lanterns, grills, or any item/device capable of producing an open or enclosed/contained flame in any residence hall or Longwood owned or controlled property, except when such use is consistent with existing policies or written permission is provided by the Vice President for Student Affairs.

b. Possessing or using any flammable liquid in any building or on any property owned or operated by the University, except when such use is consistent with existing policies or written permission is provided by the Vice President for Student Affairs.

c. Using or burning flammable substances or items that produce an odor.

17. Drug Paraphernalia (see [minimum sanctions](#) and [Alcohol and Other Drug Policies, Procedures, and Information](#))

a. Possessing drug paraphernalia (including, but not limited to, "roach clips," "bongs," or any item or device associated or used in conjunction with illegal drug activity).

18. Emergency Evacuations and Fire Safety:

a. Failing to leave or stand clear of a building or area during emergency evacuation as stipulated in the Fire Evacuation Procedures for the University and the building (see [Fire Evacuation Procedures](#)).

b. Returning to a building or area without proper permission or notification.

c. Causing a fire on the campus because of negligence.

19. Identification:

- a. Failing to identify oneself when requested to do so by an official. In such cases, the official will identify himself/herself and state the source of authority.
- b. Failing to present a student ID when requested to do so by an official.

20. Interference:

- a. Interfering with the duties of a student, faculty, or staff member.
- b. Disruptive behavior in the classroom that interferes with the faculty's ability to conduct the class or of other students to profit from the instructional program. (*Note: All professors and/or course instructors retain the authority to remove students who disrupt the classroom process.*)
- c. Withholding information necessary to any investigation carried out by an authorized agent of the University or community official.
- d. Interfering with Longwood security (e.g., propping open outside doors or exit ways, giving unauthorized access to others) or interfering with the normal operation of Longwood owned or controlled property.

21. Noise Policy:

- a. Violating any aspect of the Longwood [Noise Policy](#).

22. Disorderly Conduct:

- a. Committing lewd or indecent acts, including urinating in public.
- b. Breach of peace, or aiding, abetting or procuring another person to breach the peace on University premises or functions.

23. Endangering another's or one's own physical well-being

- a. Psychological emergencies, suicidal ideation, alcohol and/or drug overdoses, and self-destructive behavior including, but not limited to, eating disorders or self mutilation.
- b. Participation in, or soliciting others to participate in, pranks, stunts, or other dangerous behaviors that might result in physical injury to self or others.

24. Trespassing:

- a. Unauthorized presence on, in, or within any building or property.
- b. Using roofs, balconies, and other areas that are not designated as public (see [Roofs/Sundecks](#))

25. Guests (see [Overnight Guests](#) and [Visitation policies](#)):

- a. Soliciting or allowing student or non-student guests to violate the Conduct Standards and Regulations without confronting the individual(s) or reporting the matter to an authorized Longwood official.
- b. Allowing the unauthorized occupancy of a room.

- c. Allowing any non-resident of a student's residence hall who is not a guest to enter the building after visitation hours have ended.
- d. Failing to take responsibility for the proper registration of one's guest(s).
- e. Hosting an individual on the campus ban/no trespass list either on campus or at a University sponsored event.

26. Motor Vehicle Policies:

- a. Bringing motor vehicles to campus or to the Farmville vicinity when not permitted to do so. Motor vehicles include, but are not limited to, automobiles, trucks, motorcycles and mopeds ([Parking Regulations and First Year Resident Car Policy](#)).

27. Computer Misuse:

- a. Violating any aspect of the [Longwood Acceptable Use of Technology Policy](#)

28. Failure to Comply:

- a. Failing to follow through or complete any sanction (e.g., admonition, loss of privileges, work assignment, fines, restitution, disciplinary probation, suspension or dismissal) given by a hearing body or officer. *Failure to comply with or complete any sanction will automatically be heard by an Administrative Hearing Officer.*
- b. Failing to comply with the requests of a Longwood and/or other official when such requests are deemed to be reasonable and consistent with Longwood policies, procedures, and regulations.

**ADMONITION**

Students found responsible for violating the following should receive a minimum sanction of [admonition](#).

29. Littering:

- a. Disposing of refuse of any kind, except in receptacles provided for that purpose.
- b. Overturning a receptacle used for trash.

30. Violation of [Longwood University residence hall policies](#).

31. Violation of the [Cooperative Agreement between the Town of Farmville and Longwood University](#).

32. Fire Code:

- a. Exceeding the capacity of a building or a room as dictated by the fire code.
- b. Smoking in areas not designated for such use in the Longwood [Non Smoking Policy](#).
- c. Possessing room decorations that are not flush with the wall.
- d. Use of unauthorized electrical extension cords.

33. Solicitation, Distribution, and Advertising Policies

- a. Violating the [Sales and Solicitation policy](#) .
  - b. Violating the [Distribution Policy](#)
  - c. Violating the [Advertising Policy](#).
34. Raffles:
- a. Sponsoring a raffle without prior permission from the Director of the Student Union and Involvement.
35. Visitation:
- a. Violating the [Visitation Policy](#).
36. Alcohol Policy Violation. (see [minimum sanctions](#))
- a. Possession of alcohol paraphernalia (see [Alcohol and Other Drug Policies, Procedures, and Information](#))

## The Longwood University Honor System

### *Overview*

The Longwood University Honor System is comprised of the Honor Code, the Academic Pledge of Honor, the Honor Creed, and the Honor Code of Conduct Standards and Regulations. The three basic provisions of the Honor Code of Conduct, which strictly forbids lying, cheating, or stealing, represent the standards of integrity and moral responsibility that all students, groups, and organizations are expected to exemplify. As one of the most respected traditions at Longwood University, the Honor System promotes an atmosphere of trust, where students are presumed honorable unless their actions prove them otherwise. It also serves a higher-order set of moral standards and principles for all members of the community to follow and take with them wherever their lives may lead.

Further information, including the Twelve Points of the Honor Code, and the history of the Honor System is available from the [Office of Honor and Judicial Programs](#).

### The Honor Pledge

*I, ....., having a clear understanding of the basis and spirit of the Honor Code created and accepted by the student body of Longwood University, pledge myself to govern my life according to its standards and to accept my responsibility for helping others to do so, and with sensitive regard for Longwood University, to live by the Honor Code at all times and to see that others do likewise.*

### The Academic Pledge

(Recommended statement for use on academic work.)

*I have neither given nor received help on this work, nor am I aware of any infraction of the Honor Code.*

### The Honor Creed

*We shall not lie, cheat, or steal, nor tolerate those who do.*

## ***Honor Code of Conduct Standards and Regulations***

### Section 1. Academic Cheating:

- a. Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor.
- b. Looking at another's test paper or other material (i.e., texts, notes, or papers) with intent to gain or give unfair academic advantage without permission of the instructor.
- c. Talking or signaling to a person while taking a quiz or examination, with intent to gain or give unfair academic advantage, without permission of the instructor.
- d. Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor, in preparing written work.
- e. Substituting for another person or permitting another person to substitute for one's self during an examination.
- f. Turning in a paper or other work that has been previously written for another class or for another purpose, without prior permission from the instructor.

### Section 2. Plagiarism:

- a. Handing in as one's own a paper or assignment purchased from a term paper service or any other source.
- b. Copying another's paper or work and handing it in as one's own.
- c. Taking a paper or work from a file not one's own and handing it in as one's own.
- d. Intentionally footnoting an incorrect source.
- e. Appropriating passages or ideas from another and using them as one's own without proper documentation.
- f. Quoting a written source on an exam, test, paper, or homework assignment without citation when it is requested by the instructor to present one's own work.

### Section 3. Non-academic Cheating:

- a. Failing to follow through or complete any sanction (e.g., admonition, loss of privilege, work assignment, fines, restitution, disciplinary probation, suspension or dismissal) given by a hearing body or officer. Violations of failing to follow through with a sanction will be sent to an administrative Hearing Officer for a disciplinary hearing.
- b. Interfering with the disciplinary process (e.g., engaging in any activity which disrupts, unfairly influences, or obstructs the disciplinary process) of the University.
- c. Attempting to influence, intimidate, or threaten any witness, board member, or other participant involved in the preparation or presentation of a case.
- d. Distributing, announcing, or publicizing confidential disciplinary information, letters, or decisions without written permission of the accused, except as otherwise permitted.
- e. Interfering or tampering with student elections, voting, vote counting procedures, or regulations for any election as set forth by the Student Government Association.

f. Cheating or attempting to gain unfair advantage in any formal or informal Longwood tournament, game, contest, or competitive event.

#### Section 4. Cheating By Using Computers:

- a. Engaging in computer fraud, trespass, theft, embezzlement, changing of information, or invasion of privacy.
- b. Tampering with computer files or information that belongs to someone else.
- c. Using the computer to examine, modify, or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
- d. Attempting to degrade computer hardware or software performance or to circumvent its security.
- e. Depriving or attempting to deprive other users of resources or access to a computer.

#### Section 5. Cheating By Using Bribery or Coercion:

- a. Bribing or threatening a person to gain academic advantage for one's self or another.
- b. Offering money, sexual favors, service, or item in exchange for better grades or any type of academic advantage.
- c. Demanding some service, item, or condition through the use of physical or mental force from another student, faculty member, administrator, or staff member in order to obtain academic advantage, some material item, or some condition.

#### Section 6. Stealing:

- a. Stealing or attempting to steal personal, Longwood, or other property.
- b. Using personal, Longwood, or other property without authorization.
- c. Possessing property that is known to be stolen.
- d. Taking academic or library materials with intent to deprive another or gain unfair academic advantage.
- e. Using equipment to reproduce materials that are protected by copyright.

#### Section 7 . Lying or Falsifying Information:

- a. Giving false information to any student, staff member, faculty member, administrator, or other official with the intent to lie, deceive, or conceal.
- b. Falsifying information or falsifying official records (e.g., admission records, grades, parking decals, computer information, registration materials, or office records) in any manner.
- c. Violating the Pledge of Honor by giving or receiving help on work, or being aware of a violation of any aspect of the Honor Code and not reporting it to a Longwood Official and/or the Honor Board.

#### Section 8 . False Identification:

- a. Altering a personal identification to read falsely.

- b. Possessing or using another's identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any Longwood building.
  - c. Allowing another to possess or use one's personal identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any Longwood building.
  - d. Misrepresenting one's credentials.
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## **Sanctions for Judicial and Honor Violations**

Hearing boards have the authority, on a 2/3 majority vote, to lessen the recommended sanction. To lessen the recommended sanction, the Board must find unique mitigating circumstances that call for a lesser sanction. A simple majority vote is required to raise the recommended sanction.

Additional sanctions may be imposed at the discretion of the hearing board or officer.

Students who fail to fully comply with the terms of a sanction will have failure to comply charges filed against them and/or have a hold placed on the student's registration and transcript pending compliance.

In addition to the sanctions listed with specific violations, the following will also be utilized, when appropriate:

### *Permanent Dismissal*

Permanent Dismissal is involuntary separation from Longwood University without the possibility of future readmission. Students who are permanently dismissed may not return to campus, nor participate in any Longwood-related academic and social activities, functions, or events.

### *Contingent Dismissal*

Contingent Dismissal is involuntary separation from Longwood University without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof even then lying with the student. Students receiving contingent dismissal may not return to campus without advance written permission from the Dean of Students. If a Contingently Dismisses student has also been issued a criminal trespass warning by a police officer, he/she may NOT return to campus without advance written permission from the Director of Public Safety and Chief of Police. If a student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

### *Disciplinary Suspension*

Disciplinary Suspension is involuntary separation from Longwood University for a specified period of time. Students who are involuntarily separated from Longwood may not return to campus during the time the sanction is in effect without advance written permission from the Director of Honor and Judicial Programs. This ban from campus continues until a student returns for classes after readmission.

If a suspended student has also been issued a criminal trespass warning by a police officer, he/she may NOT return to campus without advance written permission from the Director of Public Safety and Chief of Police. If a suspended student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

Upon a suspension/withdrawal date, access to all Longwood technology resources will be terminated. These systems include Longwood e-mail, portfolios, personal web pages, Blackboard, etc. If the conduct of a student prior to the date in which the sanction takes effect is judged to be an immediate threat to himself/herself, to others, or to Longwood operations or property, the student may be suspended immediately and/or for the remainder of the term, pending appeal.

Students who have completed a suspension period must apply for readmission by contacting the [Admissions Office](#) at (434) 395-2060. The student's application will be reviewed by the Office of Student Affairs. Assuming no intervening serious misconduct has occurred and all educational and behavioral sanctions are satisfactorily completed, the student will be readmitted to the University. There is no guarantee, however, that the student will be issued a Housing Contract.

### *Disciplinary Probation*

Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of the Code of Conduct Standards and Regulations. Probation is for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the University. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction. During the probationary period, the student will not be eligible to hold certain leadership positions on campus.

### *Admonition*

Admonition is a written notice that a student has violated campus regulations and that future misconduct of any nature will be dealt with more stringently

### *Restitution*

Restitution is payment to the University or to other persons, groups, or organizations, by a student or a group, for damages incurred as a result of misconduct. Failure to meet the conditions of payment will result in the withholding of grades, diplomas, and transcripts.

### *Loss of Privileges*

Loss of privileges is the removal of certain student privileges including, but not limited to, the following: visitation privileges, the privilege to live in a residence hall, the privilege to have stereos or other equipment, and the privilege to have a car on or in the vicinity of Longwood's campus.

### *Educational Assignment*

An educational assignment is a task that is related to the misconduct involved and designed to increase the student's understanding of the regulation that was violated. The work assignment will be completed within a specified period of time.

### *Fines*

Fines are administered to student(s) or group(s) for up to \$100 as punitive damages. If fines are assessed, they shall follow the pattern of:

Admonition	\$25.00
Disciplinary Probation	\$50.00
Repeat Offenses	Double the fine

Fines shall be paid to the Cashiering Office with instructions from the Office of Honor and Judicial Programs, and will be used to support a variety of community educational initiatives.

### ***Probation Reduction for Judicial Sanctions***

In keeping with the educational mission of Longwood, the Judicial Board will accept petitions for Probation Reduction. These petitions are available to all students after one calendar year of the date disciplinary probation was assigned as a judicial sanction. If a student has been sanctioned by the Honor Board for judicial violations only, this student is also eligible to file this petition.

The purpose of this petition is to allow a student receiving a Probation Reduction to run for elected office with the Student Government Association and/or hold leadership positions in other campus organizations.

In requesting that the Board consider a petition, the student must prove to the Board's satisfaction that he/she has developed increased self-discipline as a result of the probationary period and can contribute to the Longwood community through increased involvement opportunities. Personal recommendations and letters of support from peers, faculty, and/or other staff are required. The submission of a petition is not a guarantee that the Board will grant a reduction.

Petitions and procedures are available in the Office of Honor and Judicial Programs, from the Chair of the Judicial Board, or on line at: <http://www.longwood.edu/judicial/judicialandhonorforms.htm>

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## **The Longwood University Greek Judicial System**

### ***Overview***

The Longwood University Greek Judicial System exists for the purpose of promoting appropriate conduct among Greek organizations. The Greek Code of Conduct Standards establishes a level of acceptable behavior for the entire Greek community and complements the educational mission of Longwood University. Individuals who assume voluntary membership in a social Greek-Letter organization do not surrender their rights or escape their fundamental responsibilities as citizens, but instead acquire additional rights and responsibilities as members of both the Greek and Longwood communities. If a chapter or individual is accused of failing to maintain the standards of responsible community members by violating a rule or policy of the institution or the Greek system, judicial procedures will be enacted. The Greek Judicial Board will then review the matter and, if the chapter is found responsible, determine the most appropriate means for assisting the organization and its members in realizing the impact of their behavior. Being accountable as a member of the Longwood community and modifying future behaviors are additional goals of the judicial sanctioning process.

### ***Greek Code of Conduct Standards and Regulations***

Members of the Longwood Greek Community are expected to abide by the Basic Values of Brother/Sisterhood. The following behaviors and/or actions will not be tolerated in any manner:

- 1) Failure to comply with all requirements of the Conduct and Honor Codes.
- 2) Violating risk management policies established by FIPG, national organizations and/or Longwood University ([summary of FIPG guidelines](#)).
- 3) Failing to comply with Greek Judicial sanctions.
- 4) Failing to take responsibility for the actions of chapter members, new members/associates, and guests.
- 5) Violating national and/or Longwood University policies as established in this handbook.

## ***Fraternity Insurance Purchasing Group, Inc. (FIPG) Summary of Guidelines***

The Risk Management Policy of FIPG, Inc. includes the provisions that follow and shall apply to all Greek Letter organizations and all of their membership.

### **Alcohol and Drugs**

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, when alcohol is present, shall be forbidden.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

All new member education activities associated with any chapter will be alcohol free.

No member shall permit, tolerate, encourage, or participate in "drinking games."

No alcohol shall be present at any new /associate member/novice program, activity or ritual of the chapter.

### **Hazing**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. See the [Anti-Hazing Policy](#).

### ***Greek Judicial Board Sanctions***

Records are maintained by the Office of Honor and Judicial Programs and the Associate Director for Fraternity and Sorority Life.

The following guidelines are to be used by the Greek Judicial Board for disciplinary sanctions.

Minimum Recommended Sanctions for Alcohol-Related Violations

1st Offense: \$100.00 fine payable to the Office of Honor and Judicial Programs (to be used in support of Longwood's alcohol education programs) and referral to Longwood's Alcohol Education Program, First Round. A minimum of four members will be chosen to attend this training at the discretion of the Associate Director for Fraternity and Sorority Life.

2nd Offense: \$150.00 fine payable to the Office of Honor and Judicial Programs (to be used in support of Longwood's alcohol and drug education programs), six weeks of social probation, during which time 80% of the organization must attend a series of workshops designed to discuss chapter operations, TIPS/Alcohol Education or Last Call (Longwood's Alcohol and Drug Education Program), and communication relevant to the violation. The organization will assume any additional costs associated with attendance at these programs.

3rd Offense: Suspension of chapter room privileges and social events for the remaining and following semester. The chapter will, however, be able to maintain its seat on Greek Council (but will not be allowed to vote) and take new members during the suspension.

4th Offense: Charter revocation.

Warning: A warning is a written or verbal reprimand to the offending individual(s) and/or chapter for the violation(s) specified, including notice that repeated violations will be cause for further disciplinary action.

Disciplinary Probation: Disciplinary probation is defined as a period of time during which a chapter must abide by all established policies and regulations, with the knowledge that more severe disciplinary action will be taken as a result of further misconduct.

Social Probation: Social Probation is defined as the restriction of all activities except for regular weekly meetings and formal recruitment efforts. Other restrictions may be imposed with the approval of the Director of Honor and Judicial Programs and the Associate Director of Fraternity and Sorority Life.

Educational Project: An educational project is an assignment that relates to the infraction and is determined by the Greek Judicial Board.

Loss of Privileges: The removal of chapter privileges including, but not limited to, the following: chapter room use, event/function registration privileges, and participation in Greek events.

Restitution: The payment of any damages incurred including property and physical injury.

Suspension: The termination of chapter recognition from the Interfraternity Council, National Panhellenic Council, and/or National Pan-Hellenic Council (IFC/NPC/NPHC) for a period of time. Under this sanction, the chapter loses privileges of membership including, but not limited to, voting rights, recruitment, participation in Greek-sponsored events, and loss of chapter room and hall. This sanction shall be a recommendation forwarded by the Board to the Director of Honor and Judicial Programs for final approval and to Associate Director of Fraternity and Sorority Life for review.

Expulsion: Expulsion is the loss of Longwood and IFC/NPC/NPHC recognition as an organization. This sanction shall be a recommendation forwarded by the Board to the Director of Honor and Judicial Programs and the Associate Director of Fraternity and Sorority Life for final approval.

Minimum Sanctions for Flammable Items: See [No Candle/Open or Enclosed Flame Policy](#).

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## **Student Access to Disciplinary Records, Disclosure and Parental Notification**

All students have the right to access their individual disciplinary records according to the procedure outlined in the Longwood University Policy on Student Records and Annual Notification found in the Longwood University Catalog.

No one outside the institution shall have access to the student's records nor will Longwood University disclose any information from these records without the written consent of the student.

Please note that the Office of Honor and Judicial Programs encourages students dependent on their parents for tax purposes to disclose to them disciplinary and other personal information; however, it is the policy of Student Affairs not to provide disciplinary and other personal information to parents without the student's consent. The Office of Honor and Judicial Programs will, however, inform parents of students under the age of 21 years old about behavior associated with alcohol and drug abuse in order to provide support for the individual student and to facilitate appropriate intervention for that student.

Exceptions to this policy will be made under two circumstances:

- 1) When the University determines, on the basis of all circumstances, that disclosure to parents is warranted because of compelling academic, health, safety or disciplinary matters. When the University determines that disclosure is warranted, and there is no emergency, students will first be given a reasonable period of time within which to inform their parents and to request that their parents acknowledge such notification by contacting the appropriate University office.
- 2) If a parent of a dependent student has followed the procedure under the policy titled Release of Educational Records to Parents of Dependent Students to obtain access to his/her dependent students records.

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### **Disciplinary Records Retention Policy**

The disciplinary records for all students found responsible for violating the Longwood Judicial or Honor Codes of Conduct Standards and Regulations are maintained for a period of three years beginning on the date of the last formal hearing. Following the last day of this specified time interval, these files will remain active until June 1 each year, whereby they will be expunged.

Disciplinary records for student organizations are maintained for a period of four years beginning on the date of the last formal hearing. Following the last day of this specified time interval, these files will remain active until June 1 each year, whereby they will be expunged.

Should there be any subsequent misconduct, the retention expiration date for each existing prior case in disciplinary file will be nullified and changed to meet the new deadline parameters established by the most recent disciplinary proceeding.

This policy applies to all cases involving sanctions up to and including suspension. For any student who is dismissed from the University for disciplinary reasons, all relevant case information and prior existing records will be stored permanently. If a student withdraws from Longwood with a pending case or an incomplete educational assignment, the records will be stored permanently.

Finally, for students who leave Longwood without graduating, disciplinary files are retained for three years subsequent to the date of their formal withdrawal and then destroyed.

The Office of Honor and Judicial Programs is responsible for administering the disciplinary records policy and overseeing the management and storage of case files. All judicial and honor records are confidential and excluded from a student's official academic transcript. Release of records to third parties requires the student's knowledge and written consent. For additional information regarding the handling and releasing of records, see [Student Access to Disciplinary Records](#).

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## Academic and Student Life Policies

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### *Acceptable Use of Technology Policy*

#### **I. PURPOSE**

The purpose of this policy is to establish parameters for the use of Longwood information technology resources and systems.

#### **II. DEFINITION**

Resources and Systems: These resources and systems include all computers, workstations, peripherals, networks, communications devices, switches, software programs and systems, as well as all related devices, hardware, and software owned by Longwood University, covered under contract by the Commonwealth of Virginia or that are the responsibility of Longwood University through agreements with Longwood departments or employees.

#### **III. POLICY**

This policy covers all activities involving these resources and systems and applies to all individuals using these resources and systems. This policy does not cover activities solely involving personal property, but does cover activities which involve the use of personal property connected to or communicating with Longwood University information technology resources and systems.

A. Intent of ITT Resources and Systems: Information technology resources and systems are provided at Longwood and shall be used solely to support the mission of the University and its related academic, administrative, and service activities. Activities involving Longwood's information technology resources and systems must be in accord with the Longwood University Honor Code, the Student Handbook, and the Administrative Policies and Procedures Manual, as well as, relevant local, state, federal, and international laws and regulations.

B. Privileged Systems: Use of Longwood information technology resources and systems is a privilege granted to individuals by the University and is restricted to the specific authorities granted. Access to the use of discrete resources and systems shall be provided through express authorization by the owner or person responsible for the resource or system.

C. Acceptable Use: For use to be acceptable, it must also demonstrate respect for:

1. the intent of the individual authorities granted the user;
2. the usage privileges of other authorized users;
3. the rights of others to privacy;
4. intellectual property rights (e.g., as reflected in licenses and copyrights);
5. ownership, confidentiality, integrity and availability of systems and data;
6. system mechanisms designed to limit, monitor, and/or record use or access (Longwood University information technology resources and systems activity are routinely monitored and recorded by technical support staff.);

7. current network topology and configuration; and
8. individuals' rights to be free of intimidation, harassment, and unwarranted annoyance.

D. Responsibility to Investigate Possible Misuse: The University has the responsibility of taking remedial action in the case of possible misuse of information technology resources and systems. To this end, the Chief Information Officer (CIO) or his/her designee reserves the right to investigate possible abuse. Such investigative action will be taken only when there is a reasonable suspicion of misuse and with due regard for the right of privacy of users and the confidentiality of their data. With the express permission of the President or the President's designee, the CIO or designee has the right to inspect any computer files, data, and other media relevant to the investigation, as well as temporarily suspend or modify access privileges. Whenever possible, the cooperation and agreement of the user will be requested in advance. Users are expected to cooperate in such investigations.

E. Internal Audit Reviews: In the course of its work, Internal Audit has full and complete direct access to all University books, records (manual and electronic) relevant to the subject of review. All documents and information given to Internal Audit during their work will be handled in the same prudent manner that the University expects of the employees normally accountable for them.

F. Sanctions for Misuse: The University regards any violation of this policy as a serious offense. Violators of this policy are subject to disciplinary action as prescribed in the Longwood University Honor Code, the Student Handbook and the Administrative Policies and Procedures Manual, in addition to possible cancellation of information technology resources and systems access privileges. Users of information technology systems and resources at Longwood are subject to all applicable local, state and federal statutes. It should be understood that this policy does not preclude prosecution of criminal and civil cases under relevant local, state, federal, and international laws and regulations.

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## Maintenance of Student Computers/Network Security Violations

Keeping our network secure is everyone's responsibility. You are expected to take responsibility for the maintenance of your computer in order to protect both your machine and Longwood University's network. Failure to maintain your computer will result in loss of network privileges. Listed below are requirements from IIT that will help to insure the protection of your computer and our network.

### 1) Run antivirus software and keep it up to date.

Each Longwood student has available to them McAfee antivirus software through a site license maintained by the University. Students running Windows 2000 and/or XP should install version 7.1. Students running Windows 95, 98, or ME should run version 4.5.1. You will find these versions of McAfee at [http://www.longwood.edu/helpdesk/software\\_library/library.htm](http://www.longwood.edu/helpdesk/software_library/library.htm)

*Note: It is not required that you use McAfee, you may use another antivirus program if you wish.*

### 2) Install all critical and security patches for the operating system.

Windows Update is the online extension of Windows designed to help protect your computer from vulnerabilities and to insure that your computer works and runs as it should. Windows Update should be run on a regular basis (weekly, bi-weekly, or monthly). Some circumstances may require that you run Windows Update more frequently such as when a new vulnerability is detected. To view instructions on how to run Windows Update please visit:

<http://www.longwood.edu/helpdesk/support/protectingcomputer.htm>

### 3) Set a strong administrative password on your computer.

#### 4) Clean Spyware.

Insure that your computer is free of Spyware. To download Spyware removal tools visit: [http://www.longwood.edu/helpdesk/software\\_library/library.htm](http://www.longwood.edu/helpdesk/software_library/library.htm)

Failure to follow the steps listed above could result in the following sanctions:

#### **1<sup>st</sup> Network Violation:**

-You will be taken off of the network, an RTA will clean your computer as time permits and you will be allowed back on the network.

#### **2<sup>nd</sup> Network Violation:**

- You will be taken off of the network, your computer will be reimaged/formatted at the Computer Repair center and you will be charged at a rate of \$35 per hour.
- You will be denied access to the network for a mandatory 5 business days after the reimage/format.

#### **3<sup>rd</sup> Network Violation:**

- You will be taken off of the network, your computer will be reimaged/formatted at the Computer Repair center and you will be charged at a rate of \$35 per hour.
- You will be denied access to the network for a minimum of 5 business days after the reimage/format
- You will be referred to the Office of Honor and Judicial Programs for disciplinary action

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### ***Access for Students with Disabilities***

Longwood University is committed to the full and total inclusion of all individuals and to the principle of individual rights and responsibilities. Persons with a disability will be allowed full and equal access to an enjoyment of academic and co-curricular programs or activities offered by the University.

The mission of the [Office of Disability Support Services](#) is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty, and staff to promote students' independence and to ensure recognition of their abilities, not disabilities.

The vision is a university community where a disability is neutral; a community where services are integrated throughout the university such that only unique and uncommon accommodations and services are provided through the Office of Disability Support Services. For additional information, please visit the Office of Disability Support Services website at <http://www.longwood.edu/disability/>.

In compliance with state and federal regulations, persons with disabilities are permitted to use service animals while on Longwood University's campus. Additional information and the Service Animal Policy may be reviewed in its entirety at <http://www.longwood.edu/disability/>.

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### ***Americans with Disabilities Act Grievance Procedure***

In the event that specific complaints arise regarding the University's compliance with the Americans with Disabilities Act of 1990, the Director of Disability Support Services will, at the request of the student, faculty or staff, review the

procedures implemented and seek to resolve the matter informally. To the extent that the complaint(s) cannot be resolved informally, the following procedures shall be employed in order to address the grievance formally.

A student wishing to file a complaint shall submit a written grievance to the Director of Disability Support Services within 30 calendar days of the event(s) triggering the grievance. The written grievance must include:

- a. A clear statement of the University rule, regulation, policy and/or action of which the student complains;
- b. The date of any action which the student is appealing;
- c. A summary of the action(s) which the student has taken to resolve the matter informally;
- d. Documentation which supports the grievance.

Contact Information : Director of Disability Services

Graham Building

395-2392

If the grievance relates to the Director of Disability Services, the student shall submit a written grievance to the Dean of Students who will conduct the same procedures as the Director in the following process.

Contact Information: Dean of Students

Lankford Student Union

395-2414

The Director will forward the information to the appropriate administrator (e.g., the academic department chair, director of the office).

The appropriate administrator shall meet with the student within 5 class days of the receipt of the grievance to gather data and attempt resolution.

If this meeting does not resolve the grievance, the appropriate administrator shall conduct an informal investigation of the grievance. In cases where the grievance is about the conduct or requirements of a course or an academic program, the appropriate administrator shall consult with the faculty member responsible for the affected course or academic program.

The appropriate administrator, in consultation with Disability Services or a person knowledgeable about disabilities shall furnish a written response to the grievance no later than 15 class days after the meeting with the student. The written response shall be mailed to the student by certified mail, return receipt requested.

If the student is not satisfied with the written response from the appropriate administrator, he/she may present the grievance in written form to the Vice President for Student Affairs within 10 class days after the receipt of the response from the appropriate administrator.

The Vice President for Student Affairs or designate shall, within 15 class days after the receipt of the grievance, schedule and conduct a meeting with the student and other persons involved in the grievance. The student may present any witnesses or documents pertaining to the complaint.

After the investigation is complete, the Vice President for Student Affairs or designate shall issue a written answer to the complainant within 15 class days from completion of the meeting(s) with the student and other persons.

If the grievance involved conduct or requirements of a course or academic program, a copy of the written decision of the Vice President for Student Affairs or designate shall be provided to the Dean and the department chair involved and to the professor of the course.

The Director of Disability Support Services shall maintain the files and records relating to the complaints filed.

The right to prompt and equitable resolution of a grievance shall not be impaired by the person's pursuit of other remedies such as filing a complaint with a responsible federal department or agency. Although individuals have the right to pursue appeals through external channels, they are encouraged to use internal mechanisms to resolve disagreements.

If the Vice President for Student Affairs or designate is unable to offer a satisfactory resolution, the student may appeal to the Provost and Vice President for Academic Affairs whose decision is final.

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### ***Advertising Policy***

The amount and variety of printed materials and or electronic materials posted and/or distributed around campus is a concern to the University. Not only is indiscriminate posting and/or distribution unsightly, but it can also result in fire hazards and can be an invasion of the privacy of members of the Longwood community. Therefore, the following posting policy should be followed:

- 1) The Office of the Student Union and Activities oversees the hanging of all posters in the Lankford Student Union and the Dining Hall. See [Posting Policy](#).
- 2) In academic buildings, one piece of literature per event may be posted ONLY on designated bulletin boards. To use bulletin boards adjacent to administrative or faculty offices, individuals must receive permission from the faculty or staff members in that office. No posting is allowed on other areas, such as walls, windows, and doors. Such posting will be confiscated, and appropriate sanctions will be imposed on the individual or organization responsible. All posted material must be removed by the person or organization doing the posting within 24 hours of the event.
- 3) Requests for use of lawn signs to advertise events must be directed towards the office of Student Union and Involvement. Lawn signs may only be used for University sponsored events with support from a University office. A maximum of six (6) signs may be requested, and they may be in place 48 hours before the event, and must be removed 24 hours after the event. Use of signs is not allowed on the lawns on High Street. All signs must comply with the policy on [Use of Longwood University Identifiers](#).
- 4) Advertising must not violate Virginia Alcoholic Beverage Control regulations. Sale of alcoholic beverages cannot be advertised. Pictures depicting the use of alcoholic beverages or explicit pictures of bottles, cans, or glasses containing alcoholic beverages are allowed only when such material directly supports alcohol education programming efforts. Advertising should emphasize the event at which the alcohol may be present and NOT the specific presence of alcoholic beverages.

Concerns about the content of advertising should be directed to the sponsor. Questions about the advertising policy and concerns about violations may be directed toward the office of Student Union and Involvement. Advertising that does not comply with these guidelines could result in the cancellation of the immediate event and loss of privileges to sponsor future events.

## ***A.I.D.S. Policy***

Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease that has invaded college campuses nationwide. Longwood acknowledges the seriousness of this public health problem and, in an effort to be prepared if AIDS strikes students or employees on campus, has developed the following campus policy and accompanying procedures.

### **Policy**

Longwood shall conduct an ongoing educational campaign designed to teach students, faculty, and staff basic information about AIDS.

Persons infected with the AIDS virus shall not be excluded from enrollment or employment or restricted in their access to Longwood facilities or services, unless a medically-based judgment in each individual case establishes that exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the Longwood community. Persons who know, or have reasonable basis for believing, that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others in the Longwood community.

The University shall widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions, both in all health care facilities maintained on the campus and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and experimental laboratories).

### **Procedures**

Information on AIDS is available in the Office of Student Health and Wellness by requesting a confidential appointment with a clinician or through printed literature on the rack in the waiting room. The staff is also available for educational visits.

The official Longwood spokesperson on AIDS is the Director of Public Affairs, or his/her designee, who will work closely with the Director of Student Health and Wellness. All inquiries from the press, from elected public officials, or the general public will be referred to the University spokesperson.

The booklet, *AIDS on the College Campus: American College Health Association Special Report*, is a primary reference on information regarding AIDS on college and university campuses. Copies are available from the Office of Student Health and Wellness.

Individuals requesting HIV antibody testing will be referred to an anonymous free testing site. This information is available by contacting the Director of Student Health and Wellness.

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## ***Alcohol and Other Drug Policies, Procedures, and Information***

It is the responsibility of every member of the Longwood community to know the risks associated with the use and abuse of alcohol and other drugs, and to assist Longwood University in creating an environment that promotes health-enhancing attitudes and activities.

### **Introduction**

Longwood is dedicated to fostering and sustaining a meaningful learning environment where the highest academic and personal standards are affirmed. Because the campus community values and supports activities that are educationally purposeful; healthful and safe; and conducive to producing well-rounded and effective citizen leaders, the illegal use and/or abuse of alcohol or other drugs will not be tolerated.

All students, employees, guests, organizations, and sponsoring groups, therefore, are required to abide by the local, state, and federal laws and ordinances, and Longwood regulations governing the consumption of alcohol and control of illicit drugs. Violators will be held accountable for their actions and are subject to the full range of available legal penalties and institutional sanctions.

The University's commitment to the total well-being of its students is also furthered through a broad array of prevention and intervention programs, services, and resources that encourage healthy lifestyles and the lawful, low-risk use of alcohol. These prevention and intervention programs, services, and resources are also intended to further Longwood's commitment to preparing students to be active members of their chosen community by contributing to the common good by acknowledging their individual roles within their chosen community. The alcohol policy and related sanctioning are intended to help individuals acknowledge the impact of their actions on others within the residential, academic, and local communities. Personal responsibility and responsible decision making skills are key to being a citizen leader within any community.

The Longwood Alcohol and Other Drug Policies information contained herein is distributed in partial compliance with the Federal Drug Free Schools and Communities Act. Areas covered include the following: federal, state and local laws and penalties; Longwood-specific policies; locations where alcohol use is permitted; and Longwood disciplinary sanctions. Information on health risks associated with alcohol and other drug use and resources for education and treatment are available from the [Office of Student Health and Wellness](#). Procedures for the registration of public/private events and social functions are reviewed in the [Event Planning on Campus involving Alcohol](#) section this policy.

Questions pertaining to any aspect of this policy should be directed to the [Office of Honor and Judicial Programs](#) or the [Office of the Dean of Students](#).

## **I. Federal, State and Local Laws**

As a point of information, the following local, state, and federal laws and regulations apply to the possession, use, consumption and/or distribution of alcohol and other drugs for Longwood University students and the campus:

A. Virginia Minimum Drinking Age Law: Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is also illegal to give or sell alcoholic beverages to persons who are under 21 and/or intoxicated. For violations of the minimum drinking age law, the legal penalties include fines of up to \$2,500, loss of license for up to one year, and possible jail time.

B. Open Container/Public Consumption Laws: The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, cans, cups, bottles, etc. Public area is defined as any space utilized or occupied by individuals that is not considered private or designated as a place in which alcohol consumption is permitted. Examples of public areas include, but are not limited to, building entrances, lobbies, elevators, hallways, lounges, residence hall rooms/suites/apartments with open doors, designated balconies, meeting rooms, indoor/outdoor recreation areas, campus mall areas, academic/study areas, etc. State law also prohibits the consumption of alcohol in unlicensed public places. Persons convicted of violating this law face fines of no more than \$250.00.

C. Driving Under the Influence: The legal limit set by the Commonwealth of Virginia for the amount of alcohol that may be present in the blood of a person over the age of 21 while operating a vehicle is .08. Penalties for a first-time DUI violation for a person over the age of 21 include arrest, a fine of up to \$2,500, loss of license for 12 months, referral to the Virginia Alcohol Safety Action Program (VASAP), and jail. The legal limit for the amount of alcohol that may be present in the blood of a person under the age of 21 while operating a vehicle is .02. Penalties for a first-time DUI for a person under the age of 21 include arrest, a fine of up to \$500, loss of license for 6 months, referral to the Virginia Alcohol Safety Action Program (VASAP), and jail.

D. False Identification Laws: The possession, use, sale, and/or manufacture of false identification cards are strictly prohibited under Virginia law. Penalties for the possession of a false driver's license or the fraudulent/deceptive use of a driver's license to purchase alcohol can result in up to \$500 in fines and loss of driver's license for one year.

E. Contributing to the Delinquency of a Minor: In the Commonwealth of Virginia, it is illegal to purchase alcohol for those who are not of legal drinking age. The range of legal penalties can include a fine of up to \$2,500 and one year in jail.

F. Public Intoxication and/or Disorderly Conduct: In keeping with local and state laws, Longwood will not allow public drunkenness or disorderly conduct of any kind. Possible penalties for such misconduct include a fine of not more than \$2,500 and up to one year in jail.

G. Drug-Free School Zones: Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including: imprisonment, fines, loss of property, loss of professional licensure, and loss of financial aid. Penalties for violations occurring within 1,000 feet of a school or campus may be doubled with no possibility of parole.

## **II. Longwood Alcohol and Other Drug Policies**

Alcohol and other drugs will not be allowed to interfere with classroom learning, residence hall living, co-curricular activities, or any other Longwood-related or sponsored event. The following regulations serve to protect, sustain, and further the academic and personal standards that collectively form and affirm the meaningful learning environment:

A. All Longwood University students are required to abide by local, state, and federal regulations regarding alcohol and drugs as described in Section I.

B.. Alcoholic beverages must not be brought into or consumed within: 1) freshman residence halls/floors/apartments; 2) residence hall buildings designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment.

C. The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms if each of the residents assigned to live in the room (i.e., the total head count comprising the living space) is under the age of 21. This restriction does not apply if at least one of the room's residents is of legal age:

D.. The possession or use of "beer bongs" or other devices which dispense alcohol in a rapid manner are prohibited.

E. Alcoholic drinking games are prohibited at all times.

F. All membership recruitment functions (fraternity/sorority, special interest groups, and other student organizations/groups) are required to be alcohol-free.

G. Kegs or other common sources of alcohol (including, but not limited to, the serving or provision of cans or bottles of alcohol to others) are not allowed on Longwood managed property except for events managed by an authorized University vendor.

H. In addition to the alcohol regulations and procedures described in this policy, all registered Greek organizations will be subject to the additional expectations and standards of the Longwood-endorsed Fraternity Insurance Purchasing Group (FIPG). Note that national organizations may have, and require compliance with, stricter policies regarding alcohol and drugs

I. The possession, use, and/or distribution of illegal drugs, as defined by the Drug Control Act of Virginia, are strictly prohibited.

## **III. Location**

Residence Hall Room/Suite/Apartment: Limited to only those rooms where at least one of the assigned residents is over 21. The individual use of alcohol by persons 21 years of age or older is permitted as long as the residents'

roommates/suitemates agree. Room/suite/apartment gatherings of more than one person must be in compliance with all Longwood policies, procedures, and regulations. This includes, but is not limited to, State alcohol laws, fire code/room occupancy standards, noise guidelines, and guest restrictions. It is the responsibility of the room/suite/apartment residents to insure compliance with all policies, procedures, and regulations. (see [Personal Responsibility for Residence Hall Room and other spaces](#))

Alcohol will be allowed in fraternity and sorority chapter rooms under the following conditions: There is not more than one alcoholic beverage (defined as a 12 oz. beer, 4 oz. wine, or 1 oz. of hard liquor) per person of legal age per hour; anyone not of legal drinking age is not consuming alcohol; and the number of guests present is limited to the number of undergraduate members in the room plus one guest per member.

Note: This is intended as a limitation on the amount of alcohol available per person, not as a guideline for what is an appropriate or legal amount of alcohol to consume at a gathering. Information on alcohol use and abuse is available from the [Office of Student Health and Wellness](#).

For events and functions requiring registration see Section VI [Event Planning on Campus involving Alcohol](#) .

Other Locations: By permission of the Vice President for Student Affairs see Section VI. [Event Planning on Campus involving Alcohol](#)

#### **IV. Minimum Sanctions for Alcohol and Other Drug Violations**

Longwood University is dedicated to fostering and sustaining a meaningful learning environment where the highest academic and personal standards are affirmed. Because the campus community values and supports activities that are educationally purposeful and conducive to producing effective citizen leaders, the illegal use and/or abuse of alcohol and drugs by students will not be tolerated. All individuals, therefore, are expected to abide by the State laws and make responsible, informed choices.

When making referrals to an alcohol and drug education program, the hearing body or officer will determine which option best serves the educational needs of the student. Failure to comply with any of the above will result in the filing of additional charges and, if found responsible, a recommended sanction of Suspension from Longwood University.

Students who have been suspended for alcohol or drug violations are encouraged to use the time away for personal reflection and reevaluation of their academic and career goals. Upon formal readmission, the student will be expected to demonstrate that he/she is a responsible and contributing member of the academic community. In the event of another alcohol-related violation, both the case under review and prior record of the student will be carefully scrutinized to determine whether or not suspension or dismissal from the University is justified.

It is important to note that all alcohol and drug offenses and sanctions are cumulative. Sanctions do not revert to a lower sanction based on time or completion of a previous sanction.

##### **Sanctions for Alcohol Violations**

The minimum sanction of Admonition will be administered to students found responsible for possession of alcohol paraphernalia such as beer bong, “trophy bottles”, etc. Repeated violations of this type will result in administration of the more severe sanctions listed below.

The following minimum sanctions will be administered to students found responsible for all other violations of the Alcohol Policy. Students found responsible for driving under the influence will receive a minimum sanction starting at the 2<sup>nd</sup> offense level.

1<sup>st</sup> Offense: Admonition and referral to Longwood’s Alcohol Education Program, First Round, at a cost of \$50.00.

2<sup>nd</sup> Offense: One calendar year of Disciplinary Probation (effective immediately if the student is not on probation or at the conclusion of the current probationary period) and referral to Longwood’s Alcohol and Drug Education Program,

Last Call, at a cost of \$75.00. This is the minimum sanction administered for driving while impaired or under the influence of alcohol or other drugs.

3<sup>rd</sup> Offense: Suspension and a required formal alcohol/substance abuse risk assessment from a licensed substance abuse counselor prior to readmission for which the student is responsible for payment.

### **Sanctions for Possession, Distribution, or Use of Illegal Drugs and/or Paraphernalia**

Consistent with Longwood's commitment to maximizing academic and personal success, Longwood University maintains a Zero Tolerance Policy with regard to the illegal distribution, possession, or use of drugs. Any student found responsible for violating Longwood's drug-related policies and/or conduct standards – regardless of the severity or nature of the incident – will receive the following minimum disciplinary sanctions:

#### Distribution of Drugs (Judicial Charge #2):

1<sup>st</sup> Offense: Immediate Dismissal from Longwood University

#### Possession/Use of Drugs (Judicial Charge #5):

1<sup>st</sup> Offense: Suspension from Longwood and a mandatory formal risk assessment conducted by a qualified alcohol/substance abuse counselor prior to readmission of which the student is responsible for payment. In addition, the student will be referred to Longwood's Alcohol and Drug Education Program, Last Call, at a cost of \$75.00.

2<sup>nd</sup> Offense: Immediate Dismissal from Longwood University

#### Possession/Use of Drug Paraphernalia (Judicial Charge #15):

1<sup>st</sup> Offense: One calendar year of Disciplinary Probation and referral to Longwood's Alcohol and Drug Education Program, Last Call, at a cost of \$75.00.

2<sup>nd</sup> Offense: Suspension from Longwood University

### **V. Longwood's Alcohol and Drug Education Programs**

Longwood's Alcohol and Drug Education Programs, First Round and Last Call, are intended to help students explore their values and behaviors, and how their decisions today can effect their futures tomorrow. Issues of high and low risk drinking choices, the impact of alcohol and drug on the body and other aspects of their lives, addiction, and goal setting is highlighted.

#### **Alcohol/Substance Abuse Risk Assessment**

In order to help students gain increased insight into how their personal patterns of alcohol and other substance use may be putting them at risk for future violations, health concerns, academic problems, etc., a mandatory 90-minute assessment conducted by a qualified substance abuse counselor is included as a requirement for consideration of readmission for those students suspended as a result of violations of Longwood's Alcohol and Other Drug Policies. Students may opt to have the assessment performed at Crossroads in Farmville or by an independent qualified substance abuse counselor of which the student is responsible for payment. Documentation must be provided to verify completion, with recommendations regarding the student being forwarded to the Director of Honor and Judicial Programs by the counselor conducting the assessment. Failure to meet the conditions of this sanction will result in a hold on registration, diplomas, and/or transcripts.

### **VI. Event Planning on Campus Involving Alcohol**

The following guidelines for planning and registering public and private events involving alcohol apply to all Longwood community members and organizations.

All events/functions must be managed by a University- Authorized third-party vendor.

Note: Longwood University reserves the right, at any time, to modify or revise these and other guidelines and restrictions governing the registration and management of events/functions.

### Locations

All public/private events and functions held on Longwood-owned or -managed property must be registered at least fifteen (15) business days in advance when the following conditions exist:

1. Residence Hall Common Areas: Common areas are available for non-alcoholic events any night of the week. All events/functions held in residence hall common areas must be registered with the building REC. Only Longwood registered student organizations and the student members of a residence hall community (e.g., a Hall Council, students living on a particular hall, etc.) are permitted to reserve residence hall common areas.
2. Chapter Rooms: Registration is required when alcohol is present in a fraternity/sorority chapter room for an event or function. When there is an event/function held in any residence hall fraternity/sorority chapter room, it must be registered with both the Office of Residential and Commuter Life and Associate Director for Fraternity and Sorority Life if alcohol plus non-members and/or alumni are present.
3. Iler Gym: All events and functions, regardless of the presence of alcohol, must be scheduled through the Conferences and Scheduling Office at <http://www.longwood.edu/scheduling/scheduling.htm>.
4. Lankford Student Union: All events and functions, regardless of the presence of alcohol, must be scheduled through the Student Union at <http://www.longwood.edu/studentunion/reservearoom.htm>. In addition, registered student organizations will be required to have their advisor present when deemed necessary by the Student Union staff, i.e., for dances, events involving the community where alcohol is present, etc.
5. Other Areas: All events and functions, regardless of the presence of alcohol, must be registered with the Office of the Dean of Students and the building/facility manager. All events with the exception of ones taking place in Lankford Union must be arranged through the of Conferences and Scheduling Office as described in paragraph (3) above.

### Approval Process for Events Involving Alcohol

Individuals scheduling events or functions are designated as Event Managers. They, along with groups, organization officers, and advisors, assume full responsibility for ensuring that the event or function complies with all Longwood alcohol policies, event/function procedures and regulations, and conduct standards

1. All events/functions are required to be scheduled by the Conferences and Scheduling Office, the Lankford Student Union Staff, or the REC/Office of Residential and Commuter Life (as appropriate to the space) at least fifteen business (15) days prior to the start of the event/function.
2. The number of registered fraternity/sorority events/functions with alcohol per weekend per residence hall may not exceed the number of chapter rooms in that building. (In other words, if Frazer Hall has three chapter rooms then Frazer Hall is allowed a total of three events/functions, with alcohol, per weekend.)
3. Consistent with established guidelines for third-party vendor events/functions, the REC or building/facility manager will approve the amounts and type of alcohol allowed and determine the time duration of the event/function.
4. At the discretion of the REC or building/facility manager, approval for the registration of events/functions can be denied for valid reasons.
5. Events in the Student Union that include alcohol are required to use a third-party vendor.

### **Registration of Events/Functions With University-Authorized Vendors**

All planning and registration requirements outlined in Parts I-V of these guidelines apply to events/functions managed by third-party vendors; exceptions will be allowed only at the discretion of the University office or representative responsible

for approving such requests. The sponsoring organization is responsible for all costs associated when utilizing third-party vendors. If you would like to have alcohol at your event in the Student Union or in the Dining Hall, you must adhere to the following:

- The University contracted food service provider must be used as a third-party vendor.
- The alcohol is confined to the A, B, or C Rooms; or the Lancer Cafe in the Student Union and the Nance, Lewis or Lee Grand Dining Rooms in the Dining Hall
- The sponsoring organization is required to cover the cost for the police officer, the bartender, and the I.D. checker.
- Only wine or beer will be available.
- No open bars allowed.

### **Guest List Guidelines and Expectations at Events/Functions Involving Alcohol**

1. Groups that use common areas or chapter room space for events/functions must submit a guest list to the REC/Office of Residential and Commuter Life or building/facility manager, and the Associate Director of Student Activities for Fraternity and Sorority Life (if the sponsoring group is a fraternity or sorority), by three business days prior to the event/function. Failure to submit a guest list may result in cancellation of the event/function. The guest list is restricted to members of the organization and their invited guests.
2. The individual registering the event/function is responsible for ensuring that the names and birth dates of members and invitees appearing on the guest list are accurate. Persons whose names appear on the guest list must actually be invited to the event. Deliberately providing inaccurate information and/or "padding" of guest lists is considered falsification of information and subject to action under the Longwood Honor and Judicial system.
3. A copy of the guest list should be kept at the entrance of the party for guests to sign in. This same list must also be submitted to the REC or building/facility manager or Office of Fraternity and Sorority Life by three business days following the event.

### **Event/Function Management Procedures for Events Involving Alcohol**

During all registered alcohol events/functions, the person identified as the "Event Manager" must be present at all times. The University will assume the Event Manager is the person registering the event unless otherwise noted on the registration form. This person must pass an event/function management training program sponsored by the Office of Student Union and Student Activities and/or Fraternity and Sorority Life prior to approval of the formal registration. The Event Manager is responsible for ensuring that all event/function management procedures, guidelines, and expectations outlined herein are fulfilled

### **Managing Alcoholic Beverages and Restrictions**

1. Event Managers and/or individuals sponsoring an event/function must ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age of 21 or to persons who appear intoxicated.
2. All alcoholic beverages at registered third-party vendor events/functions must be dispensed by approved persons, called "servers," who are 21 years of age or older. Direct access to alcoholic beverages is also limited to only the person(s) designated as the server(s). Servers must not be under the influence while serving alcohol.
3. All persons attending a registered alcohol event/function must be 18 years of age or older and, at all times, in compliance with state and federal laws and Longwood policies and regulations.
4. Consumption of alcoholic beverages is permitted only within the areas designated for the event/function.

5. Open containers of alcohol are allowed only in areas designated and approved for alcoholic events/functions. No open containers of alcohol are allowed in hallways, lobbies, study lounges, etc.
6. No event/function shall include any form of drinking games or alcohol/other drug themes in its activities or promotion.
7. Kegs (all sizes) or other common sources of alcohol are not allowed on Longwood-owned property except for University contracted food service provider sponsored events.

### **Non-alcoholic Beverages and Food**

1. Non-alcoholic beverages (soft drinks or other alternatives) must be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are served. For additional details, see the guidelines available on the Common Area/Chapter Room Event/Function Registration Form.
2. When alcoholic beverages are served, food and/or snacks must be prominently displayed and available during the entire event.

### **Security at Events Involving Alcohol**

1. Longwood-approved security personnel are required at all events/functions. The sponsoring group is responsible for contacting the Department of Public Safety and confirming the security arrangements at least seven (7) business days in advance of the scheduled event/function. One officer must be on duty for gatherings of up to 150 people (this includes members of the host organization). For every subsequent increment of 100 attendees, an additional officer is required. At the discretion of the Department of Public Safety and the REC or building/facility manager, the number of required security personnel can be increased or reduced if deemed appropriate. Detailed information regarding scheduling and costs can be obtained from the Department of Public Safety.
2. The University reserves the right to enter events/functions to confirm compliance with all procedures, guidelines, and expectations outlined in this policy.

### **Promotion of Events Involving Alcohol**

1. Alcohol may not be used as an inducement to participate in a campus event.
2. Promotional materials, including advertisement of any Longwood event/function, shall not make reference to or include pictures of alcoholic beverages. Advertising materials must comply with the Solicitation and Advertising Guidelines in the Student Handbook.
3. It is against Longwood policy to invite the general public to any student-sponsored social events/functions held in residence hall space. This includes, but is not limited to, chapter rooms and the Curry/Frazer Commons Area.

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### ***Anti-Hazing Policy***

#### 1) New Member Development

#### Goals and Suggested Activities

Student organizations, clubs, Fraternities/Sororities, athletic teams, etc. are based on one or more common principles: Group Companionship, Scholarship/Academics, Leadership, Athletic Competition, Community Service, and Social Activities. The specific principles the group focuses on will depend on the purpose or goals of the group.

Any new member programs or activities should reflect these elements and have a balance of activities that will enhance and further develop the newest members. An even distribution of these components should be interwoven throughout the program. For example, Fraternities/Sororities might incorporate 25% companionship, 25% scholarship, 25% leadership and 25% social activities. An athletic club or team might incorporate 50% athletic competition, 25% group companionship, and 25% scholarship.

Suggested activities include:

- Campus or community service
- Ropes course activities
- Attendance at campus activities or events
- Participation in intramurals
- Leadership training
- Academic study halls
- National Organization or NCAA required educational programs or events
- Fundraisers
- Badge/Pin/Letter/Jersey days
- Healthy physical activities or NCAA recognized practice
- Balanced food consumption or diet
- Wearing of semi-casual or business attire
- Group retreat or overnight of reasonable length
- Other inclusive group activities with a constructive purpose.

The following offices can serve as resources for developing and scheduling activities:

Athletics	2057
Dean of Students	2389
Campus Recreation	2356
Career Center	2063
Fraternity and Sorority Life	2118
Leadership and New Student Programs	2414
Student Union and Involvement	2103
Student Health and Wellness	2102

## Requirements

All new member activities must 1) include both current and new members; 2) have a constructive purpose related to the group's goals; 3) follow University, and national organization/NCAA policies; 4) be designed to develop one or more of the common principles listed above; and 5) be completed by the tenth week of classes.

When designing new member activities, the group members must ask themselves if their activities and behaviors could be publicly justified to University officials, Faculty Advisors, Coaches, parents, and legal authorities. Groups which are not certain if their activities meet these standards should consult with their advisors and the Office of Student Affairs for help in designing new member activities.

## 2) Definition of Hazing

Longwood University is committed to the belief that abusive behavior, harassment and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others.

Hazing is defined as any action taken or situation created intentionally, whether on or off Longwood property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students or student groups, to

produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Examples include, but are not limited to, the following:

- Personal servitude.
- A “boot camp” mentality.
- Sleep deprivation.
- Altering physical appearance, i.e., head or eyebrow shaving, branding, etc.
- Forced or required consumption of liquids, solids, or combinations, i.e., alcohol, massive quantities of water, spicy or unusual foods, or non-food items.
- Paddling in any form.
- Coerced physical activity that causes fatigue.
- Exposure to inclement weather.
- Confinement in any room or compartment.
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property.
- Physical or psychological shock.
- Publicly wearing apparel and/or partaking in stunts not normally considered to be in good taste.
- Participating in degrading or humiliating games and activities.
- Misuse, theft or destruction of property
- Engaging in behavior that is in violation of Longwood University regulations or state and federal laws.

### 3) Enforcement

I) Hazing is a violation of Conduct Code #4 Hazing or otherwise mistreating so as to cause bodily injury; and/or Conduct Code #15 Violating any aspect of the Anti-Hazing Policy up to but not including acts that induce bodily injury.

According to the Code of Virginia 18.2-56, “It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any persons found guilty thereof shall be guilty of a Class 1 Misdemeanor, which carries a minimum of 12 months imprisonment or a \$2,400 fine.”

Individuals and/or groups who haze are subject to Campus Disciplinary charges, criminal charges filed by Longwood University and/or injured parties, and civil liability from injured parties.

- a) The organization President, Executive Officers, Captain, and/or person(s) "in charge" will be held individually accountable for ensuring full compliance with the policy.
- b) If an act of hazing is alleged, then the President, Executive Officers, Captain, person(s) "in charge," and student(s) involved will be charged with a violation of the Hazing Policy.
- c) If hazing is confirmed, then the student(s) will be assigned sanctions as outlined in the Student Handbook. The organization or group may also be assigned sanctions that may include but are not limited to educational assignment, loss of privileges, or loss of recognition status.

Student organizations or governance groups may develop additional policies and procedures that are more specific in order to prevent incidents of hazing within their memberships.

II) All student organization officers, current and new members shall sign a statement on the Club/Organization Registration Form each year indicating they have read and understand the Anti-Hazing Policy. New Member statements are due upon acceptance into the club, organization or new member program, but no later than the third week of classes. At the discretion of the University, failure to follow this procedure may result in penalties to the organization that may

include but are not limited to loss of Longwood University recognition, privileges, or permission to conduct recruitment/initiation activities.

Student Athletes will follow the procedure outlined in the Longwood University Student Athlete Handbook.

III) All student organizations that have an initiation/new member education process must submit copies of the program and activities to the Office of the Student Union and Involvement prior to recruitment for approval. Upon the completion of recruitment, an evaluation report must also be filed with the Office. At the discretion of the University, failure to follow this procedure may result in penalties to the organization that may include but are not limited to loss of Longwood University recognition, privileges, or permission to conduct recruitment/initiation activities.

4) How to report hazing incidents:

Any student who believes he or she is a victim of hazing is encouraged to report the incident.

Hazing may be reported to:

Associate Director for Fraternity and Sorority Life	2118
Director, Office of Honor and Judicial Programs	2490
Director, Department of Public Safety	2091
Director and Assistant Directors, Department of Athletics	2057
Hazing Hotline:	2222

Hazing may also be reported to any Student Affairs or Athletic Staff member

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### ***Bicycle, Skateboard, In-Line Skates, and Scooter Policy***

#### I. PURPOSE

This policy is to ensure the safe operation of bicycles, skateboards, in-line skates, and scooters (not to include motorized scooters used by persons with disabilities) on the Longwood campus. This policy is also intended to protect Longwood property by prohibiting activity inherently destructive.

#### II. DEFINITIONS

A. Transportation Use: For the purposes of this policy, transportation use is defined as a means of conveyance while traveling from point to point on the campus.

B. Recreational Use: For the purposes of this policy, recreational use is defined as use of described devices for entertainment. Entertainment uses might include practicing tricks or stunts.

#### III. POLICY

The safe and reasonable use of bicycles, skateboards, in-line skates, scooters, and similar devices is permitted on university sidewalks and in parking lots, unless otherwise posted, for transportation purposes. Anyone using these devices on Longwood property shall give right of way to any pedestrian and those with disabilities and shall travel at a reasonable, safe, and prudent speed. Operators of such devices assume the inherent risks associated with such devices.

#### IV. PROCEDURES

A. Limitations:

1. The use of bicycles, skateboards, in-line skates, and scooters shall not be permitted inside any building.
2. Under no circumstances will bicycling, skateboarding, in-line skating, or scooter use be allowed on ramps, curbs, benches, steps, stairs, or other such structures.
3. Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e. building lobbies, stairwells, porches, trees, bushes, fences, access ramps, etc.) is prohibited. Bicycles locked to an access ramp are subject to confiscation by Public Safety.
4. Wearing headphones while operating bicycles, skateboards, in-line skates, and scooters is prohibited.
5. Skates, skateboards, toys, or other devices on wheels or runners are prohibited on the roadway (Code of Virginia, Section 46.2-932).
6. Town of Farmville Code restricts use of bicycles, skateboards, in-line skates, and scooters within business districts. Operators of these devices should familiarize themselves with Town of Farmville Code Section 23-4. Playing on streets and sidewalks before using bicycles, skateboards, in-line skates, and scooters outside the confines of the campus.

B. Sanctions:

1. Any one causing property damage through unauthorized use of bicycles, skateboards, in-line skates, scooters, or similar devices may be required to render restitution to the University.
2. Employees of the university may be subject to disciplinary actions.
3. Students may be subject to student judicial proceedings.
4. Persons not affiliated with Longwood may be subject to a ban from the campus by Public Safety.

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## ***Billing and Fee Payment***

### **Tuition and Fees**

Longwood University utilizes an electronic billing and payment solution, TouchNet Ebill. Students will manage their accounts through My Longwood Portal. Select the Student tab and click on My Student Account. The student or authorized user may also enroll in the Payment Plan using the same selections (visit <http://www.longwood.edu/studentaccounts/mpplan.htm>). You may pay on line with Visa or MasterCard (debit or credit) or draft your checking or savings account.

Longwood University may process paper checks electronically. If you deliver a paper check in person, mail it to the University, or place it in our drop box, your paper checks may be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks may appear on your monthly bank statement as an electronic debit.

Longwood University will enforce the Board of Visitors' approved policy for unpaid student accounts as outlined in Board of Visitors' Policy 4315 [http://www.longwood.edu/vpaf/final\\_policy\\_base/4000/4315.htm](http://www.longwood.edu/vpaf/final_policy_base/4000/4315.htm). Any residential or commuter student with an unpaid account balance not secured by Longwood's Monthly Payment Plan and/or financial aid will have her/his course schedule cancelled on the day following the original semester payment due date. In addition, if applicable, any residential or commuter student with unpaid balances will be denied access to student housing and blocked from utilizing campus meal plans.

The information printed in the Longwood University Catalog is considered to be a contract between the student and the University. All information concerning financial matters, including tuition and fees, refunds, and penalties for nonpayment are included in the Longwood University catalog. You may visit the Student Account website at <http://www.longwood.edu/studentaccounts/stuaccounts.htm>.

## Deposits

Every spring, students (or their families) will receive a billing for the Student Fee Deposit for the fall semester, which is due on or around March 15 of each year. The deposit represents a commitment on the part of the current student to return to Longwood for the subsequent fall semester and on the part of a newly accepted or re-admitted student to reserve instructional space in the University. It guarantees that the University will hold a place for the student. If the deposit is not paid within a reasonable time, it is assumed that the student is not planning to return or matriculate, and his/her place may be given to another student. Early registration and housing selection are privileges extended to returning students who have paid the deposit by the due date. Those who do not pay the deposit in time must go through late registration the day before classes begin as well as late housing selection. Refunds of the Student Fee Deposit are not made after June 1 for returning students and May 1 for new students.

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## ***Campus Recreation Events***

The Longwood Campus Recreation department ([website](#)) offers plenty of opportunities for students to get involved through Open Recreation and Intramurals. Open Recreation takes place in Lancer gym, Lancer weight room, Lancer Pool and Iler gym. The times for Open Recreation vary with each semester. Aerobics classes are offered each week. Call (434.395.2356) to check specific hours and offerings.

- Intramurals offer team and individual events each semester.
  - Fall Semester:                      Spring Semester:
  - Softball                                  Indoor Soccer
  - Flag Football                          Kick Ball
  - Floor Hockey                          Basketball
  - Volleyball
  - Other events include: One day tournaments like Bowling, Ping Pong, Air Hockey, Wiffle Ball, Ultimate Frisbee, Pool, Darts, and Spades.
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## ***Distribution of Written Materials, Outdoor Speeches, Marches and Demonstrations Policy***

No rights are more highly regarded at Longwood University than the First Amendment, which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. Longwood University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. This regulation is structured to assure equal opportunity for all persons, to preserve order within the campus community, to protect and to preserve University property, and to provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

- A) **SPEECHES AND DEMONSTRATIONS:** The open area designated for speeches and demonstrations is the Lankford Mall which is a primary crossway on the campus and will consist of the patio and the surrounding area located on the south side of the Student Union. Groups may request use of this space through Conferences and Scheduling by submitting the Event Registration Form at <http://longwood.edu/scheduling/scheduling.htm>. Individuals and groups may use this area between 9 a.m. and 9 p.m., Monday – Friday, when school is in session, for speaking, demonstrating, and other forms of expression. A request for use of this area must be made a minimum of five (5) business days in advance of the event. All structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.

- B) **DISTRIBUTION OF WRITTEN MATERIAL:** Pamphlets, handbills, circulars, newspapers, magazines, posters, flyers, billboards, and other materials which are protected by the First Amendment may be distributed on a person-to-person basis on the Lankford Mall between the hours of 9 a.m. – 9 p.m., Monday – Friday, when school is in session. This space must be reserved a minimum of five (5) business days in advance through Conferences and Scheduling by submitting the Event Registration Form at <http://longwood.edu/scheduling/scheduling.htm>

In accordance with the University Posting Policy, handbills may not be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

- C) **MARCHES:** Marches may take place on streets and sidewalks of the campus between the hours of 10 a.m. and 4 p.m., Monday – Friday, when school is in session. Requests for a march must be scheduled minimum of five (5) business days in advance through Conferences and Scheduling by submitting the Event Registration Form at <http://longwood.edu/scheduling/scheduling.htm>; who will submit the plan to the Longwood University Public Safety Office. Limitations may be placed on the time, place, and manner of such an event in order to serve the interests of safety, to prevent disruption of the educational process, and to protect the rights of others. Marches off campus are required to be registered by appropriate governing bodies.
- D) **PROVISIONS:** In order that the persons exercising freedom of expression not interfere with the operation of the University or with the rights of others, the following shall apply without exception to any form of expression.
1. Events which may obstruct vehicular, pedestrian, or other traffic must be registered at least five (5) business days in advance.
  2. Use of sound amplification on campus is regulated and must be registered at least five (5) business days in advance. If using sound amplification, it should not interfere with the educational and administrative activities of the University.
  3. There must be no obstruction of entrances or exits to buildings and/or activities, and must be 20 feet away from an entrance to a building.
  4. There may be no interference with educational and administrative activities inside or outside of buildings.
  5. There may be no attempt to prevent scheduled University ceremonies or events.
  6. Malicious or unwarranted damage to or destruction of property--owned or operated by the University or by students, faculty, staff, or visitors to the University--is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
  7. There must be compliance with all applicable state and federal laws and University rules and regulations. Violators will be referred for appropriate legal or disciplinary action.
  8. Public sidewalks and streets may not be obstructed, preventing the passage of any vehicle or pedestrian. Illegal obstruction is a violation of Virginia Criminal Law (§ 18.2-404, Riot and Unlawful Assembly), obstructing the free passage of others.

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### ***Disruptive Behavior Policy***

Longwood University is committed to maintaining a safe living, working and learning environment for students, faculty and staff. The University recognizes that situations may arise where a student's behavior is a potential threat to self or others, or where a student's behavior significantly disrupts the ability of other students, faculty or staff to participate in Longwood's educational programs, living environments, or employment opportunities. Disruptive behavior will be dealt

with through the University on-call system and the following administrative procedures. The University may elect to inform parent/guardians without the student's permission if emergency circumstances warrant such contact. ([See Student Access to Disciplinary Records, Disclosure and Parental Notification](#)).

### 1) Definitions

Students may be administratively withdrawn from the University, or have behavioral conditions imposed as a condition of continued enrollment, in situations where their behavior is considered to be:

#### a) Potentially dangerous to themselves or others.

Danger to self or others includes, but is not limited to excessive use of alcohol, misuse of prescription medications, gestures or threats of harm to self or others, suicidal ideation or behaviors, self-mutilation, violence or threats of violence, accidents, or assaults.

#### b) Significantly disruptive to others but not an immediate threat to self.

Disruptive behavior includes behaviors that interrupt or impair a student, faculty and staff's ability to carry out their daily activities and responsibilities. Such disruption may be in the form of a single behavioral incident or a series of incidents.

Disruptive behavior includes, but is not limited to, students whose behavior may deteriorate to the point of serious harm or dysfunction without assessment, intervention or treatment. When standard assessment is impossible because of the student's resistance, behavioral observations will constitute the basis for such judgment.

#### c) Refusal or inability to cooperate with behavioral contracts resulting from administrative actions taken in section two "Implementation", found below.

### 2) Implementation

Emergency response procedures are in place to respond to students who are in immediate danger to self or others, including Virginia laws governing involuntary commitment. Students who are disruptive, but not a threat to self shall be referred to the Counseling Center and may be required to have a meeting as described below.

Students who exhibit potentially disruptive behavior shall meet with a Student Affairs staff member designated by the Vice President for Student Affairs. The purpose of this meeting will be to:

- a) Review available information concerning behaviors and/or incidents that have caused concern;
- b) Review this policy and discuss the procedures;
- c) Allow the student to present information on his/her behalf;
- d) Determine the student's ability and willingness to participate academically and socially at Longwood University;
- e) Determine the student's ability and willingness to continue to be a non-disruptive participant in the University community.

If a student's behavior is determined to be detrimental to self or the University community, the University reserves the right to administratively withdraw the student and/or impose conditions designed to enhance the student's opportunity to succeed at Longwood University and minimize disruptive influence on the University community.

These measures may include but are not limited to mandatory psychiatric or alcohol/drug assessment/evaluation, adherence to a treatment plan, special housing options, behavioral contract, or mandatory withdrawal from the University.

Students may seek a voluntary withdrawal through the appropriate Academic Dean's Office

### 3) Return or Readmission

The student may be required to have a psychiatric assessment by a qualified psychiatrist or an alcohol/drug assessment by a substance abuse counselor as a condition of returning to campus following administrative withdrawal. Information regarding the behaviors and circumstances leading to the administrative withdrawal may be forwarded to the psychiatrist and/or substance abuse counselor conducting the assessment.

A meeting with Student Affairs staff member designated by the Vice President for Student Affairs must be conducted before the student is permitted to return to campus. The purpose of this meeting is described in section two "Implementation".

Behavioral conditions designed to enhance the student's opportunity to succeed at Longwood University and/or minimize disruptive influence may be placed upon a student prior to his/her return from an administrative withdrawal or voluntary withdrawal.

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### ***Event Planning on Campus***

All requests for facility reservations with the exception of Lankford Student Union should come through the Office of Conferences, Scheduling, and Special Events (CSE Office).

### **Facilities Reservations**

#### **All Facilities (with the Exception of Lankford Union)**

To make a request for usage of campus facilities (meeting rooms, gyms, auditoriums, pools, dining hall spaces, cabin, etc.) please visit the website for the Office of Conferences and Scheduling ( <http://www.longwood.edu/scheduling/> ) to "Schedule an Event," which allows use of an electronic form for requesting space.

Before completing the form, the person making the request must read "Procedures for Use of Facilities" on this web page then follow directions for scheduling an event using either the Long or Short form. The CSE office will review the request to determine if space is available and will issue confirmation paperwork to the event manager. When submitting a request, be certain to include all details on the event so that specific needs may be communicated to appropriate departments. Events should be scheduled as early as possible and no later than two (2) weeks prior to event.

Important: Please be aware that until confirmation paperwork has been received by the event manager from the CSE Office, any reservation requested has not been approved.

Please note: Event managers are responsible for ensuring that the space(s) they have used is left in clean and orderly condition upon leaving. The responsibility for any damages rests with the event manager, organization and advisor.

All student organizations, campus departments, and faculty and/or staff organizations are encouraged to sponsor events on campus. Events sponsored by student organizations fall into three categories: Public - Admission is open to anyone including those outside the Longwood community; Campus - Open to members of the Longwood community and their guests only; Closed - Open only to members of the Longwood organization on the guest list when alcohol is present.

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### **Lankford Student Union**

The [Student Union Building](#) is dedicated first to serving the co-curricular needs of Longwood students and, second, to the Longwood community at large. The following individuals or groups can reserve facilities within Lankford Student Union:

1. Registered Longwood student groups and organizations, if a meeting or event is for members of the Longwood community and invited guests.

2. Longwood faculty and staff for Longwood related meetings and events.

3. On a space-available basis, the areas can be rented by community organizations and individuals for non-related Longwood activities, provided those activities are compatible with the educational mission of Longwood. Lankford Student Union cannot be rented when Longwood is in session. When the University is closed, reservations will be made at the discretion of the Student Union Staff.

Longwood Functions in Lankford Union: All Longwood-related functions taking place in Lankford Union are to be reserved through the Student Union office. Such activities are to be reserved and conducted in compliance with student policies. The service of alcoholic beverages within the building for Longwood functions requires the advanced approval of the Student Union and Activities.

Functions for groups not affiliated with Longwood: All functions for groups not affiliated with Longwood are to be coordinated through the Office of Conferences, Scheduling, and Special Events. Such activities are to be reserved, rented, and conducted in compliance with the Reservations Rules and Regulations published by the Office of Conferences, Scheduling, and Special Events.

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### **Additional Expectations and Guidelines for All Events in the Student Union**

1. All events/functions must end by 2:00 a.m. unless prior approval is received from the Director of the Student Union and Involvement. Outdoor events should end by 11:00 p.m. because of the Farmville Noise Ordinance.
2. Event Managers and organization officers are responsible for ensuring that noise levels do not disturb others. They are also required to respond promptly to complaints.
3. Event Managers and organization officers are required to take precautionary measures in preventing potential damage to Longwood property as a result of the event/function.
4. Campus common areas where events/functions are held must be cleaned by 7:00 a.m. the next day. Billings for cleanings will be assessed to the organization or individual who registered the party.
5. Failure to follow any aspect of the procedures outlined above or in the alcohol/other drug policies and regulations may result in immediate termination of an event/function and loss of future registration privileges.
6. If you are holding an event that is open to the community in the Student Union, the organization is responsible for having security at the event. The organization is also responsible for the cost of the security.
7. If your event will go past 12 a.m., is open to the public, and/or alcohol is being served, your advisor is required to be present for the entire event. If your advisor is not present, Student Union staff members have the authority to cancel the event.

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### **Funding For Events**

When planning a campus event or activity, it is critical to know what expenses for which you or your organization will be responsible. Examples of event costs include set-up fees, common room deposits, clean-up, police coverage, and fees for bands and speakers. Some suggested sources of funding include the Student Government Association and Hall Councils. Co-sponsorship with Lancer Productions and Lankford Student Union is also an option. In addition, specialized clubs and organizations may assist in funding events that are relevant to their organizational mission. Further information on fundraising and solicitation is available in the Policy Section of this Handbook under: [Solicitation Policy](#), [Distribution of Printed Materials Policy](#), and [Advertising Policy](#). Be sure to secure funding for the event you want to coordinate before committing to it (i.e., before signing a contract, publicizing the event)

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## Activity Calendar

The Activity Calendar is planned each year by the Calendar Committee. Every student organization, class, special group, and faculty-staff organization is asked to submit proposed calendar dates in March for the coming year. During the spring semester, the Calendar Committee formulates the basic Activity Calendar, which is printed during the summer, and subsequently made available to members of the Longwood community. All events, programs, meetings, and rehearsals must be placed on the calendar maintained by the Vice President for Student Affairs. This applies to all events held on Longwood property or under the jurisdiction of the University. The University reserves the right on occasion to limit attendance and participation to Longwood students, faculty, and staff. No event shall be considered officially scheduled until the following three steps have been taken: (1) the event has been scheduled with the Office of Conferences, Scheduling and Special Events, (2) it has been accepted and placed on the calendar in the Student Union Office, and (3) the specific facility has been reserved by the party planning the event. Changes in events already scheduled must follow the same procedure.

Students, faculty, staff, or groups wishing to make a change in a scheduled event must complete a calendar request form (available in the Student Union Office, 201 Lankford.). Any organization wishing to have an event publicized (newspaper or radio) should submit information to the Public Affairs Office at least one week prior to the event. For inclusion in the Campus Bulletin, announcements must be submitted, in writing, to the Public Affairs Office at least two days prior to the desired publication.

## Additional Planning Guidelines

Events for Oktoberfest and Spring Weekends must be approved by the sponsoring student organizations. Mortar Board sponsors Oktoberfest, and Lancer Productions sponsors Spring Weekend. Longwood policy prohibits students from signing on behalf of the University contracts utilizing Student Activity Funds. All contractual agreements executed with outside agencies which involve Student Activity Funds must be made under the direction of a Longwood official. For assistance in this area, contact the Student Union Office at 434.395.2103.

## Activities During the Week Prior to Exams

The following activities are not permitted during the seven (7) calendar days prior to the first day of examinations.

- Solicitation and sales on campus.
- Registered parties (e.g., room/suite, chapter room, common areas) in the residence halls.
- Registered parties in the Cabin, Iler Gym, Iler Field, or Student Union facilities (unless prior written permission is obtained from the Dean of Students and/or the Director of the Student Union and Involvement).

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## *Facilities Management Department*

The Facilities Management Department is responsible for building and grounds maintenance as well as housekeeping service requests for the Longwood campus. All services provided through the Facilities Management Department must be assigned a work request through the Coordination Center. Through this system, an average of over 2,000 work requests are generated monthly. These work orders are distributed to ten (10) maintenance shops, the housekeeping department, as well as contractors providing services for the University.

The Facilities Management Department provides assistance with preparation and set up for special campus events. The advisor or sponsor for the student organization must call the Coordination Center for all occasions requiring the use of Facilities Management personnel or resources. Requirements and procedures for obtaining room set-ups (chairs, staging, audio/visual equipment, etc.) may vary from building to building. Please contact the Office of Conferences, Scheduling, and Special Events for specific information and assistance in this area. Under no circumstances will set-ups be done in fraternity or sorority chapter rooms. All requests should be submitted at the earliest possible date to ensure the availability of necessary staffing and physical resources. Every attempt is made to complete set-up requests during normal

business hours. In the event this is not possible, the department/organization requesting the work will be responsible for any overtime costs.

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### ***Fire Safety Regulations No Candle/Open or Enclosed Flame Policy***

The possession, lighting, or burning of candles, incense, oil lamps, lanterns, grills, George Foreman-type grills, or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all on campus residence halls. This also extends to other Longwood owned or controlled buildings and property with regulations that ban the presence of such items. Exceptions to this policy may occur only under the following conditions: (1) written approval is provided by the Dean of Students; (2) a designated building or area permits use for a specific purpose (such as classroom instruction or on an outdoor, cement surface), or (3) Fraternity/Sorority ceremonies (see below for specific guidelines which MUST be followed). Violations of the above policy by individuals or groups will result in the following minimum recommended sanctions:

#### Individual Students:

1st Offense: \$25.00 fine to be divided among the room occupants as the hearing body deems appropriate, plus a Letter of Admonition for each student

2nd Offense: \$50.00 fine per student and six months of Disciplinary Probation

3rd Offense: Suspension

#### Organizations:

1st Offense: \$2.00 fine per member and a Letter of Admonition

2nd Offense: \$4.00 fine per member and six months of Disciplinary Probation

3rd Offense: Loss of Privileges, including, but not limited to, meeting space, funding, and event/function registration privileges for one calendar year

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### ***Greek Organization Policies***

See [Office of Fraternity and Sorority Life](#) Website

### ***Guidelines for New Member Programs***

New member programs, including initiation, may not exceed six weeks, and must be completed by the tenth week of the semester. All new member and initiation activities must be approved by the National Organization, Assistant Director for Fraternity and Sorority Life, and Chapter Advisor. The following elements should be essential areas of emphasis during the new member education: scholarship, leadership, community involvement, risk management (alcohol, substance abuse, hazing, sexual assault), and Greek 101.

To be eligible for recruitment, new member orientation, and initiation, the student must have completed 12 credit hours at Longwood University and have a cumulative grade point average of at least 2.0. The average must be computed from a full course load of at least 12 credit hours. Note that the National Organizations may impose a stricter standard (higher GPA minimum) for their chapters. If this is the case, the National Organization's requirement is the standard for that chapter. The average must be computed from a full course load of at least 12 credit hours.

## ***Housing of New Fraternal Organizations***

Any sorority or fraternity registered officially as a Longwood organization shall be established and function effectively for an interim period prior to consideration for separate facilities for its use. The interim period shall be defined as one year from the date of colonization or affiliation with a national fraternity or sorority. Any such organization that does not desire national affiliation but prefers to establish itself as a local group should consider the interim period to be 18 months from the time of registration by the Student Government Association and the Vice President for Student Affairs. The 18-month time period was selected to equalize the interim periods for local and national organizations. During the interim period, from the time of approval of the organization, the University will assist the organization in scheduling a meeting place. Social fraternities and sororities must affiliate with IFC/NPC/NPHC. At the end of the interim period, registered organizations may submit to the Dean of Students, in writing, requests for consideration for chapter room and/or housing. Such requests must be accompanied by substantive evidence of stability of the organization. Approval of requests will depend on availability of space at that time. Every effort will be made to provide the requested facilities as soon as possible after approval of the request. As a residential institution, Longwood requires all students, with the exception of those local students who prefer to live at home, to live in residence halls. Therefore, requests by fraternities or sororities to live off campus will not be approved.

## **Chapter Room Fire Safety Regulations**

Candles may be allowed in chapter rooms during fraternity and sorority ceremonies under the following conditions:

- 1) The event is registered with the Associate Director for Fraternity and Sorority Life, the Director of Residential and Commuter Life, and the Office of Environmental Health and Safety two weeks prior to its occurrence.
- 2) An advisor trained in fire safety procedures and employed by Longwood University is present for the ceremony.
- 3) A representative of the organization identified as a risk management officer and trained in fire safety procedures is present.
- 4) The candles are extinguished with water and remain extinguished.
- 5) A fully charged fire extinguisher is present.
- 6) An operational telephone is present.

Candles will be stored with the Residence Education Coordinator (REC) of the building that houses the chapter. Chapters may obtain their candles at noon on the business day closest to the ceremony, and must return the candles to the REC no later than 5 pm on the business day closest to the ceremony.

Alcohol may not be consumed before the ceremony and may not be present or consumed during the ceremony.

## **Legal Consumption of Alcohol in Chapter Rooms**

Legal consumption of alcohol in chapter rooms without prior registration is permitted under the following conditions:

- 1) There is not more than one alcoholic beverage (defined as a 12 oz. beer, 4 oz. wine, or 1 oz. of hard liquor) per person per hour.
- 2) Anyone not of legal drinking age is not consuming alcohol.
- 3) The number of guests present is limited to the number of undergraduate members in the room plus one guest per member (see [Alcohol Policy](#)).

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### ***Interim Suspension Policy***

Should a student's presence on campus appear to present an immediate threat to himself/herself, to others, or to Longwood operations or property, the student may be placed on an Interim Suspension by authority of the Vice President for Student Affairs, or designee, pending a hearing within ten (10) working days. Students placed on Interim Suspension may be required to immediately leave the campus upon notification of the Suspension. Restrictions placed on access to the physical campus and campus services are the same as listed under [Disciplinary Suspension](#). Written notification of the suspension will be mailed to the student's permanent address within 24 hours of the decision, and the student will be offered an informal opportunity to discuss the basis of the suspension.

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### ***Lankford Student Union Policies***

See [Lankford Student Union Website](#)

#### **Banners (Student Union and Dining Hall)**

In an effort to utilize the limited advertising space in the Student Union and the Dining Hall, the following policies will be put into affect:

1. Lancer Productions and ARAMARK Dining Services will be responsible for posting banners in the Dining Hall and Student Union.
2. In order to have a banner hung in the Dining Hall and/or Student Union, the student group must hand their completed banner to the Assistant Director in Room 201 of the Student Union Office on the Friday of the week preceding the event being advertised (i.e., if your event is happening between a Tuesday and a Monday, your banner must be handed in the Friday before). The banner will then be stamped for posting. If banners are handed in after the deadline, posting will be on a space-permits basis.
3. On Sunday night and as time permits throughout the week, Lancer Productions members, the Assistant Director of Student Activities, or a Student Union student worker will hang all the banners gathered prior to Sunday night and take down all the banners from the week before.
4. Space will be limited to a first-come, first-served basis. There will be eight spaces for banners inside the arcade portion of the dining hall, the two walls located in the lobby of the Dining Hall, and several areas in the Student Union.
5. If you want a banner to be posted it must follow these guidelines:  
  
Cork Strip Banner-no bigger than 6 feet by 3 1/2 feet in size;  
  
Wall Poster-no bigger than 3 feet by 3 feet;  
  
Information containing any offensive language will not be approved for posting.
6. Any items that do not follow the above policies and guidelines will be removed from the Dining Hall and/or Student Union.

## **Reservation Procedures for Students, Faculty, and Staff**

The Student Union is the primary site for Longwood student gatherings. All facilities are booked on a first-come, first-served basis. Reservation forms and information are available in the Student Union Office, Room 201. So that the Student Union staff can best respond to the needs of all meeting and event sponsors, requesters are required to complete a Reservation Form. Reservations for meetings utilizing existing room arrangements will be accepted up to one week prior to the session date. Activities involving special set ups, extensive audio/visual equipment, or support staffing (security, technicians, after-hours supervisor) require a minimum of ten days advanced notice. The Office of the Student Union and Involvement reserves the right to decline a reservation request that does not follow the guidelines. The Student Union staff is eager to assist organizations and departments with meetings and program logistics and planning events.

Individual students and student groups may utilize Lankford meeting rooms for study space on an availability basis. Advance reservations are not accepted. Reservations may only be made on the date desired. Call 434.395.2103 with any questions.

### **Sponsor Responsibilities:**

Sponsors are required to comply with the following regulations:

1. Student Union equipment and furnishings may not be removed from assigned spaces.
2. All decorations and outside equipment used for events must be removed by the reservation end time.
3. Decorations, signs, program supplies, etc. may not be taped, stapled, or tacked to any painted, glass, or wooden surfaces.
4. Major rearranging of furnishings is prohibited without prior approval of the Operations Manager.
5. Sponsors are responsible for any negligent damage to the building or property attributable to their event.
6. The Student Union Office must be notified of any cancellation in advance. Failure to contact the Student Union if the room is no longer needed could result in loss of room reservation privileges.
7. Events involving alcohol require the approval of the Dean of Students and must be registered at least 7 days in advance. In approved cases, the sponsoring organization is responsible for employing Campus Police and conducting the activity in compliance with the policy outlined in the [Event Planning](#) section of this Handbook.
8. The Lankford Student Union, including the Recreation area, is available for use by students, faculty and staff of Longwood only. Family members may also use the Recreation area. The student, faculty or staff member must accompany their guest(s) at all times while using the facilities in the Lankford Student Union. Guests and community members attending evening socials (dances, parties, etc.) must be 18 years of age or older.

### **General Building Guidelines**

1. Signs, notices, etc. must be brought to the Assistant Director in Room 201 of the Student Union for posting approval. Once approved, the Assistant Director will post the information. All unapproved material will be removed.
2. Selling, canvassing, or promotion of materials or goods within Lankford Student Union must be approved by the Director and appropriately registered.
3. No one shall remain in the Student Union after it is closed without the permission of the Director.

4. Animals are not permitted in the building at any time, with the exception of service animals.

For specific information on posting within the Student Union, see [Posting Policy](#).

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### ***Longwood University Identifiers***

In accordance with University Policy 9402, Longwood University reserves the right to control the use of its name, logos, seal or other identifiers so as to protect the reputation and goals of the institution. The Longwood University Seal is reserved for special projects, presidential communications, degrees, etc. Exceptions for use of the Seal may be made with the written approval of the Office of Public Relations. The Lancer, Rotunda, and other identifiers represent Longwood University and should always be used with the taste and dignity that befits Longwood University.

1. Use of Longwood University's name, logos, or other identifier is forbidden without permission from the University. All student produced publications/clothing designs using Longwood University identifiers must be approved by the Director of Student Union and Involvement before printing.
  2. The Director of Student Union and Involvement reserves the right to approve/disapprove without cause all student produced publication/clothing designs using Longwood University identifiers.
  3. All usage of Longwood University identifiers must follow the guidelines as outlined in the University style and identity manual which can be found at this Link:  
<http://www.longwood.edu/news/stylemanual/univstylemanual.pdf>
  4. All apparel manufacturers must be licensed to use Longwood University trademarks, logos, and identifiers.
  5. The design must conform to the Advertising Policy contained in the Student Handbook, and may not reference lewd, obscene or indecent acts/behaviors. The design should reflect positively on Longwood University.
  6. Organizations that do not submit their publication/clothing designs to the [Director of Student Union and Involvement](#) before printing may be required to forfeit the items in question. The Dean of Students may develop alternative or additional sanctions when deemed necessary, or refer the incident to the University disciplinary system.
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### ***Longwood University Lost and Found Policy***

All lost and found items are to be turned in at the Lankford Student Union room 201. Once an item has been turned in, it is logged in and secured in the lost and found closet. If it is an item of value such as a cell phone, ID, wallet, purse or book bag, an attempt will be made to identify and locate the owner of the item; which may require a staff member to go through the item to find the owners name.

At the end of the semester all items that have not been claimed will be donated to charity or discarded.

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### ***Motor Vehicle Policy for Students & Student Organizations***

Student organizations are permitted to use State vehicles (cars and vans) for official State business. It is recommended that a staff or faculty member/advisor travel with the students in the vehicle to and from the destination. The driver of the vehicle must have a valid Virginia driver's license and have passed the driving test (if a van is used). The cost of the trip must be charged to a Longwood departmental budget, or a student organization. These vehicles are assigned according to the following priorities:

- Priority 1: Longwood Executive Use
- Priority 2: Admissions Office
- Priority 3: Student Teaching Supervisors
- Priority 4: Class-related Field Trips Approved by Department Chair
- Priority 5: Administrative Staff
- Priority 6: Students Representing the institution in Intercollegiate Athletic Events
- Priority 7: Trips by Longwood Organizations Approved by Sponsor

#### Procedures for Requesting a Vehicle

1. All student drivers of vans must successfully complete a driver history check and evaluation conducted by the Department of Public Safety. No student drivers will be authorized to operate State vans without Department of Public Safety certification.
2. Requests for vehicles must be made in writing on the proper forms and submitted 72 hours in advance. Travel authorization forms may be obtained from the Accounts Payable Office or at the following link: [www.longwood.edu/finance/index.htm](http://www.longwood.edu/finance/index.htm) and click on SGA/Student Activity.
3. The travel authorization form must be completed and signed by the appropriate individuals indicating approval:
  - a. Academic trips: driver and department chair.
  - b. Sponsor of the Longwood organization.
  - c. Non-academic trips: driver, Advisor and area Vice President or department chair.
  - d. Out-of-state travel: Vice President for Administration and Finance.
4. A copy of the form is to be sent to Accounts Payable. The requester a copy for his/her records; and a copy goes to the Facilities Management Department (FMD) Transportation Office, which will authorize a vehicle, if available, and assign it to the requester.
5. A copy of the request form will be returned to the requester, who must present this to the FMD Transportation Office for assignment of keys.
6. All those going on the trip must complete a Trip Waiver form that can be found at the following link: [http://www.longwood.edu/materielmanagement/rm\\_risk-release.pdf](http://www.longwood.edu/materielmanagement/rm_risk-release.pdf)
7. Before leaving campus, a list including the driver and all passengers in the vehicle must be submitted to Dispatch at the Office of Public Safety.
8. The driver will be responsible for completing the mileage section of the form at the end of the trip. The completed form with mileage recorded must be returned to the FMD Transportation Office so that mileage may be determined and charges assessed.
9. Upon return from the trip, the driver will drop the vehicle keys and mileage sheet in the labeled slot in the door on the north side (parking lot) of the Bristow Service Building.
10. The individual assigned to drive is responsible for following all instructions governing the use of State and Longwood vehicles. Copies of these regulations are either stored in the glove compartment of each vehicle or posted in a discernible area of the interior.
11. Failure to follow any of the above mentioned policies may result in loss of the privilege to reserve and use Longwood University vehicles.

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## ***Non-Smoking Policy***

It is the objective of Longwood University to provide the healthiest environment possible. The new policy is designed to promote healthy lifestyles as well as to protect students, faculty, and staff from second-hand smoke, while addressing the growing litter problem on campus that is directly related to smoking.

### Policy

1. Smoking is prohibited: a) on or within facilities owned or leased by the University, b) in University-owned vehicles, and c) on the campus grounds except in designated areas.
2. Smoking is prohibited at any University-owned outdoor athletic facility except in designated areas.
3. All cigarette butts must be disposed of in urns provided in the “Designated Smoking Areas” or urns located at various locations around the perimeter of the main campus
4. Designated smoking areas include:
  - Gazebo behind Taft Building
  - Hut between Lancaster and Jarman Auditorium
  - Hut by Heating Plant Building
  - Gazebo behind Cunningham Residence Hall
  - Gazebo between Wheeler and Cox Residence Halls
  - Gazebo behind Bristow Building
  - Benches at the ends of the Dorrill Dining Hall colonnades
  - Loading Dock of Lankford Student Union
  - Hut beside ARC Residence Hall
  - Hut by the Race Street entrance of Greenwood Library
  - Gazebo in front of Curry Residence Hall
  - Benches by the Spruce Street entrance of Willet Hall
  - Hut by the Spruce Street entrance of Hull Building
  - Gazebo between Wygal and Bedford Buildings

A campus map with locations of designated smoking areas is available at this [link](#).

### Responsibility

1. It is the responsibility of all students, faculty, and staff to observe the Non-Smoking Policy.
2. It is the responsibility of each supervisor, manager, department head, director, dean, and vice president to enforce the provisions of this policy with the employees in their area of accountability. All students, faculty, and staff share the responsibility of keeping the campus clean, attractive, and litter-free.

Definition: Smoking is the lighting or burning of any pipe, cigar, cigarette, or other tobacco product.

### Sanctions:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Letter of Admonition                    |
| 2 <sup>nd</sup> Offense: | \$25.00 Fine                            |
| 3 <sup>rd</sup> Offense: | \$50.00 Fine and Disciplinary Probation |

### ***Posting Policy***

The Office of the Student Union and Involvement oversees the hanging of all items to be posted in the Lankford Student Union, the Dining Hall, and the Residence Halls. Students, businesses, or organizations should submit one copy of their original to be stamped for approval.

Only Student Union and Residential and Commuter Life staff are permitted to post items in residence halls, Lankford Union, and the dining hall. Any items that are posted without following these guidelines will be removed, and, if any damage results from such postings, the individual or organization will be held responsible for the repair.

#### Guidelines:

Submit one original of the item to be posted at least one week prior to the event or prior to when the item should be distributed to the Assistant Director in Room 201 of the Student Union. In most circumstances, flyers will be approved for posting immediately. If the educational materials or flyers are pre-printed, you will be required to stamp each pre-printed flyer or educational material individually.

After receiving the stamped original, the sponsor will then be responsible for making 80 copies of the stamped version. Ten copies should be delivered to Room 201 in the Student Union for posting in the Union and the Dining Hall, and the rest should be delivered to the Residential and Commuter Life Office (115 Lancaster) for distribution among the residence halls. Space is limited and posting is done on a first-come, first-served basis.

#### Timeline for final distribution:

The Student Union staff hangs items each Sunday evening for events and information pertaining to the week following. Ten copies of the stamped original to be posted in the Student Union and/or Dining Hall should be delivered to 201 Lankford by the Friday before the item should be posted. The remaining 70 copies should be delivered to the Office of Residential and Commuter Life, 115 Lancaster Hall, for posting in the residence halls. The Residential and Commuter Life staff will post the items as soon as possible after receiving them.

Posting is not guaranteed if this timeline is not followed.

If there are any questions about the posting policy, please contact the Student Union Office, 201 Lankford, 434.395.2103.

Quick guide to posting in residence halls, dining hall, and student union:

1. Take one original to Lankford Student Union, Room 201, one week prior to the event or when you would like the item posted. As soon as the flyer is submitted, it will be stamped for posting approval.
2. Make 80 copies of the stamped original.
3. Deliver 70 copies to the Residential and Commuter Life office (115 Lancaster) by 5 pm on the Friday before you would like the item posted.
4. Deliver 10 copies to the Student Union Office (201 Lankford) by the 5 pm on the Friday before you would like the item posted.
5. Posting is not guaranteed if this timeline is not followed.
6. Items posted without following these guidelines will be removed.

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## ***Raffles***

Organizations and students who wish to sponsor a raffle should see the Director of the Student Union and Involvement to obtain applications and approval. All profits must be used for educational and charitable purposes. A report must be filed when the raffle is completed

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## ***Release of Educational Records to Parents of Dependent Students***

Section 23-9.2:3 of the Code of Virginia mandates that institutions of higher education release education records of students to parents at the parents request and “as authorized by the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and related regulations 34 C.F.R. part 99” without prior written consent of the student.

### **Policy:**

Parents of dependent students must be granted access to their child’s education record and given copies of these records with or without the student’s written permission if they submit evidence that they have declared the child as a dependent on their most recent Federal Income tax return. If only one parent claims the student as dependent, the students other parent shall also be given equal access to the students academic record.

Should Longwood University be “provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.” 34 CFR Part 99.4 [Authority: 20 U.S.C. 1232g] then Longwood University will be bound to uphold the court order, statute, or legally binding agreement and not release the record.

Policy Exception: The Office of Financial Aid will only release the portion of a financial aid record that pertains to the student's information. In order to receive financial information from a financial aid record for other than a student, a release must be on file from the person whose information is being requested. If the Office of Financial Aid receives such a request, it will contact the appropriate party to obtain a completed Consent to Release Information Form.

### **Procedure:**

The parent/guardian must complete a “Request for Release of Education Records to Parent/Guardian(s) of a Dependent Student” form. This form must be accompanied by a copy of the parent’s latest Federal income tax return that indicates they claimed the student as a dependent. The Form and tax return copy are sent to the Registration Office. Forms are available on-line at this link: <http://www.longwood.edu/registrar/> A new form must be completed each academic year.

If Longwood University has granted access to the parent claiming the student as a dependent and the other parent requests access to the records, the request must be made using “Request for Release of Education Records to Parent/Guardian(s) of a Dependent Student” form, and proof of parenthood must be provided.

Records of the request form and tax return or proof of parenthood will be maintained by the Registration Office, and a notation will be made on the student’s Banner screen of the existence of a request. The parents/guardians may contact the office holding the education records according to the procedure in Longwood University’s Student Records and Annual Notification Policy as published in the Catalog and Student Handbook.

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## ***Longwood University Service Animal Policy***

### ***I. Farmville Resources***

## ***II. Background***

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disability Act (ADA) definition of service animals is "...any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The Americans with Disabilities Act, the Virginians with Disabilities Act and the Longwood University Board of Visitors policy allows service animals accompanying persons with disabilities to be on the Longwood University campus. A service animal must be permitted to accompany a person with a disability everywhere on campus.

This policy differentiates "service animals" from "pets", provides examples of types of service animals, and sets behavioral guidelines for service animals. This policy also covers service animal trainees.

## ***III. Definitions***

**Partner/Handler:** A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

**Pet:** A domestic animal kept for pleasure or companionship. Pets are not permitted in university facilities. Permission may be granted by a professor/instructor, dean or other college administrator for a pet to be in a campus facility for a specific reason at a specific time (e.g., a pet dog is used for a demonstration tool in a zoology class).

**Service Animal:** Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs, but may be monkeys. A few other animals have been presented as service animals. If there is a question about whether an animal is a service animal, contact the Director of Disability Support Services. A service animal is sometimes called an assistance animal.

**Team:** A person with a disability, or a handler, and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

**Trainee:** An animal undergoing training to become a service animal.

## ***IV. Examples of Types of Service Animals***

A Guide Dog is a carefully trained dog that serves as a travel tool to persons with severe visual impairment or who are blind.

A Hearing Dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

A Service Dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, etc. Service dogs are sometimes called assistance dogs.

A SSigDog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g. hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

A Seizure Response Dog is a dog trained to assist a person with a seizure disorder; how the dog serves depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the person in advance.

#### ***V. Requirements for Faculty, Staff, and Students***

Allow a service animal to accompany the partner at all times and everywhere on campus.

Do not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.

Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

Do not deliberately startle a service animal.

Do not separate or attempt to separate a partner/handler from his or her service animal.

#### ***VI. Requirements of Service Animals and Their Partners/Handlers***

**Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. Other animals must have had the appropriate vaccination series for the type of animal. All vaccinations must be current. Evidence showing inoculation for rabies is a prerequisite to obtaining a dog license {VA law 3.1-796.97} Dogs must wear a rabies vaccination tag.

**Licensing:** The Town of Farmville ordinance {Section 10-56} and the County of Prince Edward, following the Commonwealth of Virginia (3.1-796.97) require all dogs be licensed by the time they reach 5 months of age. Dog guides, hearing dogs and dogs serving mobility-impaired persons receive the license at no cost.

**Owner ID and Other Tags:** Farmville ordinance (Section 10-56) requires dogs to wear an owner identification tag at all times. The dog must also wear a current rabies tag and dog license tag.

**Health:** The animal must be in good health. Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian.

**Leash:** Farmville ordinance (Section 10-56) requires dogs to be on a leash at all times. Exceptions will be made to this ordinance where the animal performs a service that requires it to travel beyond the length of the restraint or where a person is unable to maintain the animal on a leash due to a disability.

**Under Control of Partner/Handler:** The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

**Waste removal:** The partner/handler is responsible for removing or arranging for the removal of the service animal's waste.

#### ***VII. When a Service Animal Can Be Asked to Leave***

**Disruption:** The partner of an animal that is unruly or disruptive (e.g. barking, running around, bringing attention to itself) may be asked to remove the animal from university facilities. This is not intended to encompass behavior that is directly related to the service(s) an animal is trained to perform for a person with a disability. If improper behavior happens repeatedly, the partner may be told not to bring the animals into any university facility until the partner takes significant steps to mitigate the behavior.

Ill Health: Service animals who are ill should not be taken into public areas. A partner with an ill animal may be asked to leave university facilities.

Uncleanliness: A partner with a service animal that is so unclean that it would interfere with the educational environment may be asked to remove the service animal from University facilities.

### ***VIII. Areas Off Limits to Service Animals***

Service animals are generally permitted in any area of the University with public access.

### ***IX. Emergency Situations***

In the event of an emergency, the Emergency Response Team (ERT) should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke from a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused by the stressful situation. The ERT should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The ERT should make every effort to keep the animal with its partner. However, the ERT's first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

To help ensure appropriate ERT response, this policy is being disseminated to Longwood University police, the Campus Safety Office, Town of Farmville Police and Fire Departments, and the Prince Edward County Sheriff's Office.

### ***X. Modifications and Grievance***

Any partner/handler who wishes to request a modification of the policy should contact the Director of Disability Services.

Any partner/handler who is dissatisfied with a decision made concerning a service animal should follow the Longwood University /Grievance Procedure. ([http://www.longwood.edu/disability/grievance\\_procedure.htm](http://www.longwood.edu/disability/grievance_procedure.htm) )

### ***XI. Questions***

Any questions pertaining to the Service Animal policy may be directed to the Director of Disability Services.

### ***XII. Resources***

Most of the following resources were used in developing this policy.

Drs. French and Gates, Ridge Animal Hospital, Farmville, VA

The American with Disabilities Act, Public Law 101-336 (ADA)

Assistance Dogs International (ADI); "Legal Rights of Guide Dogs, Hearing Dogs, and Service Dogs".

Town of Farmville, Animal Warden (Town Regulations)

Town of Farmville Treasurer (dog licensing).

Delta Society/ National Service Dog Center, 289 Perimeter Road East, Renton, WA 98055-1329.  
[deltasociety@cis.compuserve.com](mailto:deltasociety@cis.compuserve.com)

International Association of Assistance Dog Partners (IAADP) [WWW.IAADP.org](http://WWW.IAADP.org)

U.S. Department of Justice, Technical Assistance Manuals for ADA Titles II and III, ADA Highlights for Titles II and III and the “National Association of Attorneys General initiative on Service Animals.” Thou Attorneys General Initiative, Title II and III materials and the ADA may be viewed at the Department of Justice’s ADA homepage <http://www.usdoj.gov/cat/ada/adabom1.html>

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## ***Sexual Harassment Policy***

### **Purpose**

The intent of this policy is to provide students with information and intervention strategies designed to make students aware of conduct that could constitute sexual harassment and how to avoid it or eliminate it from the environment. Sexual harassment is a complex and controversial problem on American campuses of higher learning today. The campus is somewhat unique in that it constitutes both a working and a learning environment. Consequently, campus relationships come under the purview of both Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972; federal laws designed, among other things, to create legal claim rights for victims of sexual harassment. Title IX is the applicable claim source when the harassment is directed toward a student. Sexual harassment laws also cover sexual harassment by persons of the same sex.

### **Definition**

A. Sexual harassment is defined as unwelcome sexual attention or the seeking or offering of advancement, gain, or consideration in return for sexual favors. Verbal, written, or physical conduct of a sexual nature constitutes harassment when:

1. Submission to such conduct is made explicitly or implicitly a condition of any individual's employment or educational status;
2. Submission to or rejection of such conduct is used as the basis for an employment or educational decision affecting an individual; or
3. Such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

B. Examples of behavior that may constitute sexual harassment are:

1. Subtle or overt pressure intended to induce sexual favors;
2. Unwanted physical contact such as patting, pinching, brushing or otherwise touching in a sexually suggestive manner;
3. Disparaging sexual remarks about one's gender;
4. Lewd remarks, whistles, or sexual innuendoes; or
5. Offensive sexual graffiti.

### **Policy**

Employees or students who engage in sexual harassment shall be subject to appropriate disciplinary action, up to and including dismissal. Any employee or student accused of sexual harassment under this policy who retaliates against his or

her accuser, or any employee or student making an intentionally false accusation of harassment, shall be subject to disciplinary action, up to and including dismissal.

## **Procedure**

### **A. Practical First Steps If You Believe You Have Been Sexually Harassed:**

Do not ignore the problem. Sexual Harassment usually does not go away on its own.

If practical, confront the other person with your concern and explain why the action or comment is offensive to you. Be direct and assertive.

Document the conduct that is offensive to you. Keep a record or journal of times, places, dates, witnesses, and the nature of the incidents.

If the conduct that is offensive to you does not stop after taking these steps, a complaint should be initiated.

### **B. Initiating a Complaint:**

1. **If You Are A Student:** Student sexual harassment complaints must be filed with the [Director of Honor and Judicial Programs](#). Student sexual harassment complaints will be jointly investigated by the Director of Honor and Judicial Programs and the Affirmative Action Officer (AAO). The Provost will be informed by the AAO.

2. **If You Are A Faculty Member:** The AAO will notify the Provost.

3. **Timeliness, Objectivity, and Thoroughness:** In accordance with federal guidelines, every investigation will objectively consider the complaint in relation to the total circumstances, including the nature of the conduct and the context within which the alleged incident occurred.

a. **Filing Deadline:** Complaints must be filed within one hundred eighty (180) days of the last occurrence. Complaints need not be in writing.

b. **Investigations:** Persons investigated for alleged sexual harassment will be informed of the complaint within five (5) working days of a determination by the AAO that the complaint has sufficient merit to proceed with an investigation. The AAO will also notify the student at this time. Every reasonable effort will be made to conclude a sexual harassment investigation in fifteen (15) working days.

4. **Investigation Findings:**

a. **Finding of No Sexual Harassment:** If a sexual harassment investigation results in a finding of no sexual harassment, the findings will be reported to the person filing the complaint as well as the person who has been investigated.

b. **Finding of Misconduct Not Reaching Sexual Harassment:**

1. **Faculty/Staff Misconduct:** If misconduct failing to reach the level of sexual harassment is found, the evidence of misconduct will be referred to the faculty/staff's department for disciplinary action.

2. **Student Misconduct:** If misconduct failing to reach the level of sexual harassment is found, the evidence of misconduct will be referred to the Student Judicial Board.

c. **Finding of Sexual Harassment:** If sexual harassment is found to have occurred, the duty of an employer under Title VII or a school under Title IX is to effectively eliminate the sexual harassment. Consequently, whatever disciplinary remedy is

chosen, it must have the effect of eliminating the harassment. Students and employees who engage in sexual harassment may also be subject to criminal or civil action by victims of sexual harassment.

C. **Due Process:** As a public institution of higher learning, Longwood is a State actor. Due process is built into discipline systems for students and employees of Longwood and should be observed.

D. **Records:** The AAO will maintain records of all sexual harassment investigations for three (3) years from the date of final adjudication.

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### ***Sexual Misconduct Policy***

Longwood will not tolerate rape and/or sexual assault in any form, whether by a stranger or by an acquaintance, whether against females or males. This is a crime as well as a violation of the Longwood's Code of Conduct Standards and Regulations. Sexual misconduct is any sexual activity undertaken without consent. The following policy definitions apply:

#### Definition

Sexual Misconduct includes, but is not limited to:

- 1) Unwelcome sexual propositions, invitations, or other pressure for sex.
- (2) Unwelcome touching - either of the victim or when the victim is forced to touch another person's body, directly or through clothing
- (3) Coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct), or when the victim is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness.

#### Procedures

1. If you have been sexually assaulted, *get to a safe place.*
2. *Contact someone who you trust and feel comfortable with.*

This list of interested faculty and staff members as well as student affairs personnel are willing to assist in the initial phase of assault/recovery by providing information and referrals:

RECs

RAs

Campus police

Student Affairs Staff

Peer helpers

3. *Seek medical attention* immediately by contacting Longwood [Student Health and Wellness Center](#) (434.395.2102), or Southside Hospital.

4. If able, *report the incident* to a person in a position of authority. This can be your RA, REC, a faculty member, Longwood Police or community police.

5. *Follow directions on preserving evidence/clothes/taking photos for evidence* if charges are later filed.

6. *Access additional support*

Piedmont Sexual Assault Crisis Center (1.800.819.2926) is available to provide support, referral, and survivor advocacy through all phases of the crisis. Confidential counseling for student survivors of sexual assault is available through Longwood's Counseling Center

### Reporting Options

There are a number of different manners in which a sexual misconduct can be reported. One of the most important aspects is that an assault be reported.

1. *Anonymous report via the Internet*- Either you or someone else may anonymously report a sexual assault through this website. You will be prompted to answer 2 questions: Did the assault take place on campus? And Did the assault take place in a residence hall? The form is available on line at <http://www.longwood.edu/police>

2. *Phone call* to any member of the Student Affairs staff

3. *Campus police*

4. *Honor and Judicial Programs office*

### Resources

#### On Campus

Piedmont Crisis Center	1.888.819.2926
Department of Public Safety (confidential)	434.395.2091
Counseling Center (confidential)	434.395.2409
Dean of Students	434.395.2487
Director of Honor and Judicial Programs	434.395.2490
Resident Assistants	(per Residence Hall floor)
Residence Education Coordinators	434.395.2080
Vice President for Student Affairs	434.395.2039
Student Health and Wellness Center	434.395.2102

#### Off Campus

Crossroads	1.800.548.1688
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Southside Community Hospital

434.392.8811

Virginia Sexual Assault Hotline

1.800.838.8238

Sexual Assault Website

<http://www.longwood.edu/health/assault/index.htm>

### **Procedures for Violations of the Policy on Sexual Misconduct**

1) The complainant and respondent have the opportunity to express a preference as to which hearing body, the Longwood Disciplinary Board or the special three-person sub-panel of the LDB (see Longwood Disciplinary Board under Section I. Hearing Bodies), will resolve the alleged violation(s) of the Policy on Sexual Misconduct.

The Director of Honor and Judicial Programs will consult with each party individually regarding their choice. Should the selection of the complainant and respondent differ, the Director of Honor and Judicial Programs will determine the appropriate referral.

2) The complainant has the right to request formal mediation of the complaint if the Director of Honor and Judicial Programs and/or the Dean of Students determine that the nature of the alleged incident is amenable to this type of resolution. Choosing mediation does not in any way preclude the complainant from filing disciplinary charges should he/she be dissatisfied with the process or the results.

3) The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint.

Furthermore, the complainant has the right to reinstate the charge(s) only once after a formal complaint has been withdrawn. This must occur within one calendar year of the date of the alleged incident.

4) As a rule, the complainant has the right to not have information regarding previous sexual history with third parties inquired into during the hearing.

5) At the sole discretion of the chair and members of the hearing body, the complainant may be allowed to present evidence of the respondent's previous sexual history with third parties only if it has relevance to the establishment of a past pattern of conduct pertinent to the matter under review.

6) The complainant has the right to be made aware of the final decision(s) regarding the outcome of the hearing and any sanctions imposed upon the respondent.

7) During the testimony phase of Sexual Misconduct hearings, the right of cross-examination shall be superceded by cross-examination by the hearing board.

a) The respondent and the complainant may each privately present an opening statement before the Board. The respondent and complainant may view each other's statement on live video feed.

b) The respondent and the complainant may present evidence and witnesses. Witnesses may be cross-examined in each other's presence.

c) The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant may view testimony on live video feed.

d) The respondent and the complainant may each submit a list of questions to the Chair for the board to consider.

e) The respondent and the complainant may each present a closing statement in each other's presence before the Board.

8) Victims of sexual misconduct will not be charged for alcohol offenses disclosed during the reporting process.

9) When determining responsibility, the use of alcohol or drugs will not be considered a mitigating factor.

### ***Rights of the Victim***

The right to have an advisor present throughout the disciplinary process, who may also be a legal counsel.

The right to remain present throughout the entire judicial hearing.

The right to have access to existing campus mental health and victim support services.

The right to submit a victim impact statement.

The right to know the outcome of the proceedings.

The right to be informed of the ability to request changes in academic and living situations.

### ***Rights of the Accused***

The right to due process.

The right to be presumed not responsible until proven responsible.

The right to a timely hearing.

The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing at least 72 hours prior to the hearing.

The right to have an advisor present throughout the disciplinary process, who may also be a legal counsel.

The right to remain present during the entire hearing.

For further rights, see "Rights of Students As Applied to Disciplinary Hearings."

Adopted by the Board of Visitors April 17, 1989, Revised July, 1992, Revised July, 1998

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## ***Solicitation, Selling, and Collecting Contributions Policy***

### **On-Campus Solicitation**

In order to protect the Longwood community, specific authorization for soliciting, selling, or collecting contributions must be obtained from the Director of the Student Union and Student Involvement, depending on the nature of the activity. Requests should include a complete description of the proposed activity and must be signed by the individual or a representative of the organization. This policy applies to students and non-students who desire to sell merchandise, goods, services, food, and drink at any location on the Longwood campus.

## Definitions

A. Commercial activity is any sale or offer of sale to secure a profit for an individual or group. Such activities generally will be prohibited unless necessary to Longwood purposes. Persons seeking approval of a commercial activity on grounds that it is necessary to Longwood purposes will be required to furnish complete details of the proposed activity, including the extent of their financial interest, to the [Director of the Student Union/Student Activities](#). Student organizations can sponsor commercial sales on campus under the following guidelines:

1. A vendor who wants to sell items on campus must register with the Office of the Student Union and Involvement. The cost is \$100 for vendors and \$200 for credit card vendors per day.
2. There is a 2-day limit on sales.
3. Each vendor is limited to one visit per semester as space permits.

B. Non-commercial activity is defined as any sale or offer of sale to (1) secure funds for the benefit of any non-profit organization, or (2) any non-profit sale. The Director of the Student Union and Involvement or designee must approve activities for the benefit of student organizations or charitable organizations. Standards for considering a request may include one or more of the following:

1. Students offering a service (for example, Avon or Stanley sales, bus ticket sales, or other sales activities) to members of the Longwood community in order to provide funds for their own education must obtain permission from the Director of the Student Union and Involvement or designee.
2. The activity must not be disruptive and must be conducted only in areas and at times approved by the Director of the Student Union and Involvement or designee. Room-to-room solicitation is prohibited.
3. The activity must be conducted in an acceptable and business-like manner. All vendors are required to set up behind the Student Union. Credit Card vendors are limited to one visit a semester.
4. Materials sold must not be harmful, and perishable goods must be handled properly.
5. If the materials sold require equipment for preparation or dispensing, such equipment must be approved at the time permission for the activity is granted.
6. The sale of merchandise to raise money for political or partisan purposes is prohibited.

Failure to obtain authorization or to comply with these regulations may result in disciplinary action against the individual or student organization. Other persons or non-student organizations in violation of the terms of this policy will be dealt with as trespassers. This policy does not apply to the sale or distribution of newspapers. The sale or offering of personal property or personal services rendered (sewing, typing, etc.) by individual members of the academic community is not within the scope of this policy as long as the property in question was not bought for the purpose of resale.

## Community Solicitation

Requests or solicitations of gifts or merchandise valued at \$100 or more for Longwood University programs or organizations from businesses, individuals, organizations, or foundations must be cleared through the [Office of University Advancement](#).

The [Director of Advancement Services](#) must approve a written fundraising plan before a donor is approached. Plans must include who will be solicited, for what reason, when the solicitation will take place, and copies of the solicitation materials.

Exceptions:

- 1) The sale of particular items on campus or off campus to raise money for student organizations does not fall under this policy.
  - 2) Raffles are not subject to this policy.
  - 3) Fundraising efforts on behalf of other organizations such as the March of Dimes, Red Cross, Relay for Life, etc. are not subject to this policy.
  4. Sale of advertising for posters or publications, other than official Longwood publications including The Rotunda, requires written permission from the Director of Advancement Services.
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### ***Student Health and Wellness Policies***

See [Student Health and Wellness](#) Website

### ***Health and Wellness Resources***

Alcohol and illicit drug use can pose many health risks to Longwood students. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. There are risks associated with drugs and alcohol. Negative consequences of alcohol and other drug use can be immediate. Substance abuse by family members and friends is also of concern to students. Patterns of risk-taking behavior and dependency not only interfere in the lives of these abusers, but can also have a negative impact on students' academic work, emotional well-being, and adjustment to Longwood. Students concerned with their own health or that of a friend should consult a physician, a mental health professional, or one of the other resources listed in the following section for more information and assistance.

### **On Campus**

Various educational programs (including video and print resources) regarding alcohol and other drug use and abuse and related issues are available from the following sources:

[Counseling Center](#) (434.395.2409)

[Student Health and Wellness Center](#) (434.395.2102)

[Honor and Judicial Programs](#) (434.395.2490)

[Office of Fraternity and Sorority Life](#) (434.395.2118)

[Department of Public Safety](#) (434.395.2612); Emergency (434.395.2091)

[Peer Helpers](#) (434.395.2657) (Peer Helpers are available for educational programs.)

[Wellness Advocates](#) (434.395.2509)

SADD (434.395.2509) -- Students Against Destructive Decisions.

Residential and Commuter Life (434.395.2080) or your REC for information about alcohol-free residence hall options

### **Off Campus**

Local meetings or support group information, including Alcoholics Anonymous (AA), Al-Anon, and Adult Children of Alcoholics (ACOAs) is available by contacting the Student Health and Wellness Center or the Counseling Center for information on local meetings. Other resources include:

Crossroads Mental Health Service (392.3187); 24-hour Emergency (1.800.548.1688).

Alcohol and Drug Abuse Hotline -- (1.800.ALCOHOL).

Narcotics Anonymous (1.800.777.1515)

National Cocaine Hotline (1.800.COCAINE)

National Institute on Drug Abuse and Treatment Hotline (1.800.662.HELP)

AIDS Information Hotline (1.800.342.AIDS)

National STD Hotline (1.800.227.8922)

Federal Drug, Alcohol and Crime Clearinghouse Network (1.800.788.2800)

### **Health Record: Immunization**

In accordance with 23-7.5 of the Code of Virginia, a full-time student, enrolling for the first time in any four-year, public institution of higher education in this Commonwealth must have a health record and history on file in the Office of Student Health and Wellness.

Prior to pre-registration for the second semester, students must furnish documented evidence, provided by a licensed health professional or health facility, of diseases for which the student has been immunized, the numbers of doses given, the dates when administered, and any further immunization indicated. The immunizations include diphtheria, tetanus, poliomyelitis, measles (rubeola), German measles (rubella), mumps, hepatitis, and meningitis according to the guidelines of the American College Health Association. Tuberculosis screening within the past year is also required. Any student who fails to furnish this information will not be eligible for registration for the second semester. Exemptions in accordance with the Code of Virginia are:

Any student who objects on religious grounds and presents documentation from a minister unless the Board of Health has declared an emergency or epidemic of disease.

Any student who presents a statement from a licensed physician who states that his/her physical condition is such that administration of one or more of the required immunizing agents could be detrimental to health.

### **Procedures for Students**

To protect confidentiality, health problems will not be discussed in the reception area of the Office of Student Health and Wellness. Students may call 434.395.2102 to make an appointment with a clinician (nurse practitioner, physician's assistant) or health educator regarding health concerns, allergy shots, or self-care questions.

Students should feel free to consult any local physician of their choice as private patients. A list of Farmville physicians with areas of specialization is available upon request from the Office of Student Health and Wellness.

Students who are leaving the campus or do not return to campus after a weekend or vacation due to illness and off-campus students who are ill at home should be sure the Academic Dean of the appropriate school is properly notified.

Students who have been exposed to infectious diseases are requested to report to the Office of Student Health and Wellness before attending classes or mingling with other students. Such cooperation will help to avert a possible epidemic at the University.

### **Emergency Procedures**

When a health emergency occurs at Longwood, notify the Rescue Squad and Department of Public Safety simultaneously. Emergencies occurring in classrooms, offices, residence halls, or Longwood facilities or grounds should be referred to the Emergency Department at Southside Community Hospital at all times. Southside Community Hospital is the only licensed emergency facility in the area. Any student, staff member, or visitor who becomes unconscious or has a bleeding emergency (e.g., laceration and/or injury) should be transported by trained rescue personnel. The Department of Public Safety can offer immediate assistance with crowd control and directions for emergency personnel. The Office of Student Health and Wellness is an outpatient health service and is not a licensed emergency facility. (Rescue Squad – 911; Department of Public Safety Emergency- 2091.)

### **Health Care Expenses**

Hospitalization, consultations, prescriptions, x-rays, laboratory tests, etc. are at the student's expense.

### **Laboratory Expenses**

Most laboratory tests are sent to an outside laboratory and the student is responsible for payment of the test. Lab tests may also be billed to the student's insurance company or a responsible party.

### **Class Absence Documentation**

Longwood University's Office of Student Health and Wellness provides documentation in very limited instances:

1. Locally hospitalized students.
2. Students who are sent home by the Office of Student Health and Wellness (e.g., communicable diseases).
3. Students who are told by Office of Student Health and Wellness personnel (a clinician) to go on bed rest or to limit physical activity. Documentation of this nature is based upon specific criteria and is NOT given upon student request.

### **Exceptions**

Students who go home to see another physician need to return with documentation from that physician to give to their professors.

### **Suggestions and Grievances**

Students should make an appointment with the Director of Student Health and Wellness to register any suggestions or complaints regarding services.

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### ***Student Records and Annual Notification Policy***

Longwood student records policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, enacted as section 438 of the General Education Provisions Act. The accumulation, processing, and maintenance of student data by the University are limited to that information, including grades, which is necessary and

relevant to the purposes of the University. The personal data of students will be used only for the purpose for which it is collected.

Student data, whenever possible, shall be collected directly from the student; every effort shall be made to ensure its accuracy and security. It shall be the express responsibility of the student to notify the Office of Residential and Commuter Life of any change in status. Any student who initially or subsequently refuses to supply accurate and complete personal information as is legally allowed may jeopardize current student status. Falsification of records with the intent to give untrue information is a violation of the Longwood Honor Code.

The University shall provide for the confidentiality and security of official student data and will release student information only as follows:

1. Directory information, which may include the student's name, birth date, sex, ethnicity, nationality, local address, permanent address, telephone number, parent's name, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by the student, dates of field experience, and other similar information. A student may inform the Registrar in writing that any or all directory information may not be released without prior written consent. A student who desires to restrict directory information from the public must complete the Student Data Restriction form (available in the Registration Office) at the time of registration for the current academic year. Forms received after the last day to add a class for any semester, including summer, will not become effective until the following semester.
2. To the students themselves.
3. To authorized Longwood personnel (administrative officers, faculty, or their designees) who have legitimate educational interests as determined by the University, such as instruction, advising, or educational research, or in performance of other duties promoting necessary functions and management of the University as approved by the records access control officer.
4. To a third party agency as expressly designated in writing by the student.
5. As required by judicial order or court subpoena, or as may be required or permitted by law.
6. In a situation of emergency in which the knowledge of confidential student information is necessary to protect the immediate health or safety of a student or other persons.
7. Student arrest and charge information classified as public information. Under FERPA, Longwood is not required to provide prior notification to a student when responding to a Federal Grand Jury subpoena or other law enforcement subpoena that specifies that the student not be informed of the existence of the subpoena.

In cooperation with the State Council of Higher Education in Virginia and its efforts to support assessment, Longwood will provide student transcripts to any public high school or community college in Virginia which the student has previously attended or to any agency charged with the responsibility for collecting and/or analyzing data for the purpose of educational assessment for such a unit. The receiving agency will be charged with responsibility for protecting the student's right to privacy and for appropriate disposition of the records. Eligible students are permitted to inspect and review educational records of which the student is the sole subject. Longwood policy regarding the inspection and disclosure of educational records is in compliance with the federal statute. To obtain a copy of the Family Rights and Privacy Act of 1974 (Section 438) or a copy of the University's policy on student records, contact the Registration Office, Longwood University, 201 High Street, Farmville, VA 23909.

Student access to all personal records shall be permitted within 45 days of a written request, during normal office hours. All records shall be available and in a form comprehensible to the student except for:

1. Medical records which, upon written authorization, shall be submitted to a psychologist or physician designated by the student.
2. Confidential financial statements and records of parents as excluded by law.
3. Third party confidential recommendations when the student has waived such access. Where a waiver has been given, parents as well as students are excluded from viewing such confidential information.

During normal office hours, the University shall provide an opportunity for a student, either in person or by mail with proper identification, to challenge information believed to be inaccurate, incomplete, inappropriate, or misleading. Longwood officials shall investigate all personal data challenged by a student. Completion of an investigation shall result in the following actions:

1. If the University concurs with the challenge, the student's records shall be amended or purged as appropriate; all previous record recipients shall be so notified by the University.
2. If the investigation fails to resolve the dispute, the student shall be permitted to file a statement of not more than 200 words setting forth the student's position. Copies of the statement will be supplied, at the student's expense, to previous and subsequent recipients of the records in question.
3. If a student wishes to make an appeal of the decision, he or she may do so in writing to the President of the University.

The names, dates of access, and purposes of all persons and agencies other than appropriate Longwood personnel given access to a student's personal records shall be recorded and maintained. The University retains student records for at least one year after completion of work at the University. Permanent academic records from which transcripts are derived are maintained indefinitely. A student may request and receive information concerning the record of access to official Longwood records filed under his/her name. Inquiries concerning student records should be directed to the following departments. Students may obtain copies of most parts of their records for a nominal fee. When applicable, a schedule of fees for copies of these records is available from the following offices:

Transcripts and Registration	Registrar	101 Barlow Bldg.
Disciplinary Records	Honor and Judicial Programs	G28 Lancaster Hall
Financial Records	Cashiering & Student Accounts	201-A Lancaster Hall
	Supervisor of Student Accounts	205-F Lancaster Hall
Financial Aid		G50-A Lancaster Hall
Medical/Health Records	Student Health & Wellness	127 Graham Bldg.
Mental Health Records	Counseling Services	G28-A Lancaster Hall

### ***Student Organizations***

[\(See Student Organizational Resource Center\)](#)

### **Student Organization Responsibilities and Conduct Standards**

Student organizations must comply with Longwood's policies and regulations. In particular, students are encouraged to be aware of Longwood's policies on non-discrimination and hazing. Specific questions pertaining to student organization

conduct should be referred to the Director of Honor and Judicial Programs for possible disciplinary action (see the [Student Government Association Constitution](#).)

### **Academic Standards**

Student organization officers must maintain a cumulative GPA of 2.0 or above. It is the responsibility of each organization to ensure compliance with this grade requirement. Students whose GPA falls below 2.0 must relinquish any office or leadership responsibilities held. Individual students are accountable as well.

### **Accounting for Funds**

Student groups receiving activity fee monies must comply with special accounting guidelines for the use and record keeping of these funds and must pass annual audits. The Vice President for Student Affairs Office has more details about use of activity fees, accounting policies, and audit requirements. Student organizations are responsible for ensuring compliance with the guidelines and requirements governing the use of any activity fee funds.

### **Contracts**

All contracts involving Student Activity Funds entered into by student organizations with agencies, businesses, or groups outside of the University must be made under the direction of the Director of the Student Union and Student Activities.

### **Purchasing**

The Purchasing Office staff is available to assist registered student organizations in the acquisition of equipment, product information, or vendor listings.

### **Registration**

All student organizations must be registered through the Student Union Office (see below).

### **Policy and Criteria for Registration**

All student organizations at Longwood must meet the following criteria to maintain active status and accompanying benefits:

- Register annually in the [Office of the Student Union and Student Activities](#) (Registration Forms are available in the Student Union, Room 201, or on this [website](#))
- Provide the names, addresses, phone numbers, and email addresses of at least four registered Longwood student members or officers
- Provide the name and signature of at least one faculty or staff advisor
- Comply with all regulations pertaining to student organizations
- Have an up-to-date constitution on file with the Student Union and Student Activities

### **Formation of New Organizations**

New groups seeking first-time registration and SGA recognition must submit a constitution and a Student Club and Organization Registration Form to the Student Union and Student Activities Office. All materials will be forwarded to SGA for review and registration approval. Social fraternities and sororities seeking to register for the first time should consult with [the Assistant Director of Student Activities for Fraternity and Sorority Life](#) to determine Inter-Fraternity Council, National Pan-Hellenic Council, and Panhellenic Council policy for expansion.

### **Change of Officers**

Student organizations that change officers or advisors during the year due to elections or vacancies must provide the updated information to the Student Union and Student Activities Office. The group's existing Student Organization Registration Form will be amended or replaced as appropriate.

### **Changes in the Constitution**

Student organizations must report changes to their constitutions by submitting a new constitution to the Student Union/ Student Activities Office. Significant alterations might require review of the registration by SGA.

### **Benefits**

The benefits of registration include the following:

- Eligibility for activity fees (unless prohibited by law or Longwood/SGA policy)
  - Space reservation and facility rental privileges
  - Recognition for campus awards
  - Vehicle use privileges
  - Booth reservations at Spring Weekend and/or Oktoberfest
  - Use of name (e.g., Club XX at Longwood)
  - Leadership information (newsletters, conferences, and workshops)
  - Inclusion in directory/handbook for visibility
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### ***Student Publications***

The [Rotunda](#) is the university newspaper published by the students each week while the University is in session. It keeps students, faculty, and staff informed of the events and the interests of Longwood University as observed from the student's point of view. It expresses the attitude of the students toward various phases of student life and current activities. All contents are the sole responsibility of the student editorial board and do not necessarily represent the views of the administration, faculty, or students of Longwood University unless specifically stated.

The Gyre is Longwood's literary magazine, published annually by a student staff. It is a compilation of student work including short stories, poems, essays, artwork, and photography.

The Virginian is the Longwood University yearbook. It is produced by a student staff during each school year and professionally published by Herff-Jones Yearbooks. Included in the book will be important events of the year, such as Oktoberfest and Spring Weekend, as well as clubs and organizations of the Longwood community. Those students who have their picture taken by the designated photographers will have their picture included. Purchase orders will be taken during the first semester of each year.

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### ***Table Tent Policy (Dining Hall/Lancer Café)***

In order to reduce the clutter on the tables in the Dining Hall students, faculty, and staff are not allowed to place table tents on the dining hall tables. Instead, ARAMARK Dining Services provides the use of clear plastic menu holders on each table. Lancer Productions produces a weekly calendar listing campus events, athletic competitions, etc. In order to have information on the "table tents," the following policy has been established:

1. Send information via campus mail or e-mail to the Assistant Director of Student Union/Student Activities, or drop off the information at the Lankford Student Union, Room 201. Information must be received no later than the Friday before the event takes place. If submitted after the deadline, information will be listed if space permits.

2. Please limit the information to pertinent information only (event name, time, date, location, sponsor, a short tag line or description). As space is limited, information will be included on a first-come, first-served basis.
  3. For the most part, information posted on the "table tents" will be limited to events happening during a specific week. If space is available, information about upcoming events will be included.
  4. The "table tents" are changed every Sunday.
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## ***Technology Facilities and Equipment Use***

### **Technology Services**

Laptop Initiative: In Fall of 1998, Longwood implemented an aggressive student laptop program. All Longwood students are now required to have a laptop computer. In an effort to provide a resource to students and parents and consistent support on campus, Longwood formed a partnership with Dell Corporation. To learn more about the Laptop Initiative and the Longwood/Dell Partnership visit [Longwood Laptop Initiative](#).

Support: Strong technical support is available for all Longwood students.

User Support Services is available Monday through Friday 8am until 5pm to receive student calls for technical support. Visit the User Support web site at [User Support Services](#).

Each residence hall is assigned one or more Resident Technology Associates (RTA's) for support outside of User Support Services hours. These RTAs are students and among the most skilled in technology on campus. Detailed information about this program is available at [Longwood University | Resident Technology Associates](#)

Additionally, Longwood has a Computer Repair Center with Dell certified technicians located on campus.

### **Computer Labs**

Instructional Technology maintains seven general academic computing labs for the Longwood community. These fully networked labs are designated as open access labs for our customers and are used by the Longwood community to do individual work and for instruction. For detailed information about the computer labs, including location, hours, software availability and reserved times, please visit: [Academic Computing](#).

Longwood owns and maintains its telephone system. Students may bring their telephone of choice. Information & Instructional Technology Services does recommend that you purchase a telephone that is FCC #68 compliant. This number is stamped on the bottom of the telephone. Residential students should add telephones to their "what to bring list". Discuss with your roommate as to who will bring a phone as each residence hall room has one phone connection. Cordless phones are not recommended as the close proximity to others with cordless phones may cause cross talk.

Beginning Spring 2003, all Longwood telecommunication student billing will be available via the web. Students will receive a monthly billing notice via email. Information and Instructional Technology Services will use the free Longwood University email address provided to all students for notification purposes. Other email addresses will not be maintained in the CMS (LancerNet) database.

All Information and Instructional Technology services will be billed for full months only. No credits will be given for partial months.

You may view more information concerning all technology services at Longwood by viewing our Student Technology Handbook online at [Student Technology Handbook](#)

Questions should be directed to User Support Services by calling x4357 or via email at [helpdesk@longwood.edu](mailto:helpdesk@longwood.edu).

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## **Telephone Service**

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All residential students are required to set up the provided local phone and voicemail service. (see [Keep up with Communication](#))

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## ***WMLU-FM (91.3) Radio Station***

Longwood University maintains and operates [WLMU-FM \(91.3\)](#), the institution's radio station. Students run this station as part of their Longwood experience. Student programming takes place for 12 hours each day. The remaining 12 hours are filled with programming from National Public Radio.

While students primarily operate the radio station, Information and Instructional Technology Services is responsible for the integrity of the service that the station provides the community. A student executive board for WLMU reports to and works with the Executive Director of Information and Instructional Technology Services on all programming and operation issues.

Both Information and Instructional Technology Services and the Student Government Association of Longwood University fund WLMU.

## Residential and Commuter Life

### *Residence Hall Bill of Rights*

(See [Residential and Commuter Life Website](#)). Each student in Longwood managed properties, possesses certain individual rights and responsibilities that must be held in high regard. This statement is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her Longwood University life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. Primary rights of the individual include:

1. The right to read and study free from undue interference in one's room: One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep, the right to one's personal belongings, the right to free access to one's room, suite and apartment facilities, and the right to a certain environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
3. The right to identify and seek resolution of grievances: If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanction apart from due process.

Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

1. The right to personal privacy: All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
2. The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of those who surround them and to adhere to all regulations. Processes of mediation involving students and hall staff should be considered the first step as a means for resolving most conflicts. However, any abuse of these rights is subject to review and action in accordance with the adjudication procedures described in the Longwood Student Handbook.

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### *Longwood Managed Properties Policies and Regulations*

#### **Longwood Residency Requirement and Other Obligations**

##### **Residency Requirement:**

Longwood is a residential institution that features residence life education focusing on student learning and personal development as part of its distinct academic mission. Therefore, students are required to live in Longwood University managed housing unless the Office of Residential and Commuter Life (RCL) approves an exception. Housing and meal plan contracts are for the entire academic year (August through May).

Procedure: Continuing students must participate in the next academic year room sign-up process and follow all guidelines established by RCL. Students will be required to pay for room and board prior to moving into the residence halls at the beginning of the semester.

## **Application for an exception**

Applications for exceptions to the residence requirement for continuing students must be submitted to RCL. Leases or other living arrangements should not be confirmed until exceptions are verified in writing from RCL. Letters of exception will be distributed via local addresses.

Exceptions:

1. Non-traditional age - reaching 23 prior to the beginning of the fall semester.
2. Married - verified with a marriage license.
3. Living at home - a notarized letter from parent(s) or legal guardian(s) required. Note: Those students who provide false information or live outside of their parents home will face Honor charges
4. Part-time student - enrolling in less than 12 credit hours (both fall and spring semesters).
5. Students with 89 or more Longwood University recognized credits. and who participate in the advertised release process.
6. Approved Off Campus Release "Waiting List" Applicants.

Applicants must have 56-88 Longwood University recognized credit hours completed by the end of the spring semester. Application required prior to an advertised deadline.

### **Off Campus Release "Waiting List" Process**

Enrolled residential students that will have 56-88 credits completed by the end of spring semester may apply for the off campus release "waiting list" process. Applications must be electronically submitted during a specific advertised period. After the submission deadline, no more applications will be accepted.

All received applications will be rank-ordered by the number of credit hours (highest to lowest) completed by the end of spring semester. Applicants with the same number of completed credit hours will be sorted using their original Longwood University enrollment date. Based on available residence hall space, RCL reserves the right to limit the number of releases. Off Campus Release "Waiting List" applicants should not sign outside contracts or leases until they have been formally notified of their release in writing by RCL.

Note: Students who are offered exceptions will be expected to participate in an "off-campus orientation meeting" and to provide the Registration Office with an accurate off-campus address.

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## **Other Obligations**

### **Minimum Credit Hour Requirement:**

Residential students are required to be classified as full time students. This policy is designed to maintain the commitment to an educational residential environment. Except for medical reasons, military service-connected commitments, or family emergencies, there are very few exceptions to this policy. Final approval to remain in Longwood Managed properties with less than 12 credit hours is required from the Executive Director- Residential and Commuter Life or designee. The information is then Cashiering and Student Accounts and the Registration Office.

### **Commuting Distance Guidelines:**

If a contracted residential student is assigned to student teach, intern or participate in a practicum experience during spring semester at one of the eight local county schools (Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway or Prince Edward), he or she is expected to continue campus residency. If academic placement is located outside these counties, mid-year release from the Longwood University residency contract is permitted.

Enrolled students living at home with parent(s) or legal guardian(s) should not exceed the recommended eight local counties (Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway or Prince Edward) criteria. A written appeal must be submitted to Residential and Commuter Life for traveling distances that are greater than these listed counties or that extend 45 miles from campus. Approval or denial decisions will be provided in writing.

### **Residential Facility Damages**

The student is individually responsible for the proper care of the student's assigned room/unit and its furnishings and equipment. In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are liable for damages to common areas (ie: kitchen, lounges, hallways, stairwells, etc.) of the Longwood managed properties when individual responsibility cannot be assigned. The "group responsibility" may include suitemates, corridor mates, apartmentmates, or hall mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

RCL recognizes that reasonable wear and tear is to be expected in residential facilities. Any damage considered to be in excess of reasonable wear and tear will be billed to the responsible student(s) on an individual basis. Determination of what constitutes "reasonable wear and tear" will be conducted on a room by room basis.

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### ***General Longwood Managed Properties Procedures and Regulations***

#### **Access to Longwood Managed Properties Halls:**

When moving into a Longwood Managed Property, each resident receives the key(s) to his/her room and signs a "key card." All locks and keys are property of Longwood and are intended to be used only by the person to whom they are issued. Residents who lose their key(s) are required to report the loss immediately to a residence hall or apartment staff member. Residents will be held financially responsible for the replacement of lost, stolen, or damaged keys. Residents may not have their keys duplicated. Anyone found doing so will be referred for disciplinary action. Building entrances remain locked. Students may gain entry to the Longwood Managed Property only by using their own key or access card. Residents are not permitted to prop open exit doors. Persons who are found to have propped open or to have tampered with a locked exit door will be referred for disciplinary action.

All residents are required to use the appropriate card access system. Guests must be escorted at all times, and residents are urged to prevent non-residents from entering without proper escort-including allowing non-residents to enter the facility. Students who allow others to use their key or access card will face Honor Charges. Those students "tailgating" or following residents into buildings for which they do not have access are violating University policy.

#### **Change of Name and Address:**

Students are required to notify the Registration Office, in writing, of any change of name or address. The Registration Office will notify other offices of these changes.

## **Housing Over Breaks**

If a student needs to remain in Farmville during routine vacation periods, such as Fall Break, Thanksgiving, or Spring Break, he/she may stay in the Longwood Managed Property if an on-line registration form is submitted before the advertised deadline. Written permission to stay must be provided by Residential and Commuter Life and displayed on the resident's door. The traditional residence halls close for the winter vacation period, however, those students who live in Longwood managed apartments can complete a similar registration form to remain over that break.

## **No Candle/Open or Enclosed Flame Policy**

The possession, lighting or burning of candles, incense, oil lamps, lanterns, plug-in air fresheners, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all Longwood managed properties. Exceptions to this policy may occur only under the following conditions: 1) written approval is provided by the Office of Environmental Safety or 2) a designated building or area permits use for a specific purpose. For additional information regarding sanctions, see No Candle/Open or Enclosed Flame Policy in the Judicial Code of Conduct Standards and Community/Student Life Policies section of the Handbook.

## **Noise Policy:**

The primary purpose of noise and quiet hour regulations is to create residences that promote rather than detract from effective study. Residents are expected to adhere to quiet hour and noise level standards, and furthermore are encouraged to be considerate of others' rights to sleep and study. Quiet hours are in effect from 7 p.m. Sunday through 3:30 p.m. Friday, and on Saturday and Sunday from 2 a.m. through noon. During these quiet hours, noise from stereos, radios, TVs, voices, or any other identifiable source should not be heard outside of or between any apartment or room. In addition, noise which is disruptive to individuals occupying any common or public area on campus (unless authorized by the University). A violation of the Noise Policy during quiet hours will result in disciplinary action and a minimum sanction of Disciplinary Probation. Any Longwood Managed Property area may choose to have a more restrictive noise policy than the stated policy. Please be aware that twenty-four hour courtesy hours are always in effect. If one is asked to lower the volume of noise in a room, the request is expected to be abided by.

## **Overnight Guests Policy:**

Students are responsible for insuring that their guest(s) comply with housing policies and general campus rules and regulations. Students will also be held financially responsible for any damages resulting from their guest's behavior. Within the restrictions of the Longwood visitation policy, overnight guests are limited to no more than three consecutive nights in any seven-day period. This seven day period begins with the registered guest(s)' first night on campus. Consent to host a guest in an individual student room must be obtained from the roommate(s) in writing prior to the guests arrival. The Residence Education Coordinator of the host's Longwood Managed Property must approve extended visits beyond three days. The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Failure to gain roommate(s) or apartment-mates consent and to appropriately register one's guest(s) may result in removal from one's current room/apartment and/or disciplinary action. Guests may also be removed if their presence causes a disturbance in the community. For further information, please contact the Residential and Commuter Life Office.

## **Visitation Policy:**

Visitation by members of the opposite sex in the Longwood Managed Property student rooms is permitted during the following hours:

Upper division students:           Monday-Thursday, 10 a.m. until midnight; Friday, 10 a.m. until midnight Sunday.

First Year Students:                Sunday-Thursday, 10 a.m. until midnight; Friday and Saturday, 10 a.m. until 2 a.m.

Provision will be made for students choosing to live in an area observing the first year student visitation policy. This matter will be addressed during room selection. Any Longwood Managed Property area may choose to have a more restrictive visitation policy than the stated policy. It is important to note that overnight guests are only permitted when the roommate approves of their stay.

### **Room Changes:**

Residents desiring to make a room change should contact the Residence Education Coordinator (REC) for the community in which they live. Changes are permitted only following approval of the Office of Residential and Commuter Life. Failure to complete the room change process properly or to obtain the appropriate approval prior to moving will result in an improper/illegal room change charge and/or disciplinary action. All non-administrative moves (personal choice moves) will be subject to a \$50.00 processing fee. Room changes should be a last resort in the handling of a conflict. Residents are encouraged to work with their roommates and residence hall staff prior to requesting a room change.

### **Room Entry Policy:**

Students can expect to have a reasonable degree of privacy in their apartments, rooms and suites and in the community at large. However, when circumstances warrant it, University staff are authorized to enter a student's room utilizing a master key for reasons related to safety, security, health, maintenance, legal or university disciplinary concerns. All University staff should display identification before entering a room. At all times, students are expected to cooperate with those conducting a search and/or carrying out their duties as specified by the University. The conditions under which room entry and/or search and seizure may occur are described below:

#### **Safety and maintenance inspections, reviews, or repairs.**

Over the course of the academic year, residence staff are permitted to enter student living areas in University managed properties during scheduled fire, health, and safety inspections, emergency evacuations, fire drills, and for reasons related to general repairs or maintenance. When students depart for University vacation periods (Fall, Thanksgiving, Winter and Spring Breaks), staff conduct routine safety and health inspections of each Longwood Managed Property room. The University also reserves the right, for reasons related to safety, security, maintenance or emergency, to enter student rooms during the above and other scheduled periods.

#### **Emergencies**

Staff authorized by the University may enter student living areas without permission in response to attempted or suspected suicide, fire, significant physical injury, medical emergency, or situations where there is a potential or actual threat to the security, health or welfare of the resident(s) of the room, suite, apartment or surrounding community.

#### **Voluntary Search.**

Students have the option of providing written or verbal consent to have their room or personal area(s) searched when there is probable cause to believe they are in possession of prohibited, illegal or stolen items, materials, substances or possessions, or aware of or involved in a violation that is criminal in nature. Such searches shall be conducted by a university police officer, or local law enforcement official accompanied by a university police officer. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

#### **Involuntary Search.**

When there is probable cause to believe that a student is in possession of prohibited, illegal or stolen items, materials, or substances, or has knowledge of/or involvement in a violation that is criminal in nature, University police or local law enforcement officials may request a search warrant. University police will serve as the supervising agency during the execution of any search warrant on the campus. The Vice President for Student Affairs or another Vice President may authorize the involuntary administrative search of a defined area for specific reasons. A copy of the permission to search

form will be provided for the student(s) involved at the time of the search. Selected administrative personnel will conduct the searches. Evidence secured as a result of an involuntary administrative search may be used in a University disciplinary and/or legal proceeding.

### **Prohibited or Illegal Items in Plain View.**

Prohibited, illegal or stolen items, materials, substances or possessions that are in plain view may be seized by a Longwood University staff member and used as evidence in a University disciplinary and/or legal proceeding. If staff members encounter illegal items during execution of their normal duties, they may contact University Police. If probable cause exists, police may request a search warrant. Police officers will not use student or professional staff as their agents to conduct searches that would otherwise be prohibited by police personnel. University staff members are limited to observing and seizing what is only in plain view, and cannot open drawers, closets, closed doors, refrigerators or any sealed area or property owned by the student(s) without permission from a Vice President of the University.

### **Room Selection:**

Students are encouraged to pay attention to information regarding the housing application processes. Students wishing to live in Longwood Managed apartments will participate in a process beginning in the fall semester. During the spring semester, students intending to return a main campus residence hall for the next year have the opportunity to select their roommates, and residence hall. The majority of the phases of residence hall room selection process occur during April, following academic advising and fall semester registration.

### **Fire Safety Regulations:**

High importance is placed by the University on promoting fire safety in the Longwood Managed Properties and encouraging all students and student groups to take leadership in this area. Students are expected to participate in regular Longwood Managed Property fire drills and attend periodic fire safety programs in order to understand how to manage the risks and respond appropriately in case of emergency. There are serious sanctions for those who, through violation of fire codes, create a danger for others. This includes setting off false alarms, tampering with fire fighting equipment, or failing to leave a building when a fire alarm is activated. Sanctions will range from loss of privileges to dismissal from the University.

Each student room will be inspected at least three times a year to determine whether fire safety regulations are being followed. Also, Longwood personnel retain the right to conduct additional room inspections to ascertain safety conditions.

In general, when students present concerns or ideas that could result in safer Longwood Managed Properties, the Office of Residential and Commuter Life will consider those suggestions.

### **Fire Evacuation Procedures:**

Students are required to know and understand the following procedure for evacuating a residence hall, apartment, or building when the fire alarm is activated:

1. General rules for fire evacuation:
  - a. When the fire siren sounds, everyone must leave the building immediately.
  - b. No one is to return to the building until Longwood Police give permission.
  - c. All persons must stand 50 feet away from the buildings or at the designated locations.
  - d. All persons must stand clear of roadways to allow fire-fighting equipment to reach buildings.

2. In case of an actual fire:

- a. Pull alarm and evacuate building.
- b. Call Fire Department (911).

3. Fire alarm pull stations are to be used only for fire and fire drills. Electric switch boxes must not be touched by any person.

### **Fire Safety Regulations:**

Longwood University actively supports the Virginia Statewide Fire Prevention Code which is enforced by the State Fire Marshal's Office. The Office of Environmental Health and Safety is responsible for seeing that changes to the Fire Prevention Code are broadcast to the University, and that Longwood is in compliance with all regulations.

1. Curtains, draperies, hangings, and other decorative materials suspended from walls shall be flame resistant or non-combustible. Proper documentation must be provided.
2. Decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings.
3. No decorations or other objects shall be placed to obstruct exits, access thereto, egress there from, or visibility thereof.

Questions should be directed to the Office of Environmental health and Safety at extension 2940.

All residents are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, such as fireworks, spray paint, weapon memorabilia, gun powder, gasoline, etc., is prohibited within the residence halls.
2. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all Longwood Managed Properties.
3. The possession or use of items using halogen light bulbs is prohibited.
4. Residents found to be tampering with fire alarms, smoke detectors, or fire extinguishers are subject to Longwood disciplinary action and/or legal prosecution. The same sanctions apply to calling an ambulance or fire-fighting apparatus without just cause.
5. The hanging of any object or item from ceilings or fire sprinkler heads is prohibited.
6. Room/apartment doors, corridors, stairways, and building exits should be kept clear of obstructions at all times. Fire doors on corridors and in stairways should be kept closed at all times.
7. All residents and guests must evacuate any building in which a fire alarm sounds. Persons refusing to evacuate constitute a hazard to fire officials and will be subject to disciplinary action.
8. In accordance with State Fire Regulations, all party and dance decorations, booth decorations, stage props, float decorations, etc., must be made of flame-retardant materials (i.e., foil, nylon ribbon, artificial greenery, treated crepe paper). Proper documentation must be provided.

## Maximum Occupancy

### *Longwood Managed Properties (Longwood Landings, Lancer Park, and Longwood Village)*

Due to the unique nature of these apartment complexes, it is important to maintain a guest policy which allows students a reasonable amount of guests/visitors while maintaining an adequate level of safety.

At no time should there be more than four (4) guests per resident per apartment. Therefore, the following maximum occupancies should not be exceeded in various apartment types:

- Studio Apartments - 5 maximum occupancy
- 2 Bedroom Apartments - 10 maximum occupancy
- 3 Bedroom Apartments - 15 maximum occupancy
- 4 Bedroom Apartments/Town Homes - 20 maximum occupancy

The permanent residents of the apartment are responsible for the actions of their guests at all times. Reasonable noise levels (as described in the Residence Hall Policies and Regulations) are expected. The permanent residents of the apartment will be held accountable accordingly, and incidents and violations will be documented and referred to the Longwood University Honor and Judicial System.

### **Room Decorations and Modifications:**

Room decorations and modifications are important in personalizing student rooms, but students should make plans that enhance their personal safety.

Wall hangings, posters, or other hanging room decorations must be affixed to and flush with the wall using products approved by the Office of Residential and Commuter Life (for a complete listing of approved products see: <http://www.longwood.edu/rcl>). Wall hangings or beads cannot cover exit routes. The indiscriminate use of nails, tacks, or screws is not permitted. Students should not hang objects from the ceiling, sprinkler system, or any component of the fire alarm system. Because of the importance of ceiling tiles in preventing the spread of fire, students are prohibited from removing or replacing ceiling tiles or storing items above the ceiling tiles.

All decorative materials shall be non-combustible or flame resistant. These materials must have a tag stating that they are non-combustible or have a certificate of flame resistant treatment.

Fresh cut trees or cut greenery are not permitted in any building on campus.

String lighting cannot be strung from wall to wall across hallways, exit routes, or fixture to fixture. All lights must be flush to the wall.

### **Electrical Appliance Regulations:**

There are different regulations for those students living in residence hall room and those students living in Longwood managed apartments. For a detailed and updated list, consult the [Residential and Commuter Life](#) or [Environmental Health and Safety](#) website.

Students living in traditional residence halls are not permitted to have in their residence hall rooms any appliance with exposed electrical coils, including, but not limited to, hot plates, toasters, toaster ovens, electric grills (including "George Foreman"), and space heaters. Refrigerators must be no larger than 4.5 cubic feet and/or 2.0 amperes. Microwaves must not exceed 1000 watts. Ceiling fans and dimmer switches are also not permitted. Extension cords are not permitted for any reason. Any length UL listed multi-plug devices are permitted only if they have a built-in circuit breaker (Surge Protector). The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.

## **Lofts:**

Lofts and bunk beds may be constructed in student rooms in accordance with Loft Construction Regulations. The purpose of these guidelines is to ensure the safety and comfort of all members of the hall community. The University is not responsible for injuries to the occupants of the room or their guests during and/or after completion of the work. The regulations are as follows: The loft or bunk bed must be free-standing (not nailed, bolted or otherwise fastened to the walls, ceiling, floor or other furniture in the room). Wood material used must be either pre-treated wood, stamped indicating that it is composed of flame resistant material, or dipped/coated with a UL class A flame retardant coating. All major right-angled supports must be through-bolted or lag screwed. All other joints (decorative finishes, cross members, "X" or "V" supports) can be nailed. All support braces must be used. The loft or bunk bed must not restrict exit from the windows or doors of the room, and the windows and doors must remain fully operable.

The construction must not interfere with access to heating/ventilating units, plumbing, electrical outlets, or other fixed items in the room. Existing attached room fixtures (telephone jacks, heating/ventilating units, etc.) must not be removed, relocated or modified.

There must be no change in the permanently installed electrical system, and electrical wiring must not be included in or attached to the loft or bunk bed.

The loft or bunk bed must not be enclosed in any way (including drapery, beads, parachutes, wallboard, fishnet, etc.). Construction materials must not be stored in corridors, stairwells, or any public area for any period of time. Debris resulting from construction must be removed from the building and placed in the proper waste containers. Lofts or bunk beds must not take up more than 25% of the usable floor space in the room. (Floor space in the closets and bathrooms is not to be considered usable floor space.) The approximate size should be 38 inches wide by 80 inches long. Raised floors are not allowed under any circumstances. The height of the loft or bunk bed must not exceed 6 feet. No Longwood property may be used in the construction or support of a bunk bed or loft. Person(s) performing construction in the student rooms assume full responsibility for any damages to the room and the premises. Students who desire to construct a loft must complete construction by the deadline established by the Office of Residential and Commuter Life. This deadline will be announced to students during the first week of classes each semester. The Office of Residential and Commuter Life will establish a schedule for the inspection of lofts. Residents whose loft construction, upon inspection, is found in noncompliance with these regulations have one week from the date of inspection to make necessary modifications. Students who fail to make these modifications within the specified time frame must remove the construction from the room.

No additions or alterations to the loft are permitted after the final inspection. A student who fails to remove a loft when instructed to do so, or who leaves the loft after he/she has vacated the room, will be charged for removal costs and faces disciplinary action. The University reserves the right to remove unauthorized structures from student rooms, and to perform emergency maintenance on any loft or bunk bed deemed unsafe. Remember that all university furniture, including bed parts, must remain in the room. Removing any Longwood property from campus constitutes theft.

## **Trash Policy**

Students are expected to remove trash in a timely manner and discard it in the designated locations. It is the students responsibility to know where trash can be discarded. Residence hall staff can assist those who need more information. Apartment residents must put trash in the proper waste removal containers (dumpsters and Town-of-Farmville-approved containers) immediately. Trash should not be left unattended in public areas such as balconies, connecting hallways, or outside the designated receptacle.

Improperly stored garbage attracts stray animals, pests, vermin, and disease. Students will be charged a trash removal fee if trash is left in an improper area.

## **Prohibited Items and Other Restrictions**

### **Air Conditioners:**

Air conditioners are not permitted in student rooms. If medically essential, special permission may be granted by the [Director of Disability Support Services](#) only when air conditioned residence hall facilities are not available.

### **Alcohol Paraphernalia**

Beerbongs/funnels, beer pong tables and other items used in drinking games and to increase the impact of alcohol are not permitted regardless of the residents' age in Longwood managed properties. Residents under 21 are prohibited from possessing empty alcohol containers, including beer bottles/cans mini-kegs, and wine and liquor bottles, and collections of alcohol labels, cartons, and beer caps, even those used in a decorative manner.

### **Apartment Amenities:**

Apartment residents are expected to abide by the posted regulations regarding the Longwood managed properties' amenities including fitness rooms, game rooms, theater and pool.

### **Antennas/Satellite dishes:**

The installation of antennas/satellite dishes on roofs or hanging outside room windows is restricted to Longwood purposes. Residents may not install them to assist television or radio reception. Resident-installed antennas will be removed at the owner's expense, and disciplinary action will be taken.

### **Hall sports: Ball Playing, Bicycles, Roller blades, Skateboards**

Hall sports (e.g., baseball, football, soccer, etc.) are prohibited in all Longwood managed properties. These activities not only have the potential to create excessive noise or inflict damage upon Longwood property, but can also cause physical injury. For similar reasons, skateboarding, roller-blading and bicycle /scooter riding are also prohibited inside Longwood managed properties. Any violations of the above may result in disciplinary action, as well as a charge for damages to Longwood or personal property.

### **Furniture:**

Longwood-owned and personal furniture must be positioned and used in a manner consistent with their intended purpose and design. Raising the height of a bedspring by "flipping" head and footboards or positioning them on blocks of any kind is also prohibited. In addition, students are not permitted to remove any Longwood-issued furniture from the room to which it is assigned.

### **Pets:**

Students are permitted to have non-carnivorous, non-poisonous, fish in their rooms in tanks no larger than ten (10) gallons. Frogs, turtles, and hermit crabs are not fish and are therefore not permitted. No other type of animal or insect is permitted in residence hall rooms or Longwood managed apartments. Persons possessing pets in violation of this regulation will be required to remove the animal within 24 hours. There may be instances where the animal must be removed immediately. Students will face disciplinary action, including a University fine, and will also be responsible for any damages that have occurred. All damages will be assessed by RCL staff members.

Residents of Longwood managed apartments must also be aware that in addition to the charge described above they will also face the cost of replacing carpet even if there is no visible damage to the ensure the carpet is pet dander free. The replacement of the carpet will take place as soon as the Longwood Real Estate Foundation is able to arrange for the change. If an animal is found in the apartment again, the entire process including an additional replacement of the carpet

will occur at the pet owner's expense. Additional charges to clean or replace furniture or walls will be assessed at the discretion of RCL and Real Estate Foundation staff members.

This policy does not apply to animals that have been approved by the [Office of Disability Support Services](#)

#### **Roofs/Sundecks:**

All residence hall roofs are closed to the public. Students are prohibited from entering these areas as well as other similar spaces such as balconies or overhangs. Those with questions about individual spaces should contact their REC.

#### **Waterbeds:**

Waterbeds are prohibited in Longwood managed properties because of their excessive weight and the danger to personal and public property from possible water leakage.

#### **Weapons and Explosives:**

The possession of firearms, fireworks, explosives, air guns, paint ball guns, slingshots, knives (except non-spring pocket knives), martial arts weapons, military memorabilia, and bows and arrows on campus or in Longwood managed properties is strictly prohibited. Residents who wish to keep such articles on campus must register and store them at the [Department of Public Safety](#). Residents may check them out for appropriate use. Violators are subject to criminal and/or Longwood disciplinary sanctions.

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### **Facilities Management Work Requests for Longwood Managed Properties**

The Facilities Management Department staff responds to both routine and emergency work order requests in Longwood's managed properties. Residents should submit work orders on-line. Registration is required for the use of the work order site, and work orders are handled through the [Facilities Management Coordination Center](#). This method not only enables a reliable way of recording and tracking service requests for both the residence halls and Facilities Management, it can actually improve response time once the work order is received by decreasing duplicate requests. The RA, REC, or Service Desk Staff can provide emergency work order reporting assistance.

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#### ***Commuter Life***

The [Office of Residential and Commuter Life](#) is the central office on campus that provides services and programs for the commuter student population. The [Associate Director of Off Campus Living](#) and member of the Residence Education Coordinator staff assist commuters in addressing a broad range of special needs that include on-campus parking, living in Farmville and vicinity, dining conveniences, and getting involved on campus.

Commuter students have access to a student lounge that is located in the Lankford Student Union, Room 211. This area is a comfortable place where commuters can socialize, relax, study, eat, watch television, sleep, and connect with other commuter students in between classes. The lounge is equipped with computers, a stove/oven, refrigerator, microwave oven, toaster, coffeepot, tea kettle, and message board, study and dining tables, lockers, bulletin boards listing campus and community events and services, network plug in stations, and a variety of books and board games.

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