

LONGWOOD  
UNIVERSITY



# Student Handbook 2018-2019

**Office of Student Conduct and Integrity**  
**Lancaster Hall, G-08**  
**434-395-2490**

<http://www.longwood.edu/studentconduct/>

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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 2018 - 2019 academic year, beginning August 10, 2018. 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. If major changes are made to the handbook, students will be alerted via their official form of communication (Longwood University Email).

All students, including but not limited to undergraduate and graduate students, visiting students, affiliated students, online students, international students, study abroad students, English as a second language students and those attending summer school and special programs, are bound by the policies, procedures, and academic regulations contained herein.

To request this information in an alternate format (Braille, digital, tape, or large print) please contact the Office of Student Conduct and Integrity at 434-395-2490, via email at [fraleyjl@longwood.edu](mailto:fraleyjl@longwood.edu), or at our physical location on the Ground Floor of Lancaster Hall.

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### **Non-Discrimination Statement**

Longwood University, an agency of the Commonwealth of Virginia, is an equal opportunity institution of higher learning. Consistent with Federal and State law, the University promotes equal opportunity for all prospective and current students and employees. The University will not discriminate against any individual on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, veteran status, or disability status, except in relation to employment where a bona fide occupational qualification exists.

Anyone with questions concerning disability access or accommodations should contact [Disability Resources](#) at 434.395.2391 (V); 800.828.1120 (T T Relay). If you have any questions or concerns regarding employment please contact the Equal Opportunity officer, Lisa Mooney, at 434.395.2074.

For more information or if you believe you have been subject to discrimination on the basis of sex or gender identity, please contact Longwood University's Title IX Coordinator:

Lindsey Moran, Esq., University Clery and Title IX Coordinator  
Office: Lancaster Hall, G-08H;  
Office Phone (434) 395-2751, Cell Phone (434) 808-9439  
Email: [moranlj@longwood.edu](mailto:moranlj@longwood.edu)  
[www.longwood.edu/titleix](http://www.longwood.edu/titleix)

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### **Official Communication**

Longwood University uses student live.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 live.longwood.edu email address and their postal mail on a daily basis. Continuing students are responsible for checking their live.longwood.edu email address on a regular basis during semester breaks.

All students are required to update their cell phone number(s) or contact numbers with the Office of the Registrar once each academic semester or when the number changes.

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## **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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## **Intellectual Property of Students**

The right of faculty, students, visiting faculty and staff to write and produce intellectual properties subject to copyright or patent, and to copyright or patent those properties and to receive royalties resulting from their use has long been recognized. The University encourages these activities.

While students ordinarily retain rights relating the publication and distribution of work they develop; faculty and the University shall have the right to make use of works prepared by students within the bounds of normal academic practice and fair use, including use for such things as ensuring academic honesty. The full policy on Intellectual Property (University Policy 2110) is available at this link: <http://solomon.longwood.edu/offices--departments/academic-affairs/policies--procedures/intellectual-property.php>

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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. 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 Student Conduct and Honor System, and is administered by the [Vice President for Student Affairs](#) and the [Office of Student Conduct and Integrity](#). Longwood University has a long historic tradition of a student administered Honor Code and Student Conduct process. 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 their behavior and its impact on the community, and redirect their behavior in the future.

### **Jurisdiction**

#### **Conduct Standards for Students and Recognized Student Organizations**

Students and recognized student organizations are responsible for complying with all aspects of the Code of Conduct Standards and Regulations, and Honor Code 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.

Students are defined as persons who have matriculated to Longwood University; they 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 Code 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 conduct policies. Off campus is outside the physical boundaries of the Longwood campus.

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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 or Honor Standards, 2) local, state, and federal laws, and/or, 3) actions that have an adverse effect on the University or its educational mission. The Associate Dean of Conduct & Integrity 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 may be taken:

1. The Dean of Students or designated representative may 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 may be referred to one of Longwood's Hearing Bodies for resolution and sanction if responsibility is established. Records of off campus violations will be maintained by Longwood University.
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### **Student Statement of Diversity and Inclusion**

Longwood University students believe that the development of each person is essential and that we are all an integral part of a diverse community that appreciates individuality and the value each person brings to the campus. We recognize the importance of a pluralistic society and support the incorporation and participation of individuals from all groups encompassing race, sex, color, national or ethnic origins, religion, sexual orientation, gender identity, age, political affiliation, veteran status, disability, and socioeconomic status.

We strive to foster an environment of respect and mutual understanding that moves beyond mere tolerance to the genuine valuing of diversity. As Longwood University students, we respect and appreciate the characteristics of diversity and inclusion.

Resources are available to students, faculty and staff that have witnessed or experienced incidents of bias. For more information and resources available, please visit: <http://www.longwood.edu/diversity/experiencing-bias/>

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### **Hearing Bodies**

The student disciplinary system is comprised of five hearing bodies that adhere to established guidelines for filing charges, processing cases, resolving appeals and observing the due process rights of students, and recognized student organizations. All of the hearing bodies below have the authority to issue sanction

recommendations up to, and including, expulsion. The Associate Dean of Conduct and Integrity has final approval authority over the decisions and recommendations of all hearing bodies, except the Academic Integrity Appeals Committee. (Note: The below hearing bodies do not process alleged violations of the Sexual Misconduct Policy.)

### **Administrative Hearing & Agreed Resolution Officer**

The Administrative Hearing & Agreed Resolution Officer is a designee who hears cases that range from simple to very serious infractions of the Code of Conduct Standards and Regulations and Honor Code of Conduct Standards and Regulations. Additionally, the Administrative Hearing & Agreed Resolution Officer 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. Cases of failure to complete a sanction (Conduct Charge 24a and Honor Charge, Section 3, A), will automatically be assigned to an Administrative Hearing & Agreed Resolution Officer.

### **Honor and Conduct Board**

The Honor and Conduct Board is comprised of students selected by an application process involving student representatives from the Student Government Association and staff from the Office of Student Conduct and Integrity. This Board is supervised by the Office of Student Conduct and Integrity. The Honor and Conduct Board consists of five students (from a pool developed through the selection process). One of the five students will serve as chair of the hearing board as a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among Board members. This Board hears cases involving violations of the Code of Conduct Standards and Regulations and the Honor Code of Conduct Standards and Regulations.

### **University Disciplinary Board**

The University Disciplinary Board is chaired by the Dean of Students or a designee and consists of one to two students (1-2) (from the Honor & Conduct Board member pool), one to two (1-2) faculty members (from a pool appointed by the Faculty Senate Executive Committee), and one to two (1-2) administrative staff members (from a pool appointed by the Vice President for Student Affairs). The hearing board will consist of an odd number of participants. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among Board members. 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.

### **Academic Integrity Appeals Committee**

The Academic Integrity 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 the Honor and Conduct Board pool). 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 and Recognized Student Organizations 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 & Agreed Resolution 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 conduct or honor 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.

**Hearing Advisor:** The faculty or professional staff member assigned to observe Formal Hearings and serve as a resource for all participants in terms of student rights and responsibilities. Hearing Advisors are appointed by the Associate Dean of Conduct & Integrity, subject to the approval of the Vice President for Student Affairs.

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## Filing of Disciplinary Charges and Notification of Hearing

Any person alleging that a student has violated a Longwood policy, code of conduct standard and regulation and/or honor code of conduct standard and regulation may file a complaint by completing a "Conduct Charge Form" and/or an "Honor Charge Form." These forms are also available online at:

<http://www.longwood.edu/studentconduct/forms/>. If the complaint is one of sexual misconduct, please see the [Sexual Misconduct Policy](#) for procedures on how to file a complaint. Any person with questions regarding procedures for filing complaints may contact Student Conduct and Integrity.

1. The University will not, in the absence of extraordinary circumstances, allow a complaint /charges to go forward where the incident or incidents alleged, occurred more than 30 working days prior to the date of the filing of the complaint. If the complaint is one of sexual misconduct, complaints may be filed at any time. The University reserves the right, in its sole discretion, to make exceptions to the 30 working day window. Examples of exceptions include, but are not limited to, extraordinary circumstances where alleged violations are part of a pattern of academic misconduct, are of a criminal nature, or where there is harm or threat of harm to a person or persons.
2. Any Longwood University affiliated person(s) alleging that a student has violated a Longwood policy, Code of Conduct Standard and Regulation, and/or Honor Code of Conduct Standard and Regulation, will present relevant details of the alleged violation (e.g., "Conduct Charge Form" and/or "Honor Charge Form") to the Office of Student Conduct & Integrity. Any non-Longwood University affiliated person(s) alleging that a student has violated a Longwood policy, code of conduct standard and regulation and/or honor code of conduct standard and regulation will submit relevant information pertaining to the alleged violation (s) to the Office of Student Conduct and Integrity. The Office will review and address that information utilizing the disciplinary system as deemed appropriate on behalf of the non-Longwood University affiliated person(s). The non-Longwood University affiliated person(s) may be invited to participate, as witnesses, in any disciplinary proceedings that may result, after review of the information submitted.
3. The Office of Student Conduct and Integrity 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.
4. Failure to complete an assigned sanction charges are always referred to an Administrative Hearing & Agreed Resolution Officer.
  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 the student of the specific charge(s) and of their rights as a student;
    - b. Issue an invitation to meet with Student Conduct and Integrity professional staff, to discuss the Code of Conduct Standards and Regulations and/or Honor Code of Conduct Standards and Regulations, and the procedures involved in planning and presenting a case to a hearing body and;
    - c. Inform the student 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 live.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(s) and the complainant(s)) agree in writing, no less than one (1) business/working day in advance, that their hearing will be open.
  9. For students charged with alleged violations carrying minimum recommended sanctions of disciplinary suspension or expulsion, withdrawal from the University prior to the formal disciplinary hearing will result in a disciplinary 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.
  10. The Office of Student Conduct and Integrity will inform complainant's witnesses; and respondent's witnesses upon request; of the date, time, and location of a scheduled hearing. Witnesses are strongly encouraged to attend a hearing. However, the Office of Student Conduct and Integrity has no authority to require attendance; thus it is the responsibility of the complainant(s) and respondent(s) to communicate with and ensure attendance of witnesses.
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### **Formal 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, including non-voting chair or Officer, the Associate Dean of Conduct and Integrity or designee, and the Hearing Advisor, 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. 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 as defined by the Longwood University Student Handbook.
  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 may 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 Associate Dean of Conduct & Integrity sanction letter, or until an appeal is granted.

15. All disciplinary hearings will be closed to the public.
  16. 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(s); the respondent(s); personal advisors; witness(es); the Board Members or Hearing Officer, including the non-voting chair; Hearing Advisors; and those persons identified within the Longwood community as having an educational need to know. The Board Chair or Hearing Officer has the discretion to allow or limit observers.
  17. All participants are bound by the rules of confidentiality.
  18. Sitting members of the Honor & Conduct Board may not serve as personal advisors for respondents or complainants.
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### **Confidentiality**

1. Student disciplinary cases are part of the official educational record of the student and are confidential except as otherwise permitted by law. Examples include release of directory information, notification of complainants in sexual misconduct policy cases 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 Associate Dean of Conduct & Integrity are read during the final phase of the hearing.
3. Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to cases involving academic violations will be informed of the outcome.
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**

Note that the rights for postponement of hearings for alleged sexual misconduct policy violations are different. These rights may be found in the [Sexual Misconduct Policy](#).

A respondent may request one postponement of a hearing by contacting the Associate Dean of Conduct & Integrity at least two (2) business/working days prior to the scheduled hearing, unless extenuating circumstances exist. 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 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 respondent cannot attend because of a religious holiday.

The Associate Dean of Conduct & Integrity may require written verification of the reason claimed.

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

Note that the rights of students involved in alleged sexual misconduct policy violations are different. These rights may be found in the [Sexual Misconduct Policy](#).

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 by the preponderance of evidence.
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 two (2) business/working days prior to the hearing (except when the respondent obtains a postponement of the hearing, following the procedures indicated under "Postponement of Hearings"). Due to the nature of the academic year, if an incident involving a graduating student 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 review their disciplinary files must allow at least one (1) business/working day notification.
7. The complainant and the respondent may, with just cause, challenge an Administrative Hearing & Agreed Resolution Officer or Board member's ability to be fair and impartial in adjudicating the case. The Board Chair and/or Associate Dean of Conduct & Integrity or designee will consider the information presented to determine whether the person challenged may participate.
8. The complainant and the respondent are allowed one personal advisor each, provided those persons are willing to assist and advise the students. Advisors may be selected from inside or outside the University community. This right shall extend to all disciplinary proceedings. The advisor may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the advisor cannot question witnesses or make statements during the hearing to the Hearing Board or Officer.
9. The respondent may refrain from providing a statement or answering questions and the Hearing Board or Officer may draw no negative inferences from the decision to remain silent. The decision of the Hearing Board or Officer shall be based solely on the testimony offered and the evidence presented.
10. A student may be advised by an attorney if the Associate Dean of Conduct & Integrity is notified at least two (2) business/working days 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 Administrative Hearing & Agreed Resolution Officer. The Hearing Board or Administrative Hearing & Agreed Resolution Officer and the complainant will be notified about the intended presence of an attorney.
11. The respondent shall receive notification of the decision, in writing via email (official form of communication with the University), within ten (10) working days of the hearing, provided that 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 "Conduct Charge Form" and/or an "Honor Charge Form." 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 Administrative Hearing & Agreed Resolution Officer.
    - a. In cases of an administrative meeting, where an Agreed Resolution has been determined between a student and Administrative Hearing & Agreed Resolution Officer, the agreed upon sanctions will be recommended as the appropriate sanction to the Associate Dean of Conduct & Integrity.
    - b. In cases that involve a formal hearing, where a waiver has been elected, the Hearing Board or Administrative Hearing & Agreed Resolution Officer will forego the testimony stage of the hearing. The Hearing Board or Administrative Hearing & Agreed Resolution Officer will recommend an appropriate sanction to the Associate Dean of Conduct & Integrity.
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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." Note that appeals stemming from charges of sexual misconduct use a different appeal process, which may be found in the [Sexual Misconduct Policy](#).

1. For appeals stemming from a formal hearing that were heard by an Administrative Hearing & Agreed Resolution Officer(s), the Honor and Conduct Board, and the University Disciplinary Board, the appeal is processed by the Vice President for Student Affairs.
2. For all Honor-related formal hearings involving academic cheating and plagiarism only, appeals of decisions will be heard by the Academic Integrity Appeals Committee. At the discretion of the Vice-President for Student Affairs, the Board Chair or Administrative Hearing & Agreed Resolution Officer of the original hearing may 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 Code of Conduct Standards and Regulations violations, and Honor Code of Conduct Standards and Regulations violations not involving academic cheating and plagiarism.
4. 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 excessive or disproportionate to the violation.
5. All appeals must be submitted to the Office of Student Conduct and Integrity within five (5) business / 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 Administrative Hearing & Agreed Resolution Officer specifies an alternative deadline. Respondents have the right to one appeal request. The Associate Dean of Conduct & Integrity will make a preliminary determination to ensure that all appeals are founded on one of the three categories listed in paragraph 4 above.
6. Respondents may contact the Office of Student Conduct and Integrity or designee for information about the procedures for filing an appeal and/or to obtain a "Request for Appeal Form".
7. Recordings of formal 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 Student Conduct and

Integrity 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. Recordings shall be stored by the Office of Student Conduct and Integrity for the five (5) business / working day period allowed to file an appeal or until the appeal process is completed, whichever comes first.

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

Note that alleged violations of sexual misconduct including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, stalking, and retaliation fall under the Longwood University [Sexual Misconduct Policy](#). Students found responsible for violating the Sexual Misconduct Policy have violated the Code of Conduct Standards and Regulations. Please see the Sexual Misconduct Policy for specific information pertaining to definitions and possible sanctions, remedies and corrective actions.

### **EXPULSION or DISCIPLINARY SUSPENSION**

Students found responsible for violating the following may receive a minimum sanction of [Expulsion](#) or [Disciplinary Suspension](#).

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. Drugs (see [Alcohol and Other Drug Policies and Procedures](#)):
  - a. Sale or distribution of an illegal drug or other controlled substance or possession of an illegal drug or other controlled substance with the intent to distribute as defined by the Drug Control Act of the Commonwealth of Virginia.
  - b. Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia.
3. 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 may receive a minimum sanction of [Disciplinary Suspension](#).

4. Emergency Evacuations, Fire Safety, and Security Equipment:
  - a. Intentionally or negligently: starting a fire or attempting to start a fire, except with written permission from the Vice President for Student Affairs.
  - b. Intentionally or negligently: 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. Intentionally or negligently: blocking exits or stairways so that emergency exit is hindered.
5. 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 on Campus Policy](#)).
6. Windows/Roofs:
  - a. Dropping, throwing, or propelling any object or liquid from any window, roof, or balcony.

7. Weapon Possession:
  - a. Possessing a weapon (including, but not limited to, firearms, tasers, 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 on Campus Policy](#)).
8. 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.

### **DISCIPLINARY PROBATION**

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

9. Drugs (see [Alcohol and Other Drug Policies and Procedures](#)):
  - a. Possessing or using, an illegal drug or other controlled substance without a valid prescription as defined by the Drug Control Act of the Commonwealth of Virginia, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs.
  - b. Possessing and/or using drug paraphernalia (including, but not limited to, "roach clips," "bongs," or any item or device associated or used in conjunction with illegal drug activity).
10. Alcohol (see [Alcohol and Other Drug Policies and Procedures](#)):
  - a. Public intoxication.
  - b. Driving while under the influence of alcohol.
  - c. Sale or distribution of alcohol, except as expressly permitted by law and University regulations.
  - d. Manufacture of alcohol, except as expressly permitted by law and University regulations.
11. Property:
  - a. Damaging, vandalizing, and/or tampering with property.
12. Mistreatment of Persons:
  - a. Harassment or pattern of harassment (e.g., physical, verbal, graphic, or electronic), threats, intimidation, and/or coercion directed toward any person or group of people.
  - b. Physical abuse directed toward any person or group of people.
  - c. Violating any aspect of the [Anti-Hazing Policy](#) up to but not including acts that induce bodily injury.
13. Flammable Items (See [Fire-Regulations - 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 Environmental Health and Safety Office.
  - c. Using or burning flammable substances or items that produce an odor.
14. 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.



15. Identification:
  - a. Failing to identify oneself when requested to do so by an official. In such cases, the official will identify themselves and state the source of authority.
  - b. Failing to present a student ID when requested to do so by an official.
16. 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.
17. 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.
18. Endangering another's or one's own physical well-being:
  - a. Conduct that causes medical emergencies, alcohol and/or drug abuse, and other harmful or self-destructive behavior that disrupts the ability of other students, faculty or staff to participate in and benefit from Longwood's education programs, living environments or employment.
  - b. Participation in, or soliciting others to participate in, dangerous behaviors, pranks, stunts, or other actions that might result in physical injury to self or others.
  - c. Use of a laser beam or laser pointer for reasons other than classroom instruction or academic purposes.
19. Trespassing:
  - a. Unauthorized presence (including climbing or scaling) on, in, or within any building or property.
  - b. Using roofs, balconies, and other areas that are not designated as public (see [Roofs/Sundecks](#)).
20. Guests (see [Overnight Guests](#) and [Visitation Policy](#)):
  - a. Soliciting or allowing student or non-student guests to violate the Honor Code of Conduct Standards and Regulations or Code of 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.
21. 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 ([Motor Vehicle Parking and Traffic Regulations](#)).
22. Computer Misuse:
  - a. Violating any aspect of the [Longwood Acceptable Use of Technology Policy](#).

23. Failure to Comply:
  - a. Failing to follow through or complete any sanction (e.g., admonition, loss of privileges, work assignment, fines, restitution, disciplinary probation, disciplinary suspension or expulsion) 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 may receive a minimum sanction of [Admonition](#).

24. Alcohol (see [Alcohol and Other Drug Policies and Procedures](#)).
    - a. Consumption, possession, and/or other use of alcoholic beverages, except as expressly permitted by law and University regulations.
    - b. Possession, and/or use of alcohol paraphernalia, and/or rapid consumption items.
  25. Noise Policy:
    - a. Violating any aspect of the [Longwood Noise Policy](#).
  26. Littering:
    - a. Disposing of refuse of any kind, except in receptacles provided for that purpose.
    - b. Overturning a receptacle used for trash.
    - c. Violating any aspect of the Sky Lantern and Balloon Release Policy.
  27. Violation of [Longwood University Managed Properties Procedures and Regulations](#).
  28. Violation of the [Cooperative Agreement between the Town of Farmville and Longwood University](#).
  29. 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.
  30. Solicitation, Distribution, and Advertising and Posting Policies:
    - a. Violating the [Sales and Solicitation Policy](#).
    - b. Violating the [Distribution Policy](#).
    - c. Violating the [Advertising and Posting Policy](#).
  31. Raffles:
    - a. Sponsoring a [raffle](#) without prior permission from the Director of the University Center and Student Activities.
  32. Visitation:
    - a. Violating the [Visitation Policy](#).
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## 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.

The Twelve Points of Honor, the Honor Creed, the Honor Pledge and the Academic Pledge are available at <http://www.longwood.edu/studentconduct/honor-code/>.

### Honor Code of Conduct Standards and Regulations

Minimum Sanctions for first-time Honor Code violations are denoted with asterisks (\*) below. The four main sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, Disciplinary Suspension or Expulsion. Use the key below to determine the minimum sanction for each violation. Please note, the Hearing Body may decide to give a more stringent sanction and sanctions for repeat violations are increased. The Hearing Body may assign educational assignments that are not included here;

Sanction Key:

Letter of Admonition: \*

Disciplinary Probation: \*\*

Disciplinary Suspension: \*\*\*

Expulsion: \*\*\*\*

#### 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 or device (including, but not limited to, texts, notes, papers, smart devices, etc.) 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, disciplinary suspension or expulsion) 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 items 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. \*
- f. Making two or more insufficient fund payments to the University, misuse of a credit card in a transaction with the University, or failure to pay debts/obligations to the University after notification. \*

### **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 Policy, Code of Conduct Standards and Regulations, and Honor Code of Conduct Standards and Regulations Violations**

Hearing boards have the authority, on a 2/3 majority vote, to lessen the recommended minimum 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 minimum sanction. Hearing officers have the authority to lessen or raise the recommended minimum sanction. Additional sanctions may also 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:

### **Admonition, Letter of**

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

### **Disciplinary Probation**

Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of policy and/or the Code of Conduct Standards and Regulations or Honor Code of Conduct Standards and Regulations. Probation is for a stated period of time. 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.

### **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 or Longwood managed properties during the time the sanction is in effect without advance written permission from the Associate Dean of Conduct & Integrity or designee. This ban from campus and Longwood managed properties 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 disciplinary suspension/withdrawal date, access to all Longwood technology resources will be terminated. If the conduct of a student prior to the date in which the sanction takes effect is judged to be an immediate threat 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 disciplinary 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 or designee(s). 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 campus housing.

### **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 standard and regulation that was violated. The assignment will be completed within a specified period of time. Educational assignments that require individual and / or group instruction may have a fee associated. These fees range from \$25.00 to \$100.00, depending on the course.

### **Expulsion**

Expulsion is involuntary separation from Longwood University without the possibility of future readmission. Students who are expelled may not return to campus, nor participate in any Longwood-related academic and social activities, functions, or events. If an expelled student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

### **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.

### **Restitution / Fines**

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. Fines are payment to the University, by a student or a group, and are defined in specific policies (e.g. Fire Safety Regulations). Failure to meet the conditions of payment will result in the withholding of grades, diplomas, and transcripts.

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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.

The Office of Student Conduct and Integrity 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 Student Conduct and Integrity 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 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.

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## **Disciplinary Records Retention Policy**

The Office of Student Conduct and Integrity is responsible for administering the disciplinary records policy and overseeing the management and storage of case files.

The disciplinary records for all students found responsible for violating the Longwood Conduct or Honor Codes of Conduct Standards and Regulations are maintained for a period of three years after graduation. 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 disciplinary suspension. For any student who is expelled from the University, 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.

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### Acceptable Use of Information Technology Resources and Systems Policy

See Policy 6104: Acceptable Use of Information Technology Resources and Systems available at <http://solomon.longwood.edu/offices--departments/information-security/policies--procedures/acceptable-use-of-information-technology-resources-and-systems.php>

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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.

Please visit the websites below to learn Longwood's expectations of you:

Protecting your computer PC: <http://www.longwood.edu/technology/information-security/protect-your-pc/>

Protecting your computer MAC: <http://www.longwood.edu/technology/information-security/protect-your-mac/>

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### Advertising and Posting Policy

This policy establishes requirements for the display and/or posting of items in the public area (e.g. the bulletin boards, entranceways, lawn signs, etc.) on campus. This includes, but is not limited to posters, brochures, circulars, community newspapers, fliers, handouts, notices or signs. The policy ensures all advertising and posting on campus is consistent with the mission of the university. The policy provides guidelines for posting and advertising events on campus, preserving the university's general appearance, reducing maintenance costs, and protecting the privacy of members of the university community.

#### Advertising Guidelines

1. The Office of the University Center and Student Activities oversees the approval and distribution of all posters, flyers, lawn signs, ground graphics and other materials on campus. Only Upchurch University Center and Residential and Commuter Life staff are permitted to post materials in the Upchurch University Center, Dorrill Dining Hall, residence halls, and Longwood managed properties.
2. Posters and flyers are only permitted on bulletin boards. No posting is allowed on other areas, such as walls, windows and doors. To use bulletin boards adjacent to academic, administrative, or faculty offices, individuals must receive permission from the faculty or staff members in that office after having the materials approved. All posted materials must be removed by the person, group, or organization sponsoring the event within one business day after the event.
3. Materials may not advertise alcohol, drugs, tobacco products, e-cigarettes and/or personal vaporizers unless the material directly supports, use and/or abuse prevention, and educational programming efforts.
4. Posting or advertising using chalk on sidewalks or buildings is not permitted.
5. All posters or flyers must clearly indicate the name and contact information of the sponsoring individual, group, or organization. All university related events must include a notation that states, *"If you have questions concerning access, or if you wish to request disability-related accommodations, please contact (insert name and any necessary contact information, including an e-mail or TTY number)."*
6. Concerns about content of materials should be directed to the sponsor. Questions regarding the advertising policy and concerns about violations should be directed to the Office of the University Center and Student Activities.



7. Lawn signs used for advertising purposes may only be used for university sponsored events with support from a university office, department, or recognized student organization. Lawn signs will only be placed in mulch beds, not in grass, and are not permitted on High Street. A maximum of eight (8) signs may be used per event, size must not exceed 12"x18", and language must include an event and/or removal date. Lawn signs will be put in place, and removed, by Upchurch University Center staff. Signage will be placed up to ten (10) business days before the event and will be removed one (1) business day after the event.
8. Ground graphics may only be used for university sponsored events with support from a university office, department, or recognized student organization. Graphics are allowed in front of the Health and Fitness Center, between Lankford and Dorrill Dining Hall, near the flower bed that intersects Brock Commons and Madison Street, and near Beale Plaza. A maximum of four (4) graphics may be used per event; size must not exceed 20"x24" and must include an event and/or removal date. The person, group, or organization sponsoring the event is responsible for placement and removal of the graphics. Ground graphics may be put in place up to ten (10) business days in advance of the event date and must be removed within one (1) business day after the event.

### **Posting Process**

1. Submit via email the item to [postings@longwood.edu](mailto:postings@longwood.edu), or one printed original of the materials to the Office of the University Center and Student Activities, at least five (5) business days prior to the event or prior to the date that the item should be distributed or posted. Once the item has been approved, it may be labeled with "Upchurch University Center Approved for Posting". In most circumstances, items will be approved for posting immediately. If the materials or items are preprinted, the sponsor will be required to modify each preprinted item individually. Please make every effort to have your materials approved prior to printing.
2. After receiving the approval for the original item, the sponsor will then be responsible for making up to forty (40) copies of the approved version. Up to eight (8) copies should be delivered to the Office of the University Center and Student Activities for posting in the Upchurch University Center and Dorrill Dining Hall, and up to eighteen (18) copies should be delivered to Residential and Commuter Life for distribution among the residence halls and the Longwood managed properties, and up to fourteen (14) may be posted on approved bulletin boards on campus.

### **Compliance**

1. Posted materials which are not in compliance with this policy will be removed by university officials without regard to content.
2. Individuals and organizations, including student organizations, failing to comply with this policy may jeopardize future posting privileges; be liable for damage and/or clean-up costs if any are incurred; or jeopardize funding or other privileges afforded to them.
3. Space is limited and posting is done on a first come, first served basis. Posting is not guaranteed if the timeline is not followed.
4. The university may decline to post materials that are not protected by law (e.g. true threats, obscenity, copyright or trademark violation, etc.).

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

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 [University Health Center](#) and [Office of Student Conduct and Integrity](#).

Questions pertaining to any aspect of this policy should be directed to the [Office of Student Conduct and Integrity](#).

## I. Federal, State and Local Laws

- 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.
- 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.
- 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. 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.
- D. **False Identification Laws:** The possession, use, sale, and/or manufacture of false identification cards are strictly prohibited under Virginia law.
- 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.
- F. **Public Intoxication and/or Disorderly Conduct:** In keeping with local and Commonwealth laws, Longwood will not allow public drunkenness or disorderly conduct of any kind.
- 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

- 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/suites/apartments, or Longwood Managed Properties 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. ***Possession is defined as any area or property for which the student currently occupies or is responsible.***
- D. The manufacture of alcohol on campus, or in Longwood Managed Properties and Residence Halls, except as expressly permitted by law and University regulations, is prohibited.
- E. Possession, or use of alcohol paraphernalia; including, but not limited to, empty alcohol containers such as beer containers, mini-kegs, wine and liquor bottles, and collections of alcohol labels, cartons and beer caps, even those used in a decorative manner, is prohibited.

- F. The possession or use of devices such as beer bong, beer funnels, beer pong tables and other items used in drinking games, and methods including drinking games, used to facilitate the rapid consumption or impact of alcohol are prohibited, regardless of age.
- G. All membership recruitment functions (fraternity/sorority, special interest groups, and other recognized student organizations) are required to be alcohol-free.
- H. 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 the authorized University vendor.
- I. In addition to the alcohol regulations and procedures described in this policy, all recognized student organizations will be subject to the additional expectations and standards outlined in the [Student Organization](#) section of the Longwood University Student Handbook. Please note that affiliated national organizations may have, and require compliance with, stricter policies regarding alcohol and drugs.
- J. The possession, use, and/or distribution of illegal drugs, as defined by the Drug Control Act of Virginia, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited. ***Possession is defined as any area or property for which the student currently occupies or is responsible.***
- K. Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia, is prohibited.
- L. Abuse or misuse (beyond the recommended dosage and/or instructions of usage) of non-prescription medications, is prohibited and will be considered to be use of drugs.
- M. Possession, or use, of drug paraphernalia; including but not limited to, roach clips, bong, or any item or device associated or used in conjunction with illegal drug activity, is prohibited.

### III. Location

Alcohol in Longwood Managed Properties and Residence Halls: Alcohol possession, use and/or consumption is limited to only those rooms where at least one of the assigned residents is over 21, by only those 21 and older, provided that the location is not within a designated substance free residential area. The individual use of alcohol by persons 21 years of age or older is permitted as long as the residents' roommates/suitemates agree to the presence of the alcohol.

Room/suite/apartment gatherings of more than one person must be in compliance with all Longwood policies, procedures, and regulations. It is the responsibility of the room/suite/apartment residents to insure compliance with all policies, procedures, and regulations.

Alcohol in Other Locations: By permission of the Vice President for Student Affairs see Section VI. [Event Planning on Campus involving Alcohol](#). For events and functions where alcohol is involved, please see requirement information in Section VI. [Event Planning on Campus involving Alcohol](#).

Drug in Longwood Managed Properties and Residence Halls, and Other Locations: Possession and use of prescription drugs is limited to the student, or individual, with a legitimate prescription for said drugs. Possession and use of illegal drugs, as defined by the Drug Control Act of the Commonwealth of Virginia, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited.

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

The four main sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, Disciplinary Suspension, and Expulsion. It is important to note these recommended minimum sanctions are for first time violations, and that alcohol and drug policies violations and sanctions are cumulative, sanctions for repeat violations are increased. Longwood University maintains a Zero Tolerance Policy with regard to the illegal distribution, manufacture, possession, or use, of drugs.

All violations, with the exception of those resulting in Expulsion, will also result in educational assignments that may require an associated fee to the student, i.e. Longwood's Alcohol and Other Drug Education Programs.

#### Minimum Recommended Sanctions for Alcohol Violations

Letter of Admonition:

- Consumption, possession, and/or other use of alcoholic beverages, except as expressly permitted by law and University regulations
- Possession, and/or use of alcohol paraphernalia, and/or rapid consumption items

Disciplinary Probation:

- Public intoxication
- Driving while under the influence
- Sale or distribution of alcohol, except as expressly permitted by law and University regulations
- Manufacture of alcohol, except as expressly permitted by law and University regulations

#### Minimum Sanctions for Drug Policy Violations

Disciplinary Probation:

- Possession and/or use of drug paraphernalia
- Possession and/or use of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs

Disciplinary Suspension or Expulsion:

- Sale or distribution of an illegal drug or other controlled substance, or possession of an illegal drug or other controlled substance with the intent to distribute, as defined by the Drug Control Act of the Commonwealth of Virginia
- Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia

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

Longwood's Alcohol and Drug Education Programs are intended to help students explore their values and behaviors, and how their decisions today can affect their futures tomorrow. Issues of high and low risk drinking choices, the impact of alcohol and other drugs on the body, and other aspects of their lives, addiction, and goal setting is highlighted. Failure to meet the conditions of these sanctions will result in a hold on registration, diplomas, and/or transcripts. Instructions for payment of associated fees will be contained in the official decision letter provided to the student after the conclusion of the case.

#### **BASICS (Brief Alcohol Screening and Intervention for College Students)**

BASICS is an individual intervention consisting of two, one-hour meetings. This program focuses on raising awareness about substance use and its consequences and motivating participants towards positive change. It encourages participants to think differently about their use of alcohol and other drugs. The fee for this individual instruction is \$50.

#### **First Round**

First Round is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm-reduction strategies they can use to decrease personal risk. The class is designed to address student needs through brief motivational interviewing and focuses on harm reduction. This instruction uses alcohol

screening and feedback to reduce alcohol misuse and/or abuse by enhancing motivation to change, promoting healthier choices, reviewing myths and facts about alcohol, and teaching coping skills to moderate drinking. The fee for this group instruction is \$75.

### **Last Call**

Last Call is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm-reduction strategies they can use to decrease personal risks. The class is designed for college students who partake in high-risk alcohol and/or other drug use. The class aims to enhance motivation to change, promote healthier choices, review myths and facts about alcohol and other drugs, and teach coping skills. This instruction is designed to address the majority of second time alcohol violations, and first time drug violations, and concentrates on student needs through brief motivational interviewing with a focus on harm reduction, chemical dependency, and behavior change. The fee for this group instruction is \$100.

### **TIPS (Training for Intervention Procedures) for the University**

Training for Intervention Procedures for the University is a one time, two and a half hour, large group skills-based training program led by a staff facilitator. TIPS is designed specifically for college students to prevent intoxication, underage drinking, and drunk driving. Whether a student chooses to consume alcohol or not, at some point situations will arise where others around that student are consuming alcohol. Through TIPS training, students will gain skills needed to prevent intoxication for themselves and others and to intervene with those who have misused alcohol. The fee for this group instruction is \$25 (per person).

### **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, negative academic impacts, etc., a mandatory 90-minute assessment conducted by a qualified alcohol/substance abuse counselor may be included as a sanction for a violation of Longwood's Alcohol and Other Drug Policies and 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 locally in Farmville or by an independent qualified substance abuse counselor, either of which the student is responsible for payment. Documentation must be provided to verify completion, with recommendations regarding the student being forwarded to the Office of Student Conduct & Integrity by the counselor conducting the assessment.

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

- A. All events/functions must be managed by a University-authorized third-party vendor.
  - B. 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.
  - C. For detailed information regarding recognized student organization event planning on campus involving alcohol; including the approval process for events involving alcohol, registration of events or functions with university-authorized vendors, guest list guidelines and expectations at events involving alcohol, event management procedures for events involving alcohol, managing alcoholic beverages and restrictions, non-alcoholic beverages and food, security at events involving alcohol and promotion of events involving alcohol, please see Policies for Student Organizations at <http://www.longwood.edu/studentunion> or on Lancer Link at <http://lancerlink.longwood.edu>.
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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.

Any new member programs or activities for student organizations, clubs, Fraternities/Sororities, athletic teams, etc. are based on one or more common principles 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.

#### **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.

### 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 #3 (Hazing or otherwise mistreating so as to cause bodily injury); and/or Conduct Code #12 (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."

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 may 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 presidents shall sign a statement on the Club/Organization Registration Form each year indicating they have read and understand the Anti-Hazing Policy. For some organizations, 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 University Center and Student Activities 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: 434-395-XXXX

Director and Assistant Director for Fraternity and Sorority Life	2119/2118
Associate Dean and Assistant Director of Student Conduct and Integrity	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.

## **Athletic Event Conduct Policy**

Longwood University is committed to creating a safe, comfortable, and enjoyable experience for all fans and event attendees. When attending an event, the following behaviors are prohibited:

- Behavior that is unruly, disruptive, or illegal in nature.
- Intoxication or other signs of impairment that result in irresponsible behavior.
- Foul or abusive language or obscene gestures.
- Interference with the progress of the event (including throwing objects onto the playing surface).
- Failing to follow instructions of event personnel.
- Verbal or physical harassment of participants, officials, fans or event personnel.

Event attendees are responsible for their conduct. Event staff will promptly intervene to support an environment where fans can enjoy the event free from the above behavior. Event attendees that violate these provisions may be subject to ejection without refund and loss of ticket privileges for future events. Student attendees may be subject to disciplinary charges.

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

Please see link to Policy 3401: <http://solomon.longwood.edu/offices--departments/student-affairs/policies--procedures/bicycle-skateboard-in-line-skates-and-scooter.php>

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## **Billing and Fee Payment**

Please see Office of Cashiering Website at: <http://www.longwood.edu/studentaccounts/> for information about managing student accounts, late payments, past due accounts, payment methods, billing and fees. For student responsibilities please see the [Financial Responsibilities of Students](#) section of this handbook.

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## **Digital Millennium Copyright Act–Copyright Infringement**

Longwood complies with the DMCA and expects its student network users to do so as well. Longwood's Acceptable Use Policy (<http://solomon.longwood.edu/offices--departments/information-security/policies--procedures/acceptable-use-of-information-technology-resources-and-systems.php>) states that "For use to be acceptable, it must demonstrate respect for: Intellectual property rights (e.g., as reflected in licenses and copyrights)." Distributing copyrighted material without permission is illegal and in violation of Longwood University policy and Federal law. This generally includes commercial TV shows, popular music, and commercial movies. Locally-created material has its own copyright which might or might not allow internet distribution.

The DMCA and Longwood's computing policies provide that a network user cannot have anything on their computer or other network accessible device that the user does not own or to which the user does not have lawful access. Users may not share any file to which they do not have the legal rights. As part of DMCA compliance efforts, Longwood has an escalating policy for student network users who receive repeated DMCA complaints.

1. Upon a first or second complaint, student users will receive a copy of the DMCA complaint and educational information on the DMCA and copyright infringement.



2. Upon a third complaint, student users must meet with the Associate Dean of Conduct & Integrity or designee. The user will be charged a \$25.00 administrative fee, and must sign a statement acknowledging: a) removal of the illegal media from their device, and b) their understanding of the University copyright infringement policy.
3. Upon a fourth complaint, student users will be charged a \$25.00 administrative fee, and lose all network access from any computers they have registered and any wireless access via their LancerNet ID for 14 days.
4. Upon a fifth complaint, Honor charges will be filed against the user. Potential sanctions may include permanent loss of network access.

Student users who believe a DMCA complaint is in error may meet at any time with the Associate Dean of Conduct & Integrity to resolve the issue.

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## **Dining Services Policies**

Please see the Dining Services Policies link on the Aramark Dining Services website at:  
<http://longwood.campusdish.com/>

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## **Disabilities, Access for Students**

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 Resources](#) 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 Resources. For additional information, please visit the Office of Disability Resources 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/policies--procedures/service-animal-policy/>.

Policy 5201, the Non-Discrimination and Reasonable Accommodation on the basis of Disability policy, can be viewed at <http://solomon.longwood.edu/offices--departments/disability-resources/policies--procedures/non-discrimination-and-reasonable-accommodation-on-the-basis-of-disability.php>. The Americans with Disabilities Act Grievance Procedure is available at <http://www.longwood.edu/disability/policies--procedures/grievance-procedure/>.

## **Emotional Support Animal Policy**

Longwood University provides reasonable accommodations to students with documented disabilities living in University-managed housing. Longwood University allows emotional support animals (also known as therapy animals or assistance animals) to live with students in their University-managed housing upon approval by the Office of Disability Resources.

The student will be asked to provide documentation verifying the following: (1) the student has a disability, (2) the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling, and (3) there is a clear and identifiable relationship between the disability and the assistance the animal provides.

It is important to distinguish between service animals and emotional support animals. Service animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. For example, service animals may guide individuals with impaired vision, alert individuals with hearing impairments to sounds, pull a wheelchair, or fetch items used in daily living.

An emotional support animal is not a service animal and thus not entitled to the same privileges as service animals. Emotional support animals are not permitted in any other area other than the student's residence and immediate surrounding area.

Longwood University may exclude an emotional support animal from housing if it (1) poses a direct threat to the health or safety of others, (2) would cause substantial physical damage to the property of others, (3) would pose an undue financial or administrative burden, or (4) results in a fundamental alteration of the University's program(s).

The following tasks will comprise the process for approval under this policy:

- Registration with Office of Disability Resources
- Meet with Director of Disability Resources to review need for emotional support animal
- If approved, review and sign the University's Emotional Support Animal Agreement
- Additionally, the student must provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted.

Please see the full policy available on the Office of Disability Resources webpage at:

[http://www.longwood.edu/media/student-affairs/public-site/Emotional-Support-Animals-Policy\\_President-Approved\\_012417.pdf](http://www.longwood.edu/media/student-affairs/public-site/Emotional-Support-Animals-Policy_President-Approved_012417.pdf)

## **Service Animal Policy**

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 allow 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.

#### 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.

#### 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.

#### 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 five (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.

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 the 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 that 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 poses a direct threat to the health or safety of others or would cause a fundamental alteration to a University facility, program, or activity may be asked to remove the service animal from University facilities.
- Areas Off Limits to Service Animals
- Service animals are generally permitted in any area of the University with public access.

Please see the full policy available on the Office of Disability Resources webpage at:

<http://www.longwood.edu/disability/policies--procedures/service-animal-policy/>

## Temporary Injury Policy

Temporary medical conditions, such as injuries, surgeries, or acute illnesses, do not qualify as disabilities and are not covered under federal disability laws. The means of the Office of Disability Resources is limited to serving students with permanent disabilities; however, we do understand that accidents happen, and when they do, here are some helpful tips to get you through this challenging time:

Notify your professors as soon as possible. They are your most important allies. Keep them informed of difficulties you are facing and be proactive by suggesting possible solutions (use of a laptop if you have a hand injury, timeline for making up missed work, etc.). Decisions regarding accommodating your temporary needs are at the discretion of your professors.

If your injury impacts your ability to attend classes for more than a couple days, notify your college's Academic Dean's Office:

[Cook-Cole College of Arts & Sciences](#)

[College of Business & Economics](#)

[College of Education & Human Services](#)

[College of Graduate & Professional Studies](#)

For mobility-related injuries, contact our office at 434-395-2391. We can work with Parking Services to assist you in obtaining a temporary accessible (handicapped) parking permit that is good for 7 days. This allows you time to get to the [DMV to obtain a 90-day pass](#), if needed.

If your injury is such that you need to utilize a wheelchair, individuals can rent wheelchairs that are prescribed by a physician from West Home Health Care here in Farmville. The company will deliver the wheelchair to the individual directly. Please note, due to liability, Longwood does not provide wheelchairs or golf cart transportation.

West Home Health Care, 1506 South Main Street, Farmville, VA 23901

Phone: (434) 392-7337, Website: [whhci.com](http://www.whhci.com)

If your injury is such that you need help from a personal care attendant, please contact Home Recovery-Home Aid, INC here in Farmville:

Home Recovery-Home Aid, 816 East Third Street, Farmville, VA 23901

Phone: (434) 392-7336, Website: [www.hr-ha.com](http://www.hr-ha.com)

If you are a student who is pregnant or breastfeeding and in need of assistance or would like to discuss appropriate accommodations, please contact our office at 434-395-2391 or [disabilityresources@longwood.edu](mailto:disabilityresources@longwood.edu)

Please see the full policy available on the Office of Disability Resources webpage at: <http://www.longwood.edu/disability/policies--procedures/temporary-injury/>

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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 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, employment opportunities, or significantly interferes with the general operations of the University in carrying out its mission. 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.

### **1. Definitions**

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

- a. A direct threat to others: A direct threat is defined as a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
- b. Significantly disruptive: Disruptive behavior includes conduct or statements that interrupt or impair a student, faculty or staff member's ability to carry out their daily activities and responsibilities; or interferes with a student's ability to participate in and benefit from Longwood's educational programs or living environments. Such disruption may be in the form of a single incident or a series of incidents. Disruptive behavior includes behavior that may be related to a medical condition, but nevertheless violates the code of conduct. When an individualized assessment is impossible because of the student's resistance, observations of a student's actions 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**

Normal emergency response shall be taken to respond to students who are in immediate danger to self or others, which may include emergency medical services, contacting parents or guardians without prior consent, involuntary commitment in accordance with state law, and immediate provisional withdrawal. Students provisionally withdrawn shall have the opportunity to present information on their behalf to the Vice President for Student Affairs, or designee, within five (5) working days. Longwood shall conduct an individualized assessment of the student's behavior prior to making a final withdrawal decision.

Students who are disruptive, but not a direct or immediate threat shall be required to meet face-to-face 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 the disruptive behavior;
- b. Review this policy and Longwood's code of conduct, and discuss the procedures;
- c. Allow the student to present information on their behalf;
- d. Assess 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 a direct threat, the University may impose conditions or modifications designed to eliminate the safety risk, ensure compliance with the code of conduct, and enhance the student's opportunity to succeed at Longwood University. These conditions may include, but are not limited to, special housing and/or academic arrangements, or a mandatory behavioral contract.

If it is determined that no conditions or modifications are available to eliminate the safety risk and ensure compliance with the code of student conduct, the student shall be administratively withdrawn. Students have the opportunity to respond to this determination and to provide relevant information prior to the final decision.

Students may seek a voluntary withdrawal through the Office of the Registrar.

### 3. Return or Readmission

Prior to readmission the student must be able to show that he or she is able to participate safely (academically and socially) at Longwood University, and adhere to the student code of conduct. The student may provide information from a qualified healthcare professional in addition to other information. Longwood may require the student be assessed by a qualified healthcare professional 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 healthcare professional conducting the assessment.

A face-to-face meeting with a 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 their return from an administrative withdrawal or voluntary withdrawal.

### 4. Interim Disciplinary Suspension

When a student allegedly violates the Code of Conduct Standards and Regulations and that alleged violation indicates that the student may be a direct threat to others, or where the alleged violation significantly disrupts the ability of students, faculty or staff to participate in Longwood's educational programs, living environments, employment opportunities, or significantly interferes with the general operation of the University in carrying out its mission, the student may be placed on Interim Disciplinary Suspension by authority of the Vice President for Student Affairs or designee pending a hearing within five (5) working days. Students placed on Interim Disciplinary 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 disciplinary suspension will be mailed to the student's permanent address within 24 hours of the decision.

### 5. Interim Disciplinary Suspension: When a Student is Unable to Attend a Subsequent Hearing

Ordinarily a hearing for a student placed on Interim Disciplinary Suspension would be held within five (5) working days; however, if the student is unable to attend the hearing within a reasonable time due to hospitalization or incarceration, the student will be administratively withdrawn for the rest of the semester. The student's official transcript will be notated with "Admin Wd: See Dean of Students" and the student will be ineligible to return to Longwood until after the disciplinary matter is resolved and the student has successfully participated in the readmission process.

## Event Planning on Campus

### Facilities Reservations:

To make a request for usage of campus facilities (meeting rooms, gyms, auditoriums, pools, dining hall spaces, cabin, etc.) other than the Upchurch University Center, please visit the website for Conference and Event Services (<http://www.longwood.edu/scheduling/event-scheduling/>).

To make a request for usage of areas in the Upchurch University Center, please visit the University Center and Student Activities website (<http://www.longwood.edu/studentunion/facilities-/reserve-a-room/>). All Upchurch University Center room reservations are to be submitted a minimum of 15 business days in advance, unless otherwise permitted by University policy.

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## Financial Responsibilities of Students

### Statement of Student Responsibilities, Conditional Terms, & Consent of All Provisions

I, as a Longwood University student, understand and accept the responsibility to:

- Submit full payment of tuition and fees generated from my registration.
- Submit full payment of all charges for housing and dining services.
- Submit full payment of any library fines, parking fines, damages and any other applicable miscellaneous charges incurred.
- Pay a \$50 fee for any item(s) returned by the bank, ACH electronic drafts or paper checks. Students making insufficient fund payments to Longwood University may result in an Honor Code violation with the Office of Student Conduct and Integrity.
- Maintain a current mailing address on file with our Office of Registration. (Paper check refunds and tax forms will be delayed if the permanent mailing address or the local address on file for the student is not current and active.)
- Acknowledge my Longwood email as the official means of communication.
- Read my Longwood University e-mail on a daily basis.
- Set up bank account information required for Direct Deposit of student loan refunds.
- Enter a mobile phone number and carrier into my profile in *My Student Account* if you wish to receive text messages for billing.
- Read and abide by the rules as stated in University catalogs and handbooks.
- Review the electronic billings and pay the University by the due dates stated. I understand paper bills will not be sent to me as an actively enrolled student.
- Pay the University for any amounts I am not eligible for under applicable financial aid guidelines and realize my financial aid may be adjusted due to eligibility.
- Return any funds owed to Longwood University in the event adjustments are made to my student account after a refund has been processed. I acknowledge I will have a hold on my account until that money has been returned.

### Dropping From Courses

I understand that I am responsible for dropping courses I do not plan to attend. My courses must be dropped by me, the student during the 100% refund period or tuition and fees will be assessed accordingly.

### Late Payments

If my student account is not paid in full or secured by our Payment Plan or Financial Aid or approved Third-Party Tuition Assistance I will be assessed a late payment fee of 10% of the unsecured past-due account balance as prescribed in 2.2-4805 of the Code of Virginia. I understand failure to receive a bill does not waive the requirement for payment when due and will not prevent the application of the late payment fee.

Any communication disputing an amount owed must follow the Tuition Appeal information published on the following website: [Tuition/Fee Appeal](#)

### **Past Due Accounts**

I understand any past due balances on my account will generate a hold on my account and I will **not be allowed to:**

- Access assigned housing & meal plans
- Register for future classes
- Receive official transcripts
- Receive my diploma

### **Agreement to Pay Tuition and Fees**

In consideration of Longwood University allowing me to register for courses, thus incurring costs to the University, I promise to pay Longwood University tuition and fees assessed for my registered courses by the published payment due date for each semester. Also, I agree to pay for any additional fees and interest charges assessed to my account each semester. Any account not satisfied by the final payment due date will be referred to an attorney or a collection agency, and collection fees of up to 32% of the outstanding balance will be added. Any account not satisfied by the final payment due date may be reported to the credit bureaus, and may be listed with the Virginia Department of Accounts through the Debt Set-off Program. Listing with the Virginia Department of Accounts may result in the seizure of funds from a tax refund, any refund from another state agency, and/or a lottery claim.

I understand the principal amount is calculated based on my registration each semester. All outstanding tuition account balances are considered qualified educational loans under I.R.C. 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my tuition and fee account balances qualifying as a qualified education loan under I.R.C. 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 U.S.C. 523(a) (8).

I understand, agree and authorize Longwood University to use my social security number for internal and external credit reporting and collection purposes for all charges incurred for the duration of my enrollment with Longwood University.

I expressly consent to you, your affiliates, agents, and service providers may contact me using written, electronic, or verbal means as the law allows. This consent includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, text messages, emails and/or automated telephone dialing systems. I also expressly consent to you, your affiliates, agents, and service providers contacting me by telephone at any telephone number associated with my account, currently or in the future, including wireless telephone numbers, regardless of whether I incur charges as a result. I agree that you, your affiliates, agents, and service providers may record telephone calls regarding my account in assurance of quality and/or other reasons.

This agreement is subject to the laws of the State of Virginia, without regard to its conflict or choice of law provisions. I irrevocably consent to the jurisdiction of the state and federal courts located in Prince Edward County, Virginia, in any lawsuit arising out of or concerning this agreement, or the enforcement of any obligations under this agreement, including any lawsuit to collect amounts that I may owe as a result of this agreement.

Requesting services will be deemed to be acceptance of these terms. Furthermore, I have read this agreement, understand it, agree and consent to it.



## **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 with approval from the Environmental Health & Safety Office. Instructions for seeking approval may be found at <http://solomon.longwood.edu/media/environmental-health-and-safety/solomon/Fire-Request-Procedure.docx>. Approval is requested by submitting the Fire Request Application available at: <http://solomon.longwood.edu/media/environmental-health-and-safety/solomon/Fire-Request-Application.docx>

Alleged violations of this policy will be appropriately documented by Environmental Health & Safety staff, and immediately referred to the Office of Student Conduct and Integrity for further disciplinary action. Violations of the above policy will result in the following minimum recommended sanctions:

Individual Students:

1st Offense: \$25.00 fine per student, and six months of Disciplinary Probation for each student

2nd Offense: \$50.00 fine per student, and one calendar year of Disciplinary Probation

3rd Offense: Disciplinary Suspension

Recognized Student Organizations:

1st Offense: \$2.00 fine per member and six months of Disciplinary Probation

2nd Offense: \$4.00 fine per member and one calendar year of Disciplinary Probation

3rd Offense: Disciplinary Suspension for one calendar year

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## **Fraternity and Sorority Life Organization Policies**

Please see Office of Fraternity and Sorority Life webpage at <http://www.longwood.edu/greek/>.

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## **Freedom of Expression 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 organizations 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 may regulate the time, place, and manner of expression. This policy 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:

**Provisions:** In order that the persons exercising freedom of expression not interfere with the operation of the University, violate state or federal law or the rights of others, the following shall apply without exception to any form of expression.

1. The University does not permit expression that is not protected by law. Such expression includes defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment and misconduct, trespass, and false advertising.

2. There may be no interference, including sound amplification, with educational and administrative activities inside or outside of buildings on campus and/or University managed property.
3. There must be no obstruction of entrances or exits to buildings and/or activities.
4. There may be no attempt to prevent scheduled University ceremonies, activities or events.
5. 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 are financially and legally responsible.
6. All persons must comply with all state and federal laws and University rules, regulations and policy. Violators will be referred for appropriate legal or disciplinary action.
7. Public sidewalks and streets shall 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.

All members of the University community, faculty, staff and students, enjoy the right to freedom of speech and expression regardless of their viewpoint. Citizen leadership requires active participation in an intellectually challenging and culturally diverse learning community. In the presentation of ideas, the University encourages civil discourse, and respect for differing points of view. Being open to the ideas and opinions of other members of the community will lead to discussion that is characterized by courtesy and mutual respect.

Regulations for individuals and groups not affiliated with the University:

- 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 Lankford. Individuals and groups not affiliated with the University 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 three (3) 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. Groups not affiliated with the University may request use of this space through Conferences & Event Services by submitting the Make a Reservation Form at <http://www.longwood.edu/eventservices/event-scheduling/make-a-reservation/>; Conferences & Event Services staff will submit the plan to the Longwood University Police Department. 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.
- B. **Distribution of Written Material:** Distribution of written materials must comply with the university's Advertising and 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 a minimum of three (3) business days in advance through Conferences & Event Services by submitting the Make a Reservation Form at <http://www.longwood.edu/eventservices/event-scheduling/make-a-reservation/>; Conferences & Event Services staff will submit the plan to the Longwood University Police Department. 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.

If you feel that a disruption of protected speech has occurred, please contact:

Jennifer Fraley, Associate Dean of Conduct and Integrity  
 Lancaster Hall, G08C  
 434.395.2490, [fraleyjl@longwood.edu](mailto:fraleyjl@longwood.edu)

## **Grievance and Complaint Procedures**

Please see the Suggestions and Complaints webpage on the Office of Student Affairs' website (<http://www.longwood.edu/studentaffairs/suggestionscomplaints/>) for grievance and complaint procedures.

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## **Health & Fitness Center**

All students who hold membership to the Health & Fitness Center have the responsibility to conduct oneself in a manner compatible with Longwood University's function as an educational institution. Members must comply with all policies, for membership information and the complete Health & Fitness Center membership manual, go to [http://www.longwood.edu/media/campus-recreation/public-site/Member\\_Handbook.pdf](http://www.longwood.edu/media/campus-recreation/public-site/Member_Handbook.pdf)

Failure to comply with the Health & Fitness Center policies may result in membership privileges being revoked. Privileges may be revoked for up to two weeks by Campus Recreation administrative staff, with longer revocation of privileges for students pending a disciplinary proceeding.

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## **Upchurch University Center Policies**

Please see University Center and Student Activities: <http://www.longwood.edu/studentunion/>

## **Banners (Lankford)**

To utilize the limited Banner advertising space in Lankford, the following regulations are in effect:

1. The University Center and Student Activities Office will be responsible for posting banners. To have a banner hung in the Student Union, the recognized student organization must submit their completed banner to the Office of the University Center and Student Activities.
2. Banners must be submitted for posting/hanging a minimum of seven (7) days prior to the event.
3. The posting and/or hanging of banner(s) is based on available space and are on a first-come, first-served basis.
4. As time permits throughout the week, the banner(s) will be posted by authorized staff.
5. Banners will be placed off the balcony facing Stubbs Mall in Lankford.
6. Size of a banner is to be no larger than 66"x96".
7. Banners displayed without approval or without staff assistance will be removed in accordance with the Advertising and Posting Policy.
8. Banners may be posted for up to two (s) weeks.
9. Banners must be picked up from the Office of the University Center and Student Activities no later than 48 hours after the event and will be discarded if not picked up in that time frame.

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

Please see University Center and Student Activities: <http://www.longwood.edu/studentunion/facilities-/>

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## **Longwood University Identifiers**

In accordance with Longwood 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. The Director of the University Center and Student Activities (or designee) will oversee the approval of student produced publications, t-shirts, and other apparel designs incorporating Longwood identifiers for Longwood University student organizations. If a club/organization is in the process of designing a t-shirt or other apparel for an event or use by club/organization members, it must be approved by the Director of the University Center and Student Activities (or designee).
  2. The Director of the University Center and Student Activities 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://solomon.longwood.edu/media/marketing-and-communications/solomon/Longwood\\_Style\\_Manual\\_2015.pdf](http://solomon.longwood.edu/media/marketing-and-communications/solomon/Longwood_Style_Manual_2015.pdf).
  4. All apparel manufacturers must be licensed to use Longwood University trademarks, logos, and identifiers. Manufacturers must be a member of the Licensing Resource Group (LRG).
  5. The design must conform to the [Advertising and Posting Policy](#) contained in the Student Handbook, and may not reference lewd, obscene or indecent language, acts or behaviors. The design should reflect favorably on Longwood University. It may not contain any reference to alcohol/drugs, or alcohol/drug paraphernalia.
  6. Organizations that do not submit their publication/clothing designs to the Director of the University Center and Student Activities before printing may be required to forfeit the items in question. The Director of the University Center and Student Activities may develop alternative or additional sanctions when deemed necessary, or refer the incident to the University disciplinary system.
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### **Missing Student Notification Policy**

All students have the opportunity and means to identify an individual or individuals that are to be contacted in an emergency, with the university determines that a student is missing. Students may be assured that their emergency contact information will be:

- Registered confidentially;
- Accessible only to authorized campus officials;
- Disclosed only to law enforcement personnel for the sole purpose of their investigation.

Upon receipt of a complaint, report or expression of concern about a missing student, the Longwood University Police Department will undertake all reasonable efforts and attempts to contact the student. A student will be deemed missing when contact has not been made for more than 24 hours, but the time period may be accelerated and appropriate intervention will occur sooner when:

- There is evidence of possible criminal activity in connection with the student's disappearance;
- The student, regardless of age, as known, or suspected physical/mental disability or condition, or is otherwise compromised and there is thought to exist risk of an immediate danger to their safety or the safety of others. The student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another.

When the missing student is located, LUPD will contact the student to offer any appropriate support, as well the emergency contact(s) and/or parents to confirm the student has been located. If the investigation is unsuccessful in locating the missing student, LUPD will continue to investigate according to established police procedures.

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

For students please see Policy 3405: [Motor Vehicle Parking and Traffic Regulations](#).

## Non-Smoking Policy

Please see Longwood [University Policy 5604 \(Non-Smoking Policy\)](#) for additional information.

**Definition:** Smoking is the lighting or burning of any pipe, cigar, cigarette, or use of other tobacco product. Use of personal vaporizers, including e-cigarettes, is considered smoking for the purposes of this policy.

1. Smoking is prohibited:
  - a. On or within facilities owned or leased by the University
  - b. In University-owned vehicles
  - 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:
  - Bus Stop Structure between Lancaster Hall and Jarman Auditorium
  - Wooden Gazebo on West Madison in front of Stevens/McCorkle/Jeffers Hall
  - Bus Stop Structure on West Redford near ARC Residence Hall
  - Benches at both ends of the Dorrill Dining Hall Colonnades (North-Eastern and South-Eastern Corners)
  - Bus Stop Structure on Chambers Court across from Coyner Hall
  - Bus Stop Structure next to Wygal Hall at the Wygal Parking Lot
  - Wooden Gazebo on Venable Street at the Bristow Lot
  - Bus Stop Structure by the Race Street entrance of Greenwood Library
  - Wooden Gazebo at corner of East Redford Street and Spruce Street near Curry Residence Hall
  - Benches by the Spruce Street entrance of Willet Hall
  - Wooden Gazebo at corner of Pine Street and Franklin Street next to the Hull Parking Lot

## 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.
3. Smokeless tobacco products and/or saliva must be disposed of in a proper and sanitary manner.

## Sanctions (Conduct Charge):

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

4<sup>th</sup> Offense: Disciplinary Suspension

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## Psychological Emergency Policy

Longwood University aims to maintain the safety of individual students, as well as the community. Psychological emergencies include but are not limited to situations where a student commits or attempts suicide, makes a threat or gesture of suicide, harms or attempts to harm themselves, or undergoes severe

psychological distress. Faculty, staff, and students are expected to follow these procedures when there is a psychological emergency.

1. When there is a situation involving an **immediate threat** to self or others, the Longwood Police Dispatcher should be contacted immediately at 911 or 434.395.2091. The police will involve the appropriate on call administrator(s) who will involve the on-call Counselor/Psychologist.
2. When there is general concern for a student, the office of the Dean of Students should be contacted at 434.395.2485, Monday through Friday 8:00AM-5:00PM. A designated staff member will involve other administrators and Counseling and Psychological Services (CAPS) Center as appropriate. If the concern arises after business hours, the Longwood Police Dispatch should be contacted for consultation.
3. Counselors/Psychologists, Longwood Police, Dean of Students, and Residential and Commuter Life staff shall follow their department's established procedures, as trained.
4. Training resources are available for faculty, staff and students.

The student of concern will also be discussed during the weekly Care Team meeting, and that team will follow-up as appropriate.

Consistent with the Disruptive Behavior Policy, a student's parent/guardian will be contacted if they are deemed to be a threat to self or others, and they may not attend classes or university activities or return to university housing until they are given clearance to return by the Dean of Students or a designee. Clearance will require:

- a. the completion of the designated Psychiatric Evaluation Form with signed authorization from a psychiatrist;
- b. the doctor's agreement that returning to school is in the student's best interest;
- c. demonstration from the student that he or she is no longer in crisis, has taken sufficient steps to address the underlying psychological concern(s) which triggered the crisis, and has a plan to maintain health, and;
- d. a meeting with the Dean of Students or designee to complete behavioral contract, which will outline how the student can effectively function in the learning environment.

Students are responsible for costs associated with the evaluation and any subsequent care that falls outside the scope of University services.

The psychological emergency procedures are implemented with sensitivity to students' privacy and academic success. The office of the Dean of Student will work with the student and the appropriate Academic Dean's office to take measures necessary to allow students to return to school.

CAPS shall maintain procedures for the provision of postvention services including psychological support, crisis intervention, and other forms of assistance to the campus community. Such procedures shall be designed to facilitate the grieving or adjustment process, stabilize the environment, reduce the risk of negative behaviors, and prevent suicide contagion.

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## **Raffles**

Organizations and students who wish to sponsor a raffle need to complete the application for fundraisers and/or sales a minimum of ten (10) days prior to the raffle beginning. The application can be found at <http://www.longwood.edu/lancer-life/clubs-organizations/resources/student-resources-forms/>. All profits must be used for educational and charitable purposes. A report must be filed when the raffle is completed (See full fundraising and/or sales policy for all guidelines.)

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## Sexual Misconduct Policy

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood's commitment to diversity and educational equity. Educational training and prevention programs will be provided along with appropriate resources and reporting options. This policy includes all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking by employees, students, or third parties. This policy addresses any sexual misconduct that involves members of the Longwood community regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report and manage incidents that occur.

### Eligibility for Assistance

This policy applies to all Longwood students, staff and faculty in all university programs and activities regardless of location of the incident(s). This policy also applies to individuals who join our community as an affiliate or part of an affiliated program. The University will conduct investigations to the best of their ability that may lead to appropriate criminal, personnel, and student conduct actions. Action will be taken to offer Longwood students, staff and faculty immediate resources which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

If the complainant is a Longwood student, staff or faculty member and the accused respondent has no affiliation to Longwood, the complainant shall be offered available resources as appropriate. To the extent possible, the University will address the behaviors defined below towards any member of the Longwood community by non-members, including contractors, alumni, visitors, and any others identified as non-employees or non-students of the University.

If the complainant is a Longwood student, staff or faculty member and the accused respondent is affiliated with Longwood, both the complainant and accused respondent shall be offered available resources as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the accused respondent is affiliated with Longwood, the respondent shall be offered counseling, medical and other resources as appropriate.

### Definitions

Sexual Misconduct is a term that encompasses any sexual behaviors that violate Longwood University's Code of Conduct and University Policies. In general, any non-consensual contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for conduct action under University policy. The following policy definitions apply:

1. **Consent:** Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent may be withdrawn at any time, by any party to the sexual activity.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation or activity, there is no consent; this includes impairment or incapacitation due to voluntary alcohol or drug consumption by the alleged victim, or being asleep or unconscious. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the: who, what, when, where, why or how of their sexual interaction. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

2. **Sexual Activity:** includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
3. **Sexual Discrimination:** includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, University employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the Longwood campus and whether or not the incidents occur during working hours.
4. **Unwelcome Sexual Contact:** includes fondling or touching, either of the complainant, or when the complainant is forced to touch another person's body, directly or through clothing. The definition of fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
5. **Coerced Sexual Intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness. The definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The definition of incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. The definition of statutory rape is sexual intercourse with a person who is under the statutory age of consent.
6. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
  - a. Prostituting another student;
  - b. Non-consensual video or audio-taping of sexual activity;
  - c. Going beyond the boundaries of consent (such as allowing friends to hide in a closet to watch you having consensual sex);



- d. Engaging in voyeuristic behavior;
  - e. Knowingly transmitting an STD, STI or HIV to another.
  - f. Disseminating or using video or photographic still images created by any means that depicts another person who is totally nude, or in a state of undress so as to expose the genitals, pubic area, buttocks, or female breast, without consent of the person(s) who are the subject of the video or still images.
7. **Sexual Harassment:** Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
- a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
  - b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
  - c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
  - d. Displaying pornographic or sexually oriented materials.
  - e. Engaging in indecent exposure.
  - f. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances.
  - g. Physical conduct such as assault, touching, or blocking normal movement.
  - h. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve a person or persons being harassed by members of any sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. The accumulative effect of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

8. **Dating and Relationship Violence:** Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This relationship involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity.
- a. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - b. For the purposes of this definition, dating and relationship violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - c. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
  - d. To better meet these requirements, if the complainant states that a relationship currently exists, formerly existed, and existed in the past 12 months, etc., it will be counted for Clery reporting purposes.

Dating and relationship violence is abuse or violence between partners or former partners, characterized by one or more of the following elements:

- a. Intentionally causing bodily injury;
- b. Purposely or knowingly causing reasonable apprehension of bodily injury;
- c. Emotional abuse creating apprehension of bodily injury or property damage;

- d. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten;
9. **Stalking:** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes emotional distress or apprehension of bodily injury or death. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress. For the purposes of this definition:
    - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, participates in surveillance of, threatens, or communicates to or about a person, or interferes with a person's property.
    - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
    - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
  10. **Retaliation:** is action taken by an accused individual or an action taken by a third party or a group of people against any person because that person has opposed any practices prohibited under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, discouraging or in any way discriminating against an individual because of the individual's complaint or participation in the complaint process. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

### **Filing a Sexual Misconduct Complaint**

All incidents of sexual misconduct and retaliation should be reported. Longwood University's complaint procedures provide for immediate, thorough, and objective investigation of all claims. The University will take appropriate remedial action that is commensurate with the severity of the offense. The University encourages those who have experienced these types of incidents to immediately report them to both the University Title IX Coordinator and Longwood University Police Department. All University employees, except those designated as Confidential Reporting Options, are designated as "responsible employees." Responsible employees are required to promptly report all incidents and/or knowledge of sexual misconduct, including personally identifiable information of the parties involved, to the University Title IX Coordinator. All reports are treated with the maximum possible privacy.

An immediate report to the Longwood Police will enable the preservation of evidence necessary for a successful criminal prosecution. The Longwood University Police Department is trained in collecting and preserving evidence for criminal cases. When evidence exists that could help support a criminal charge or assist the complainant in obtaining protective orders, contacting the Longwood University Police Department immediately, so the evidence may be collected, may ensure that even if the complainant does not want to file a criminal report at this time, the complainant may change their mind at a later date. Evidence collected by the Longwood University Police Department will be retained indefinitely unless destruction is authorized by the Commonwealth of Virginia Attorney. Complainants have the right, however, to choose whether or not to provide a statement to Longwood Police and to choose whether or not to pursue criminal prosecution after such a statement has been made.

## **Title IX Coordinator and Role of Title IX Coordinator**

Lindsey Moran, Esq., University Clery and Title IX Coordinator

Office: Lancaster Hall, G-08H;

Office Phone (434) 395-2751, Cell Phone (434) 808-9439

Email: [moranlj@longwood.edu](mailto:moranlj@longwood.edu)

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the Title IX Coordinator.

After the university receives notice of sexual misconduct or retaliation, it will conduct an impartial investigation. For specifics regarding investigations, see investigation procedures below. Student reporters of misconduct will not be charged with alcohol offenses or other minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process. Minor violations are defined as those that have a minimum sanction of letter of admonition. Please see the Code of Conduct Standards and Regulations within the Student Handbook for more information.

When the complainant and the respondent participate in the same educational opportunities, work in the same employment area and/or reside in the same University residence or in proximity to one another, the University will take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee will make the appropriate determination regarding alternative arrangements. Alternative arrangements may include, but are not limited to: temporary disciplinary suspension (depending on the severity of the allegations), adjustment of academic schedule or employment, no contact orders, and/or alternative living arrangements.

The Title IX Coordinator can assist with all aspects of the process and is responsible for:

- Convening a review committee consisting of the Title IX Coordinator, Longwood University Police Department Representative and Student Affairs Representative. This committee will meet within 72 hours, and continue to meet as necessary, when notice to the University of an alleged violation of this policy is received. This committee will review and determine if it is necessary to disclose to the appropriate law-enforcement agency, all information of the alleged violation, including personally identifiable information, to protect the health or safety of the individual or community. It is the responsibility of the Longwood University Police Department Representative or designee to notify the appropriate law-enforcement agency and/or Commonwealth of Virginia Attorney.
- Ensuring that both the individual filing the complaint and the individual responding are aware of the seriousness of the complaint.
- Explaining Longwood University's policy and investigation procedures.
- Exploring various means of resolving the complaint.
- Making referrals to Counseling and Psychological Services for counseling or other mental health resources, if appropriate.
- Discussing with the complainant the option of notifying the police if criminal activities are alleged.
- Conducting or arranging for an investigation of the alleged prohibited conduct.
- Arranging support services for the complainant, which could include changes in living arrangements, course schedules, assignments, or tests.
- Arranging interim services to prevent reoccurrence of the alleged prohibited conduct, which could include increased monitoring, supervision, or security at locations or activities where the misconduct occurred and no-contact directives, as necessary.
- Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct and maintaining all information pertaining to an investigation or complaint in a secure file.

- The Title IX Coordinator is responsible for maintaining records relating to sexual misconduct reports, investigations and resolutions.
- The Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing sexual misconduct training and maintain a high level of knowledge of the policy and procedures.

Longwood University strictly prohibits retaliation against any person for using this reporting process, or for reporting, providing witness, assisting or participating in any manner in any investigation or proceeding involving allegations. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Employees who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employees).

Lisa Mooney, Chief Human Resources Officer

Office: Lancaster Hall, 212

Phone: (434) 395-2074

Email: [mooneylj@longwood.edu](mailto:mooneylj@longwood.edu)

### Reporting Options

1. Title IX Coordinator: Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the University Title IX Coordinator:

Lindsey Moran, Esq., University Clery and Title IX Coordinator

Office: Lancaster Hall, G-08H;

Office Phone (434) 395-2751, Cell Phone (434) 808-9439

Email: [moranlj@longwood.edu](mailto:moranlj@longwood.edu)

[www.longwood.edu/titleix](http://www.longwood.edu/titleix)

2. Making a report with Longwood Police: Persons who wish to file a police report may contact Longwood Police at (434) 395-2091. Office: Dorrill Dining Hall, Ground Floor. Online reporting: <http://www.longwood.edu/police/forms/report-a-crime>
3. Making a Limited Report: Persons who wish to report an incident and desire that the University take no action to investigate this incident, may speak to the Campus Advocate. This option produces a limited report, which includes no generally identifiable information about the complainant. A complainant may later choose to file a complaint with the University Title IX Coordinator and thus have the incident fully investigated to the best of the University's ability. The Campus Advocate may be contacted at Counseling and Psychological Services: Health and Fitness Center, Upper Level; Phone: (434) 395-2409.
4. Making a Confidential Report: Persons who wish to report an incident or speak to someone about what happened and desire that the details of the incident be kept confidential, they should speak with staff members of Counseling and Psychological Services (CAPS), University Health Center, or off-campus crisis resources, who will maintain confidentiality. CAPS staff are available to help students free of charge.
  - Counseling and Psychological Services: Health and Fitness Center, Upper Level; Phone: (434) 395-2409
  - University Health Center: Longwood Landings, 106 Midtown Ave, Farmville, VA; Phone: (434) 395-2102

In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential. Longwood University has an established Cooperative Agreement with an off-campus crisis resource agency to provide services for those who wish to utilize off-campus confidential crisis resources.

- Madeline's House / Southside Center for Violence Prevention 24-Hour Hotline: (888) 819-2926

### **Confidentiality**

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of Counseling and Psychological Services, University Health Center or off-campus crisis resources, who will maintain confidentiality. All inquiries, complaints, and investigations are treated with utmost discretion. Information can be released as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses. A complainant can decide after they talk to the University Title IX Coordinator, whether or not to pursue a Title IX Complaint. In addition to the choice of whether or not to pursue a Title IX complaint, complainants may also request confidentiality in terms of not revealing the complainant's name to a respondent. These requests are evaluated on a case by case basis by the University Title IX Coordinator to determine whether that request can be honored while still providing a safe and nondiscriminatory environment for all students, including the complainant.

Many factors are weighed when determining whether or not to honor a request to withhold the complainant's name from the respondent. These factors include, but are not limited to, when there is a clear and present danger of harm to the complainant or others, when there is knowledge or suspicion of abuse or neglect of minor children or elderly persons, reporting obligations under state law and as otherwise required by law. Additionally, these factors also include circumstances that suggest there is an increased risk of the respondent committing additional acts or there is an increased risk of future acts under similar circumstances, as well as whether the University possesses other means to obtain relevant evidence.

Although a complainant's request to have their name withheld from the respondent may limit the University's ability to respond fully to an individual allegation of sexual misconduct, other means may be available to address the sexual misconduct. There are steps the University can take to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant.

### **Federal Statistical Reporting Obligations**

Certain campus officials (campus security authorities) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety.

Mandated federal reporters (campus security authorities) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

## Procedures

1. The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints:
  - Investigations of student versus student complaints shall be coordinated by the University Title IX Coordinator and/or designee.
  - Investigations of student versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) with support from the University Title IX Coordinator and/or designee.
  - Investigations of employee versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) and/or designee.
2. Procedure terms associated with the Longwood University Sexual Misconduct Policy are defined below:

**Appeal:** A proceeding held to determine whether there was a failure to follow policy procedures; determine if additional evidence has come to light that was not available at the time of the University Hearing Board's decision; determine if the sanctioning recommended is out of proportion with, or inappropriate for the offense. An appeal is processed by the University Appeals Board.

**Complainant:** Individual responsible for filing the initial complaint or Title IX Investigator on behalf of the University.

**Hearing:** A proceeding held to determine whether to uphold a Title IX Investigation report that has determined a respondent is responsible for a violation of the Sexual Misconduct Policy. A hearing may consist of one or more respondents and is processed by the University Hearing Board.

**Outcome:** The results of a Title IX investigation, hearing proceeding or appeal proceeding.

**Respondent:** The individual accused of an alleged violation.
3. Complainant and/or respondent may each select one support person or advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Procedures and Formal Procedures. The support person or advisor may be present with their respective party for all meetings, hearings and appeals, but may not actively participate, address the hearing or appeals board, present arguments, question other parties or witnesses. Please note that a support person or advisor's schedule will not be considered when scheduling any meetings, hearings and/or appeals.
4. Only trained investigators will conduct an investigation; both parties will have the opportunity to review and provide comments to the investigator about their statements before the investigation report is finalized.
5. The University will conduct an investigation to the extent of the information available. If the University obtains independent corroborating information of the misconduct it may determine it necessary to move forward with the investigation procedures and/or remedial measures without the involvement of a complainant.
6. Criminal investigations, separate from the process outlined in this policy, shall be conducted by the Longwood University Police or appropriate law enforcement agency, in parallel with the University's investigation. In cases where students are the subject of a criminal investigation, the University's investigation will commence parallel to or at the conclusion of such investigation.
7. Barring extenuating circumstances the entire process shall be completed within 60 days. Complainants and respondents will be notified if the process cannot be completed within this timeframe.
8. Informal Procedures

Some complaints can be resolved through informal mediation between the parties. The University Title IX Coordinator and/or designee may arrange for, or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.

  - a. Once a report has been made, informal resolution procedures shall be pursued within five business days of the initial report.

- b. Informal Resolution Procedures are optional and may be used when deemed appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.
  - c. An investigation into the report shall be conducted by the University Title IX Coordinator or designee.
  - d. Once the informal resolution procedure is complete, written notification of the agreed upon resolution shall be given to both parties by the University Title IX Coordinator or designee.
  - e. The involved parties will sign a voluntary agreement specifying the behavioral expectations resulting from the mediation. If re-occurrence takes place, those responsible for such behavior will be subject to additional action, with greater penalties, under this policy.
  - f. If either party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.
9. Formal Procedures
- a. Once the university has received notice of sexual discrimination, sexual harassment, sexual misconduct, sexual assault, sexual violence, dating and relationship violence, stalking and retaliation, an investigation shall commence within five business days.
  - b. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:
    - The name, department, and position of the person or persons allegedly committing the misconduct.
    - A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
    - The alleged effect of the incident(s) on the complainant's educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
    - The names of other students or employees who might have been subject to the same or similar misconduct.
    - Any steps the complainant has taken to try to stop the misconduct, if appropriate.
    - Any other information the complainant believes to be relevant to the misconduct.
  - c. The investigator shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the investigator determines that the respondent did not violate this policy, the matter will be closed.
  - d. At the completion of the investigation, both the respondent and complainant will be informed within five working days, in writing, of the outcome of the investigation.
  - e. Both the complainant and respondent are entitled to a copy of the investigators' report, redacted of any personally identifiable information. The redacted report shall be provided to the complainant or respondent within two working days after the University Title IX Coordinator or designee has received a written request. The non-redacted report may be viewed by the complainant and respondent at any time during normal business hours.
  - f. If it is determined by a preponderance of the evidence that a violation did occur, the respondent may accept findings of the investigation and the sanctions / measures determined by the University Title IX Coordinator or designee to prevent the violation's recurrence; or challenge the findings and request a hearing. The respondent must, within five working days from the written notification of the outcome of the investigation, make a decision to, accept the findings or challenge the findings and sanctions / measures, and request a hearing. The University Title IX Coordinator or designee reserves the right to send the case to the University Hearing Board for sanction/measures recommendations only, in investigations that the respondent has been found responsible and accepts those findings.
  - g. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint. The university will, however; still proceed based on the investigative findings.

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

1. The University Hearing Board will conduct hearings regarding alleged violation(s) of this policy.
2. A University Hearing Board hearing will proceed in the following manner:
  - a. Hearings conducted by the University Hearing Board are closed to the public. The only individuals allowed to be present are active participants in the hearing process: the complainant, the respondent, an advisor for each, the investigator (s), the University Hearing Board, witnesses, and necessary university administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
  - b. The hearing will be non-adversarial and strict rules of evidence will not be applied.
  - c. The hearing board members and all aforementioned participants are introduced.
  - d. Participants state any questions they have concerning rights or procedures.
  - e. The statement of charges is presented.
  - f. The respondent enters a plea of responsible, not responsible or no plea.
  - g. Testimony phase: During the testimony phase of the hearings, cross-examination will be conducted by the hearing board in the presence of the University and complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their respective parties for all testimony, but may not actively participate, address the hearing board, present arguments or question witnesses.
  - h. The respondent, the complainant and/or University, may each present an opening statement and a closing statement before the Board. The respondent and complainant and/or University may view each other's statements on live video feed.
  - i. The respondent and complainant and/or University may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence. The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant and/or University may view testimony on live video feed.
  - j. The respondent and the complainant and/or University may each submit a list of questions to the board's chairperson for the board to consider. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any University, judicial or student conduct proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.
  - k. After all of the evidence has been introduced, the parties will be excused from the room so that the board may deliberate.
  - l. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the University Hearing Board determines that the respondent did violate this policy, the complainant will be allowed to submit a statement regarding the impact that the misconduct has had on the educational, living and/or working environment of the complainant.
  - m. When the board has made a decision regarding responsibility, the parties will be invited back into the room for a reading of the decision and any recommended sanctions.
3. The outcome of the hearing and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the hearing if no appeal is filed: The Associate Dean of Conduct & Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.
4. Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the hearing and the appeal (if an appeal is filed) and of any sanctions being recommended to the applicable



Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

### **Composition of the University Hearing Board**

1. A five-member University Hearing Board will be appointed by the University Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among board members. The University Title IX Coordinator will serve as a non-voting advisor to the chair. All Board members are appointed annually and serve from October 1 - September 30.
2. The pool of candidates for the University Hearing Board shall be nominated by:
  - Faculty Senate, Executive Committee (faculty members).
  - Vice President for Student Affairs and Vice President for Finance and Administration (staff).
3. In the case of a faculty respondent, at least three members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least three members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. The complainant and/or respondent can request board members to recuse themselves from the hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the University Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.
5. The University Hearing Board panel will be trained by the University Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
6. Individuals cannot serve on both the University Hearing Board panel and the University Appeals Board panel during the same academic year.

### **Appeals**

1. Appeals will be heard by the University Appeals Board.
2. Respondents and complainants have the right to one appeal each of the University Hearing Board's decision.
3. Appeals must be filed within three working days of the University Hearing Board's written decision. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board's decision.
4. Appeals may only proceed based on one of three reasons:
  - a. Failure to follow policy procedures.
  - b. Additional evidence has come to light that was not available at the time of the University Hearing Board's hearing.
  - c. The sanction received is out of proportion with the offense.Eligibility for an appeal based on the above reasons will be determined by the Title IX Coordinator or designee.
5. The University Appeals Board will convene within five working days of the receipt of the appeal. All parties will receive notice of the time and place of the appeal.
6. The appeal will be non-adversarial and strict rules of evidence will not be applied.
7. The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: The Associate Dean of Conduct & Integrity in the case of a

student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.

8. Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

### **Composition of the University Appeals Board**

1. A three-member University Appeals Board will be appointed by the University Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. All Board members are appointed annually and serve from October 1 - September 30.
2. The pool of candidates for the University Appeals Board shall be nominated by:
  - The Faculty Senate, Executive Committee (faculty members).
  - Vice President for Student Affairs and Vice President for Finance and Administration (staff).
3. In the case of a faculty respondent, at least two members of the University Appeals Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Appeals Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. The complainant and/or respondent can request board members to recuse themselves from the appeal board for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the University Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.
5. The University Appeals Board will be trained by the University Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
6. Individuals cannot serve on both the University Hearing Board and the University Appeals Board during the same academic year.

### **Postponement of Hearings and Appeals**

A respondent or complainant may request one postponement of a hearing or appeal by contacting the University Title IX Coordinator at least two (2) business/working days prior to the scheduled hearing or appeal, unless extenuating circumstances exist. Postponement will be allowed only under the following conditions:

- a. The respondent/complainant has an academic conflict;
- b. The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- c. The respondent/complainant has a family emergency;
- d. The respondent/complainant is too ill to attend the hearing;
- e. The respondent/complainant cannot attend because of a religious holiday.

The Title IX Coordinator may require written verification of the reason claimed.

### **Rights of the Complainant**

1. The right to have a support person or advisor throughout the process, who may also be legal counsel.
2. The right to remain present, either in person or via live feed, throughout the entire hearing (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the University Title IX Coordinator or designee.
4. The right to have access to existing campus counseling and support services.
5. The right to interim services to prevent reoccurrence of the behavior.
6. The right to freedom from retaliation by the respondent (or supporters of the respondent).
7. The right to be notified of the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
8. The right to submit a statement of how the misconduct has impacted the educational, living and/or working environment of the complainant.
9. The right to know the outcome of the investigation, the outcome of the hearing, appeal and the sanctions, remedies and corrective actions taken by the University.
10. The right to be informed of the ability to request changes in academic, employment and living situations.
11. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

### **Rights of the Respondent**

1. The right to a support person or advisor throughout the process, who may also be legal counsel.
2. The right to remain present during the entire hearing either in person or via live video feed (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the University Title IX Coordinator or designee.
4. The right to have access to existing campus counseling and support services.
5. The right to freedom from retaliation by the complainant (or supporters of the complainant).
6. The right to notice of allegations and the opportunity to testify.
7. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence.
8. The right to a timely hearing.
9. The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
10. The right to notification of any information that may be used in the hearing.
11. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

### **Sanctions, Remedies and Corrective Actions**

Violations of this policy will be addressed through the sanctions, remedies and corrective actions listed below. The severity of sanctions, remedies or corrective action depends on the facts and circumstances of the offense and/or any history of past conduct that violates this policy. Sanctions, remedies and corrective actions could include (but are not limited to):

- A requirement not to repeat or continue the conduct.
- Reprimand.
- Reassignment.
- Disciplinary Probation.
- Disciplinary Suspension.
- Termination of employment.
- Expulsion.

## **Student Records**

Compliance with the provisions in this policy does not constitute a violation of the General Education Provisions Act (20 U.S.C. § 1232g; 34 CFR Part 99), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA). Longwood student records policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, of the General Education Provisions Act. The accumulation, processing, and maintenance of student data by the University are limited to that information, which is necessary and relevant to the purposes of the University. Personal data of students will be used only for the purpose for which it is collected.

### **Academic Transcripts – Pursuant to Virginia Code § 23-9.2:15**

A prominent notation shall be placed on the academic transcript of any student who has been found responsible and expelled or suspended for sexual violence, which includes the following as defined by this policy: sexual activity, unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Expelled – For a Violation of the University’s Code of Conduct Standards and Regulations, or, Suspended – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student has completed the term of the disciplinary suspension, completed any conditions of the disciplinary suspension, and has been determined by Longwood University to be in good disciplinary standing.

A prominent notation shall be placed on the academic transcript of any student who withdraws prior to the final outcome of an investigation, hearing and/or appeal that alleges sexual violence, which includes the following as defined by this policy: sexual activity, unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Withdrawal while under Investigation – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student is subsequently found not responsible for a violation of this policy, or not suspended or expelled as a result of a violation of this policy.

### **Academic Freedom and Free Speech**

This policy does not allow censorship of constitutionally-protected speech, which is valued in higher education and by Longwood University. In addressing all complaints and reports of alleged violations of this policy, Longwood University will take all permissible actions to ensure the safety of students and employees while ensuring free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or limit the use of particular textbooks or curricular materials.

Revised and approved by the Board of Visitors on December 2, 2016.

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## **Showing Movies and Films on Campus**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted material may be used. A public performance license must be issued when showing a film/movie in a public venue. This law applies to individuals or organizations wishing to publicly show any film or movie.

A license is required any time: a) a movie/film is shown in any public university space, b) if publicity is used to invite or attract an audience to the showing, and c) if admission is charged for the showing or an event in conjunction with the showing. Under some circumstances a license is required if the showing is for educational purposes. Licenses may have restrictions regarding advertising.

For more information on the law and how to obtain permission and/or a license contact the University Center and Student Activities at 434-395-2103.

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## Sky Lantern and Balloon Release Policy

Longwood University prohibits any students and recognized student organizations (RSOs) from releasing sky lanterns or helium filled balloons, latex or foil, on any university owned or managed property, or at any university sponsored events. Helium filled balloons or sky lanterns must be securely fastened at both inside and outside events. Students and RSOs are responsible for the proper disposal of sky lanterns, balloons and all related supplies.

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## Solicitation, Selling, and Collecting Contributions Policy

### On Campus

In order to protect the Longwood community, specific authorization for soliciting, fundraising, selling, or collecting contributions must be obtained from the Office of the University Center and Student Activities. An fundraising application must be completed ten days prior to your event. This policy applies to students who desire to sell merchandise, goods, services, food, and drink at any location on the Longwood campus or Longwood managed properties. This form can be found within Lancer Link: [lancerlink.longwood.edu](http://lancerlink.longwood.edu)

Please note: Non-Students who wish to solicit, sell and/or collect contributions on the Longwood campus or Longwood managed properties must reserve the appropriate space to do so. To make a request for usage of campus facilities, including outdoor spaces, please visit the webpage for Conferences and Event Services (<http://www.longwood.edu/scheduling/>).

### Off Campus

Requests or solicitations of gifts or merchandise valued at \$100 or more for Longwood University programs or recognized student organizations from businesses, individuals, external organizations, or foundations, requires written permission from the [Office of Development](#).

Exceptions:

1. Raffles are not subject to this policy; please see the section of the Student Handbook titled Raffles.
  2. 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.
  3. Sale of advertising for posters or publications, other than official Longwood publications (including The Rotunda), requires written permission from the [Office of Development](#).
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## University Health Center Policies

For more information, see [University Health Center](#) webpage: <http://www.longwood.edu/health/>

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## Student Health Resources

Alcohol and illicit drug use can pose many health risks to Longwood students. 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 individuals, 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. Please also visit our webpage for additional resources:

<http://www.longwood.edu/health/student-information/resources/>

## **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 and Psychological Services](#) (434.395.2409)

[University Health Center](#) (434.395.2102)

[Student Conduct and Integrity](#) (434.395.2490)

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

[Longwood University Police Department](#) (434.395.2612); Emergency (434.395.2091)

[Residential and Commuter Life](#) (434.395.2080) or your REC

## **Off Campus**

Local meetings or support group information, including Alcoholics Anonymous (AA), Al-Anon, and Adult Children of Alcoholics (ACOA) is available by contacting the University Health Center or Counseling and Psychological Services for information on local meetings.

Other resources include:

Crossroads Mental Health Service (434.392.3187); 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)

Substance Abuse and Health Services Administration (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 History and Immunizations**

This policy is designed to comport with Section 23-25 of the Code of Virginia in regard to full-time students enrolled at Longwood for the first time. These students must have a health history which consists of a complete immunization record, including tuberculosis screening on a UHC Immunization Form on file with the University Health Center.

All other registered students who are not employees and pay the comprehensive fee and wish to utilize the University Health Center services must also have a complete health history on file (e.g. part-time, graduate students, International/Exchange Visiting students).

Prior to 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 immunizations indicated. These immunizations include diphtheria, tetanus, poliomyelitis, measles (rubeola), German measles (rubella), mumps, Hepatitis B, and meningitis according to the guidelines of the American College Health Association. Tuberculosis screening is also required. A waiver can be signed for the Hepatitis B and/or meningitis shot requirements. 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:

- a. Any student who objects on religious grounds and presents a notarized Commonwealth of Virginia Certificate of Religious Exemption unless an emergency or epidemic of disease has been declared by the Board of Health.
- b. 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 University Health Center. Students may call 434.395.2102 to make an appointment with a clinician (nurse practitioner, physician's assistant).

Students should feel free to consult any [local providers](#) of their choice as private patients. A list of Farmville physicians with areas of specialization is available upon request from the University Health Center. 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 University Health Center 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 Longwood University Police Department 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 Longwood University Police Department can offer immediate assistance with crowd control and directions for emergency personnel. The University Health Center is an outpatient health service and is not a licensed emergency facility. (Rescue Squad – 911; Longwood University Police Department Emergency – 434.395.2091)

## **Health Care Expenses**

University Health will file with a student's individual/family's health insurance policy. The student may have a small balance left from their insurance company that will be their responsibility. Students without insurance will be treated in the clinic, and depending on services obtained, there may be a small fee charged. 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 Health Center provides documentation for students who are sent home by the University Health Center (e.g., communicable diseases). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons. Students who leave campus to see another physician or provider need to return with documentation from that physician or provider to give to their faculty and instructors.

## **UHC Appointment Attendance Policy**

As a participant at University Health, it is the student's responsibility to keep record of their scheduled appointment(s). If a student is unable to make a scheduled appointment, the UHC requests that they cancel or reschedule at a minimal 2 hours in advance. Students can cancel or reschedule your appointment by:

- a. calling University Health at 434.395.2102 and speaking to a staff member or by leaving a message,
- b. by canceling their appointment on the University Health web portal, or
- c. visiting University Health at 106 Midtown in the Landings Complex (across from Subway).

A No Show is when a student does not show for a scheduled appointment without cancelling or rescheduling the appointment. If a student establishes a pattern of cancellations or rescheduled appointments and/or no shows, they will receive a letter, secure message via the web portal, email, and/or a phone call from University Health asking them to make an appointment with the Director before services can resume. If the pattern continues, there will be a fee of \$25.00 charged to the students account for each reoccurrence.

For the full policy, please see our webpage: <http://www.longwood.edu/health/student-information/resources/attendance-policy/>

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## **Student Organizations**

All members of recognized student organizations (RSOs) are held accountable for the individual and collective actions and behaviors of the recognized student organization. All RSOs are held accountable for the actions of individual members, acting on behalf of the organization or that an observer would associate with the organization. In addition to the Code of Conduct Standards and Regulations, Honor Code of Conduct Standards and Regulations, and Longwood University policies and procedures, RSOs and student members are held accountable to student organization policies. Please see below for standards regarding RSOs with respect to alcohol and drugs, contracts, hazing, discrimination and sexual misconduct, and education of members. These standards were adapted in part from FIPG Risk Management Policy. For additional RSO policies and procedures please see the Policies & Procedures webpage for the University Center and Student Activities: <http://www.longwood.edu/lancer-life/clubs-organizations/resources/policies--procedures/>

### **Recognized vs. Unrecognized Student Organizations**

Home to the founding chapters of four national sororities, Longwood University boasts a variety of RSOs. Student traditions are longstanding and plentiful within these organizations; a number of which are Greek-letter affiliated, as well as other non-affiliated options.

The Student Government Association (SGA) of Longwood University has a defined process for students wishing to create a student organization to apply for official recognition. This process is detailed in the Student Handbook. “Recognized” student organizations benefit from multiple kinds of support including access to professional staff/faculty members and University resources and facilities, insurance and assistance with liability issues, and for many groups, resources and support from a national organization. Recognized organizations also have the ability to reserve space on campus and can participate in campus-wide activities. They also contribute in central ways to the vitality of student life at Longwood. Through Lancer Link, a list of recognized organizations can be accessed, as well as other information related to campus involvement: [lancerlink.longwood.edu](http://lancerlink.longwood.edu). Longwood students are strongly encouraged to associate with only recognized student organizations.

In some instances, an “unrecognized” organization may exist off campus and fail to follow the University’s policies and regulations resulting in undesirable consequences for both individual members and the organization. Students, faculty or staff can share questions, information, or concerns with the Office of Fraternity and Sorority Life, the Office of the University Center and Student Activities, the Office of Student Conduct and Integrity, the Associate Dean of Student Engagement or to the Longwood Police. Reports can also be made to the Hazing Hotline: 434.395.2222.

### **Alcohol and Drugs**

1. The possession, sale, use or consumption of alcoholic beverages, during a RSO event, in any situation sponsored or endorsed by the RSO, or at any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the commonwealth and town and any policy, procedures, standards and regulations of Longwood University.



2. No alcoholic beverages may be purchased through or with Agency accounts or Student Activity Fee Funds (managed by the Student Government Association). The purchase of the same for members or guests may not be undertaken or coordinated by any member in the name of, or on behalf of the RSO.
3. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
4. Open Parties, meaning those with unrestricted access by non-members of the RSO, without specific invitation, where alcohol is present, are prohibited.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to, anyone under legal drinking age.
6. No RSO may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
7. All new member process programs, activities and traditions associated with any RSO will be non-alcoholic and no alcohol shall be present.
  - a. No new member process programs, activities and traditions associated with any RSO may be held at, or in conjunction with, an alcohol distributor as defined in applicable Longwood University policies.
8. No student member shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes, but is not limited to the consumption of alcohol in any form, including, but not limited to: shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
9. The possession, sale or use of any illegal drugs or controlled substances, not prescribed to them, during a RSO event or at any event that an observer would associate with the organization is strictly prohibited.

Additionally, please see the Longwood University [Alcohol and Other Drug Policies and Procedures](#).

### **Contracts**

All contractual agreements executed with outside agencies, businesses or groups, which involve RSO or Student Activity Funds, must be made under the direction of a Longwood official and signed by the Director of the University Center and Student Activities.

### **Discrimination and Sexual Misconduct**

The RSO will not tolerate or condone any form of discriminatory behavior, including sexual misconduct, on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on University premises or an off-site location which is discriminatory, harassing or demeaning to any person or group of people, by individuals or members acting together.

Please see the [Longwood University Sexual Misconduct Policy](#) for information pertinent to behaviors of sexual misconduct. Please note that the employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a RSO event is prohibited.

### **Education**

Each student organization shall annually instruct its members in the policies and procedures for recognized student organizations.

### **Hazing**

No RSO, or student member, shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities include, but are not limited to:

Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the University; wearing of public apparel which is conspicuous and not normally in

good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, or the regulations and policies of Longwood University or applicable Commonwealth of Virginia law. Additionally, please see the Longwood University [Anti-Hazing Policy](#).

### **New Member Education Processes**

Some RSOs may require new members to participate in a selection and education process. Such RSOs must ensure that their new member processes and education meet the following 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 Longwood University and national organization policies (if applicable);
4. last no longer than six (6) consecutive weeks
5. be completed by the tenth week of classes.

All new members must have at least both of the following:

1. twelve (12) Longwood University credits  
Please note: Transfer students who enter Longwood with at least twelve (12) or more applied credit hours earned after high school graduation are eligible to participate in membership recruitment for fraternities and sororities beginning the semester they enroll.
2. a minimum cumulative Grade Point Average (GPA) of 2.5. Please note that individual RSOs may require a higher GPA or a specific subset of additional courses.

RSOs under the Office of Fraternity and Sorority Life must:

1. communicate and ensure their procedures are worked in accordance with office policies;
2. all New Members must complete a New Member Intake Packet and required FERPA paperwork.

All other RSOs must work with the Assistant Director of Student Clubs and Organizations to:

1. ensure each RSO attends New Member Process Training Meetings at the beginning of each semester;
2. each organization must submit their New Member Plan/Process.

### **Recognition Requirements**

Recognized Student Organizations (RSOs) must send the required representation to the Mandatory Organization Meetings hosted by the University Center and Student Activities in the Fall and Spring semesters. Sport Club Council and each of the Fraternity and Sorority Life (FSL) governing councils are not exempt from this requirement. All RSOs must maintain a current roster on Lancer Link as this serves as the official roster of the organization.

All RSOs must complete the registration form via Lancer Link every semester by 12:00PM on the required date, September 30 (Fall) and February 28 (Spring). Failure to meet these requirements will result in the immediate disciplinary suspension of the recognized student organization. Suspended organizations must wait until the next registration period to be restored to active status. In addition to the requirements above, RSOs must have a minimum of eight active members and a current Longwood University faculty or staff member serving as the advisor.

### **Re-Recognition**

Organizations that are inactive for a period of two or more consecutive semesters lose their status as a recognized student organization and must complete the entire process outlined to be restored as a recognized student organization.

Organizations that are inactive or unrecognized for one semester must contact the Assistant Director of Student Clubs and Organizations to schedule a “Re-Recognition Interest Meeting.” They must provide the Assistant Director a list of eight members (full name, email, and position) prior to the meeting. The meeting must take place prior to a semester’s Mandatory Organization Meeting and cannot be used in lieu of participating in those meetings.

### **RSO Recognition Process (For new, inactive, or unrecognized student organizations)**

To become a Recognized Student Organization (RSO) by the Student Government Association (SGA) at Longwood University, an organization must meet the minimum requirements of having eight active student members, a current Longwood University faculty or staff member serving as the advisor and completing the process outlined below.

1. **Primary Interest Meeting:** Schedule a primary interest meeting with the SGA Historian and/or the Assistant Director of Student Clubs and Organizations. You may schedule this meeting by contacting the Assistant Director at (434) 395-2267.
  - a. **New Organization Interest Form:** After the primary interest meeting, students wishing to become a recognized student organization must complete the “New Organization Interest Form” located on the Lancer Link navigation bar to the left of your profile name under “Campus Links,” under the “Club & Organization Forms” sub-link. No “New Organization Interest Forms” will be accepted between April 1<sup>st</sup> and the first day of the Fall semester.
2. **Pending Status:** A student group may not remain in pending status for longer than two consecutive semesters. Groups failing to progress past the pending status after two consecutive semesters must wait an additional two consecutive semesters before beginning the process again.
  - a. **Senator Mentor**—Following completion of the “New Organization Interest Form”, the pending organization will be assigned a Senator Mentor from the SGA Historian Committee, who will guide them through the process of getting started. The Mentor should reach out within two business days of being assigned to the pending organization. The Senator Mentor will assist the founding members in creating a constitution, organizing a group creation presentation, and navigating the approval process.
  - b. **Interest Meetings:** Pending student organizations are allowed to host up to two interest meetings. Organizations wanting to hold more than two interest meetings may do so after receiving advance permission from the Assistant Director of Student Clubs and Organizations.
  - c. **SGA Historian Committee:** Pending student organizations will be asked to give a 5-10 minute presentation describing their uniqueness as a student organization and their plans to be successful on campus for the next 2-3 years. This presentation must include details on the importance of the organization, what it is about, how it plans to contribute to the campus community, its recruitment procedures, new member processes (if applicable), and how it plans to maintain itself. These meetings are open to all members of SGA.
  - d. **Student Government Association Vote:** Once approval is received from the SGA Historian Committee, the SGA will vote to approve all new student organizations at the next regularly scheduled SGA meeting. A member of the pending organization must be present to answer any questions from the SGA prior to the vote.
3. **Final Steps:** A student organization has one calendar year to complete the continuing education requirements to maintain active status once approved by SGA vote.
  - a. **New Student Organization Application (NSOA):** To move from pending status to Probationary Organization status, the student group must complete the NSOA located on Lancer Link. To be considered complete, the application must include: information submitted for all required fields, statement of purpose, student organization constitution, a full roster of active Longwood University Students, letters or forms of support from Fraternity and Sorority Life and/or Campus Recreation when applicable, and the name and contact information of the faculty or staff advisor. Once submitted, the organization will be contacted with a date and time for a meeting with the Assistant Director of Student Clubs and Organizations.

- b. **New Student Organization Profile Meeting:** The President and Primary Contact of the organization will meet with the Assistant Director of Student Clubs and Organizations. During this meeting 1) the organization will work with the Assistant Director to set up the organization on Lancer Link to be included in the official directory; 2) the organization leadership will receive policy and profile information related to student organizations similar to the Fall Mandatory Organization Meetings.
  - c. **Probationary Organization Status:** The organization will be put into “Probationary Organization Status” for one full year from the time of completion of the Profile Meeting.
  - d. **Continuing Education:** The RSO must send representatives to each Building Lancers into Leaders session during the probationary year. At least two members of the organization must attend a session to qualify as continuing education for the student organization.
4. **Appeals:** Student organizations wishing to appeal SGA decisions must do so to the Vice President of Student Affairs.

### **Violations of the Longwood University Code of Conduct Standards and Regulations and / or Honor Code of Conduct Standards and Regulations**

Reports of recognized student organizations violating the Longwood University Code of Conduct Standards and Regulations and/or Honor Code of Conduct Standards and Regulations will be referred to the Office of Student Conduct and Integrity. The RSO will then proceed through the University disciplinary process as deemed necessary by that office.

### **Student Organization Fundraising and/or Sales Policy**

Recognized student organizations (RSOs) may conduct fundraisers and/or sales using Longwood University facilities in accordance with the following guidelines. The following policy gives RSOs this opportunity and must be adhered to in order to remain in good standing with Longwood University. Fundraisers include, but are not limited to: auctions bake sales, online/vendor percentage events/sales, philanthropy events, raffles and “Spirit Nights” with dining establishments.

#### **Application Procedures for Fundraisers and/or Sales**

1. A fundraiser and/or sales application must be completed through Lancer Link, ten (10) days prior to the event. Applications may be denied if submitted less than ten (10) business days in advance. Assistance is available in the Office of the University Center and Student Activities, between 8:15 am-5:00 pm Monday thru Friday.
2. Upon completion of a fundraiser and/or sale, each organization must complete the Fundraising Assessment Form that can be found on Lancer Link that will provide a brief summary of the fundraiser and/or sale. Failure to submit this form will result in loss of fundraising and/or sale privileges until the form has been completed.
3. The RSO must save all receipts for expenses incurred as a result of the fundraiser and/or sale, as well as the deposit slip indicating the amount generated and deposited from the fundraiser and/or sale. The University Center and Student Activities and/or Student Government Association Fiscal Technician reserves the right to request a financial report from any RSO should they deem it necessary. If an RSO is requested to submit a financial report, all receipts and deposit slips must be attached. Failure to respond to a request for a financial report will result in loss of all fundraising and/or sale privileges for the remainder of the academic year and may result in the loss of RSO recognition.
4. RSOs must comply with all Longwood University, local, state, and federal laws, policies, regulations and guidelines. Failure to comply may affect RSO recognition.
5. RSOs that hold a fundraiser and/or sale without completing the proper paper work are subject to disciplinary action.

#### **Requirements for Fundraisers and/or Sales**

Failure to meet the following guidelines will result in your fundraising and/or sales application being denied by the University Center and Student Activities.

1. Ticket sales for events do not need to submit a fundraising and/or sales application unless the event is a fundraiser for that RSO.
2. RSOs that are selling tickets for an event on campus must use the Longwood Box Office, located in the Communications Studies Building.
3. All fundraisers and/or sales, including the solicitation of donations, must be reviewed and approved by the University Center and Student Activities and the Student Government Association Fiscal Technician. For more information about the solicitation of donations, please see the Solicitation, Selling and Collecting Contributions Policy.
4. Approved fundraisers and/or sales will receive confirmation when the application form has been approved. This approval must be producible at the site of the fundraiser and/or sale.
5. RSOs applying for a fundraiser and/or sales application must be fully recognized and in good standing with the University Center and Student Activities and Longwood University.
6. The RSO representative filing the application acknowledges that they are the member responsible for the execution of the fundraiser and/or sale.
7. A RSO's privileges of sponsoring a fundraiser and/or sales activity are subject to immediate cancellation if the methods used interfere with general University operations or are disorderly, improper, obstruct traffic, or interfere with an individual's rights to privacy and/or freedom from harassment.
8. Proceeds must go to Longwood University or the RSO, unless monies raised are intended to benefit an off-campus agency or group. Off-campus agencies and groups, profit or nonprofit, shall not be permitted to solicit funds on campus unless they are sponsored by a RSO as a fundraising and/or sales activity and have followed all fundraising policies and procedures. No individual Longwood student may profit as a result of the fundraiser and/or sale.
9. Fundraising and/or sales activities shall not be conducted in classrooms, campus offices, residential facilities, and/or other University buildings, without permission from the University Center and Student Activities.
10. To reserve a location for your fundraiser, please visit the webpage for Conference and Event Services at [www.longwood.edu/scheduling](http://www.longwood.edu/scheduling).
11. Fundraisers and/or sales involving a bake sale must comply with the Bake Sale Policy and all necessary paper work must be completed. Guidelines can be found at <https://lancerlink.longwood.edu/organization/student-activities-office/documents/view/479005>
12. Donation jars and/or donation solicitation are considered fundraising and a fundraising and/or sales application must be completed. For more information about the solicitation of donations, please see the Solicitation, Selling and Collecting Contributions Policy.
13. Auctions which involve the process of "bidding" on a human being for their services, or the ability to spend time with a certain person are not permitted by Longwood University.

### **Requirements for Bake Sales**

For the protection of the Recognized Student Organization (RSO) and for those persons purchasing food items, the following requirements must be followed:

1. For the protection of the RSO, in addition to the fundraising and/or sales application, a RSO must complete the Bake Sale form found on Lancer Link and have it approved first by Dining Services and then by the Student Government Association Fiscal Technician.
2. To reserve a location for your bake sale visit [www.longwood.edu/scheduling](http://www.longwood.edu/scheduling). All bake sales must be located in specific areas designated by Conferences and Event Scheduling.
3. Acceptable bake sale foods include, but are not limited to, bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Items not allowed include, but are not limited to, cream-filled pastries, éclairs, cream pies, etc.
4. All bake sale food items will be individually wrapped at the original point of preparation. Items will remain wrapped until sold.
5. RSOs must take all necessary precautions to insure that goods are prepared and served in a sanitary matter and transported in covered containers.

6. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product. Do not prepare or package baked items if experiencing any signs or symptoms of sickness or are known to be contagious.
7. A sign or placard stating "Homemade/Not Inspected" will be posted at the sale site along with the name of the RSO conducting the Bake Sale.
8. Ingredient lists for each food item must be visible and displayed at the sale. Food items that contain wheat, dairy, soy, and nuts must be indicated on the food item.
9. By signing the Bake Sale policy agreement, you and your organization agree to conduct your sale according to the above mentioned guidelines.

### **Depositing of Funds**

1. Recognized Student Organizations (RSOs) must have an account available to deposit funds. It is strongly encouraged that registered organizations open an agency account by contacting the Student Government Association Fiscal Technician. If a RSO chooses to open a bank account off campus, it must ensure compliance with Policy 4305: Funds Handling and Deposit Procedures (available at <http://solomon.longwood.edu/offices--departments/cashiering--student-accounts/policies--procedures/funds-handling-and-deposit-procedures.php>). RSOs are prohibited from using the Longwood tax ID number and the Longwood name (or any derivative) in any way when establishing or maintaining an off campus account.
2. Monies collected may not be deposited into a student's personal bank account.
3. Monies collected must be deposited within 24-48 hours from the time of collection.
4. RSOs utilizing Dining Services on campus fundraising opportunities MUST have an on campus agency account to receive funds. No off campus accounts will be accepted for those opportunities.
5. Funds raised by RSOs may be expended in any manner that is consistent with the purpose of the RSO.
6. The RSO must save all receipts for expenses incurred as a result of the fundraiser and/or sale, as well as the deposit slip indicating the amount generated and deposited from the fundraiser and/or sale. The University Center and Student Activities and/or Student Government Association Fiscal Technician reserves the right to request a financial report from any RSO should they deem it necessary. If an RSO is requested to submit a financial report, all receipts and deposit slips must be attached. Failure to respond to a request for a financial report will result in loss of all fundraising and/or sale privileges for the remainder of the academic year and may result in the loss of RSO recognition.

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### **Student Organization and Non-University Sponsored International Travel**

The purpose of this policy is to a) specify what does and does not constitute Longwood University sponsored international travel and b) specify what actions must take place to meet the registration requirements of the Office of International Affairs.

1. What constitutes a Longwood University sponsored program?  
Programs that are university sponsored include those that meet one or more of the following criteria:
  - a. Offered for Longwood University credit (for example, short-term faculty-led programs or education practicum placements).
  - b. Offered in conjunction with one of the institution's exchange partners abroad.
  - c. Offered as an affiliated program approved by the Office of International Affairs.
  - d. Officially sponsored by a department or office at the University (for example, alternative spring break programs that are not for credit).
  - e. Officially sponsored by a registered student organization where the program is being marketed through/by the student group (where university funds used, money collected in university accounts, etc.)

- f. Proof of travel insurance for all participants; see the following link <http://www.longwood.edu/internationalaffairs/study-abroad/preparing-for-departure/insurance-requirements/> for more information.

Please note that a procedure/policy is already in place for programs that are for university credit (“a” in the list above), exchange programs (“b” in the list above) and affiliated programs (“c” in the list above). (See <http://www.longwood.edu/internationalaffairs/study-abroad/> for details.) The policy detailed in this document addresses international travel programs sponsored by Longwood departments or offices (d) and travel by student organizations (e) and involves an application process as detailed below. Domestic travel programs are not addressed in this document. For those programs, contact the Office of Leadership and Service Learning.

## 2. Marketing Travel Programs on Campus

In order to publicize using Longwood’s campus technology (Study Abroad web pages, “What’s Happening” weekly emails, etc.), a program must qualify as “university sponsored” as defined above. Other programs may submit posters/fliers to be approved for distribution. However, all marketing materials must clearly include the following disclaimer:

“THIS IS NOT AN OFFICIAL LONGWOOD UNIVERSITY PROGRAM. IT HAS NOT BEEN DEVELOPED BY LONGWOOD UNIVERSITY AND IS NOT BEING OFFERED IN CONJUNCTION WITH THE UNIVERSITY IN ANY WAY. ”

## 3. Application and Review Process

All international travel programs that are officially sponsored by Longwood University must go through a review process that will be conducted by Longwood University Office of International Affairs. Programs for academic credit are subject to a different policy than what is detailed here. (For more information on applying to lead credit-bearing programs see <http://solomon.longwood.edu/offices--departments/international-affairs/instructions-for-faculty-program-leaders/>) The policy detailed here applies to non-credit bearing programs offered by university offices, departments, or registered student organizations (for example, Alternative Spring Break heading to Mexico).

The department, office, or student organization must first submit:

An application for permission to travel internationally, to be approved by the Director of Study Abroad and the Director of International Affairs. The applications and guidelines are available at <http://solomon.longwood.edu/offices--departments/international-affairs/instructions-for-faculty-program-leaders/>.

The application (if approved) must be followed, prior to departure, by:

- a. A detailed itinerary
- b. An emergency plan
- c. List of emergency contacts for all students, staff, and faculty
- d. Copies of passports for each participant
- e. Participation in a risk session and signed acknowledgement from each student

Longwood University has the right and obligation to cancel a program in the event that the Department of State posts a travel warning that applies to an international travel destination.

Questions should be directed to the Office of International Affairs.

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## Student Records and Annual Notification Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records and requires the establishment of policies to

safeguard student records and data. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education; Longwood student records policies comply fully with FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reached the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All students at Longwood University regardless of dependency are protected by FERPA.

The University shall provide for the confidentiality and security of official student data and will release student information defined as Directory Information (see: <http://www.longwood.edu/registrar/policies--regulations/family-educational-rights-and-privacy-act-ferpa/>) and other information only as allowed by state and federal law.

Inquiries concerning student records should be directed to the following departments. When applicable, schedules of fees for copies of these records are available from that office.

1. Academic Records/Transcripts – Office of the Registrar, Brock Hall
2. Disciplinary Records – Office of Student Conduct and Integrity, Lancaster Hall
3. Financial Records – Office of Cashiering & Student Accounts, Lancaster Hall
4. Financial Aid Records – Office of Financial Aid, Brock Hall
5. Medical/Health Records – University Health Center, Longwood Landings
6. Mental Health Records – Counseling and Psychological Services, Health & Fitness Center

The full Annual Notification Policy is located in the University Catalog: <http://catalog.longwood.edu>

More information regarding the Family Educational Rights and Privacy Act is located on the Office of the Registrar's website: <http://www.longwood.edu/registrar/policies--regulations/family-educational-rights-and-privacy-act-ferpa/>

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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.

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

To reduce the clutter on the tables in the Dorrill Dining Hall, students, faculty, and staff are prohibited from placing table tents or other materials on the dining hall tables. Instead, Dining Services provides the use of clear plastic menu holders on each table which serve as informational "table tents." The Office of the University Center and Student Activities produces a weekly highlight of events that are the permissible materials to be placed within the "table tents." To submit information for use in the weekly highlight of events, the following policy has been established and can be found at <http://www.longwood.edu/media/university-center-and-student-activities/solomon/Table-Tent-Submission-Requests.pdf>

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## Technology Facilities and Equipment Use

### Technology Services

You may view more information concerning all technology services at Longwood by viewing our Student Technology Handbook online at <http://www.longwood.edu/usersupport/student-resources/student-technology-handbook/>.

Laptop Initiative: All Longwood students are required to have a laptop computer. Students may bring whatever brand laptop they choose. Minimum specification recommendations are available at <http://www.longwood.edu/usersupport/student-resources/laptop-program/>.

Support: All Longwood students have access to one or more Resident Technology Associates (RTAs) for technical support. These RTAs are students and among the most skilled in technology on campus. Detailed information about this program is available at <http://www.longwood.edu/usersupport/student-resources/resident-technology-associates-rtas/>.

### Computer Labs

Information Technology Services maintains academic computing labs for use by the Longwood community. These labs are designated as open access labs for the campus and are used by the Longwood community for individual work as well as instruction. For detailed information about the computer labs, including location, hours, and software availability, please visit <http://www.longwood.edu/usersupport/computer-labs/>.

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## Threat Assessment Policy

### Prohibition of Threatening Behavior

Preserving the safety and security of our students and employees is a top priority for Longwood University and one that requires vigilance, communication, and coordination to facilitate collaboration among the many individuals whose actions and efforts affects our collective security.

The 2008 Virginia General Assembly enacted law 23-9.2 which requires each public institution of higher education in Virginia to establish a threat assessment team. This team was established at Longwood University in 2009. In conjunction with the establishment of the Longwood University Threat Assessment Team, it shall be the policy of Longwood University that all elements of the University shall be prohibited from threatening behavior in conjunction with their connection with Longwood University.

All staff, faculty, students, and others who are contracted with the institution in any way are prohibited from using any language or behavior that threatens unlawful physical violence and has the effect of intimidating, frightening, coercing, or provoking others.

Threats can be verbal or nonverbal and may be communicated orally, in writing, through gestures, or by any other means, including electronic transmission. Threats may be communicated directly to any intended victim or to third parties.

Such threats will be subject to disciplinary action by the institution, and may include criminal prosecution if the behavior constitutes a violation of Virginia law.

Employees, faculty, and contracted individuals who are identified as engaging in threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process. Students who are identified as engaging in threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process.

The mental health evaluation will be completed by a clinical psychologist or psychiatrist with training or experience in risk assessment that is acceptable to the institution. The report of this evaluation will be made to the institution's threat assessment team.

### **Threat Reporting Policy**

All administrative units and administrators must report a threat or threatening behavior to the threat assessment team as soon as the threat is identified. Judgments about the seriousness of a threat should be made by the threat assessment team. Judgments about the seriousness of a threat should be made by the threat assessment team rather than the administrative unit, because the threat assessment team may have additional information that alters the seriousness of the situation and what actions, if any, are appropriate to resolve the threat.

In all situations, notice of threatening situations shall be made by calling the Police Communications center 434-395-2091 or, in an emergency, 911. The caller shall advise the dispatcher that they need to make a Threat Assessment Team contact, in order to make a notification of a possible threat. The Police Communications center will immediately notify the Threat Assessment Team Leader of the complaint and the team leader will immediately make contact with the complainant to take an oral statement and establish a time and location to meet in person to make a report.

Persons communicating with the threat assessment team shall provide all available information concerning the subject of the threat assessment and the nature of the threatening situation. In a health or safety emergency, no information that is necessary to protect the health or safety of others shall be withheld as confidential. In a situation that is not a health or safety emergency, medical, mental health, employment, and academic records that are ordinarily regarded as confidential may be released under conditions determined by relevant federal and state law.

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### **Timely Warning Policy**

It is the responsibility of the Longwood University Police Department (LUPD) to notify the University community in a timely manner when a reported crime or incidents occurs on or near the University campus which represents an ongoing or serious threat to the University community. This policy seeks to ensure that the University community is notified promptly with accurate information in the event of a reported crime in which there could be an ongoing or serious threat to the community or additional incidents in the future.

The University shall issue a timely warning when LUPD identifies a reported crime or incidents in the core campus geography or areas immediately adjacent to the campus that poses an ongoing threat to students, faculty, staff, and guests. The decision to inform the University community shall be based upon known facts of an incident. A map of the core campus geography can be found at <http://www.longwood.edu/about.htm> (click on maps and directions in the Location & Campus section). The Vice President for Student Affairs, in consultation with the Chief of Police or designee, shall decide whether to issue a timely warning.

The University shall notify the University community of crimes that represent an ongoing threat to students, faculty, staff, and guests unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Timely warnings may stem from reports to LUPD or other state or local agencies. Those crimes that prompt a timely warning notification include, but are not limited to:

- Murder
- Non-Negligent Manslaughter
- Forcible Sexual Offenses
- Robbery
- Aggravated Assault
- Arson

- Burglary
- Any emergency situation that may pose a threat to the health and safety of the students, faculty, staff and visitors of the Longwood University Community.

### **Notification Process**

1. The Chief of Police and/or designee will inform the Vice President for Student Affairs of any crime that may pose an ongoing threat to the personal safety of students, faculty, staff or visitors.
2. The Chief of Police and/or designee will contact the Longwood University Public Information Officer and draft the message that will be sent out and coordinate any updates as needed.
3. Timely warning notices shall include the following information:
  - a. Nature of the crime or immediate threat;
  - b. Location, date and time of crime or immediate threat;
  - c. Description of any suspect(s);
  - d. Action recommended for University community;
  - e. Crime prevention information, and;
  - f. Contact number LUPD and the Farmville Police Department.
4. When issuing a timely warning, one or more of the following communication channels may be used as appropriate:
  - a. An email message sent to everyone with a University e-mail account.
  - b. Posting on the University emergency communications website at <http://alerts.longwood.edu>. Postings will be updated with information and instructions about how to respond in an emergency situation.
  - c. Text messaging, which is also the primary communications channel for any closings and delays for inclement weather.
  - d. Social media accounts.

## **Weapons on Campus**

### **Definition**

Weapons: Including but not limited to: firearms, tasers, explosives, fireworks, air guns, paintball guns, slingshots, knives (except non-spring pocket knives), martial arts weapons, military memorabilia, and bows and arrows.

### **Regulations**

The possession of weapons on campus is prohibited. Violators are subject to Longwood University disciplinary sanctions and/or criminal prosecution.

Exceptions: The possession of weapons or firearms:

- a. by members of the Longwood University Police Department,
- b. by members of a duly authorized criminal justice agency with official business on the campus; or
- c. as required for classroom instruction.

### **Storage of Student Firearms and Weapon Check In Procedures**

The following procedures **shall** be followed for the purposes of maintaining the safety of Longwood University:

#### **General Procedures**

1. Individuals checking in weapons shall not enter the Police Department unescorted. Individuals checking in weapons shall come to the lobby without their firearm(s) or weapon(s), advise the dispatcher they have a weapon to check in, and wait for a police officer.
2. A police officer shall escort the individual outside to their vehicle, retrieve the firearm or weapon and safety check it outside, and escort the individual back into the lobby.

3. All firearms shall be in a locked case or a cable or trigger lock must be present on the firearm. There are no exceptions to this rule. Weapons without cases and without locking ability will not be accepted.

### **Appointments**

1. Any person wishing to bring a firearm to campus **MUST** bring that weapon to the police department **IMMEDIATELY** upon their arrival to campus.
2. Any person wishing to store a firearm at the police department must notify the police department and make an appointment. This may be done at any time prior to arriving to campus; however, notification must be made before arrival.
3. Failure to abide by this policy may result in Conduct Board charges for students. Non-students found to be in possession of weapons on campus, outside of the exceptions under III.B of the [Weapons on Campus \(Policy 3409\)](#) regulation may be removed from Longwood University property.

### **Number of Weapons Allowed**

The Police Department will store, at maximum, three (3) items classified as weapons per individual.

### **Identification Requirements**

1. All non-student individuals must present a valid photo identification issued by a governing agency (i.e. driver's license) and a second form of identification that confirms their physical address (i.e. voter registration card, recent bill, etc.). Longwood University students need only present a driver's license and their Longwood-issued identification card.
2. A photocopy of all presented identification will be made by the officer accepting the firearm(s)/weapon(s).

### **DaPro CFS Entries**

The dispatcher will create DaPro calls for "Weapon Check In" for all such calls for service. The caller's information will be taken to include at minimum: (1) name; (2) phone number; (3) all relevant information from the identification provided by the officer at the time of weapon check in; (4) the firearm(s)/weapon(s) checked in with brand and serial number.

### **VCIN/NCIC Queries**

1. All firearms shall be checked through VCIN/NCIC for wanted status prior to the police department accepting them.
2. All individuals claiming firearms shall be run through VCIN/NCIC under "Purpose Code F" prior to the release of firearms to check for any disqualifiers for firearm possession to include at minimum: (1) orders of protection; (2) felony convictions; (3) criminal convictions that are not felonious but prevent lawful firearm possession.
3. Completion of these checks shall be noted on the weapon check in/check out form.

### **Statement of Liability**

Longwood University Police Department reserves the right to maintain possession of a firearm or other weapon if the owner of said weapon appears at the police department:

- a. In an intoxicated state, as determined by the handling officer;
- b. Without an appointment;
- c. In such a condition, as determined by the handling officer, in which it would be irresponsible to provide such person with a firearm at that time. An appointment may be scheduled for the following day, depending on the circumstances, at the direction of the Chief of Police.

### **Checking Out Weapons**

1. Students checking out weapons shall make an appointment, provide identification, and will be escorted from the Police Department lobby to their vehicle outside the police department by a police officer.
2. Non-student visitors that check in weapons are also required to give notice they are returning to pick up weapons. Availability of an officer to check weapons in and out may depend on pending calls for service.

### **Monthly Audits**

1. The Evidence Custodians shall make monthly inspections of the firearm safe and verify contents with active forms.
  2. Any discrepancies (i.e. weapons that are present, but not signed in or weapons that are missing but were not signed out) shall be reported to the Chief of Police immediately or as soon as practical. The Chief of Police or his/her designee shall begin an investigation immediately or as soon as practical into the location of the missing weapons and/or the origin of the unlogged weapons and appropriate action taken.
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### **Weekly Email Policy**

To reduce the clutter in Student Email all broadcast announcements and events are combined into a single weekly email. The Office of the University Center and Student Activities produces this email which highlights events, announcements, applications, programs and volunteer opportunities. To submit information for the weekly email, the following policy has been established and can be found at

<http://www.longwood.edu/media/university-center-and-student-activities/solomon/Weekly-Email-Submission-Requests-Guide.pdf>

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

Longwood University maintains and operates [WMLU-FM \(91.3\)](#), the institution's radio station. Students staff this station as part of their Longwood experience. Student programming is supplemented by programming from National Public Radio via local network partner WMRA. While students primarily operate the radio station, a Longwood employee (Faculty or Staff Member), who serves as Advisor to the students, is responsible for the integrity of the service that the station provides the community. A student executive board for WMLU works with the Advisor on all programming and operation issues.

Both Information Technology Services and the Student Government Association of Longwood University fund WMLU. FCC Licensure to the Longwood University Board of Visitors for WMLU is Class "A".

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## Residential and Commuter Life (RCL)

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**Residence Hall Bill of Rights**, please see <http://www.longwood.edu/housing/housing-terms-and-conditions/bill-of-rights/>.

**Housing Terms and Conditions**, please see <http://www.longwood.edu/media/residential-and-commuter-life/public-site/Housing-Terms-and-Conditions.pdf>

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### Longwood University Managed Properties Policies and Regulations

#### Longwood University Residency Requirement

##### **Longwood University Residency Policy:**

As part of its distinctive academic mission, Longwood is a residential institution and strives to provide a variety of housing options for all full-time, undergraduate students who wish to live in University managed housing. As part of the Longwood experience, undergraduate students in their first two years live in University managed housing, typically in our traditional main campus residence halls. After completing their first two years at Longwood, students are not required to live in University managed housing; those who choose not to must provide notification of their decision to live in housing outside the University and must provide the Registrar Office with an up-to-date local address.

Students will be required to pay for room and board prior to moving into Longwood-managed housing, and Housing Terms and Conditions remain in effect for the entire academic year (August through May).

##### **Exceptions to the Residency Policy:**

Exceptions concerning residency in University managed housing during a student's first two years may be approved for the following reasons:

- a. Students who are twenty-three or older prior to the beginning of the Fall semester.
- b. Students who are married, with a verified marriage license.
- c. Students who serve as legal guardians for a minor.
- d. Students who live at a permanent address with parent(s), grandparent(s), or legal guardian(s), with a notarized letter verifying occupancy.
- e. Part-time students enrolled in less than 12 credit hours for both the fall and spring consecutive semesters.
- f. Rising sophomores who face a particular hardship or recognized necessity.
- g. Rising junior and senior transfer and re-admitted students. It is important to note that Longwood-managed housing is not guaranteed for transfers and re-admitted students and may not be available.

Requests for exceptions should be submitted in writing to the Residential and Commuter Life (RCL) Office prior to or during the housing application process. As with any matter of honor in University life, students who knowingly provide false information in order to gain an exception to the Longwood University Residency Policy will be charged with violating the Longwood Honor Code.

##### **Housing Intent Notification and Local Address:**

Rising juniors and seniors may choose not to live in University managed housing and instead choose to live in housing outside the University.

For purposes of University planning and public safety, students who intend to live in housing outside the University must submit an Intention Form during the Housing Intent Notification period that is specified each year, and they must likewise in a timely fashion provide an up-to-date local address.

In light of University planning and public safety needs, students who do not submit an Intention Form during the specified notification period but who plan to live in housing outside the University must submit a letter of appeal to the Residential and Commuter Life Office.

Students moving to housing outside the University must also attend an orientation at which they will finalize information connected with their Intention Form and receive an overview regarding their rights and responsibilities in the Farmville community as private tenants and residents.

### **Procedures to Submit an Appeal:**

Students wishing to appeal an RCL decision, to seek an exception to University residency policies, or make the decision to live off-campus outside of the specified notification period should submit a letter of appeal in writing (Lancaster G-13, 201 High Street, Farmville, VA 23909) or electronically (housing@longwood.edu). All appeals will be initially reviewed by the Associate Director-Occupancy Management. Any appeal that needs further attention will be reviewed by the RCL Appeals Committee, which is comprised of faculty, staff, and students. The Committee meets as needed, and decisions will be communicated by Longwood email.

### **Procedures to Return to Longwood-Managed Housing:**

Former residential students returning from internships, student teaching, and study abroad opportunities must contact RCL in writing if they want to participate in the Longwood-managed housing application process. Those students who opt to live in housing outside the University and subsequently wish to return to University managed housing must submit a letter to the RCL Appeals Committee. Should space be available, they will be considered for housing after all current and new residential students are assigned.

### **Other Obligations**

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

Residential students are required to be classified as full time students taking 12 or more credits. 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 managed properties with less than 12 credit hours is required from the Dean of Students or designee. The information is then forwarded to 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), grandparent(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 the RCL Appeals Committee for traveling distances that are greater than these listed counties or that extend 45 miles from campus.

#### **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 managed properties when individual responsibility cannot be assigned. The "group responsibility" may include suitemates, corridor mates, apartment-mates, 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 and Residence Halls:**

When moving into a Longwood Managed Property, each resident receives the key(s) to their 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 and/or Conduct Charges. Those students “tailgating” or following residents into buildings for which they do not have access are violating University policy.

### **Housing During Breaks:**

See “Staying During Breaks” at <http://www.longwood.edu/housing/housing-terms-and-conditions/policies>

### **Noise Policy:**

Longwood University and the Office of Residential and Commuter Life have an established noise policy made up of quiet hours and courtesy hours. This noise policy is aimed at creating an environment that is conducive to promoting an individual’s ability to live and learn and promoting the overall well-being of the community. Noise is defined as anything audible that disrupts an individual or a community. A violation of the aforementioned noise policy is determined by what a reasonable person would find to be a disruption to the promoting of an individual’s living and learning environment or a community’s well-being.

Quiet hours require that individuals and groups limit noise and disruptions and are enforced to a stricter standard. Quiet hours are in effect using the following schedule:

- Sunday – Wednesday: Midnight – 7 AM
- Thursday – Saturday: 2 AM – 7 AM

Courtesy hours provide that it is the responsibility of all individuals and groups to limit noise disruptions if another person asks them to do so. These hours are in effect Sunday – Saturday: 24 Hours a Day

This noise policy also applies to public areas that are in or around any Longwood Managed Property unless the noise is from a Longwood University sanctioned event. Any Longwood Managed Community may choose to have a more restrictive noise policy than the stated policy. Any Longwood Managed Community may choose to administer warnings for noise policy violations if appropriate.



**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 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 Class 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(s) approves of their stay.

**Room Changes:**

Please see the Rooms/Assignments section of the Housing Terms and Conditions:

<http://www.longwood.edu/media/residential-and-commuter-life/public-site/Housing-Terms-and-Conditions.pdf>

**Room Entry, Search, and Seizure Policy**

Students can expect to have a reasonable degree of privacy in their rooms and suites and in the community at large. However, when circumstances warrant it, Longwood University staff is authorized to enter a student's room utilizing a master key. Circumstances warranting entry relate to safety, security, maintenance, health, legal or campus disciplinary concerns. Students are expected to cooperate with those conducting a search and/or carrying out their duties associated with room entry. The specific conditions under which room entry and/or search and seizure may occur are:

Safety and Maintenance Inspections, Reviews, or Repairs:

Over the course of the academic year, staff are permitted to enter residence hall rooms to conduct scheduled fire safety inspections, emergency evacuations and fire drills, and for reasons related to general safety and/or facility maintenance issues. When students temporarily vacate units for break periods, such as Fall Break, Thanksgiving Break, Winter Break, and Spring Break, staff may conduct routine safety and health inspections of each residence hall room. Longwood University also reserves the right, for reasons related to safety, security, maintenance or emergency, to enter student rooms during the above and other scheduled vacation periods. Staff includes any University staff, University contractors assigned to perform these duties including Resident Assistants (RA), and University Police.

Emergencies:

Staff authorized by the University may enter a student room without permission in response to attempted or suspected suicide, fire, odor consistent with anything burning or having been burned coming from within the space, 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 or surrounding community.

#### Plain View Observation:

University staff members and/or University contractors, within the confines of their assigned duties, for any legitimate reason, may engage in plain view observations of, within, and beyond residence hall rooms and/or other University controlled spaces. Within the confines of assigned duties and for any legitimate reason, plain view observations can occur with or without the student being present. Should any staff member and/or University contractor observe, detect, or have significant cause to suspect prohibited or illegal material(s), substances, and/or illegally obtained possessions/items, staff shall notify the University police department and, if practical, remain on scene until law enforcement arrive. University staff and/or University contractors are authorized to grant entry to the aforementioned space(s) under the above described circumstances. During any plain view observation, regardless of student(s)'s presence, staff is limited to observing only what is in plain view and cannot open drawers, closets, closed doors, refrigerators or any sealed area or property owned by the student(s). Should the student(s) be present during the plain view observation, the student(s) may voluntarily open any closed area or personal belongings for plain view inspection during the course of the University staff member(s) and/or University contractors being in the space. If called to a location where a University staff member and/or University contractor has observed, detected, or has significant cause to suspect prohibited or illegal material(s), substances, and/or illegally obtained possessions/items, law enforcement shall determine if the situation allows law enforcement's direct entry into the space or if an involuntary search is warranted. Any items so detected may be confiscated and used as evidence in a University disciplinary and/or legal proceeding.

#### Voluntary Search:

Students have the option of providing consent, preferably in writing, to have their room or personal area(s) searched when there is reasonable 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 other law enforcement official. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

#### Involuntary Search:

When there is reasonable cause to believe that a student(s) is in possession of prohibited, illegal or stolen items, materials, or substances, or has knowledge of or involvement with a violation that is criminal in nature, the Longwood University police or other law enforcement officials may request a search warrant. Also, under certain circumstances, the Vice President for Student Affairs or another vice president may authorize the involuntary search of a defined area for specific reasons. A copy of the authorization to search form will be provided for the student(s) involved at the time of the search; this notice will list the area to be searched as well as the reasonable cause leading to such search being authorized. Authorization to approve such a search may be done by Email as long as the authorizing Vice President utilizes their University assigned Email for such electronic authorization and a copy of this email is attached to the authorization to search form. Selected University administrative staff will conduct the searches. University police shall be notified and if possible have an officer on site to ensure safety of the staff conducting the search. As the search is being conducted law enforcement shall remain outside the space. If University administrative staff discovers any prohibited or illegal material(s), substances, possessions or items they believe to be contraband as a result of an involuntary search they shall leave the item(s) in place and notify the law enforcement officer standing by. This shall be cause for the law enforcement officer to enter the space to determine if the item is contraband and take formal possession of same. Items discovered may be cause for law enforcement to seek a search warrant of the space. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

#### 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 occurs during April, following academic advising and Fall semester registration.

## **Fire Safety:**

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 firefighting equipment, or failing to leave a building when a fire alarm is activated. Sanctions will range from loss of privileges to expulsion from the University.

Every year, the State Fire Marshal will inspect approximately 20% of all residential (Residence Hall and Longwood Managed Property) rooms for compliance with the Fire Prevention Code. Environmental Health & Safety staff will follow established procedures consistent with the Room Entry, Search, and Seizure Policy, when with the State Fire Marshal, during these inspections. Each student room will be inspected at least three times a year to determine whether fire safety regulations are being followed. Longwood personnel retain the right to conduct additional room inspections to ascertain safety conditions.

Alleged violations of this policy will be appropriately documented by Environmental Health & Safety staff, and immediately referred to the Office of Student Conduct and Integrity for further disciplinary action.

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## **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 University Police Department 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.
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## **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 434-395-2940.

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## Maximum Occupancy of 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 disciplinary system.

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## Allowed Items, Prohibited Items and Other Restrictions

### Alcohol, Alcohol Paraphernalia, and Rapid Consumption of Alcohol:

Alcohol is not permitted on any first year floor or in Curry Residence Hall. Alcohol is also prohibited from all Longwood managed property rooms or apartments where there are no residents of legal drinking age.

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. Beerbongs or beer funnels, beer pong tables and other items used in drinking games and/or to increase the rapid consumption or impact of alcohol are not permitted regardless of the residents' age in Longwood managed properties.

### Electrical Appliance Regulations:

There are different regulations for those students living in residence hall rooms 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 4.6 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.

### 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.

**Hall Sports: (Ball Playing, Bicycles, Roller Blades, Skateboards, Etc.)**

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.

**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.

**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 Resources](#)

### **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.

### **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/housing/>). 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 string lights must be flush to the wall.

### **Trash Policy:**

Students are expected to remove trash in a timely manner and discard it in the designated locations. It is the student's 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.

### **Weapons:**

The possession of weapons, including but not limited to: firearms, tasers, explosives, fireworks, air guns, paintball guns, slingshots, knives (except non-spring pocket knives), martial arts weapons, military memorabilia, and bows and arrows in Longwood managed properties is strictly prohibited. Residents who wish to keep weapons on campus must register and store them with the [Longwood University Police Department](#). (See [Weapons on Campus](#)) Residents may check them out for appropriate use. Violators are subject to criminal and/or Longwood disciplinary sanctions.

## Main Campus Allowed Items:

Residents may bring the following UL Approved Appliances.

- Air Popcorn Poppers
- Air Purifiers
- Blenders or Mixers
- Bread Machines
- Coffee Pots (must have an automatic shutoff)
- Crock Pots
- Dehumidifiers
- Easy Bake Ovens
- Electric Can Opener
- Gaming Systems (X Box, PS2, etc.)
- Microwave (less than 1000 watts)
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (however, NO wall mounted TV models).
- Power Strips or Multi-plug devices with circuit breaker/surge protector.
- Refrigerator (not to exceed 4.6 cubic feet)
- Rice Cookers
- Steamers
- Stereo (with headphones)
- Vacuum cleaner, electric broom sweepers.
- Approved Bunking Blocks

## Main Campus Prohibited Items:

Residents may not have the following items in their rooms.

- Air Conditioners
- Alcohol<sup>1</sup> (if under 21) or Drugs
- Antennas or satellite dishes
- Blocks to elevate bed (cinder blocks or wood).
- Bunsen burners or hot plates (including but not limited to George Foreman Grills, griddles or electric skillets, electric woks, fondue pots or chocolate fountains, S'mores makers, waffle Irons, and sandwich or quesadilla makers).
- Candles, candle warmers (including plug-in style air fresheners).
- Curtains, draperies, hangings, and other suspended decorative materials that are not treated to be flame resistant.
- Deep Fryer (Fry Daddy)
- Double-sided foam tape or duct tape.
- Electric heaters, electric blankets or heating pads
- Empty alcohol containers (for decoration).
- Extension Cords
- Fireworks, explosives, unsafe and or flammable chemicals/liquids (including charcoal lighter fluid).
- Fog Machines
- Halogen Lamps (any model or style)
- Individually owned (personal) large appliances including stove ranges, ovens, washer/dryers, freezers, dishwashers.
- Incense
- Lanterns
- Lava Lamps
- Lighter fluid or charcoal with starter fluids.
- LP (propane) gas grill canisters
- Multi-plug Adapters, WITHOUT circuit breaker/surge protector.
- "No Boundaries" brand multi-bulb floor lamp.
- Oil Lamps
- Oil Popcorn Poppers
- Personal ceiling fans/lights or dimmer switches
- Personal door locks
- Pets (other than fish). Fish tank limited to no more than 10 gallons.
- Plug-in Air Fresheners (Glade, etc.)
- Pressurized canisters (CO2 or scuba equipment, spray paint cans and helium tanks). Exclusions are approved medical equipment (oxygen cylinders).
- Toasters or Toaster Ovens
- Use of (including discharge of vapor) personal vaporizers, including e-cigarettes.
- Wall mounted shelving, furniture, or fixtures.
- Waterbeds
- Stun Guns or other Weapons<sup>2</sup> (including martial arts practice equipment).

1. Alcohol is not permitted on any first year floor or in Curry Residence Hall. Alcohol is also prohibited from all residence hall rooms where there are no residents of legal drinking age.
2. Any firearms (including re-enactment weapons) and other hunting weapons (knives, bows, arrows, etc.) **must** be registered and stored at the Longwood University Police Department.

### University-Managed Apartment Communities Allowed Items:

All Longwood managed apartments (Lancer Park, Longwood Village, and the Landings) have GFI Kitchen outlets. Residents may bring the following UL Approved Appliances.

- Air Popcorn Poppers
- Air Purifiers
- Blenders or Mixers
- Bread Machines
- Coffee Pots (must have an automatic shutoff)
- Crock Pots
- Dehumidifiers
- Easy Bake Ovens
- Electric Can Opener
- Gaming Systems (X Box, PS2, etc.)
- George Foreman Grills
- Hot Pot /Soup Warmer
- Waffle/Sandwich/Quesadilla Makers
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (however, NO wall mounted TV models).
- Power Strips or Multi-plug devices with circuit breaker/surge protector.
- Refrigerator (not to exceed 4.4 cubic feet). A full size refrigerator is provided in all Longwood managed apartments.
- Rice Cookers
- Steamers
- Stereo (with headphones)
- Toasters
- Vacuum cleaner, electric broom sweepers.

### University-Managed Apartment Communities Prohibited Items:

Residents may not have the following items in their apartments.

- Air Conditioners
- Alcohol<sup>1</sup> (if under 21) or Drugs
- Antennas or satellite dishes
- Blocks to elevate bed (cinder blocks or wood)
- Bunsen burners or hot plates (this includes griddles or electric skillets, electric woks, fondue pots or chocolate fountains, S'mores makers)
- Candles, candle warmers (including plug-in style air fresheners)
- Curtains, draperies, hangings, and other suspended decorative materials that are not treated to be flame resistant.
- Deep fryer (Fry Daddy)
- Double-sided foam tape or duct tape
- Electric heaters, electric blankets or heating pads
- Empty alcohol containers (for decoration)
- Extension cords
- Fireworks, explosives, unsafe and or flammable chemicals/liquids (including charcoal lighter fluid)
- Fog Machines
- Halogen lamps (any model or style)
- Individually owned (personal) large appliances including stove ranges, ovens, washer/dryers, freezers, dishwashers.
- Incense
- Lanterns
- Lava Lamps
- Lighter fluid or charcoal with starter fluids.
- LP (propane) gas grill canisters
- Multi-plug Adapters, WITHOUT circuit breaker/surge protector.
- "No Boundaries" brand multi-bulb floor lamp.
- Oil Lamps
- Oil Popcorn Poppers
- Personal ceiling fans/lights or dimmer switches.
- Personal Door Locks
- Pets (other than fish). Fish tank limited to no more than 10 gallons.
- Plug-in Air Fresheners (Glade, etc.)
- Pressurized canisters (CO2 or scuba equipment, spray paint cans and helium tanks). Exclusions are approved medical equipment (oxygen cylinders).
- Toaster Ovens (Toasters are permitted, but not toaster ovens).
- Use of (including discharge of vapor) personal vaporizers, including e-cigarettes.
- Wall mounted shelving, furniture, or fixtures.
- Waterbeds
- Stun Guns or other Weapons<sup>2</sup> (including martial arts practice equipment).

1. Alcohol is also prohibited from all Longwood managed apartments where there are no residents of legal drinking age.

2. Any firearms (including re-enactment weapons) and other hunting weapons (knives, bows, arrows, etc.) **must** be registered and stored at the Longwood University Police Department.



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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 [online work order 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 Commuter Education Coordinator assists commuters in addressing a broad range of special needs that include on-campus parking, living and commuting in Farmville and the surrounding area, dining conveniences, and getting involved on campus.

Commuter students also have access to the Commuter Student Lounge located in the Landings Southeast building. The Lounge is a comfortable place where commuters can socialize, relax, study, eat, watch television, and connect with other commuter students in between classes. The lounge is equipped with computers, open during weekdays, and is closed when the University is closed. The Commuter Lounge is staffed by student Commuter Assistants throughout the week.

The Commuter Education Coordinator has regular contact with many local landlords in the area and can assist students in finding rentals and troubleshoot other issues that may arise during the year.

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