

**LONGWOOD**  
UNIVERSITY



# Student Handbook 2022-2023

**Dean of Students  
Eason Hall, G08  
434-395-2492**

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

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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 Student Handbook is to help students take advantage of opportunities and resources at Longwood University.

The Longwood University Student Handbook is a contract between the University and all Longwood students. By enrolling at Longwood University you agree to be bound by, and comply with, the terms of the Longwood University Student Handbook.

This handbook is effective for the 2022 - 2023 academic year, beginning August 1, 2022. 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 substantive changes are made to the Student Handbook, students will be alerted via the 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, regardless of modality of instruction, are bound by the codes of conduct, policies, procedures, and academic regulations contained herein.

To request this information in an alternate format (Braille, digital, tape, or large print) please contact the Dean of Students at 434-395-2492, via email at [dos@longwood.edu](mailto:dos@longwood.edu), or at the office's physical location on the Ground Floor of Eason Hall.

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### **Communication - Official Use by Longwood University**

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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### **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, military status (including 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 [Accessibility Resources](#) at 434.395.2391 (V); 800.828.1120 (TIT Relay). If you have any questions or concerns regarding employment please contact the Equal Opportunity officer, Shannon Meador, 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: Kathleen Roberts, Title IX Coordinator  
Title IX Office: Eason Hall, G-08L; Office Phone (434) 395-2751, Cell Phone (434) 808-9439;  
Email: [titleix@longwood.edu](mailto:titleix@longwood.edu); Web Page: [www.longwood.edu/titleix](http://www.longwood.edu/titleix)

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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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## **Student Statement of Diversity and Inclusion**

Longwood University believes in the development of each individual as an integral part of a diverse community. Longwood is a community that respects individuality and the value each person brings to the campus community. We recognize the importance of a plural society and the inclusion and support of individuals from all groups encompassing the various characteristics of historically underrepresented persons in our community. Among these characteristics are race, color, national or ethnic origins, religion, sexual orientation, gender identity, age, political affiliation, military status (including veteran status), disability status, and socioeconomic status.

### An Affirmation

As we develop the citizen leaders of tomorrow,

- We commit to the genuine acceptance of diversity, and the valuing of equity, inclusion, and social justice.
- We recognize that equal access and opportunity in all aspects of campus life is essential.
- We will engage in the practices of civility, accountability, and ethical behavior.
- We will work together to remove barriers and promote a culture of inclusivity, compassion, and mutual respect.

In the spirit of shared responsibility, we encourage every Longwood University student to help make our campus a welcoming place for all.

Resources are available to students, faculty and staff that have witnessed or experienced incidents of bias. To report concerns of bias please utilize the Say Something centralized online resource at:  
<http://www.longwood.edu/studentconduct/say-something/>

Updated and adopted by the Student Government Association on March 9, 2021.

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## **Dean of Students**

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The Office of the Dean of Students provides programs, services, and referrals that support student success and foster the development of citizen leaders. We are here to assist all students and partner with them to ensure that their time at Longwood is safe, productive, and balanced.

The Office oversees the coordinated response to individual and campus concerns related to student services and campus life. Staff is available to answer questions, point students and families in the right direction to get the information they need, and serve as a single point of contact for students and their families in time of crisis or concern for a variety of issues (e.g. medical absences, family emergencies, etc.).

Please reach the Dean of Students during normal business hours at:  
[DOS@longwood.edu](mailto:DOS@longwood.edu), 434-395-2492, or Eason Hall - G08

If there is an emergency outside of normal business hours, contact LUPD at 434-395-2091.

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## Student Conduct & Integrity

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### **Community Standards and Disciplinary Jurisdiction**

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](#). 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, 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 enrolled at 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 and Honor 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, or Federal Law. 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.

#### **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 Code of Conduct Standards and Regulations and/or Honor Code of Conduct Standards and Regulations, 2) local, state, and federal laws, and/or, 3) actions that have an adverse effect on the University or its educational mission. The Director of Student Conduct and 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 designee, may schedule a meeting with the student(s) involved in the alleged incident to gather information and determine if there is cause for further action. If the situation does not warrant a disciplinary hearing, then this meeting will serve as a record of resolution.

2. Situations will be referred to one of Longwood's Hearing Bodies for resolution. Records of off campus violations will be maintained by Longwood University.
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### **Hearing Bodies**

The student disciplinary system is comprised of four 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 Director of Student Conduct and Integrity has final approval authority over the recommendations of all hearing bodies, except the Academic Integrity Appeals Committee. (Note: These hearing bodies do not process alleged violations of the Title IX Policy.)

#### Administrative Hearing and Agreed Resolution Officer

The Administrative Hearing and Agreed Resolution Officer is a designee who hears cases that range from simple to very serious infractions of the Code/Honor Code of Conduct Standards and Regulations and Honor Code of Conduct Standards and Regulations. Additionally, the Administrative Hearing and 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 (Code of Conduct: Failure to Comply - Sanctions), will automatically be assigned to an Administrative Hearing and 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 and 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 and 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 alleged violation of a Longwood University policy, regulation, Code of Conduct Standard and Regulation, or Honor Code of Conduct Standard and Regulation.

**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 Director of Student Conduct and 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 the incident reporting form found in the Honor Code and Conduct Code sections of the Student Conduct and Integrity webpage: <http://www.longwood.edu/studentconduct/>. This form is also directly linked [here](#). Any person with questions regarding procedures for filing complaints may contact Student Conduct and Integrity. If the complaint is one of sexual discrimination or sexual misconduct, please see the [Title IX Policy](#) for procedures on how to file a complaint.

1. The University will not, in the absence of extraordinary circumstances, allow a complaint /charges to move forward where the incident or incidents alleged, occurred more than 30 business days prior to the date of the submission 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 business 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", "Honor Charge Form" or "Incident Reporting Form") to the Office of Student Conduct and 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 and 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. Provide the student with all information submitted in support of the specific charge(s);
    - c. Issue an invitation to meet with Student Conduct and Integrity professional staff or designee, 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;
    - d. 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 all parties (the respondent(s) and the complainant(s)) consent in writing, no less than one business day in advance, that the 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 may 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. Prior to 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 discrimination and sexual misconduct use different procedures. These procedures may be found in the section on the [Title IX 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 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, non-voting chair or Hearing Officer, the Director of Student Conduct and Integrity or designee, and the Hearing Advisor, so that the Hearing Board or Hearing Officer may deliberate.

- j. The Hearing Board or Hearing 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. The rendered sanction is in effect as of the date identified on the Director of Student Conduct and Integrity sanction letter, or until an appeal is granted.
  14. All disciplinary hearings will be closed to the public.
  15. 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: complainant(s); 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.
  16. All participants are bound by the rules of confidentiality.
  17. Current members of the Honor and Conduct Board may not serve as personal advisors for respondents or complainants.

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### **Confidentiality**

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 Title IX 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).

Except in situations as described above, complainants are not allowed to be present when the Hearing Board or Officer's findings and recommendations to the Office of Student Conduct and Integrity are read during the

final phase of the hearing. 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. When appropriate, other members of the Longwood community directly affected by the decision and/or sanction may also be informed of the final outcome. This information may also be given to those persons essential for insuring compliance with the sanctions. For further information, please see the section on [Student Access to Disciplinary Records, Disclosure, and Parental Notification](#).

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### **Postponement of Hearings**

A respondent may request one postponement of a hearing by contacting the Office of Student Conduct and Integrity at least two (2) business 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 Director of Student Conduct and Integrity may require written verification of the reason claimed. Note that the rights for postponement of hearings for alleged Title IX policy violations are different. These rights may be found in the [Title IX Policy](#).

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

Note that the rights of students involved in alleged sexual discrimination and sexual misconduct policy violations are different. These rights may be found in the [Title IX 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 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 day notification.
7. The complainant and the respondent may, with just cause, challenge an Administrative Hearing and Agreed Resolution Officer or Board member's ability to be fair and impartial in adjudicating the case. The Board Chair and/or Director of Student Conduct and 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 Office of Student Conduct and Integrity is notified at least two (2) business 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 and Agreed Resolution Officer. The Hearing Board or Administrative Hearing and 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) business 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 and Agreed Resolution Officer.
    - a. In cases of an administrative meeting, where an Agreed Resolution has been determined between a student and Administrative Hearing and Agreed Resolution Officer, the agreed upon sanctions will be recommended as the appropriate sanction to the Director of Student Conduct and Integrity.
    - b. In cases that involve a formal hearing, where a waiver has been elected, the Hearing Board or Administrative Hearing and Agreed Resolution Officer will forego the testimony stage of the hearing. The Hearing Board or Administrative Hearing and Agreed Resolution Officer will recommend an appropriate sanction to the Director of Student Conduct and 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 discrimination and sexual misconduct use a different appeal process, which may be found in the [Title IX Policy](#).

1. For appeals stemming from a formal hearing that were heard by an Administrative Hearing and 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 and 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 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 and Agreed Resolution Officer specifies an alternative deadline. Respondents have the right to one appeal request. The Director of Student Conduct and 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 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 [Title IX Policy](#). Students found responsible for violating the Title IX Policy have violated the Code of Conduct Standards and Regulations. Please see the Title IX Policy for specific information pertaining to definitions and possible sanctions, remedies and corrective actions.

### **EXPULSION or DISCIPLINARY SUSPENSION**

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

#### Drugs - Manufacture:

Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia (see [Alcohol and Other Drug Policies and Procedures](#)).

#### Drugs - Sale or Distribution:

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 (see [Alcohol and Other Drug Policies and Procedures](#)).

#### Fire - Intentional:

Intentionally starting or causing a fire which results in bodily injury, and/or significant property damage or disruption to the University community.

#### Hazing - Bodily Injury:

Hazing or otherwise mistreating as defined by the [Anti-Hazing Policy](#) so as to cause bodily injury.

#### Weapons - Use of:

Using or threatening to use a weapon, or any object as a weapon, except as required for classroom instruction (see [Weapons on Campus Policy](#)).

### **DISCIPLINARY SUSPENSION**

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

#### Endangering - Windows/Roofs/Balconies:

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

#### Explosives:

Possessing or using explosives including, but not limited to, ammunition, fireworks, firecrackers, etc., except in instances where such possession is required for classroom instruction (see [Weapons on Campus Policy](#)).

Fire - Attempt:

Intentionally attempting to start or cause a fire.

Fire - Negligence:

Negligently starting or causing a fire which results in bodily injury, and/or significant property damage or disruption to the University community.

Safety and Security Equipment - Egress:

Intentionally or negligently, blocking exits or stairways so that emergency exit or egress is hindered.

Safety and Security Equipment - Tampering or Damaging:

Intentionally or negligently, tampering with or damaging fire, safety, or security equipment (including, but not limited to, activating fire alarms, tampering with smoke detectors, setting off fire extinguishers, damaging electronic access systems, tampering with video surveillance equipment, and moving road signs or traffic equipment).

Violence to Persons - Primary Participation:

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

Violence to Persons - Secondary Participation:

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

Weapons Possession:

Possessing a weapon on campus (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](#)).

**DISCIPLINARY PROBATION**

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

Alcohol - Driving:

Driving while under the influence of alcohol (see [Alcohol and Other Drug Policies and Procedures](#)).

Alcohol - Manufacture:

Manufacture of alcohol, except as expressly permitted by law and University regulations (see [Alcohol and Other Drug Policies and Procedures](#)).

Alcohol - Public Intoxication:

Intoxicated in public (see [Alcohol and Other Drug Policies and Procedures](#)).

Alcohol - Sale or Distribution:

Sale or distribution of alcohol, except as expressly permitted by law and University regulations (see [Alcohol and Other Drug Policies and Procedures](#)).

Cannabis and Nicotine Products - Sale or Distribution:

Sale and/or distribution of a cannabis or nicotine product, cannabis or nicotine vapor product, and/or an alternative or synthetic cannabis or nicotine product, as prohibited by Commonwealth of Virginia Law and Federal Law and Regulations.

Computer Misuse:

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

Disorderly Conduct - Acts:

Committing lewd or indecent acts (e.g., urinating in public).

Disorderly Conduct - Breach of Peace:

Breach of peace, or aiding, abetting or procuring another person to breach the peace on University premises or at University sponsored or affiliated functions.

Emergency Evacuations - Exit Procedures:

Failing to leave or stand clear of a building or area during an emergency evacuation as stipulated in the emergency evacuation procedures for the University and the building or area (see Emergency Evacuation Procedures).

Emergency Evacuations - Reentry Procedures:

Returning to a building or area during an emergency evacuation without permission as stipulated in the emergency evacuation procedures for the University and the building or area (see Emergency Evacuation Procedures).

Endangering - Disruption:

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.

Endangering - Physical Injury:

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.

Endangering - Lasers:

Use of a laser beam or laser pointer for reasons other than classroom instruction or academic purposes.

Failure to Comply - Requests:

Failing to comply with the requests of a University and/or other official when such requests are deemed to be reasonable and consistent with University policies, procedures, and regulations.

Failure to Comply - Sanctions:

Failing to follow through with, or complete any sanction given by a hearing body or officer.

Fire - Non Injury:

Intentionally or negligently, starting or causing a fire which does not result in bodily injury, and/or significant property damage or disruption to the University community.

Fire Safety - Flammable Items:

Possessing, using, lighting or burning: flammable liquids, candles, incense, oil lamps, lanterns, grills, or any item/device capable of producing a flame in, or on any University owned or University managed property, except when such use is consistent with existing policies or written permission is provided by the Office of Environmental Health & Safety.

Fire Safety - Small Particulate Matter:

Using or burning substances or items that produce an odor, or small particulate matter that interferes with fire systems.

Fire Safety - Non Smoking Policy:

Violating any aspect of the Non Smoking Policy.

Guests - Conduct Violations:

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 a University official.



Guests - Entry:

Allowing any non-resident of a student's living area, who is not a registered guest, to enter the living area after visitation hours have ended.

Guests - Hosting:

Hosting an individual on the campus ban or no trespass list, either on campus or at a University sponsored or affiliated function.

Guests - Occupancy:

Allowing the unauthorized occupancy of a living unit.

Guests - Registration:

Failure to properly register one's guest(s).

Hazing - Non Bodily Injury:

Hazing or otherwise mistreating as defined by the [Anti-Hazing Policy](#) up to, but not including acts that induce bodily injury.

Identification - Official Request:

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.

Identification - Student ID:

Failing to present a LancerCard ID when requested to do so by an official. In such cases, the official will identify themselves and state the source of authority.

Interference - Classroom Disruption:

Disruptive behavior during the instructional program that interferes with the faculty's ability to conduct the instruction, 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 instructional process.)*

Interference - Duties:

Interfering with the duties of a student, faculty, or staff member.

Interference - Investigations:

Withholding information necessary to any investigation carried out by an authorized agent of the University or community official.

Interference - Security and Operations:

Interfering with University security (e.g., propping open outside doors or exit ways, giving unauthorized access to others) or interfering with the normal operation of University owned, managed, or controlled property.

Mistreatment of Persons:

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.

Mistreatment of Persons - Physical:

Physical abuse directed toward any person or group of people.

Motor Vehicles:

Violating any aspect of the Motor Vehicle Parking and Traffic Regulations. Motor vehicles include, but are not limited to, automobiles, trucks, motorcycles and mopeds ([Motor Vehicle Parking and Traffic Regulations](#)).

Property:

Damaging, vandalizing, and/or tampering with property.

Trespassing - Presence:

Unauthorized presence (including climbing or scaling) on, in, or within any building or property.

Trespassing - Non Public:

Using roofs, balconies, and other areas that are not designated as public (see [Roofs/Sundecks](#)).

**ADMONITION**

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

Advertising and Posting:

Violating any aspect of the [Advertising and Posting Policy](#).

Alcohol - Consumption, Possession, Use:

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

Alcohol - Paraphernalia:

Possession, and/or use of alcohol paraphernalia, and/or rapid consumption items (see [Alcohol and Other Drug Policies and Procedures](#)).

Cannabis Products - Possession:

Possession and/or use of a cannabis product, cannabis vapor product, and/or alternative or synthetic cannabis product, as prohibited by Federal Law and Regulations (see [Alcohol and Other Drug Policies and Procedures](#)).

Drugs - Possession:

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 (see [Alcohol and Other Drug Policies and Procedures](#)). \*Please note that Federal Law prohibits the possession, use, sale and/or distribution of cannabis on campus or University Managed Properties (see Cannabis Products – Possession, and Cannabis and Nicotine Products – Sale or Distribution).

Drugs - Paraphernalia:

Possessing and/or using drug paraphernalia (e.g. any item or device associated or used in conjunction with illegal drug activity) (see [Alcohol and Other Drug Policies and Procedures](#)).

Fire Code - Capacity:

Exceeding the capacity of a building or a room as dictated by the fire code.

Fire Code - Living Spaces:

Improper use of room decorations and/or modifications.

Fire Code - Prohibited Items:

Possession and/or use of University Managed Property prohibited items (see Residential and Commuter Life – Allowed Items, Prohibited Items and Other Restrictions).

Freedom of Expression:

Violating any aspect of the [Freedom of Expression Policy](#).

Littering - Aerial:

Violating any aspect of the Sky Lantern and Balloon Release Policy.

Littering - Refuse:

Disposing of refuse of any kind, except in receptacles provided for that purpose.

Nicotine Products - Possession:

Possession and/or use of a nicotine product, nicotine vapor product, and/or alternative or synthetic nicotine product, as prohibited by Commonwealth of Virginia Law.

Noise:

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

Raffles:

Sponsoring a [raffle](#) without prior permission from the Director of the University Center and Student Activities.

Solicitation, Selling, and Collecting Contributions:

Violating and aspect of the [Solicitation, Selling, and Collecting Contributions Policy](#).

Student Organizations:

Violating any aspect of the policies outlined for Recognized Student Organizations.

Town of Farmville Cooperative Agreement:

Violating any aspect of the [Cooperative Agreement between the Town of Farmville and Longwood University](#).

University Managed Properties:

Violating any aspect of [University Managed Properties Procedures and Regulations](#).

Visitation:

Violating any aspect of the [Visitation Policy](#).

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**The Longwood University Honor System**

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, and recognized student 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 (\*) in the key below. The three primary sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, and Disciplinary Suspension. Repeated offenses may result in Expulsion. Please note, the Hearing Body may recommend a more stringent sanction and sanctions for repeat violations are increased. The Hearing Body may assign educational assignments that are not included here.

Key for Minimum Sanctions:

Letter of Admonition: \*

Disciplinary Probation: \*\*

Disciplinary Suspension: \*\*\*

**Academic Cheating:**

- a. Assistance - Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor. \*\*
- b. Outside Sources - Looking at materials, or devices, or another's materials (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. Conduct - Talking or signaling to a person while taking a quiz, test, or examination, with intent to gain or give unfair academic advantage, without permission of the instructor. \*\*
- d. Collaboration - Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor. \*\*
- e. Substitution - Substituting for another person or permitting another person to substitute for one's self during a class, test or examination. \*\*\*
- f. Previous Work - Submitting work that has been previously written for another class or for another purpose, without prior permission from the instructor. \*\*
- g. Bribery or Coercion - Bribing or threatening another to gain academic advantage for one's self or another. This includes, but is not limited to offering money, sexual favors, a service, or items in exchange for grades or any type of academic advantage. \*\*\*
- h. Advantage - Demanding a 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, a material item, or some condition. \*\*\*

### **Plagiarism:**

- a. Purchasing - Buying an assign., test, exam, paper or other work, and submitting it as one's own work. \*\*\*
- b. Misrepresentation - Taking or copying another's work and handing it in as one's own. \*\*
- c. Sources - Intentionally attributing or footnoting an incorrect source. \*
- d. Appropriating - Appropriating passages or ideas from another and using them as one's own without proper documentation. \*\*
- e. Original Work - Quoting or utilizing an outside source on an assignment, test, exam, paper, or other work with or without citation when it is requested by the instructor to present one's own work. \*\*

### **Cheating:**

- a. Disciplinary Interference - Interfering with the disciplinary process by engaging in any activity that disrupts, unfairly influences, or obstructs the process, including but not limited to, intimidating, coercing, or threatening any witness, hearing board member, or other participant involved in the process. \*\*\*
- b. Confidentiality - Distributing, announcing, or publicizing confidential disciplinary information, without written permission, except as otherwise permitted by University policy. \*\*
- c. Student Elections - Interfering or tampering with student elections, voting, vote procedures, or regulations for any election as set forth by the Student Government Association. \*\*
- d. Competition - Cheating or attempting to gain unfair advantage in any formal or informal University tournament, game, contest, or competitive event. \*\*
- e. Electronic - Engaging in electronic fraud, trespass, theft, embezzlement, modification of information, or invasion of privacy. \*\*\*
- f. Tampering - Tampering with electronic files, information, programs or data other than one's own without proper authorization, or degrading hardware, software, or circumventing electronic security measures. This includes violations of vendor copyright agreements.\*
- g. Resources - Depriving or attempting to deprive other users of resources or access to resources (physical or electronic).\*

### **Stealing:**

- a. Property - Stealing or attempting to steal personal, University, or other property. \*\*
- b. Authorization - Using personal, University, or other property without authorization. \*\*
- c. Resources - Taking academic or library materials or resources with the intent to deprive another, or gain unfair academic advantage. \*
- d. Copyright - Reproducing materials that are protected by copyright without written authorization. \*
- e. Funds Misuse - Making two or more insufficient fund payments to the University, misuse of a credit card in a transaction, failure to pay debts/obligations to the University after notice, or misuse of University funds.\*

## **Lying:**

- a. Falsifying Information - Giving false information to any student, staff member, faculty member, administrator, or other official with the intent to lie, deceive, or conceal. \*
- b. Falsifying Documents - Falsifying documents or falsifying official records (e.g., admission records, grades, parking decals, computer information, registration materials, or office records) in any manner. \*\*
- c. Pledge of Honor - Violating the Pledge of Honor, or being aware of a violation of any aspect of the Honor Code of Conduct and not reporting it to a University official and/or Student Conduct and Integrity. \*\*
- d. Altering Identification - Altering personal identification to read falsely. \*\*
- e. False Identification - Possessing or using another's identification, or allowing another to possess or use one's own personal identification, for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any University owned or managed property or building. \*\*
- f. Misrepresentation - Misrepresenting one's credentials, or falsifying materials to misrepresent oneself.\*

## **Minimum Sanctions**

Minimum sanctions for first-time Honor Code violations are denoted with asterisks (\*) in the key below. The three primary sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, and Disciplinary Suspension. Repeated offenses may result in Expulsion. Please note, the Hearing Body may recommend a more stringent sanction and sanctions for repeat violations are increased. The Hearing Body may assign educational assignments that are not included here.

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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 hearing 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 be imposed at the discretion of the hearing board or officer. Students and recognized student organizations 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.

### 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 may not return to campus or University managed properties during the time the sanction is in effect without advance written permission from the Director of Student Conduct and Integrity or designee. This prohibition from campus and University managed properties continues until a student returns for classes after readmission. If a suspended student has also been issued a criminal trespass warning by law enforcement, they 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, they will be arrested. Upon a disciplinary suspension/withdrawal date, access to all Longwood technology resources may 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 University operations or property, the student may be interim 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 Dean of Students. 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 housing in University-managed properties.

#### 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 or instruction.

#### 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, they will be arrested.

#### Loss of Privileges

Loss of privileges is the removal of certain student privileges including, but not limited to, visitation, guests, and the privilege to live in a residence hall.

#### 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 recognized student organization, and are defined in specific policies. Failure to meet the conditions of payment may 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 or guardians 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 use and 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 guardians 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 guardians and to request that their guardians 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 receiving a degree. 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 receiving a degree, disciplinary files are retained for three years subsequent to the date of their formal withdrawal and then destroyed.

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## **Academic and Student Life Policies**

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

The Longwood University [Acceptable Use of Information Technology Resources and Systems Policy](#) is available on the University web page under Policies & Procedures.

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

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

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### **Accessibility Resources Office - 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 [Accessibility Resources Office](#) 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 Accessibility Resources Office. For additional information, please visit the Accessibility Resources website at <http://www.longwood.edu/accessibility/>.

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/accessibility/policies--procedures/service-animal-policy/>.

The Longwood University [Non-Discrimination and Reasonable Accommodation on the Basis of Disability Policy](#) is available on the University web page under Policies & Procedures. The Americans with Disabilities Act Grievance Procedure is available at <http://www.longwood.edu/accessibility/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 to live with students in their University-managed housing upon approval by the Accessibility Resources Office (ARO).

It is important to distinguish between service animals and emotional support animals (ESAs). 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. Longwood University's Service Animal Policy can be found here: <http://www.longwood.edu/accessibility/policies--procedures/service-animal-policy/>

An ESA is typically, but not limited to, a dog or cat, which provides a therapeutic benefit to alleviate or mitigate one or more symptoms of a mental or psychiatric disability. The animal provides support, well-being, comfort, or a calming influence. Because ESAs are not trained to perform work or other service tasks, ESAs are not service animals and thus not entitled to the same privileges as service animals. ESAs are not permitted in any other area other than the student's assigned living space and immediate surrounding area. ESAs are not permitted in Longwood University living spaces at any time prior to the student owner receiving approval from the Accessibility Resources Office. The student is responsible for all costs related to any damage to persons or property created by their ESA.

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 the dwelling, and
3. there is a clear and identifiable relationship between the disability and the assistance the animal provides.

The student will be asked to provide documentation for the ESA verifying the following:

1. Vaccinations: The animal must be immunized against diseases common to that type of animal as recommended by the American Veterinary Association. All vaccinations must be current, and proof of vaccinations required by law must be provided prior to moving the animal into University-managed housing. Longwood University reserves the right to request updated verification at any time.

If the animal is a dog:

- The dog must be licensed with Prince Edward County and wear a current rabies tag, dog license tag, and an owner identification tag at all times. Prince Edward County, following the Code of Virginia, require all dogs be licensed by the time they reach four (4) months of age. Documentation showing inoculation for rabies is a prerequisite to obtaining a dog license. Prince Edward County requires dogs to wear an owner identification tag at all times.
  - The Town of Farmville requires dogs to be on a leash at all times, with the owner in full control.
2. Temperament: A letter from a veterinarian attesting to the animal's temperament.

Timeline for Requests:

Longwood University will accept and consider requests for reasonable accommodation in University housing at any time. The individual making the request for accommodation should complete and provide the ESA Request Form to Accessibility Resources Office (ARO) as soon as possible before moving into University



housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into University housing, the institution cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. If the need for the accommodation arises when an individual already resides in University housing, they should contact ARO and complete the Request Form as soon as possible. The institution cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

Longwood University may exclude an ESA from an assigned living space if it:

- a. poses a direct threat to the health or safety of others;
- b. the size of the animal is not suitable for Longwood University living spaces,
- c. would cause substantial physical damage to the property of others;
- d. would pose an undue financial or administrative burden, or
- e. results in a fundamental alteration of the University's program(s).

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

1. Registration with the Accessibility Resources Office (ARO) by completing the Emotional Support Animal Request Form
2. Meet with ARO staff to review documentation received describing need for emotional support animal
3. If approved, review and sign the University's Emotional Support Animal Agreement
4. Provide current picture of ESA to ARO

### **Service Animal Policy**

This policy establishes requirements applicable to Service Animals and Service Dogs in Training at Longwood University. These requirements provide consistency in the use and access of service animals, including those in training, on University property.

A service animal is a dog that is individually trained to do work or perform tasks for an individual with a disability. The work or tasks performed by the service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are D/deaf or hard of hearing to the presence of people or sounds;
- pulling a wheelchair;
- assisting an individual during a seizure or change in blood sugar;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone; or
- providing physical support and assistance with balance and stability to individuals with mobility-related disabilities.

The University, schools, units, offices and departments shall adhere to the following requirements:

#### **1. Service Animals:**

Service animals are not pets. In addition, service animals are not required to wear a vest, ID tag, or specific harness.

If there is a reason to question whether a dog is a service animal, University personnel may ask only the following two specific questions:

- a. Is the dog a service animal required because of a disability?
- b. What work or task has the dog been trained to perform?

An individual's failure to answer the above questions may result in exclusion of the animal.

University personnel may not ask questions about the nature of the individual's disability; require proof that the animal has been certified, trained, or licensed as a service animal; or require that the service animal demonstrate the task it performs.

#### **Service Animal Access:**

Generally, individuals with disabilities are permitted to be accompanied by their service animals in all areas

of the University where members of the public, participants in services, programs, or activities, or invitees are permitted. An individual with a disability is not required to request permission to bring a service animal, including a service dog in training, on University property where the public is permitted to go.

### **Handler Responsibilities for Service Animals:**

A “handler” is the individual responsible for the care, supervision, and behavior of a service animal. Care and supervision include toileting, feeding, grooming, and veterinary care. University officials are not required to supervise or otherwise care for a service animal.

The handler also is responsible for keeping the service animal under control. The service animal must be harnessed, leashed, or tethered unless these devices cannot be used because they would interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

### **2. Removal of Service Animals:**

University officials may ask an individual with a disability to remove a service animal from public areas under two circumstances:

- a. the dog is out of control, and the handler does not take effective action to control it; or
- b. the dog is not housebroken.

Examples of behavior that would qualify as “out of control” include behavior by a service animal that poses a threat to the health or safety of others or disrupts or interferes with University programs or activities (e.g., aggressive behavior such as lunging or biting toward other University community members). This determination, however, may not be made based on assumptions about the breed of dog or based on past experience with other animals. Further, a service animal may be removed if allowing it to remain would fundamentally alter the nature of the program or service. University personnel will make an individualized assessment when determining whether it is appropriate to remove a service animal from public areas.

If an individual with a disability is asked to remove a service animal, the individual must be given the opportunity to continue to remain on University property or to enjoy the University programs and activities without the service animal present.

### **3. Service Dogs in Training:**

A “service dog in training” is not a service animal under the ADA. However, Virginia state law requires that individuals with disabilities, who are accompanied by service dogs in training be allowed to go where the public is normally permitted or invited provided the dog is at least six months of age, and at least one of the following factors is met:

- a. in harness, provided [the individual] is an experienced trainer of guide dogs or is conducting continuing training of a guide dog;
- b. on a blaze orange leash, provided [the individual] is an experienced trainer of hearing dogs or is conducting ongoing training of a hearing dog;
- c. in a harness, backpack, or vest identifying the dog as a trained service dog, provided [the individual] is an experienced trainer of service dogs or is conducting continuing training of a service dog;
- d. [the individual] is wearing a jacket identifying the recognized guide, hearing, or service dog organization, provided [the individual] is an experienced trainer of the organization identified in the jacket.

Please see the full policy available on the Accessibility Resources webpage at:

<http://www.longwood.edu/accessibility/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 Accessibility 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 two days, notify the [Dean of Students](#) at: [DOS@longwood.edu](mailto:DOS@longwood.edu); Phone: (434) 395-2492

Dean of Students staff will be in contact with your college's Academic Dean's Office:

[Cook-Cole College of Arts and Sciences](#)  
[College of Business and Economics](#)  
[College of Education, Health and Human Services](#)  
[College of Graduate and Professional Studies](#)  
[Cormier Honors College](#)

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. The Accessibility Resources Office maintains a list of local resources that you may contact directly. Please note, due to liability, Longwood does not provide wheelchairs or golf cart transportation.

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 us at 434.395.2391 or [accessibilityresources@longwood.edu](mailto:accessibilityresources@longwood.edu)

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

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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 University 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, “*For questions concerning accessor need of accommodations, please contact (insert name and any necessary contact information, including an e-mail).*”
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 may be delivered to the Office of the University Center and Student Activities for posting in the Upchurch University Center and Dorrill Dining Hall. Up to eight (8) copies may be delivered to Residential and Commuter Life or submitted electronically to [housing@longwood.edu](mailto:housing@longwood.edu) for distribution among the residence halls and the University Managed Properties. 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](#). Questions pertaining to any aspect of this policy should be directed to the [Office of Student Conduct and Integrity](#).

### 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.

### 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 the Federal, State and Local Laws section.
- 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 University 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 University 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 bongs, 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 University 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 the Commonwealth of Virginia (Drug Control Act) and/or Federal Law and Regulations, 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, 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 is prohibited; including but not limited to any item or device associated or used in conjunction with illegal drug activity.

### **Location**

University 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 area. The individual use of alcohol by students 21 years of age or older is permitted as long as all residents agree to the presence of alcohol.

Room/suite/apartment gatherings of more than one person must be in compliance with all University 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. For events and functions where alcohol is involved, please see requirement information in [Event Planning on Campus involving Alcohol](#).

Drugs in University 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, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited.

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

The three main sanctions a student may receive are a Letter of Admonition, Disciplinary Probation, and Disciplinary Suspension. It is important to note that 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. Sanctions are assigned based on the specific facts in each case and as such are varied based on the particular circumstances. 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 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

Letter of Admonition:

- 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, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs.
- Possession and/or use of a cannabis product, cannabis vapor product, and/or alternative or synthetic cannabis product, as prohibited by Federal Law and Regulations.
- Possession and/or use of a nicotine product, nicotine vapor product, and/or alternative or synthetic nicotine product, as prohibited by Commonwealth of Virginia Law.

Disciplinary Probation:

- Sale and/or distribution of a cannabis or nicotine product, cannabis or nicotine vapor product, and/or an alternative or synthetic cannabis or nicotine product, as prohibited by Commonwealth of Virginia Law and Federal Law and Regulations.

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.
- Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act.

### **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 \$100.

#### CASICS (Cannabis Screening and Intervention for College Students)

CASICS is an individual intervention consisting of two, one-hour meetings. The sessions are based on principles of motivational interviewing and are delivered in an empathetic, non-confrontational, and non-judgmental manner aimed at revealing the discrepancy between the individual's risky cannabis use, their goals, and values. The fee for this individual intervention strategy is \$100.

#### 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 and cannabis screening and feedback to reduce substance misuse and/or abuse by enhancing motivation to change, promoting healthier choices, reviewing myths and facts about substances, and teaching coping skills to moderate use. 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 and Integrity by the counselor conducting the assessment.

#### **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.

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

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.

##### 1. Definition of Hazing

Hazing is defined as any action taken, situation created or facilitated, whether on or off Longwood property, by individual students, recognized student organizations or athletic teams, intended to produce mental or physical discomfort, harassment, embarrassment, intimidation, ridicule or endangerment of life. Hazing is an abuse of power and relationships, and its purpose is to demean others. Willingness to participate in any hazing activity does not excuse the behaviors or absolve those involved from responsibility. Additionally, for the purposes of this policy, hazing includes observation of hazing activities by individuals in a position to intervene but who failed to intervene.



Hazing is a criminal offense under Virginia Code: § 18.2-56, which states:  
Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.  
It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.  
Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

## 2. How to Report Hazing

Any person who believes they are a victim of hazing is encouraged to report the incident. Any person having knowledge of any activity or conduct that is concerning or may constitute hazing is also encouraged to report the incident or behaviors.

Hazing may be reported via:

Say Something online reporting webpage:

<http://www.longwood.edu/studentconduct/say-something/>,

Longwood University Police Department, Dorrill Hall, Lower Level, 434-395-2091

<http://www.longwood.edu/police/forms/report-a-crime/>

Office of Student Conduct and Integrity, Eason Hall, G-08A, 434-395-2490

<http://www.longwood.edu/studentconduct/say-something/>, to any Student Affairs staff member, or anonymously at <http://www.longwood.edu/studentconduct/anonymous-report-form/>

Athletics Department Sports Medicine Office, Willett Hall, 116, 434-395-2557

Student reporters of misconduct will not be charged with personal consumption of drugs (including cannabis products) and alcohol, 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.

Student reporters will not be charged with hazing when “such disclosure is made by a bystander not involved in such acts in conjunction with a good faith report of an act of hazing in advance of or during an incident of hazing that causes injury or is likely to cause injury to a person.” Virginia Code: § 23.1-821 A.

Please note the Commonwealth of Virginia Statute that speaks to the safe reporting of overdoses, specifically defined as a life-threatening condition resulting from alcohol, controlled substances, or any combination of such substances. Virginia Code: § 18.2-251.03. Safe reporting of overdoses.

<https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-251.03/>

### 3. Enforcement

Individual students and recognized student organizations who participate in hazing are subject to the Longwood University disciplinary process, criminal charges filed by Longwood University and/or injured parties. NCAA athletic teams and affiliated groups who participate in hazing will be referred to the Director of Athletics, who will take appropriate action and assign sanctions. The Longwood University disciplinary process will proceed for individual students and recognized student organizations if hazing is suspected or confirmed. If students are found responsible for hazing, the students will be assigned appropriate sanctions as outlined in the Student Handbook. If a recognized student organization is found responsible for hazing, the recognized student organization will be assigned appropriate sanctions that may include, but are not limited to, educational assignment, loss of privileges, or loss of recognition status as outlined in the Student Handbook.

Recognized student organizations, NCAA athletic teams, or governance groups may develop additional policies and procedures that are more specific in order to prevent incidents of hazing within their memberships.

To the extent possible, the University will address behaviors defined herein on the part of any member of the Longwood community by non-members, including contractors, alumni, visitors, and any others who are identified as non-employees or non-students of the University.

### 4. New Member Development Requirements

All new member activities and/or programs 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; and 4) be completed within the first twelve weeks of the semester the new member process has begun, and may not last longer than six weeks.

All recognized student organization leadership must electronically sign a statement on the Recognized Student Organization Re-Registration Form each semester indicating they have read and understood the Student Handbook and the policies and procedures contained within. Recognized student organizations with a New Member Process will be required to ensure and provide proof that all new members receive a copy of the Anti-Hazing Policy within two weeks of the start of the New Member Process. At the discretion of the University, failure to follow this procedure may result in penalties to the recognized student organization that may include, but are not limited to, loss of Longwood University recognition, privileges, or permission to conduct recruitment or new member activities.

All recognized student organizations that have a New Member Process must submit copies of the program and activities to the University Center and Student Activities Office and/or Office of Fraternity and Sorority Life prior to recruitment for approval. Upon the completion of recruitment, an evaluation report must also be filed with the appropriate Office. At the discretion of the University, failure to follow this procedure may result in penalties to the recognized student organization that may include, but are not limited to, loss of Longwood University recognition, privileges, or permission to conduct recruitment or new member activities.

Student Athletes and NCAA athletic teams and affiliated groups will follow the procedure outlined in the Longwood University Student-Athlete Handbook.

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### **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.
- 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**

The Longwood University [Bicycle, Skateboard, In-Line Skates and Scooter Policy](#) is available on the University web page under Policies.

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### **Billing and Fee Payment**

Please see [Office of Cashiering & Student Accounts web page](#) 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 requires its student network users to do so as well. The Longwood University [Acceptable Use of Information Technology Resources and Systems Policy](#) 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 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 Director of Student Conduct and 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 Director of Student Conduct and 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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## **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.
- c. 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.
- d. 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) business 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) business 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 Interim Disciplinary Suspension will be communicated to the student via the official form of communication (live.longwood.edu email 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) business 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.

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## Event Planning on Campus - Facilities Reservations

To make a request for usage of campus facilities (meeting rooms, gyms, auditoriums, dining hall spaces, outdoor spaces, etc.) please visit the webpage for [University Events and Ceremonies](#).

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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 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.

- Maintain a current mailing address on file with our Registrar. (Paper check refunds and tax forms will be delayed if the permanent mailing address or 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 and meal plans; register for future classes; receive official transcripts; or 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.

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### **Fire Safety Regulations**

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 University Managed Properties. 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 Sharp/Register Lawn and will consist of the patio and the area located between Sharp Hall and Register Hall. 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 University Events and Ceremonies by submitting a request at <http://www.longwood.edu/eventservices/event-scheduling/>; University Events and Ceremonies 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 University Events and Ceremonies by submitting a



request at <http://www.longwood.edu/eventservices/event-scheduling/>; University Events and Ceremonies 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, Dean of Students  
Eason Hall, G08  
434.395.2492, [fraleyjl@longwood.edu](mailto:fraleyjl@longwood.edu)

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### **Grievance and Complaint Procedures**

Please see the Suggestions and Complaints webpage on the Office of Student Affairs' web page (<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>

Failure to comply with the Health & Fitness Center policies may result in membership privileges being revoked and/or referral to the Office of Student Conduct and Integrity. 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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### **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 to 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 Longwood University [Intellectual Property Policy](#) is available on the University web page.

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### **Longwood University Identifiers**

In accordance with Longwood University [Institutional Name/Logo Policy](#), 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 Marketing, Communications & Engagement. 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](#), 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. If the missing student is under the age of 18 and is not an emancipated individual, LUPD will notify the student's parent or legal guardian immediately after it is determined that the student is missing. Circumstances that warrant a faster response and notification sooner than 24 hours may include, but are not limited to:

- 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 as the emergency contact(s) and/or parents or legal guardians 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 Longwood University [Motor Vehicle Parking and Traffic Regulations Policy](#).

For Recognized Student Organizations please see Student Organization Policies at <http://www.longwood.edu/lancer-life/clubs-organizations/resources/policies--procedures/>.

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### **Non-Smoking Policy**

Please see Longwood University [Campus Non-Smoking Policy](#) for additional information. 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. It is the responsibility of all students, faculty, and staff to observe the Non-Smoking Policy. All students, faculty, and staff share the responsibility of keeping the campus clean, attractive, and litter-free.
2. Smoking is prohibited:
  - a. On or within facilities owned, managed, or leased by the University
  - b. In University-owned vehicles
  - c. On the campus grounds except in designated areas
3. Smoking is prohibited at University owned/managed outdoor athletic facilities except in designated areas.
4. All cigarette butts or other tobacco products 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.
5. Smokeless tobacco products and/or saliva must be disposed of in a proper and sanitary manner.

**Minimum sanctions if found responsible for a violation of the policy:**

1<sup>st</sup> Offense: \$25.00 Fine and Letter of Admonition

2<sup>nd</sup> Offense: \$50.00 Fine and Disciplinary Probation

3<sup>rd</sup> Offense: \$100.00 Fine and Disciplinary Suspension

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**Psychological Emergency Policy**

Longwood University aims to maintain the safety of individual students, as well as the community, in the event of a psychological emergency. 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.

If a student is deemed to be a threat to self or others, they may not attend classes, university activities, or return to university-managed housing until they have been given clearance to return by the Dean of Students or designee. Clearance will require:

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

Consistent with the Disruptive Behavior Policy, a student’s parent/guardian will be contacted in the event of a psychological emergency. Students are responsible for costs associated with the psychiatric evaluation and any subsequent care that falls outside the scope of University services. This policy is implemented with sensitivity to students’ privacy and academic success. The Office of the Dean of Students will work with the student and the appropriate Academic Dean’s office to take measures necessary to allow students to return to school.

Faculty, staff, and students are expected to follow established procedures when there is a psychological emergency. Training resources are available for faculty, staff, and students. Counseling and Psychological Services 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.

Procedures:

- 1) When there is a situation involving an **immediate threat** to self or others, the Longwood University Police 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 434.395.2492, Monday through Friday 8:00AM-5:00PM. A designated staff member will involve other

administrators and Counseling and Psychological Services as appropriate. If the concern arises after business hours, the Longwood University Police should be contacted for consultation.

- 3) Counselors/Psychologists, Longwood University Police, Dean of Students, and Residential and Commuter Life staff shall follow their department's established procedures, as trained.
  - 4) The student of concern will also be discussed during the weekly Care Team meeting, and that team will follow-up as appropriate.
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### **Public Health**

If required by public health conditions, students may be required to abide by mitigation measures such as face coverings and temporary relocation, quarantine or isolation, to prevent the spread of contagious disease. Relocation does not constitute termination of a residential student's housing agreement. Longwood encourages students to follow health guidance, but students must contact faculty and the Dean of Students directly at [careteam@longwood.edu](mailto:careteam@longwood.edu) if they must miss class, and complete any make-up work or lessons as assigned.

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### **Raffles**

Organizations and students who wish to sponsor a raffle need to submit the raffle as an Event in Lancer Link a minimum of ten (10) days prior to the raffle beginning. Once you log into [Lancer Link](#), select the recognized student organization that is sponsoring the raffle and submit as an Event. All profits must be used for educational and charitable purposes.

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

The Federal Copyright Act (Title 17 of the U.S. 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, 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. The fundraiser MUST be submitted as an Event in Lancer Link a minimum of ten (10) 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 University 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 University 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 University Events and Ceremonies (<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](#).

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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. 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 Dean of Student Engagement or to the Longwood Police.

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

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.
8. 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.
9. 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.
10. 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.

#### 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 Title IX Misconduct

The RSO will not tolerate or condone any form of discriminatory behavior, including Title IX and 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 Title IX Policy](#) for information pertinent to behaviors of sexual discrimination and 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, stranding of students 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, 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 and/or programs 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 (if applicable) policies; and 4) be completed within the first twelve weeks of the semester the new member process has begun, and may not last longer than six weeks.

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. Require all New Members to complete a New Member Intake Packet and required FERPA paperwork.

All RSOs that include a new member process, and are not a social Greek organization must work with the Office of Fraternity and Sorority Life to:

1. Ensure each RSO attends New Member Process Training Meetings at the beginning of each semester;
2. Each RSO 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. The Treasurer of each RSO must attend or complete the required Student Government Association (SGA) Financial and Travel Training course in the fall Semester. 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 the date set each semester by the Office of University Center and Student Activities. 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 Director of the University Center and Student Activities to schedule a "Re-Recognition Interest Meeting." They must provide the Director a list of eight members (full name, email, and position), a constitution, and written confirmation from the faculty/staff member who has agreed to serve as advisor, 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. Complete the New Organization Interest Form found on [Lancer 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 Director of the University Center and Student Activities.
  - 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 Senate 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 Director of the University Center and Student Activities.
  - b. New Student Organization Profile Meeting: The President and Primary Contact of the organization will meet with the Director of the University Center and Student Activities. During this meeting 1) the organization will work with the 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 Leadership 101 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: Organizations wishing to appeal SGA decisions must do so to the Vice President of Student Affairs.

### Scavenger Hunts

If properly conducted, scavenger hunts have value and can be an educational experience. Recognized student organization officers must follow these requirements to ensure that scavenger hunt activities are safe and useful for students who participate in them.



### Scavenger Hunts:

- Must be registered on Lancer Link a minimum of five (5) business days in advance, and subject to approval.
- Must be conducted during reasonable hours of the day; not allowed between 10:00pm-7:00am, Sunday-Thursday; and between Midnight-10:00am, Friday and Saturday.
- Must not exceed two (2) hours in duration.
- Must include both active and new members.
- Must encourage participants to work together as an organization.
- Must augment participants' learning about their organization, field of study, and/or the University.
- Must be limited to publically-accessible University property, bound by High Street, Griffin Boulevard, and Main Street (University Managed Properties, i.e. residence halls and/or apartment communities are not publically-accessible University property).
- Must not involve any activities that could be harmful.
- Must not include travel via vehicle, or other motorized conveyance.
- Must not involve stealing of property or trespassing.
- Must not disrupt regular University business (including academic classes) or the local community.

### Violations of University Policy, Code/Honor Code of Conduct Standards and Regulations

Reports of recognized student organizations violating University Policy, 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.

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### **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.

### Approval Procedures for Fundraisers and/or Sales

1. A fundraiser and/or sales submission must be completed through Lancer Link, by submitting the fundraiser and/or sales as an Event in Lancer Link, ten (10) days prior to the event. Events may be denied if submitted less than ten (10) 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 Office of 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 form being denied by the Office of the University Center and Student Activities.

1. Ticket sales for events do not need to submit a fundraising and/or sales form 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 Office of University Center and Student Activities. 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 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 form must be fully recognized and in good standing with the Office of 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 (unless it is a "spirit night"), residential facilities, and/or other University buildings, without permission from the Office of University Center and Student Activities.
10. To reserve a location for your fundraiser, please visit the webpage for University Events and Ceremonies 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 are found at on Lancer Link: <https://lancerlink.longwood.edu/>
12. Donation jars and/or donation solicitation are considered fundraising and a fundraising and/or sales form 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, a Bake Sale must be submitted as an Event in Lancer Link no more than ten (10) days prior to the Event and be approved by Dining Services.
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 University Events and Ceremonies.
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, 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 Longwood University [Funds Handling and Deposit Procedures](#). 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 Office of 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.
  7. The use of funds-transfer mobile applications including but not limited to, Venmo, Square, or any other mobile banking device is strictly prohibited. The only exception permitted is a directly linked account to an off campus bank account.
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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 Center for Global Engagement.

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 Center for Global Engagement.
  - 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 recognized student organization (RSO) 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 for more information:  
<http://www.longwood.edu/studyabroad/preparing-for-departure/insurance-requirements/>

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/studyabroad/> 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 University Center and Student Activities.

## 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’s Center for Global Engagement. Programs for academic credit are subject to a different policy than what is detailed here. The policy detailed here applies to non-credit bearing programs offered by university offices, departments, or recognized student organizations (for example, Alternative Break heading to Mexico).

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

An application for permission to travel internationally, to be approved by the Director of Study Abroad and the Executive Director of the Center for Global Engagement. The applications and guidelines are available at <http://solomon.longwood.edu/globalengagement/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 [Center for Global Engagement](#).

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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, Eason Hall
3. Financial Records – Office of Cashiering & Student Accounts, Eason 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, Pierson Hall - 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 webpage: <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 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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### **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 highly skilled Student Support Technicians (SSTs) for technical support. Detailed information about this program is available at <http://www.longwood.edu/sst/>.

#### **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**

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 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, and:

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

#### 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.

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#### **Title VI Policy**

Under Title VI of the Civil Rights Act and its implementing regulations, "no student shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a recipient receiving federal financial assistance." These programs include: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, and housing.

Longwood is required to respond to racial or national origin harassment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (i.e., creates a hostile environment). Longwood will take immediate and appropriate steps to investigate and address racial or national origin harassment. If an investigation reveals that the harassment created a hostile environment, Longwood must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

This policy provides for the orderly resolution of complaints of discrimination or harassment on the basis of race, color, or national origin and is not intended to restrict the exercise of any expressive activities protected under the U.S. Constitution nor regulate the content of speech but to protect students from discrimination.

### **Definitions**

Discrimination: Inequitable treatment based upon race, color, or national origin in violation of Title VI, such as exclusion from participation in any University program or denial of benefits.

Harassment: Unwelcome conduct directed against a person based upon that person's race, color, or national origin, which conduct is severe or pervasive that it denies the person equal access to education, opportunity, or benefit. This includes in person, digital, or online conduct.

The Office for Civil Rights (OCR) has emphasized that harassment does not encompass all offensive speech regarding a protected category. Harassment "must include something beyond the mere expression of views, words, symbols or thoughts that some person finds offensive." Moreover, the conduct must also be considered sufficiently serious to "deny or limit a student's ability to participate in or benefit from the educational program." Finally, the conduct alleged to be harassment must be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances, including the alleged victim's age.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute a violation of policy.

Complainant: An individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

Party: A complainant and/or respondent.

Informal Resolution: Resolution of a complaint other than an investigation. Informal resolution may include mediation, restorative justice, or other models of alternative dispute resolution. Informal resolution is voluntary and requires the written consent of both parties and the University.

### **FERPA, FOIA, and Privacy**

Records created by the Title VI Coordinator may be education records subject to protection under the Family Educational Rights and Privacy Act (FERPA). If the complainant or respondent is a student, records should be safeguarded and not shared with University employees unless the employee has a legitimate educational interest in viewing the documents and in compliance with University policy. Similarly, the University does not release personnel records related to specific employees or employment matters as personnel matters and records are generally considered private or exempted by law from disclosure. See Va. Code § 2.2-3700, et seq. If there is an instance where a student makes a complaint against a University employee, the University may not be able to release records related to the employee.

### **Eligibility for Assistance and Scope**

These procedures are available to:

1. Any currently enrolled student who believes they have been subjected to discrimination or harassment on the basis of race, color, or national origin;
2. Any currently enrolled student who has knowledge of discrimination or harassment on the basis of race, color, or national origin against another student in order to report such incidents.



If a complaint is filed under this policy, it may be investigated regardless of whether the conduct occurred off campus in order to determine whether the continuing effects of the off campus conduct are having adverse effects on the University's educational environment.

## **Reporting**

Using the procedures outlined below, students should promptly report conduct that constitutes discrimination or harassment as defined by this policy.

False Reports: A person who intentionally or maliciously makes a report of a Title VI complaint to the University without regard for the truth, and whose report is found to be false, may be subjected to University discipline. This provision does not apply to reports made in good faith, even if an investigation of the incident does not find a Policy violation.

### **1. General Procedures**

- a. The following procedures are intended to protect the rights of the Complainant, aggrieved party, and Respondent as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken.
- b. In situations that require immediate action, because of safety, the Office of Student Conduct and Integrity may take any appropriate, temporary action to address the safety concern.

### **2. Filing Complaints**

- a. All incidents of discrimination and/or harassment should be reported. The University's complaint procedures provide for a timely, 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 or observed these types of incidents immediately report them to the Title VI Coordinator via the Say Something reporting platform:  
<http://www.longwood.edu/studentconduct/say-something/>.

The Title VI Coordinator may be contacted at:

Jonathan Page: Office: Upchurch, 309F; Office Phone: (434) 395-4808; Email: [pageje@longwood.edu](mailto:pageje@longwood.edu)

Employees who believe they have either witnessed harassment against employees or been subjected to discrimination or harassment should notify the Director of Human Resources, Shannon Meador.

Office: Eason Hall, 109; Office Phone: (434) 395-2074; Email: [meadorse@longwood.edu](mailto:meadorse@longwood.edu)

If a student files a complaint alleging a Title VI violation against an employee, the complaint will be referred to the appropriate University official for follow-up pursuant to University and/or Commonwealth employment policies, and consistent with the University's obligations under Title VI and other federal law.

- b. The complaint shall include the facts giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The Complainant shall sign the complaint; however, when the Complainant refuses to provide or sign a written complaint, the matter will still be investigated. In the event that a Complainant decides that they do not want to pursue the complaint or makes the complaint anonymously, the Title VI office, in determining if it will investigate, will balance the Complainant's request with the University's obligation to respond to racial or national origin harassment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (i.e., creates a hostile environment).
- c. The Title VI Coordinator shall notify each Party of resources and services available to them, such as counseling or health services.
- d. If the facts alleged in the complaint do not rise to the level of discrimination or harassment, the complaint may be dismissed without further investigation. The Complainant should be informed of other available processes such as a student non-academic complaint process through the Office of Student Conduct and Integrity. The University may offer supportive measures and services to students who have experienced discrimination or harassment. Supportive measures are designed to address an

individual's safety and well-being and to allow the individual continued access to educational or employment opportunities.

### **3. Investigation**

- a. The Title VI Coordinator shall be notified of the complaint as soon as possible, and an investigation will be conducted.
- b. For each Title VI complaint to be investigated, the Coordinator may select an investigator of their choosing. Any investigator chosen to conduct the investigation will be impartial and free of any conflict of interest. The investigator shall be a University employee.
- c. The investigator shall conduct an investigation of the complaint to determine whether there has been a violation of this policy. The investigation shall include interviews with the Complainant, Respondent, and any relevant witnesses. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
- d. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties, though information may need to be revealed to the Respondent and to potential witnesses.
- e. The investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint, and the Respondent shall receive a copy of the complaint. The Respondent shall respond in writing to the complaint within five (5) working days following the date of receipt of the investigator's notification.
- f. At any time during the course of the investigation, the Coordinator and investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint through informal resolution. Either party has the right to end the informal resolution processes at any time. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by the Title VI Coordinator and the Office of Student Conduct and Integrity, shall be documented. If informal resolution is unsuccessful, the investigation and process will proceed.
- g. 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.
- h. Prior to completion of the investigative report, the University will make available to each party the evidence subject to inspection and review, and the parties have ten business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- i. At the completion of the investigation, both the Respondent and Complainant will be informed within ten business days, in writing, of the outcome of the investigation.
- j. If the investigator determines by a preponderance of the evidence that a violation of policy occurred, the Coordinator will report the findings to the Office of Student Conduct and Integrity to take appropriate corrective action.
- k. The respondent may accept the findings of the investigation and the sanctions/measures determined by the Title VI Coordinator and the Office of Student Conduct and Integrity to prevent the violation's recurrence, or they may challenge the findings and request an appeal. The respondent must make a decision to accept the findings or challenge the findings and sanctions/measures, and request an appeal within five business days from the written notification of the outcome of the investigation. In investigations that the respondent has been found responsible and accepts those findings, informal resolution can again be considered if both parties are amenable.

### **4. Informal Resolution**

- a. Some complaints can be resolved through informal resolution between the parties. The Title VI Coordinator and/or designee may arrange for or facilitate informal resolution between the involved parties.
  - Informal resolution is voluntary and requires the written consent of the parties and the University.

- Once the informal resolution is complete, written notification of the agreed upon resolution shall be given to both parties by the Title VI Coordinator or designee.
  - The involved parties will sign a voluntary agreement specifying the behavioral expectations. If re-occurrence takes place, those responsible for such behavior will be subject to additional action, with greater penalties, under this policy.
  - If the parties are unable to reach an informal resolution the formal process will resume.
- b. After completion of the investigation, and any subsequent disciplinary proceedings, all documentation shall be forwarded to and copies maintained in the Title VI Office. If disciplinary action was taken, copies of documentation establishing such action taken against the Respondent shall also be maintained in the Respondent's student disciplinary record.
  - c. The complainant may decide, subsequent to the filing of formal charges against the Respondent to withdraw the complaint.

## **5. Appeal of Decision**

- a. Respondents and Complainants have the right to appeal:
  - the Title VI Coordinator's and Office of Student Conduct and Integrity's decision, and
  - the University's decision to dismiss a complaint.
- b. Appeals must be filed within three business days of the University's written decision, or the University's decision to dismiss the complaint.
- c. To file an appeal, students must fill out the appeal form provided with written notice of the University's decision, or the University's decision to dismiss the complaint.
- d. The University will provide a copy of the appeal to the other parties.
- e. Appeals may only proceed based on the following reasons:
  - Procedural irregularity that materially affected the outcome of the matter. A procedural irregularity may include a failure to objectively evaluate or admit all relevant evidence, including inculpatory and exculpatory evidence;
  - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
  - The Title VI Coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- f. The Appeals Officer, the Vice President for Student Affairs or their designee, will review the appeal within five business days of the receipt of the appeal. All parties will receive notice of the time and place of the appeal.
- g. Each party will have the opportunity to submit a written statement in support or opposition to the appeal.
- h. Within ten business days the Appeals Officer shall issue a written decision to the parties:
  - denying the appeal and upholding the decision of the University Hearing Board, or
  - granting the appeal and remanding the issue to the Title VI Coordinator or the Office of Conduct and Integrity.
- i. Both parties will be informed within five business days, in writing, of the outcome of the appeal and of any sanctions being recommended.

## **6. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the case will be closed and the statement of the Respondent will be documented and forwarded to the Office of Conduct and Integrity.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct.

## **7. Retaliation**

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.

## **8. Title VI Record Keeping**

It is the policy of the University to create and preserve appropriate documentation of all Title VI- related complaints. The Coordinator shall document receipt of all reports, and its response to each report through investigation, determination, remediation, appeal, or other means. The University shall retain such documentation in accordance with the Commonwealth of Virginia Records Retention and Disposition Schedule. [https://www.lva.virginia.gov/agencies/records/sched\\_state/GS-111.pdf](https://www.lva.virginia.gov/agencies/records/sched_state/GS-111.pdf)

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## **Title IX 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 prohibits sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, stalking, and discrimination against pregnant and parenting students by employees, students, or third parties. This policy addresses sexual misconduct that involves members of the Longwood community who are involved in an education program or activity, which includes locations, events or circumstances over which Longwood University exercises substantial control over both the alleged respondent and the context in which the sexual harassment occurs. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report incidents that occur.

### **Eligibility for Assistance**

This policy applies to all Longwood students, staff and faculty in all university programs and activities. 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 supportive measures which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

The University will dismiss formal complaints involving Title IX misconduct that did not occur against a person in the United States. However, such dismissal does not preclude action under the student code of conduct or university policies. Neither does it preclude offering supportive measures.

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 alleged respondent is affiliated with Longwood, both the complainant and alleged respondent shall be offered supportive measures as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the alleged respondent is affiliated with Longwood, the alleged respondent shall be offered supportive measures as appropriate.

## Definitions

Sexual misconduct is a term that encompasses prohibited sexual and gender-based behaviors. In general, any non-consensual contact of a sexual nature may constitute sexual misconduct. Behaviors or attempted behaviors range in severity and may be grounds for conduct action under this policy. The following policy definitions apply:

1. **Consent:** Effective consent is the basis of the analysis applied to unwelcome sexual activity. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be reasonable and mutually understandable. Consent is a voluntary, informed, non-coerced agreement through words or actions that is freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. 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 activity. 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, or intimidating behavior. Effective consent cannot be given by minors, mentally impaired individuals or persons incapacitated as a result of drugs or alcohol. Intentionally administering alcohol or drugs for the purpose of inducing incapacity is prohibited. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual activity includes intentional contact directly or through clothing 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). 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.

2. **Unwelcome Sexual Contact:** includes fondling or touching, either of the complainant, or when the complainant is forced to touch another person's body.
3. **Coerced Sexual Intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent. 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.
4. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual sexual advantage of another for their 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:
  - Prostituting another student;
  - Non-consensual video or audio-taping of sexual activity;
  - Engaging in voyeuristic behavior, including viewing or allowing viewing of sexual activity without the consent of all parties;
  - Knowingly transmitting an STD, STI or HIV to another.
  - 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 stillimages.

5. **Sexual Harassment:** Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: 1) An employee of the University conditioning the provision of an aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct; 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies the person equal access to the University's education program or activity. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
- Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
  - Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
  - 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.
  - Displaying pornographic or sexually oriented materials.
  - Engaging in indecent exposure.
  - Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances.
  - Physical conduct such as assault, touching, or blocking normal movement.
  - 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.

6. **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.
7. **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.
8. **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.

9. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.
10. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute a violation of this policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a University education program or activity.
11. **Party** means a complainant and/or respondent.
12. **Supportive measures** are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge, to protect the safety of all parties and deter violations of this policy. Where a complainant reports an incident but does not wish to file a formal complaint, supportive measures provide a go-to response for a school to demonstrate it is responding to the reported incident in a manner that is not clearly unreasonable, without punishing the alleged perpetrator absent a determination of responsibility.
- Supportive measures are available to both complainants and respondents to preserve each party's equal access to their education pending the outcome of the investigation. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
13. **Informal resolution** is resolution of a complaint other than an investigation or formal hearing. Informal resolution may include mediation, restorative justice, or other models of alternative dispute resolution. Informal resolution is voluntary and requires the written consent of the parties and the University. Informal resolution is not available when the respondent is a University employee and the complainant is a student.
14. **Formal Complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging a violation of this policy and requesting that the university investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

### **Filing a Title IX Complaint**

All incidents of sexual misconduct and retaliation should be reported. Any person may report sexual misconduct, in person, by mail, by telephone, or by electronic mail, or contacting the Title IX Coordinator or

Longwood University Police Department. Formal complaints may be initiated by the complainant or the Title IX Coordinator.

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 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 the Commonwealth of Virginia Attorney authorizes destruction. 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**

Kathleen Roberts, Title IX Coordinator

Office: Eason Hall, G-08L

Office Phone (434) 395-2571, Cell Phone (434) 808-9439

Email: [titleix@longwood.edu](mailto:titleix@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 offenses for personal consumption of alcohol or drugs, or minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process, when the disclosure is made in conjunction with a good faith report. 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 may take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee in consultation with the Title IX Coordinator 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 complaint.
- Explaining Longwood University’s policy and investigation procedures.
- Exploring various means of resolving the complaint including informal resolution.
- 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 supportive measures, 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 Title IX reports, investigations and resolutions.
- The Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing Title IX 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 should notify the Deputy Title IX Coordinator for Employees (Human Resources).

Reginald Marsh, Deputy Title IX Coordinator for Employees – Human Resources

Office: Eason Hall, 109

Phone: (434) 395-2074

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

### **Reporting Options**

1. Title IX Coordinator: Anyone who believe they have either witnessed or been subjected to Title IX misconduct should notify the Title IX Coordinator:
  - Kathleen Roberts, Title IX Coordinator
  - Office: Eason Hall, G-08L;
  - Office Phone (434) 395-2751, Cell Phone (434) 808-9439
  - Email: [titleix@longwood.edu](mailto:titleix@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. Confidential Reporting Options: 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, 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 is available to assist students free of charge.

- Counseling and Psychological Services; Pierson Hall - Health & Fitness Center, Upper Level; Phone: (434) 395-2409
- University Health Center; Longwood Landings, 106 Midtown Ave, Farmville; 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.

### **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 Title IX Coordinator, whether or not to pursue a Title IX Complaint.

### **Conflicts of Interest**

The Title IX Coordinator, investigators, university provided advisors and decision-makers must be free from conflicts of interest or bias for or against complainants or respondents.

### **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 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 Title IX Coordinator and/or designee.
  - Investigations of student versus employee complaints shall be coordinated by the Deputy Title IX Coordinator for Employees with support from the Title IX Coordinator and/or designee.
  - Investigations of employee versus employee complaints shall be coordinated by the Deputy Title IX Coordinator for Employees and/or designee.
2. Complainant and/or respondent may each select one advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Resolution and Formal Procedures. If the complainant and/or respondent does not have an advisor, the university shall provide a trained employee, free of charge, to conduct cross-examination on their behalf. The advisor may be present with their respective party for all meetings, hearings and appeals. The advisors may ask questions on a party's behalf during hearings but is otherwise not permitted to actively participate in meetings or appeals. The advisor may,

however, attend meetings and appeals. When scheduling any meetings, hearings and/or appeals, primary consideration will be given to the parties and any witnesses.

3. 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.
4. 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.
5. The University must dismiss complaints prior to conducting an investigation where a) the facts alleged would not constitute a violation of this policy; b) the complainant chooses to withdraw a formal complaint or any portion of the allegations; c) the respondent is no longer enrolled or employed; d) circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the complaint; or e) the facts alleged did not occur in a University's education program or activity. The Title IX Coordinator shall notify the parties in writing of the dismissal of any formal complaint and the reason for such dismissal.
6. Criminal investigations, separate from the process outlined in this policy, are 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. Informal Resolution  
Some complaints can be resolved through informal resolution between the parties. The Title IX Coordinator and/or designee may arrange for, or facilitate informal resolution between the parties.
  - a. Informal resolution is voluntary and requires the written consent of the parties and the University.
  - b. Once the informal resolution is complete, written notification of the agreed upon resolution shall be given to both parties by the Title IX Coordinator or designee.
  - c. 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.
  - d. If the parties are unable to reach an informal resolution the formal resolution procedure may be pursued.
8. Formal Procedures
  - a. Once the University has received a formal complaint 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 unless the parties have agreed to participate in informal resolution
  - 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 impact of the incident(s) on the complainant's educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
    - Any steps the complainant has taken to address the misconduct.
    - 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. Prior to completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- e. At the completion of the investigation, both the respondent and complainant and their advisors will be informed within ten business days, in writing, of the outcome of the investigation.
- f. 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 parties at any time during normal business hours.
- g. 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 business 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 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.
- h. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint.

### **Procedures for Hearings on Violations of the Title IX 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. At the request of either party, the University must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
  - c. The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.
  - d. The hearing will be non-adversarial and respectful. Strict rules of evidence will not be applied. The Board will ensure that only relevant questions are posed during cross-examination.
  - e. The hearing board members and all aforementioned participants are introduced.
  - f. Participants state any questions they have concerning rights or procedures.
  - g. The statement of charges is presented.
  - h. The respondent enters a plea of responsible, not responsible or no plea.
  - i. Testimony phase: During the testimony phase of the hearings, cross-examination may be conducted by party's advisor 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. Advisors may question witnesses on a party's behalf. If either party does not provide their own advisor, the University will provide an advisor to fulfill the cross-examination role.
  - j. Each party may present an opening statement and a closing statement before the Board.
  - k. Each party may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence.

- l. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 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.
  - m. After all of the evidence has been introduced, the parties will be excused from the room so that the Board may deliberate.
  - n. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. The University has the burden to demonstrate by a preponderance of evidence that 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.
  - o. 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 Director of Student Conduct and 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 three-member University Hearing Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five 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 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 two members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least two 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. Either party 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 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 Title IX Coordinator regarding hearing procedures, evaluation of relevant evidence, Title IX requirements and other 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 appeal:
  - a. The University Hearing Board's decision, and
  - b. The University's decision to dismiss a complaint.
3. Appeals must be filed within three business days of the University Hearing Board's written decision, or the University's decision to dismiss the complaint. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board's decision, or the University's decision to dismiss the complaint. The University will provide a copy of the appeal to the other parties.
4. Appeals may only proceed based on the following reasons:
  - a. Procedural irregularity that materially affected the outcome of the matter. A procedural irregularity may include a failure to objectively evaluate or admit all relevant evidence, including inculpatory and exculpatory evidence;
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
5. The University Appeals Board will convene within five business 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. Each party will have the opportunity to submit a written statement in support or opposition to the appeal.
7. Within ten business days the University Appeals Board shall issue a written decision to the parties: 1) denying the appeal and upholding the decision of the University Hearing Board, or 2) granting the appeal and remanding the issue to the Title IX Coordinator or the University Hearing Board.

The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: the Director of Student Conduct and 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 parties will be informed within five business 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 Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five 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 parties 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 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 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 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:

- The respondent/complainant has an academic conflict;
- The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- The respondent/complainant has a family emergency;
- The respondent/complainant is too ill to attend the hearing;
- 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 an advisor throughout the process, who may also be legal counsel.
2. The right to remain present throughout the entire hearing (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to supportive measures.
5. The right to supportive measures 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 present relevant evidence.
10. 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.
11. The right to be informed of the ability to request changes in academic, employment and living situations.
12. 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 an advisor throughout the process, who may also be legal counsel.
2. The right to remain present during the entire hearing (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to supportive measures.
5. The right to freedom from retaliation by the complainant (or supporters of the complainant).
6. The right to written notice of the specific allegations and the opportunity to testify.
7. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence until a determination regarding responsibility is made at the conclusion of the grievance process.

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 present relevant evidence.
11. The right to notification of any information that may be used in the hearing.
12. 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.

### **FERPA, FOIA, and Privacy**

Records created by the Title IX Coordinator may be education records subject to protection under the Family Educational Rights and Privacy Act (FERPA). If the complainant or respondent is a student, records should be safeguarded and not shared with University employees unless the employee has a legitimate educational interest in viewing the documents and complies with University policy. Similarly, the University does not release personnel records related to specific employees or employment matters as personnel matters and records are generally considered private or exempted by law from disclosure. See Va. Code § 2.2-3700, et seq. Accordingly, the University may not be able to release records related to employees.

### **Student Records**

Compliance with the provisions in this policy does not constitute a violation of 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) 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.

### **Release of Documents and Information**

Under federal privacy laws, investigation reports, witness statements and any documents prepared by the University constitute education and/or personnel records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. The University does not, however, impose any restrictions on the parties regarding re-disclosure of the incident or their participation in proceedings under this policy.

### **Academic Transcripts – Pursuant to Virginia Code § 23.1-900**

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: 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: 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.

A student may petition for a notation to be removed from the academic transcript after a period of three years from the final outcome or resolution of the case if the student can show good cause. Removal of the notation is not the same as removal of the violation(s) from the student’s educational record.

The Title IX Coordinator or designee will review petitions for transcript notation removal. The decision will be based upon the following criteria:

1. The violation(s)
2. The student’s behavior subsequent to the violations(s)
3. The student’s demonstrated reflection and growth

After a petition has been evaluated, the student will receive written notice of the decision, which will be final.

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

This policy does not allow censorship of constitutionally-protected speech. 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.

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### **[University Health Center](#)**

For more information on UHC policies, see: <http://www.longwood.edu/health/>

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### **Student Health and Well-Being 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.

#### **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)
  - CAPS partners with WellTrack, a self-guided and interactive way to manage your mental well-being. Download the WellTrack app and register with your live.longwood.edu email address. This service is also available on the web at [longwood.welltrack.com](http://longwood.welltrack.com).
- Drug & Alcohol Abuse Prevention Programs (434.395.2146) (Education and Prevention Programs Office)

- [Longwood Recovers](#) – Collegiate Recovery Program that offers a supportive and informal voluntary support group to assist students in, or considering, recovery from alcohol and/or other substance use issues.
- [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 Residential and Commuter Life Staff
- [Student Conduct and Integrity](#) (434.395.2490)

#### Off Campus

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

Other resources include:

- 988 Suicide & Crisis Lifeline (Call or Text 988)
  - 988 offers 24/7 access to trained crisis counselors who can help individuals (or those concerned about others) experiencing mental health-related stress including, but not limited to suicide mental health or substance use crisis. Frequently asked questions are available at [samhsa.gov](http://samhsa.gov).
- Crossroads Mental Health Service (434.392.3187); 24-hour Emergency (1.800.548.1688)
- Narcotics Anonymous Central Atlantic Region (1.800.777.1515)
- Substance Abuse and Health Services Administration (1.800.662.HELP or 1.877.SAMHSA7)
- National Institute of Health's HIV Hotline (1.800.HIV.0440)
- National STD Hotline (1.800.227.8922)
- Virginia STD Hotline (1.800.533.4148)

#### **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:

- b. 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.
- c. 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 contact the Dean of Student Office so that the Academic Dean of their appropriate school is properly notified.

Students who have been exposed to infectious diseases are requested to contact 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, residential spaces, 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 – 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). 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. Documentation should be forwarded to the Dean of Students, whose office will coordinate notification of faculty.

## **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 Longwood 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: [Missed Appointment Policy](#)

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## **Upchurch University Center Policies**

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

### **Banners**

For Recognized Student Organizations (RSOs) to utilize the limited Banner advertising space outside of Lankford Hall and inside of Upchurch University Center, the following regulations are in effect:

1. The Office of the University Center and Student Activities Office will be responsible for posting banners. To have a banner hung outside of Lankford Hall, the RSO must submit their completed banner to the Office of the University Center and Student Activities for approval and posting.
  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 outside of Lankford Hall.
  6. Size of a banner to be posted outside of Lankford Hall is to be no larger than 66"x96", size of a banner to be posted inside of Upchurch University Center may be no larger than a standard twin bedsheet.
  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 (2) weeks.
  9. Banners to be posted may be brought to the Office of the University Center and Student Activities, Upchurch University Center, Suite 200.
  10. Banners must be picked up from the Office of the University Center and Student Activities no later than two (2) business days after the event and will be discarded if not picked up in that time frame.
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### **Weapons on Campus**

Weapons: Including but not limited to: firearms, components of firearms, live ammunition, electric stun devices, tasers, explosives, fireworks, air guns, paintball guns, slingshots, knives (except non-spring pocket knives having a folding blade of less than three inches), martial arts weapons, military memorabilia, swords, and bows and arrows (including crossbows and bolts).

Longwood University is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors on all campus owned and managed properties. The possession of weapons on the Longwood University campus and University Managed Properties is prohibited. The purpose of this policy is to establish rules concerning the possession and storage of weapons on campus. Failure to abide by this policy may result in disciplinary charges for students. Non-students found to be in possession of weapons on campus, outside of the authorized exceptions, may be removed from Longwood University campus or managed property. Violators may also be subject to criminal prosecution.

Exceptions: The possession of weapons or firearms:

- Law enforcement officers duly authorized to carry such weapons.
  - Any person who possesses a knife, blade or other tool that they customarily use in their trade while working on Longwood owned or managed property.
  - As required for classroom instruction.
  - Upon approval of the Chief of Police or designee for the benefit of campus safety.
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## **Weekly Email Policy**

To reduce 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, a procedure has been established and is available on the University Center and Student Activities web page at <http://www.longwood.edu/media/university-center-and-student-activities/solomon/Weekly-Email-Submission-Requests-Guide.pdf>. Information may be submitted to link <http://go.longwood.edu/weeklyemail>

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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/about/housing-policies/bill-of-rights/>.

**Housing Terms and Conditions**, can be found on the [RCL web page](#).

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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, new first year undergraduate students are required in their first three years to live in University managed housing. After completing their first three years at Longwood, undergraduate students are not required to live in University managed housing. Students eligible to not to live in University managed housing must provide notification of their decision to live in housing outside the University and must provide the Registrar's Office with an up-to-date local address.

Students will be required to pay for room and board prior to moving into University 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 an undergraduate student's first three years may be approved for the following reasons, but approval is not guaranteed. Each appeal for an exception will be made based on individual circumstances at the discretion of the Director of Housing:

- 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. Rising juniors who face a particular hardship or recognized necessity.

Requests for exceptions should be submitted in writing to the Director of Housing prior to or during the housing application process. As with any matter of honor, students who knowingly provide false information in order to gain an exception to the Longwood University Residency Policy will be charged with violating the Honor Code.

#### Housing Intent Notification and Local Address:

Rising 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 (RCL) 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 through the Student Housing Gateway. All appeals will be reviewed by the Director of Housing.

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

Former residential students returning from internships, student teaching, study abroad opportunities, or residing off campus, must contact RCL in writing if they want to participate in the Longwood-managed housing application process.

### **Other Obligations**

#### Minimum Credit Hour Requirement:

Residential students are encouraged to maintain a course load of 12 or more credits, but are required to maintain enrollment in at least one class. This policy is designed to maintain the commitment to an educational residential environment.

#### 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), they are 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 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 (i.e.:

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 University Managed Properties Procedures and Regulations**

### **Access to University Managed Properties:**

When moving into a University Managed Property, each resident receives the key(s) to their assigned space and signs a "key card." All locks and keys are property of Longwood University 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 Residential and Commuter Life staff member. Residents will be held financially responsible for the replacement of lost, stolen, or damaged keys. Residents may not have their keys duplicated. Building entrances remain locked, students may gain entry to the University Managed Property only by using their own key or access card. Residents are not permitted to prop open exit doors.

All residents are required to use the appropriate card access system. Guests, including members or representatives of recognized student organizations, must be registered and 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, as well as those students "tailgating" or following residents into buildings for which they do not have access are violating University policy. Recognized student organization representatives, or other individuals are also prohibited from entering or accessing University Managed Properties to complete organizational membership activities and/or celebrations involving individual residential room assignments, including but not limited to, affixing door decorations, welcome songs, and "room raids."

### **Housing During Breaks:**

See "Staying During Breaks" at <http://www.longwood.edu/housing/about/housing-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 University Managed Property unless the noise is from a Longwood University sanctioned event. Any University Managed Community may choose to have a more restrictive noise policy than the stated policy. Any University Managed Community may choose to administer warnings for noise policy violations if appropriate.

**Guests:**

A guest is defined as any individual who is not a residential student assigned to the residential host student's residential living community, and/or a residential student assigned to the residential living community but not assigned to the residential host student's living space. Guests include non-residential students, non-students, residential students assigned to other residential living communities, and residential students assigned to the same residential living community but not assigned to the residential host student's living space. Guests who are non-residential students, non-students, or residential students assigned to other residential living communities must be registered.

**Residential Host Students:**

A residential host student is defined as residential student assigned to the residential living community who is taking responsibility for guest(s) who are present in their assigned residential living community. These guests include non-residential students, non-students, residential students assigned to other residential living communities, and residential students assigned to the same residential living community but not assigned to the residential host student's living space. Residential host students are responsible for insuring that their guest(s) comply with residential and commuter life policies, campus rules and regulations. Residential host students must register guests who are not residential students assigned to the same residential living community. Residential host students may be held financially responsible for any damages resulting from their guest's behavior or negligence.

**Overnight Guests 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 in the residential community. Consent to host a guest in an individual student room must be obtained from the roommate(s), suitemate(s), or apartment-mates in writing prior to the guest's arrival. The Residence Education Coordinator of the host's residential living community must approve extended visits beyond three days in that seven-day period. The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Failure to gain roommate(s), suitemate(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 residential community. For further information, please contact the Residential and Commuter Life Office.

**Visitation Policy:**

Visitation by guests in any residential student's assigned living space is permitted during the following hours: Monday-Thursday, 10 a.m. until midnight; Friday, 10 a.m. until midnight Sunday.

Any residential living community may choose to have a more restrictive visitation policy than the stated policy. Please see the Overnight Guests Policy for more information about overnight stays.

**Room Changes:**

Please see the Rooms/Assignments section of Housing Terms and Conditions found in the Housing Gateway, which can be accessed on the [RCL web page](#).

**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 University 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 University Managed Properties and encouraging all students and student groups to take leadership in this area. Students are expected to participate in regular University 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 University 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.

### **Emergency 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 – University Managed Properties**

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 University 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 University Managed Properties Procedures 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. Alcohol is also prohibited from all University 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 University Managed properties.

#### Electrical Appliance Regulations:

There are different regulations for those students living in residence hall rooms and those students living in University 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, Scooters, Skateboards, Etc.)

Hall sports (e.g., baseball, football, soccer, etc.) are prohibited in all University Managed properties. These activities not only have the potential to create excessive noise or inflict damage upon University property, but can also cause physical injury. For similar reasons, skateboarding, roller-blading and bicycle /scooter riding are also prohibited inside University 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.

### Animals / 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, insect, or arachnid, is permitted inside residence halls, or University Managed properties, for any reason, at any time, or for any length of time. Persons possessing animals, insects, or arachnids, in violation of this regulation will be required to remove the animal, insect or arachnid. There may be instances where the animal, insect or arachnid 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 Residential and Commuter Life staff members.

Residents of University Managed properties must also be aware that in addition to the charge described above they will also face the cost of replacing flooring even if there is no visible damage to ensure the flooring is animal dander free. The replacement of the flooring will take place as soon as the Longwood Real Estate Foundation is able to arrange for the change. If an animal, insect, or arachnid, is found in the property again, the entire process including an additional replacement of the flooring may occur at the animal possessor's expense. Additional charges to clean or replace property will be assessed at the discretion of Residential and Commuter Life and Real Estate Foundation staff members.

This policy does not apply to animals that have been approved by the [Accessibility Resources Office](#). Animals pending approval by Accessibility Resources are not exempt from this policy and are not permitted to be present inside residence halls or University Managed properties.

#### 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 and/or storage of weapons, including but not limited to: firearms, components of firearms, live ammunition, electric stun devices, tasers, explosives, fireworks, air guns, paintball guns, slingshots, knives (except non-spring pocket knives having a folding blade of less than three inches), martial arts weapons, military memorabilia, swords, and bows and arrows (including crossbows and bolts) in residence halls and University Managed properties is strictly prohibited. (See [Weapons on Campus](#)) 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
- Air Fryer
- 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, plug-in style air fresheners and incense.
- 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)
- Lanterns Oil Lamps
- 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 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.
- 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).
- Individually owned (personal) large appliances including stove ranges, ovens, washer/dryers, freezers, dishwashers.

1. Alcohol is not permitted on any first year floor. 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), components of firearms, ammunition, and other hunting weapons (knives, bows, arrows, etc.) are prohibited. See [Weapons on Campus Policy](#).

### Apartment Communities Allowed Items:

All University 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
- Air Fryers
- 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
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (however, NO wall mounted TV models), stereo (with headphones).
- 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 University Managed apartments.
- Rice Cookers
- Steamers
- Toasters
- Vacuum cleaner, electric broom sweepers.
- Waffle/Sandwich/Quesadilla Makers

### 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
- 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 University Managed apartments where there are no residents of legal drinking age.

2. Any firearms (including re-enactment weapons), components of firearms, ammunition, and other hunting weapons (knives, bows, arrows, etc.) are prohibited. See [Weapons on Campus Policy](#).

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### **Facilities Management Work Requests for University 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 University Managed Properties 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 \(RCL\)](#) is the central office on campus that provides services and programs for the commuter student population. RCL 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. RCL 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.

Commuter students also have access to the Commuter Student Lounge located in the Upchurch University Center. 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.



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