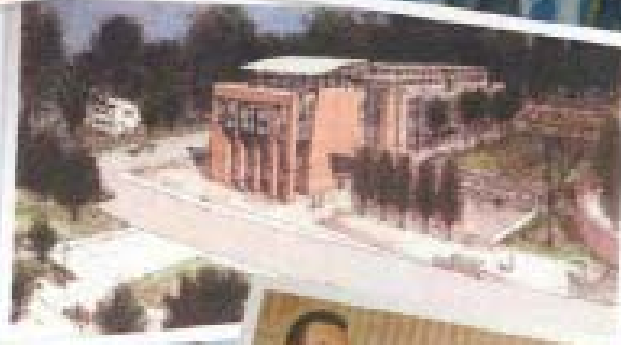


# Averett University



student handbook  
2006-2007

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## WELCOME TO AVERETT UNIVERSITY!

I hope each of you is as enthusiastic as I am about the start of the new academic year at Averett. We're entering our 147th year of offering quality higher education, and it's great to join that impressive history, a history in which each of you now writes your own pages.

In addition to welcoming you, let me also invite you to help me know you better. Tell me about your experiences as students and how Averett does or does not meet your expectations. I promise always to listen, and if I don't know the answer to a question or how to help you myself, I can find the right person to respond. You'll see me on campus, my door is open, my email address is <mailto:rpfa@averett.edu>, and the office phone number is 791-5670.

Here is a one-word recipe for success at Averett University and after you graduate: Participate!

- Participate in classes, because in the end you learn more than we teach.
- Participate in the community, because by giving back you help other people.
- Participate on campus, because through such activities as lectures, concerts, sports, and student organizations you expand your horizons and make new friends.
- Participate in religious life through worship, the BSU and other groups, and Bible study, because your spiritual growth is central to who you are.

As we begin the 2005-06 academic year, I look forward to walking with you on this part of your life's journey. May it be an excellent adventure!

Best wishes,

Richard A. Pfau  
President

## GREETINGS FROM THE DEAN OF STUDENTS

I am delighted to greet the class of 2010, new transfer students, and all returning students to the 2006-07 academic year. I am a relative newcomer to Averett myself, having arrived in April from Minnesota, where I completed my 25th year in student life administration. I had the pleasure of meeting many students at the end of the year. I also had the privilege of attending Commencement, at which 370 students received their degrees. It was a great day. For faculty and administrators at colleges and universities, there is nothing more satisfying than watching hard working students walk across that stage.

Over the summer months I have been busy with my "Summer SWAT Team," five upper-class students selected to serve as summer interns for the purpose of assisting me in my transition to Averett. We have been working as a team, reviewing policies, practices, campus conditions, and both the overarching and underlying values that inform what we do at Averett. I asked many questions of the students to clarify in my own mind how best to serve students. This resulted in several "no holds barred" conversations. I learned a lot!

One of our projects was this book. We read every policy, revising several to make the university user-friendlier, and re-formatted its organization. We hope you will use it as a guide as well as a reference manual. We tried to make it comprehensive if not a page-turner. We included a planner so that you can begin the most challenging task of college students—keeping everything straight!

We anticipate the largest entering class in many years. All of us will observe the completion of our new \$8.2m student center. I look forward to conversations about how the student center should support students and improve the social experience for all Averett students. I encourage all to stretch yourselves, take some risks—academically, socially, and personally. College is a time to re-invent yourselves and chart new directions. Get involved, be active participants in campus community, make your voices heard.

Have a great year!

Mark Govoni  
Dean of Students  
Averett University

## **STUDENT HANDBOOK**

### **INTRODUCTION**

The Averett University Student Handbook contains policies, procedures, and information about programs and services available to students. It is a useful reference with respect to student government, academics, university policies, student organizations, athletics, and other subjects. The goal of the Dean of Students Office in producing the handbook is to not only communicate policies and procedures that affect students, but also to help you take advantage of opportunities offered by Averett University.

There are many people at Averett University whose purpose is to assist students with their intellectual, personal and professional development. Averett University strives to provide a variety of student oriented co-curricular and extracurricular programs and support services, including Career Services, Community Service, Personal Counseling, Cultural Arts Series, Academic Support Services, Leadership Development, Religious Life, Residence Life, and Student Activities.

The handbook is effective for the current academic year only, from the opening of the fall semester through the summer sessions. It may be necessary to make changes during the year. These changes shall take precedence over the printed information contained in the Student Handbook and shall be effective as of the date on which they are formally adopted or on the date specified in the change.

If you have any questions about information in this handbook or about any aspect of campus life at Averett University, please contact the Dean of Students Office at 791-5620.

### **AVERETT UNIVERSITY MISSION STATEMENT**

Adopted April 2006

Averett University, founded in 1859, offers courses of study leading to bachelor's and master's degrees in Danville and at regional centers in Virginia.

Through personal attention for all students, Averett prepares them for successful lives by encouraging each, in the liberal arts tradition, to ask and answer important questions, form and defend judgments, and evaluate diverse views thoughtfully.

In accordance with our Christian heritage, we value academic and religious freedom, spiritual growth, academic excellence, diversity, and tolerance.

## NEED FAST ANSWERS? MAYBE WE CAN HELP.

Office Program	Staff	Phone	Location	Email Address
Academics	Dr. Jeffrey Fager	791-5630	204 Main	jeffrey.fager@averett.edu
Registrar's Office	Dr. Lawrence Wilburn	791-5634	208Main	arry.wilburn@averett.edu
Admissions	Kathie Tune	791-7301	WC English Hall	kathie.tune@averett.edu
Alumni Relations	Kate Powell	791-5894	Alumni Hall	kate.powell@averett.edu
Athletics	Charles Harris	791-5700	North Campus	charles.harris@averett.edu
Aeronautics Information	Thomas Vick	791-5615	Music Building	thomas.vick@averett.edu
Books/Supplies	Sheila Jefferson	791-5640	Bookstore	sheila.jefferson@averett.edu
Bills/Fees	Susan Newcomb	791-5610	11 Main	susan.newcomb@averett.edu
Campus Visits, Open House	Teresa Hester	791-4996	W C English Hall	
Career Services	Katlin Hecox	791-5627	Student Center	career@averett.edu
Center for Academic Excellence	Larry Compton		Blount Library	larry.compton@averett.edu
Counseling, Personal	Joan Kahwajy-Anderson	791-5624	111 Bishop	jkahwajy@averett.edu
Disability Services	Dr. Mark Govoni	791-5621	Student Center	mark.govoni@averett.edu
Donations	Mrs. Page Stooks	791-5681	Alumni Hall	page.stooks@averett.edu
Emergencies (Student)	Dean of Students Office	791-5620	Student Center	cynthia.myers@averett.edu
Equestrian Information	Jane Faulkner	791-5727	121 Main	jane.faulkner@averett.edu
Riding Center		336-388-5950		
Financial Aid	Carl Bradsher	791-5646	Financial Aid	carl.bradsher@averett.edu
Food Services	Ted Canto	791-7307	Dining Room	ted.canto@averett.edu
Grant Center	Mavis Brantley-Lloyd	791-5700	Grant Center	
Housing	Residence Life	791-5622	102 Davenport	
I.D. Cards	Security	791-5874	103 Danville	
IDEAL Program	Susan Rowland	791-5024	201 Main	susan.rowland@averett.edu
International Student Services	Janet Roberson	791-5634		janet.roberson@averett.edu
Library	Elaine Day	791-5690	Blount Library	elaine.day@averett.edu
Auxiliary Services	Earl Worsham	791-5886	100 Danville	earl.worsham@averett.edu
News Services	Susan Huckstep	791-5684	Alumni Hall	susan.huckstep@averett.edu
Overnight Guests	Assigned R.A.	791-5622	102 Davenport	
Parking Decals	Security	791-5874	103 Danville	security@averett.edu
Police	Danville Police	799-5111		
President of the University	Dr. Richard Pfau	791-5670	200 Main	rpfa@averett.edu
Withdrawal/ Leave of Absence	Mark Govoni	791-5620	Student Center	mark.govoni@averett.edu

### Publications:

Newspaper (Chanticleer)	Michael Hammonds	791-5751	419Frith	michael.hammonds@averett.edu
Literary Magazine (Ember)	Steve Ausband	791-5822	105 Bishop	steve.ausband@averett.edu
Public Relations	Susan Huckstep	791-5684	Alumni Hall	susan.huckstep@averett.edu
Rental of University Facilities	Nancy Harriett	791-5650	102 Main	nancy.harriett@averett.edu
Security (Averett)	Officer on Duty	791-5888	103 Danville	security@averett.edu
Student Activities	Joey Wilkerson	791-5627	104 Davenport	joey.wilkerson@averett.edu
Student Affairs	Dr. Mark Govoni	791-5620	Student Center	mark.govoni@averett.edu
Student Government Association		791-5608	Student Center	
Theatre Tickets	Theatre Department	791-5712	Pritchett Auditorium	

Administration:

President	Dr. Richard Pfau	791-5670	200 Main	<a href="mailto:rpfa@averett.edu">rpfa@averett.edu</a>
V.P. Administration & Finance	Dr. Peggy Wright	791-5650	207 Main	<a href="mailto:peggy.wright@averett.edu">peggy.wright@averett.edu</a>
V.P. Institutional Advancement	Mr. Page Stooks	791-5654	Alumni Hall	<a href="mailto:page.stooks@averett.edu">page.stooks@averett.edu</a>
Dean of Admissions	Kathie Tune	791-7301	WC English	<a href="mailto:kathie.tune@averett.edu">kathie.tune@averett.edu</a>
Dean of Arts & Sciences	Dr. Jeffrey Fager	791-5630	204 Main	<a href="mailto:jeffrey.fager@averett.edu">jeffrey.fager@averett.edu</a>
Dean of Business Programs	Dr. Fred Bolton	791-5842		<a href="mailto:fred.bolton@averett.edu">fred.bolton@averett.edu</a>
Dean of Financial Assistance	Mr. Carl Bradsher	791-5646	Financial Aid	<a href="mailto:carl.bradsher@averett.edu">carl.bradsher@averett.edu</a>
Dean of Students	Dr. Mark Govoni	791-5620	Student Center	<a href="mailto:mark.govoni@averett.edu">mark.govoni@averett.edu</a>
Comptroller	Mrs. Lori Thurman	791-5679	102 Main	<a href="mailto:lthurman@averett.edu">lthurman@averett.edu</a>

## **ACADEMICS**

### **DEGREE REQUIREMENTS**

In order to meet the minimum degree requirements, a student must attain a grade point average of 2.00 or a C average on all work attempted, as well as on courses offered to complete the major. A minimum of 123 hours is required for graduation; the last 33 hours must be taken at Averett. Transfer students must complete a minimum of 60 hours at a senior college and must take the last 33 hours at Averett.

### **CLASS ATTENDANCE**

No right or privilege exists which justifies absence from any number of class meetings. There is no official distinction between an excused and unexcused absence. It is the student's responsibility to notify his/her instructors if he/she will be absent from a class because of an official university representation, such as concerts, intercollegiate athletic events, equestrian events, or field trips. If a student is absent from classes because of an emergency, the Dean of Students will notify the instructors. These notifications are intended to inform only and are not excuses for the absence. The student is responsible for the work done in the class meetings that are missed because of events stated above. The student should determine with each instructor whether that absence would affect the grade in that course. Specific attendance requirements for each course are included in the syllabus provided by the instructor of the course. For additional information concerning class attendance, see the Averett University catalog.

### **C.L.E.P.**

The College Level Examination Program (CLEP) is a standardized test that allows students to receive college credit by taking an exam. Depending on the test taken, students can earn 3-12 hours of credit for course work that is required for graduation. For a list of CLEP examinations that Averett University will grant transfer credit for, please contact the Registrar's Office (791-5634) or Karen Parker (791-7261). For more information about CLEP, please visit the following web site:

<http://www.collegeboard.com/clep/>.

### **STUDENT APPEALS PROCESS**

Students have a right to expect fair and impartial treatment by faculty and administration at Averett University. Faculty members are expected to set forth course requirements, including grading standards and procedures, in a syllabus that is provided for each class member at the beginning of the term. Deviation from requirements must be applicable to all members of the class. Any review of exceptions to regulations and questions regarding fairness of grading and other matters pertaining to the evaluation of student performance should be resolved by those most closely related to the problems and issues.

From time to time, a student may believe that his/her rights have not been observed by faculty with respect to specific course policy, e.g., attendance, grading, or similar matters. Therefore, an appeals process is in place and the procedures are outlined below.

## PROCEDURES

While every student has the right to question a grade they have received, all students should appreciate the difference between questioning a grade and charging an instructor with a violation of good teaching practices. In the absence of compelling reasons, such as error or bad faith, the grade determined by the instructor of record is final. A student who wishes to challenge a grade or other academic evaluation should follow the procedures described below. The student must initiate the appeal within thirty (30) days into the semester following the receipt of the grade in question.

1. Discuss the matter with the instructor involved. Grade appeals should be resolved informally with your instructor whenever possible.
2. If the student does not receive satisfaction in dealing with the instructor, he/she should discuss the issue with the department chairperson.
3. If, after consulting with the chairperson, the student still feels that he has been dealt with unsatisfactorily or inequitably, he may submit a written appeal to the Dean of Arts and Sciences.
  - Any such written appeal should include:
    - A statement of the specific complaint;
    - A factual summary of the circumstances leading to the complaint;
    - A summary of supporting evidence to substantiate the complaint; and
    - A statement indicating all previous attempts to resolve the conflict informally
4. At his discretion, the Dean of Arts and Sciences may establish a review committee to study the complaint and make recommendations to him for action, or he may rule on the issue without such advice.
5. If the Dean of Arts and Sciences decides to rule on the issue without the establishment of a review committee, the investigation and resolution shall take place within 30 days after the written complaint has been received. The student will be notified of the decision in writing.
6. If the Dean of Arts and Sciences decides to establish a review committee, he/she shall name three faculty members to the committee who have not taught the student and who are not members of the same department as the faculty member who issued the grade in question. The committee will review the facts submitted regarding the matter and notify the Dean of Arts and Sciences of its recommendations in writing within 30 days after the complaint is forwarded to the committee. The Dean of Arts and Sciences will then make a determination with respect to the complaint within 30 days after the committee submits its recommendations. In making the determination, the Dean of Arts and Sciences shall carefully consider, but shall not be bound by, the recommendations of the committee. The instructor, department chairperson and complaining student will be notified of the decision in writing.
7. The student, instructor, department chairperson, and committee (if appropriate) shall be instructed that all information and procedures regarding the investigation of the appeal shall be kept confidential.
8. The written appeal by the student and all information regarding the investigation and resolution of the appeal shall be maintained in the Office of the Dean of Arts and Sciences for five years following the incident.

## **ACADEMIC WARNING, PROBATION, OR SUSPENSION**

A student will be issued an academic warning when his/her cumulative grade point average falls below a 2.00 but is above the level warranting academic probation or suspension. A student whose quality point deficiency becomes more severe will be placed on academic probation. Any student is subject to academic suspension if his/her grade point average indicates that the student will not be able to satisfy minimum requirements for a degree at Averett University. The Dean of Arts and Sciences will send a letter to the student's permanent address notifying the student of placement on academic warning, academic probation, or academic suspension.

Any student on academic probation or who had been considered for academic suspension will be restricted to a course load of not more than 13 hours and may not participate in intercollegiate athletics, drama productions, or serve as an officer in university-recognized student organizations. Only those events which are components of credit courses or which are requirements for majors as noted in the catalog may be exempt. Any student subject to academic suspension will have his/her record reviewed by the Academic Policies Council. The Council will either continue academic probation or impose suspension.

Probation and Suspension standards for transfer students will be based upon the sum of their transfer credit hours plus the hours attempted at Averett University. Course work completed at another university may not be used to remove quality point deficiencies.

### **READMISSION AFTER SUSPENSION**

A student may apply to the university for readmission after one semester of suspension. This request should be made in writing to the Dean of Arts and Sciences at least six weeks prior to the term the student wishes to be readmitted. The letter should include a rationale for being considered for readmission. Before making a final decision, the Academic Policies Council may request a personal interview with the student. It should be noted that readmission is neither automatic nor certain and is granted or denied at the sole discretion of the Academic Policies Council. If a student is suspended for a second time for academic reasons, he/she will be academically ineligible to return to Averett University.

## HOW TO COMPUTE YOUR GPA

Your grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned. An "A"=4; "B"=3; "C"=2; "D"=1; "F"=0; "WF"=0. \* If you take a four-semester hour course and receive an "A," you will have 16 quality points (4 x 4=16). If you take a three-semester hour course and receive a "C," you will have 6 quality points (3 x 2=6).

Let's take a typical semester of work and compute the quality point average. Suppose the following were your schedule:

Quality Points Per Sem.			Hours Per		Quality Points Per
Course	Grade	Hour	Course		Course
Math 103	A	4	3		12
I.D.S. 101	B	3	3		9
P.E. 106	C	2	2		4
History 101	D	1	3		3
English 111	F	0	3		0
			14		28
Total quality points earned = 28					
Total semester hours attempted = 14					
28 divided by 14 = 2.0					
This is the grade point average for the semester.					

As each semester is completed, your semester hours attempted and your total quality points earned are added to any you have already acquired, and a new grade point average is calculated.

\*WP is not included in hours attempted (WP=Withdrew Passing/WF=Withdrew Failing).

Your cumulative average is calculated by dividing the total number of attempted hours into the total number of quality points earned. This will include all work attempted at Averett University.

Let's take a typical example and compute the cumulative average. Suppose your record was as follows:

	Semester Hours Attempted	Total Quality Points	G.P.A
Fall Semester	13	22	1.69
Spring Semester	15	38	2.53
	28	60	2.14
Total Quality Points = 60			
Total Semester Hours Attempted = 28			
60 divided by 28 = 2.14			

## **ATHLETICS**

### **ATHLETIC PHILOSOPHY**

Averett is committed to its Christian heritage, values, intellectual development, and excellence in all aspects of college life. Athletics is one area of college life in which students can synthesize learning about themselves as they develop skills through discipline and playing by the rules. Student-athletes are encouraged to strive for athletic success, but are demanded to show good sportsmanship, regardless of the outcome. Averett asks its student-athletes to exhibit respect, civility, fairness, honesty, and responsibility while representing the institution on and off the playing field. Winning is a priority, but Averett puts a higher priority on sportsmanship and the ethical conduct of its student-athletes. Student-athletes learn to accept and respect others regardless of race, sex, color, or creed, while learning the art of unselfishness.

Averett is committed to the academic success of all student-athletes as well as their physical welfare. Averett provides equal opportunities physically and financially regardless of gender, and is dedicated to fair play and the ideals of amateur athletic competition as defined and guided by the NCAA. It is with this commitment and dedication that Averett University provides an environment for the growth and development of the whole person.

### **INTERCOLLEGIATE SPORTS**

Averett University competes in NCAA Division III sports programs as a member of the USA South Athletic Conference. The Cougars strive to develop a quality athletic program to coincide with its quality academic programs. Opportunities are available for participation in the sports listed below. For more information related to the athletics programs, call ext. 5700 or check the web site [www.averett.edu/athletics](http://www.averett.edu/athletics).

Men's Soccer	Women's Soccer
Men's Basketball	Women's Basketball
Men's Baseball	Women's Softball
Men's Tennis	Women's Tennis
Men's Cross Country	Women's Cross Country
Men's Golf	Women's Volleyball
Men's Football	Women's Lacrosse

### **CHEERLEADING**

Averett's Cheerleading Squad helps to support and inspire Averett's athletic teams. Strong men and women who embody school pride and promote school spirit are selected each year.

### **INTRAMURAL SPORTS**

The intramural program is an integral part of student activities. Intramural athletics include such activities as table tennis, volleyball, flag football, tennis, basketball, softball, and floor hockey. Other activities will be organized according to interest and student leadership. In addition to the organized activities, open recreation is available at the tennis courts, the gymnasium, and at designated times in other designated community facilities.

## **BLOUNT LIBRARY**

### **CAMPUS SERVICE HOURS**

#### **MARY B. BLOUNT LIBRARY**

##### **FALL AND SPRING SEMESTERS:**

Monday - Thursday: 8:30 A.M. - 11:00 P.M.  
Friday: 8:30 A.M. - 8:00 P.M.  
Saturday: 10:00 A.M. - 5:00 P.M.  
Sunday: 2:00 P.M. - 11:00 P.M.

##### **Summer Sessions and Breaks:**

Monday - Thursday: 8:30 A.M. - 9:00 P.M.  
Friday: 8:30 A.M. - 4:00 P.M.  
Saturday: closed  
Sunday: 2:00 P.M. - 9:00 P.M.

You can access the Internet, including electronic mail. The Averett library supports your research and reading interests with print and electronic books and journals, research guides and databases, and 24-hour remote access. At the library, you will find a quiet place to study or collaborate on team projects, a computer lab, wireless hub, DVD, CD-RW, and media production equipment. Library faculties offer research classes and consultations. The library is open seven days a week during Fall and Spring terms, and six days a week in the summer. Our web page (<http://www.averett.edu/library>) is a gateway to resources and services.

## **REFERENCE SERVICES**

Averett librarians encourage students to ask questions and bring research problems to the library Reference Desk. To ask a question, you can:

1. Visit the Reference Desk in Blount Library
2. Call the librarians at 791-5692, or toll free at 800-543-9440.
3. Use the "Ask a Librarian" link on the library web (<http://www.averett.edu/library>).
4. Send electronic mail to the Reference Desk, [aclib@averett.edu](mailto:aclib@averett.edu), or email librarians directly, using addresses on the staff list.
5. Pick up a librarian's business card at the Circulation Desk and make an appointment.

## **CIRCULATING MATERIALS**

Students may borrow books for a 3-week period, plus two 3-week renewals. To renew your books, simply call the Circulation Desk (791-5690). Books and articles on Course Reserves are shelved at the Circulation Desk for limited circulation to students in a class. Students may borrow videocassettes, DVD's, and other circulating media for a 2-day loan period, and digital cameras for a 3-day loan. Reference books and print periodicals are for use in the library.

## **ELECTRONIC RESOURCES AND SERVICES**

The library web pages (<http://www.averett.edu/library>) provide 24 hour access to online reference databases, 90 research databases, over 12,000 electronic journals, 40,000 electronic books, and our catalog of over 143,000 circulating and reference books. You can also use the web to ask a reference question, find out what periodicals the library receives, or request an interlibrary loan.

Technology in the library includes Microsoft Office applications, CD-RW drives, DVD players, a digital scanner, photocopier machine, FAX service, VCR's, digital cameras, and imaging software for class projects.

A computer lab and classroom in Blount 103 seats 22 students at 16 computers. Students and study groups may reserve the instructor's workstation to rehearse class presentations (call 791-5690 or ask at the Circulation Desk).

## **INTERNET ACCESS**

You can access the Internet, including electronic mail and web browsers, from all library computers. A wireless computer hub serves the entire building. For wireless computing, you must bring your own laptop with wireless network card.

## **INTERLIBRARY LOANS**

Students may borrow books and periodical articles not held by Blount Library through interlibrary loan (ILL) from another library. Due to agreements within the VIVA (Virtual Library of Virginia) consortium, ILL charges are rare. Articles are normally sent over the Internet, using Ariel software, and are usually available within 2 to 4 days of your request. Books and other materials that must be returned to the lending library can take up to a week to arrive.

## **STUDY ROOMS AND CONFERENCE ROOMS**

The library provides a conference room for groups and study rooms for individuals. Students, faculty, and other affiliated patrons, including alumni, may request a study room key at the Circulation Desk.

## **PARKING**

Limited parking for visitors to the library is available in the lot behind the building. Please request a 2-hour permit at the Circulation Desk.

## **RETURNING MATERIALS TO THE LIBRARY**

Please return books in the book drop at the Circulation Desk, or in the outside book drop, next to the library entrance. If the materials are late, inform the circulation assistant and pay the overdue fine to clear your record. A-V equipment must be returned in person at the Circulation Desk.

## FINES AND FEES FOR OVERDUE MATERIALS

Circulating books = \$0.25 per book per day.

Courtesy notices are sent prior to the due date. Following a 7-day grace period, fines are calculated retroactively from the due date.

\$10 maximum per book, after books have been returned in good condition.

Reserve materials = \$1.00 per item per day

ILL materials = \$1.00 per item per day

Media = \$1.00 per item per day

AV Equipment = \$5.00 per item per day

Damaged Books and Media: Repair cost, OR replacement cost, plus \$15.00 processing fee

Lost Books and Media: Replacement cost as listed in Books in Print or media catalog, plus a \$15.00 technical processing fee. If out-of-print, \$50.00 replacement cost, plus \$15.00 technical processing fee.

LOST OR DAMAGED AV EQUIPMENT: FULL REPLACEMENT OR REPAIR COST.

## **STUDENT LIFE**

### **COUGARS DEN**

The Cougars Den is a great place to grab a bite to eat and relax in between classes. Play pool or watch TV while enjoying a cup of coffee, other beverages or a snack. The Student Activities Center is also located here as a resource room for clubs and organizations.

### **COMMUTER LIFE**

Did you know that commuter students constitute approximately half the student population at Averett University? Did you know that commuter students have the same rights and opportunities that are open to resident students?

It is here that you can make your mark, get involved, and make connections that will be very beneficial. Research has shown that involvement in campus life increases the likelihood of university success. Every student should join at least one campus organization.

Whether you are a traditional or non-traditional student, simply attending class and leaving campus does not have to be your entire routine. For many of you, there are time pressures that you have to cope with, such as traveling to and from the university, working several hours each day, or managing a home and family.

Commuter students may purchase a meal plan card to use in the Dining Hall (located in Bishop Hall) that entitles you to an all-you-can-eat meal for much less than what you would pay at a fast food restaurant. Averett offers numerous facilities for commuters to use while on campus. There are photocopy machines available in 103 Davenport Hall and in the library for student use at 10¢ per copy. The Bookstore also offers a limited copy and fax service to commuters. Commuters can relax or study in several locations provided on campus. The Commuter Lounge is located on the third floor of Frith Hall.

Living off campus does not mean you can't be a part of the university atmosphere and its facilities. Make the most of your years at Averett by taking advantage of what the university has to offer.

### **DANVILLE YMCA**

Currently enrolled students may use the local YMCA facilities free of charge during the academic year. Some restrictions on specific days and times may apply. All students **MUST** show a valid university ID with each visit. Facilities include a fitness facility, weight room, basketball court, racquetball courts, and swimming pool. Aerobic and other fitness classes are available.

## STUDENT CLUBS AND ORGANIZATIONS

Every student is encouraged to join at least one campus organization. Averett University offers students opportunities for involvement in a variety of activities on the campus. Participation in these activities can be helpful as students seek to meet new friends, share ideas, and pursue specific interests. A wide variety of the campus organizations available are listed below. Get involved in an organization by contacting the organization's advisor for more information.

### Clubs and Organizations

Alpha Chi  
Alpha Eta Rho  
Alpha Kappa Delta  
American Chemical Society  
AU Dancers  
AU Paintball  
Averett Flying Cougars  
Averett Players  
Averett Science Association  
Art Club  
Averett University College Republicans  
Averett University Gospel Choir  
Averett University Honors Association  
Averett University Radio Advocates  
Averett University Roller Hockey  
Baptist Student Union  
Campus Activities Board  
Catholic Campus Ministry  
Chanticleer News Magazine  
Criminal Justice Club  
Dan River Region Rotaract  
The Ember  
Fellowship of Christian Athletes  
Gay Straight Alliance  
Habitat for Humanity  
IMPACT (Peer Education)  
International Student Association  
Multicultural Student Association  
Mu Phi Epsilon  
Pendulum Yearbook  
Phi Sigma Sigma  
Pi Kappa Phi  
Psychology Club  
Sigma Lambda Epsilon  
Student Athlete Advisory Committee  
Student Government Association  
Writers' Folio

## **CAMPUS MINISTRY**

Averett University seeks to foster an environment where faith and learning can interact as evidenced by the long-standing affiliation with the Baptist General Association of Virginia that it has enjoyed. The college years are a time when students combine the spiritual training and traditions of home, the richness of community life with persons of different backgrounds, plus the free inquiry of the classroom to forge a personal, lasting faith of their own. Students are invited to participate in the religious life opportunities provided on campus. These include the Baptist Student Union (BSU), Catholic Campus Ministry (CCM), Fellowship of Christian Athletes (FCA), and Cornerstone Student Fellowship (CSF). All groups post their meeting times regularly.

Campus Ministry also allows students to express their faith by serving as summer missionaries or church workers. More students were appointed to be summer missionaries in recent years than at any time in Averett's history. Students are also encouraged to become involved in a local church of their choice. Students work in local churches, serving as staff members or volunteers. The local churches want and need students, and much is gained by the mutual sharing of life and resources.

Religious organizations provide opportunities for weekly worship, Bible study, community missions, ministry teams, retreats, and mission trips and community service. Work-study students may qualify to serve on the Averett Community Team (ACT). ACT involves students with community service organizations in the surrounding area. Students can serve by working with Young Life, a student organization that focuses on ministering to high school students.

Chapel Services are usually held the first Tuesday of each month in Blount Chapel, located in Frith Hall, and are open to all students, faculty, and staff.

## **STUDENT ACTIVITIES EVENTS**

Annual events include Family weekend, Homecoming, Spring Fest, and Spring Formal. Last year, students competed for a trip in the game show "Outcast," enjoyed comedians, bands, the Friday Flix and Sunday Re-Run movie series, dance parties and more! Check out our calendar for upcoming events.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) of Averett University serves as the voice for students concerns and a medium for changes. In addition, the SGA helps to plan and carry out events for the student body. The SGA is made up of the Executive Board that is comprised of the President, First Vice-President, Second Vice-President, Treasurer, and Secretary. The First Vice-President presides over the Senate, which is made up of representatives for each class. These are the students who take student concerns and ideas to facilitate change. It is the responsibility of the SGA to improve student life on campus and ensure a positive experience for Averett students.

### **2005-2006 SGA OFFICERS**

President	Clint Lemasters
1st Vice President	Gerald Isabelle
2nd Vice President	Jennifer Butler
Treasurer	Nionda Draper
Secretary	Alaina Kisskadden

## **STUDENTS ROLE IN DECISION MAKING PROCESS**

Averett University firmly believes that student involvement in decisions affecting the life of the institution is essential to its vitality. Consistent with this belief, the university provides for such involvement through student participation in a wide variety of standing, ad hoc, and advisory committees whose purpose it is to make recommendations or guide activity related to university programs. Opportunities are also provided for student contributions through periodic meetings with the President of the University, Administrative Council members and

directors of various areas of the institution.

Students currently serve on the following standing committees with the faculty and staff:

1. Concert-Lecture Committee
2. Judicial Board
3. Appeals Committee
4. Commencement Speaker Committee
5. 5) Retention Committee.

In addition, students also serve on the following boards and advisory committees:

1. Student Government Association
2. Cougar Activities Board
3. InterGreek Council
4. Resident Assistants
6. Student Development Program Review Committees;
7. Averett University Student Advisory Committee (Athletic Dept.)
8. Equestrian Advisory Committee.

## **GREEK LIFE**

Averett currently offers two opportunities for students to join Greek Life. Phi Sigma Sigma is the nationally affiliated sorority fostering uncompromising principles, igniting positive change, and embracing individuality. Their mission is to inspire the personal development of each sister and perpetuate the advancement of womanhood. Pi Kappa Phi is the nationally affiliated fraternity that strives for the pursuit of brotherhood through scholarship, leadership, service and social experiences and the achievement of personal excellence in each member.

## **CAMPUS SERVICES**

### **BOOKSTORE**

Textbooks and classroom supplies, as well as drinks & snacks, school spirit clothing and gifts, cards, and residence hall supplies (toothpaste, deodorant, etc.) may be purchased from the Averett Bookstore. All Averett students with a current student ID/access card are able to charge books and school supplies to their Tuition Account for the first three weeks of fall and/or spring semesters. These charges are added to the student's account at the end of that period and can be paid through the Cashier's Office. Bookstore Gift Cards are available.

### **CAREER SERVICES**

Career Services is one of the busiest offices on campus. Career Services helps students translate their majors into careers or graduate study. The Career Library contains information about careers, internships, and graduate schools, as well as part-time and full-time employment. Individual appointments are available to help students choose a major, choose a career, review resumes, and discuss job search strategies. Workshops and handouts on these topics are available as well. Begin this process early in your university career by taking the Self-Directed Search, a career guidance test. All services are free to Averett students and alumni. Career Services is located in 105 Davenport, 791-5627. Services are available by appointment or on a drop-in basis.

### **THE CENTER FOR ACADEMIC EXCELLENCE**

Located in Bishop 105, the lower level of Bishop Hall known as "bottom Bishop," the Learning Center offers a number of services at no charge to students designed to assist them with improving their academic performance. Tutoring is provided by peer tutors for most academic majors and courses. Students can also receive assistance with the preparation of papers and other written materials. Additionally, assistance with the development of study skills is provided through workshops, computer programs, and individual mentoring.

### **COMPUTER CENTER SERVICES:**

#### **HELPDESK**

The Computer Center Helpdesk is available to Averett University faculty, staff and administration and currently enrolled students (student support is on a limited basis). In order for all requests to be logged and serviced in the most efficient manner, please contact the Computer Center Helpdesk (ext. 5720) or submit your request via Web Support Link at <http://www.averett.edu/hds>, otherwise the response to your request may be delayed. For general information about the Computer Center, Dialup Applications forms, and useful links, please visit our website at <http://compcenter.averett.edu/>.

#### **COMPUTER LABS**

Windows and Macintosh computers are available in Frith Hall, and Windows computers are in Main Hall, Bishop Hall, and the Library. Internet access, productivity software, and course-related software are available at each computer. Some computer labs are available twenty-four hours per day with student ID and PIN number. Hours of operation are posted on the lab doors. Priority is given to those using lab computers for academic work.

## NETWORK AND INTERNET USAGE

### *ACCEPTABLE USE & ADMINISTRATION OF COMPUTER AND COMMUNICATIONS SYSTEMS AT AVERETT UNIVERSITY*

#### PURPOSE

This is a statement of policy regarding the use and administration of Averett University computer and communication facilities, including those dealing with voice, data, and video. It relates to the use and administration of telecommunications equipment (including computer networks involving the CBX and Internet) as well as mainframe, midrange, minicomputer, workstation, and personal computer systems. Thus, it covers all activities involving computing and communication facilities of Averett University. Every user of these systems is expected to know and follow this.

#### POLICY

This policy applies to any individual using or administering Averett University computer and/or communication facilities. Related university policies and guidelines that must be respected by such individuals include the following:

#### ACCEPTABLE USE GUIDELINES

Data communication facilities at Averett University have been developed to encourage widespread access and distribution of data and information. Computing systems facilitate manipulation and sharing of data and information. Together, these systems and facilities can be used in similar fashion to mail and telephone services, and so are governed by principles of appropriate use for those services.

University communication and computing resources are used to support the educational, research, and public service missions of the institution. Activities involving these resources must be in accord with the university honor codes, Employee Handbook, student handbooks, and relevant local, state, federal, and international laws and regulations. Access to computer systems and networks owned or operated by Averett University imposes certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

In making acceptable use of resources every student **MUST**:

- Have and utilize some form of current and up to date virus protection, e.g., Norton Antivirus.
- Name their systems by their hall name and room number, i.e. Danville203 or Commons305.
- Use resources only for authorized purposes.
- Protect your user id and system from unauthorized use. You are responsible for all activities on your user id or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

*In making acceptable use of resources every student must NOT:*

- Use another person's system, user id, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.

- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to university data.
- Use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products, services or political candidates, or serving web pages for financial gain.
- Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user id.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the university's systems or networks for personal gain; for example, by selling access to your user id or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
- Engage in any other activity that does not comply with the General Principles presented above.

## **ENFORCEMENT**

The university considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information existent on university systems, and to take all other actions to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Honor Codes, the University Policies for Student Life, and employee handbooks. Offenders also may be prosecuted under any and all applicable federal and state laws, including, (but not limited to) the Communications Act of 1934, the Computer Fraud and Abuse Act of 1986, Chapter 41 of Title 18 of the United States Code, the Interstate Transportation of Stolen Property Act, the Virginia Computer Crimes Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Averett University Library Reference Department.

## **REPORTING SUSPECTED SECURITY BREACHES**

Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, or Department Head, and to the University Security Office. If it is felt the breach is serious and needs immediate attention, the Averett University Police or local law enforcement should be contacted. The Information Technology Security Office may be involved with suspected breaches and can also be a resource for those involved in any investigation.

## **INFORMATION DISCLAIMER**

Individuals using computer systems owned by Averett University do so subject to applicable laws and University policies. Averett University disclaims any responsibility and/or warranties for information and materials residing on non-university systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the Commonwealth of Virginia, Averett University, its faculty, staff, or students.

## **DISABILITY SERVICES**

The University is committed to achieving equal educational opportunities for persons with disabilities. It is the University's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the University. Services to students with disabilities are coordinated through the Office of the Dean of Students in accordance with applicable provisions of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 the Virginians With Disabilities Act. In order to receive services, students with disabilities are required to provide documentation of their disabilities and any requested accommodations to the Dean of Students.

## **FAMILY EMERGENCIES**

If a student needs to be contacted during class hours for emergency purposes only, family members should call the Dean of Students Office and ask that a student be given a message to deliver. The Dean of Students Office will attempt to contact the student and see that they get the message. It is suggested that family members have information on where a commuter student can be reached during the times the student is at the university but is not in class.

## **FINANCIAL AID**

Averett's Financial Aid Office welcomes and solicits student inquiries about financial aid. The University participates in and qualifies for federal, state, and private aid programs. Specific listings of the various financial aids, amounts of aid, application procedures and deadlines can be found in the Financial Aid brochure available in the Financial Aid Office and in the University catalog. All inquiries and informational exchanges between the student and the office are treated with confidentiality. Students interested in applying for financial aid should be aware that the responsibility of complying with application and all other requirements related to financial aid lies with the student. Applications should ideally be made by April 1st for the coming fall semester. Student must apply each year for financial aid.

## **FOOD SERVICE**

Averett University provides meals for all resident students as a part of their board plan. Multiple meal tickets are available at discount prices to faculty, staff, and commuter students. Other guests of the Dining Hall must pay for their meals. In order to contribute to an enjoyable atmosphere and to ensure that people eat their meals in pleasant surroundings, it is mandatory for all diners to remove their dishes and trays from the tables to the wash area.

Dining Hall policies:

1. A Student ID/access card must be presented to enter the Dining Hall at all times. Once a student has entered the Dining Hall, he/she may not re-enter until the start of the next meal. A student ID/access card is to be used only by the student to whom it was issued. Meals are not transferable. Students on a Block Meal Plan (Declining Balance) must have his/her card swiped every time he/she enters the Dining Hall. One swipe of the card is equivalent to one meal.
2. Students should report lost or stolen ID/access cards to campus security. A student without an ID/access card must pay to enter the Dining Hall when his/her ID/access card has been stolen or misplaced. The money will be immediately refunded to that student when they present a valid ID/access card. The ID/access card must show those meals unused for which the student is requesting his/her money returned.
3. Students whose conduct is disruptive of others will be subject to disciplinary action.
4. Food may not be taken from the Dining Hall, with the exception of the "Grab and Go Sack Lunches." No carry out containers of any kind may be brought into the Dining Hall. All containers will be confiscated at the door and may be picked up when the person leaves the Dining Hall. Students confined to their rooms due to illness may request a sick tray from a member of the Residence Life staff. A sack lunch will be

provided for students with a conflicting class schedule or those who are employed during meal periods. These can be arranged with the Dining Hall Service managers.

5. Plates, glasses, and other utensils may not be removed from the Dining Hall without permission of the manager.
6. The Dining Hall will be closed following dinner on the last day of classes before each break and will re-open with the evening meal of the Sunday prior to the first day of classes following the break.
7. Commonwealth of Virginia law requires that shoes be worn in areas where food is being prepared and served.

Meal plans can be purchased from Dining Services located in the Dining Hall. Students interested may pay in cash or check made payable to Chartwells.

10 Meal Combo Card\* Breakfast or Lunch..... \$50.00

10 Meal Dinner Only Card\* ..... \$60.00

\*(Plus, one bonus meal at time of card purchase! First meal free.)

Cards are not punched at purchase. All taxes included. Not responsible for lost, damaged, or stolen cards.

Cards will not be replaced if lost, damaged, or stolen.

## **HEALTH INSURANCE**

Students should be covered either with their own individual health insurance policy, or through their family's health insurance policy prior to and at all times during their enrollment. Individuals participating in intercollegiate athletics must provide proof of insurance prior to participation. Information packets regarding health insurance available through the university can be obtained from the Dean of Students Office.

## **HEALTH SERVICES**

Averett has partnered with an off campus medical facility, Piedmont Primecare of Danville, Inc., to provide health care services for all Averett students. All students must present their Averett ID as well as their medical insurance card, along with their co-payment, at the time of service. Transportation will be provided for students who have health care needs. Meningitis and flu shot clinics will be held during the academic term.

For additional information pertaining to health services, please contact the Dean of Students Office at 791-5620. Students should contact Security (791-5888), a Residence Life Staff member (791-5622), or the Dean of Students Office (791-5620) to make the necessary arrangements for transportation. In the event of an emergency, students should first contact 911 immediately, then Security (5888) and a Residence Life Staff member. The university requires each student to have a completed personal Health History form on file in the Dean of Students Office, 104 Davenport.

## **IDENTIFICATION/ACCESS CARDS**

All students must have an identification card made at the time of registration. Cards MUST be carried at all times and presented promptly when directed by university officials. This I.D. card will be used when checking out library books, cashing checks, making bookstore charges, eating in the dining hall, using university facilities, and attending university functions. I.D. cards must be turned in to the Dean of Students at the time of withdrawal from the University. The University reserves the right to charge a student for the replacement of any I.D. cards that are lost, stolen, misplaced or damaged.

## **LOST AND FOUND**

Lost articles should be reported, and found articles taken, to the Security Office located in 103 Danville. Students may check in this office for lost items. If lost articles are not claimed within the academic year in which they are lost, they will be considered abandoned property and will be disposed of by the University.

## MEETING ROOM RESERVATIONS/RENTAL

For those interested in the use of Averett University space you must contact Kristal Harris at 791-5606.

## PERSONAL COUNSELING

Students who may have personal concerns, relationship problems, or college adjustment problems may find assistance in the Counseling Center, Bishop 111, 791-5624. Counseling is available by appointment and is strictly confidential. Initial contact with the personal Counseling Center can also be made through email. Contact Joan Kahwajy-Anderson, Director of Counseling, at [jkahwajy@averett.edu](mailto:jkahwajy@averett.edu).

## BANKING INFORMATION

An ATM machine is located on campus in the hallway outside of the Dining Hall. Many of the local banks offer free checking and are located within 5 minutes of the university.

## MOTOR VEHICLE REGULATIONS

Students who drive an automobile, truck, and/or motorcycle are required to register their vehicle with the Security Office. This aids in vehicle identification and is helpful in case of an accident, theft and/or vandalism. Once a student has registered a vehicle, she/he is given a decal that must be displayed on the rear view mirror of the vehicle. Students who drive more than one vehicle must register each vehicle. Each additional parking decal will be issued at a charge of \$2.00, payable upon receipt of the decal. Please note: having a decal does not guarantee a parking space will be available. **THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE TO OR THEFT OF ANY VEHICLE (OR THE CONTENTS THERE OF) PARKED OR LOCATED ON UNIVERSITY PROPERTY.**

Students are expected to abide by all parking regulations. Penalty for violations may include immediate revocation of permission to maintain a vehicle on campus. Other motor vehicle violation charges will be assessed as follows:

Fire lane violations	\$50.00 + towing
Parking in a handicapped space	\$100.00 + towing
Parking in a reserved space	\$20.00 + towing
Restricting or blocking traffic	\$20.00 + towing
Parking in a restricted area	\$20.00
No Averett decal	\$10.00

**Note: Towing charges are assessed by the towing company.**

The University assumes no responsibility for any vehicle damaged by towing.

Vehicles ticketed for a third (3) offense may be towed and/or the university may revoke its permission to allow the vehicle to be parked or located on campus. Failure to pay parking fines will result in a student's inability to receive grades, obtain transcripts, register for a subsequent semester, or even graduate. If you have any questions or wish to appeal a parking ticket you should contact the Director of Security at 791-5874. Appeals must be made within seven (7) working days from the date the ticket was issued.

Parking at Averett Commons apartment complex is reserved for residents of the apartments only. Any vehicles found in violation will be ticketed and may be towed from the premises at the vehicle owner's expense.

## PARKING BY PERMIT ONLY

The City of Danville Police Department monitors parking on city streets. Several areas adjacent to the campus are restricted for "Parking By Permit Only." These spaces are for residents of the city who hold special permits. Cars parked in these areas without the proper permit will be ticketed and/or towed from these areas by the City of Danville Police. Students in continuous violation may face additional sanctions.

**Do not park where you see a sign that says "Parking By Permit Only!"**

## RECREATIONAL FACILITIES

Students, faculty, and staff with current I.D. cards may use the gym for recreational purposes. Any exceptions must be cleared in advance with the Athletic Director. All participants must be properly dressed with tennis shoes. No smoking, food, or drink is permitted in the recreation area or in the locker rooms. Hours will be established, publicized, and posted the first week of the academic session. The hours are subject to change due to athletic events, increased interest in intramurals, concerts, plays, vacations, etc. Notice of such changes will be posted on the gym door. Open recreation is for Averett University students only. A current Averett ID/access card must be shown before admittance. This includes all students. Children of faculty/staff must be accompanied by a parent. The friends of children of faculty and staff may not be admitted. Individuals and/or groups must furnish their own equipment.

**The Fitness Center**, located on the North Campus, has a variety of strength training and aerobic equipment. Included are plate loaded and pin operated weight machines as well as free weights and medicine balls. There are also stationary bikes, treadmills, and a stair stepper for aerobic conditioning. The Fitness Center will be open daily for student, staff and faculty use. Dr. Tommy Foster supervises the Fitness Center and is available by appointment to counsel you regarding your fitness program.

Prior to utilizing the Fitness Center or gymnasium, every student should submit to a physical examination conducted by a licensed physician for the purpose of ascertaining whether they possess a sufficient degree of physical fitness to safely participate in the available exercise programs or activities.

**Tennis Courts** Let's take a typical semester of work and compute the quality point average. Suppose the following were your schedule:

Persons using the courts must be prepared to show their Averett ID/access card. The court priorities will be:

1. Averett University students
2. Faculty and staff
3. General public.

Tennis shoes are required, and playing time is limited to one and one half hours if courts are crowded and other students are waiting to play.

## CAMPUS POLICIES

### ALCOHOL AND DRUG POLICY

As an institution of higher learning, committed to the purpose of providing avenues for intellectual growth and discipline, Averett University does not allow the possession or use of alcoholic beverages or illegal drugs on the campus.

1. Misconduct in which a person is noticeably under the influence of alcohol or other drugs and not in reasonable control of his/her behavior will result in disciplinary action.
2. Student organizations planning off campus events must have authorization from the Student Activities Office or his/her appointee. If alcoholic beverages are present, the ABC license must be issued in the name of the President of the club, and the advisor. If the event is held at a local business establishment that assumes the liabilities in regard to alcohol consumption, the ABC license is not required. University or student activities money may not be used for the purchase of alcoholic beverages.

### ALCOHOL AND DRUG RESOURCES

#### HOW TO HELP A FRIEND WITH A DRUG OR ALCOHOL PROBLEM

Helping a friend who has an alcohol or drug problem is the ultimate caring act! It's not easy, but there is plenty of assistance available to you. First, become educated about alcohol abuse and other drug use. Read material specifically related to the problem and talk to the University counselor (5624) concerning the approach you are thinking about using with your friend. Be active, be compassionate, be patient, but be willing to act and get involved. Don't be afraid to talk about the problem honestly and openly. There are many people at Averett who can help. Contact the Counseling Center, the Residence Life staff or someone in the Dean of Students Office for assistance.

Once your friend is seeing someone for help, be supportive. What may be needed most is warm, caring concern. Moral support in starting and staying with treatment is essential.

#### SUBSTANCE ABUSE COUNSELING AND TREATMENT RESOURCES

##### AVERETT UNIVERSITY COUNSELING CENTER

111 Bishop • ph. 791-5624 • email: [jkahwajy@averett.edu](mailto:jkahwajy@averett.edu)

Personal counseling is available to students, faculty and staff for any problems that may involve the use and/or abuse of drugs and alcohol. The Center maintains numerous videos and written materials for educational purposes. The Counseling Center personnel will also provide supportive help and appropriate referrals to agencies and/or individuals who can provide the necessary care and treatment of persons with alcohol and/or drug use/abuse problems.

##### TREATMENT CENTERS

###### Al-Anon and Al-Anon for Adult Children

A fellowship of relatives and friends of alcoholics who believe their lives have been affected by someone else's drinking. For information on local meetings contact the AA 24 hour answering service at 799-4111.

###### Alcoholics Anonymous

Service Hours: 24 hours answering service, 799-4111

###### Associates In Mental Health Services

108 Holbrook Street • 791-2059 • Provide individual and group counseling for persons with emotional addiction problems. Counseling is also available for co-dependents of substance abusers.

###### Danville-Pittsylvania Mental Health Services Board

245 Hairston Street • 799-0456 • provides mental health, mental retardation, substance abuse and prevention services to the community.

### **First Step • Danville Regional Medical Center**

142 South Main Street • 799-4423 • Provides acute care, detoxification and rehabilitation for the alcoholic and addict, his/her family, and aftercare services; 28 day inpatient program, outpatient services; evaluation, screening, referral services; 24 hour telephone consultations.

### **Toughlove**

P.O. Box 1069, Doylestown, PA 18901 • 1-800-333-1069 or (215) 348-7090 • This national self-help group for parents, children, and communities emphasizes cooperation, personal initiative, avoidance of blame, and action. It publishes a newsletter, brochures, and books and holds workshops.

### **LOCAL AND TOLL-FREE INFORMATION**

**Drug Abuse Helpline** • 1-800-662-HELP; a 24 hour informational and referral service sponsored by the National Institute on Drug Abuse, 5600 Fishers Lane, Rockville, MD 20857.

**Crisis Line** - (Danville/Pittsylvania County) .792-4357

**CADRE**- Alcohol and Drug Information..... 1-800-451-5544

**Drug Violation Hotline** ..... 1-800-553-3673

**STD/HIV/AIDS** -Danville Health Dept..... 799-5190

### **AIDS POLICY**

1. No student, faculty or staff member who tests HIV positive will be denied access to education or employment at Averett University.
2. Averett University will protect the rights and privacy of all persons at Averett regardless of their physical handicaps and/or diseases/condition.
3. An AIDS Review Committee composed of the Dean of Students, the Director of Residence Life, and the Director of Counseling may consult with the Danville Health Department for guidance in responding to the incidence of AIDS or other infectious diseases if the situation requires. Each case will be thoughtfully evaluated to protect the person(s) and the campus community.
4. The AIDS Review Committee may request anyone with an infectious disease to see his or her physician on a regular basis. Averett University will not engage in the blood screening of its students, faculty or staff. The committee will not communicate with a person's physician without his or her prior written consent.
5. It will be the responsibility of the Review Committee to keep abreast of developments, medical and legal, and make requests to Administrative Council if change is necessary.

### **CLUBS AND ORGANIZATIONS**

All executive officers (with the exception of the SGA) of any student club or organization, other than students in their first semester at Averett University, must maintain a minimum of a 2.00 cumulative G.P.A.

### **CONTAGIOUS DISEASE**

If the University suspects that a student has a communicable disease that may endanger the health of the student or others, the Dean of Students may request that the student see a physician within 24 hours for a diagnosis. Based upon the recommendations of the attending physician, the University may require the student to leave the campus until the danger passes, place the student in an isolated residential status or take other actions. If Averett University cannot reasonably provide the degree of isolation specified by the physician, the student may be required to leave the University premises until the contagious phase of the disease passes.

## **INCLEMENT WEATHER**

Announcements regarding cancellation of classes are routinely made over local news media and Averett website. Class cancellation announcements are called in to the media by 6:00 a.m. In addition, a message is also placed on the university voice mail system.

## **LEAVE OF ABSENCE**

Under certain conditions, a student may apply in writing for a medical Leave of Absence that would result in a deferment of payments on federal loans. The Financial Aid office should be contacted for specific information. Students must also complete the normal withdrawal process.

## **POSTERS, SIGNS, AND ADVERTISEMENT**

The Averett University Poster Policy has been designed to keep the campus buildings clean and in good condition. For the purposes of this policy, a poster is defined as any form of print publicity, with no regard to size, shape, or content that is in a public area. There are certain regulations to which students must adhere when posting posters on campus.

All posters must be approved and stamped before posting occurs on campus. The Director of Student Activities, or his designee, is responsible for reviewing and either approving or rejecting all proposed posters, with the exception of academically related posters. Academically related posters should be taken to the Dean of Arts & Sciences for approval. The name of the sponsoring organization must be clearly indicated on the poster. All posters must be in good taste. Poor taste, which shall be determined solely in the discretion of the University, includes, but is not limited to, pictures, posters, photographs, etc. of any persons without clothes; any statement, symbol, depiction or reference to alcohol (e.g. pictures of beer, kegs, beer steins, and the letters BYOB); foul language or other offensive material.

Thumbtacks or staples must be used to post flyers on bulletin boards and masking tape to post flyers on walls. The use of clear tape is not permitted.

Only one poster regarding any one event is allowed per bulletin board. Utilize bulletin boards where available before posting on walls. Only three posters per event may be placed in any hallway. When posting on walls, posters should be placed more than 2 feet from doorways.

Posters are not permitted over any other current material on bulletin boards or walls. They are also NOT permitted on light or electrical fixtures or over fire alarm boxes and emergency equipment.

In the residence halls, no materials may be placed under student room doors or on bathroom doors, except when done by a Resident Assistant for the dissemination of important information to resident students.

With the exception of the Dean of Students, valid posters may NOT be removed by students, staff or faculty members unless the event has already occurred or the poster is clearly in violation of the poster policy. Organizations or departments posting notices are responsible for the removal of all flyers posted 24 hours after the event has ended.

A letter will be sent to students, student groups, departments, or organizations that violate the poster policy. A second violation of the poster policy may result in the responsible party being banned from further posting of flyers in university buildings.

## REPORTING ACADEMIC VIOLATIONS

A faculty member who suspects a student of violating a university rule or regulation that is academically related should confront the student with the suspicion. The faculty member may follow one of two courses of action. The faculty member may choose to refer the case to the judicial system or may deal with the situation personally.

1. If the faculty member elects to deal with the case personally, he/she determines whether the student is guilty of the violation and then assigns an appropriate penalty ranging from a repetition of the work in question, through failure on the work, or failure in the course. Any such action must be reported to the Dean of Arts and Sciences within one class day. If the faculty member believes the student is not guilty, then no report of suspicion is necessary. The report of action by the faculty member to the Dean of Arts and Sciences shall be placed in a sealed envelope and kept in the student's file in the Registrar's Office. At the time of graduation, any such report of honor violations shall be purged from the student's file.
  - a. In the event the student challenges the faculty member's decision, the student must register his/her challenge with the Dean of Students.
  - b. In the event that the Dean of Arts and Sciences, upon review of action, is aware that a student has had a prior report from the faculty member, the Dean of Arts and Sciences will cancel the action of the faculty member in the current case and refer the case to the Averett Judicial Board.
2. A faculty member may, at his/her discretion, choose to refer the student to the Averett Judicial Board rather than dealing with any honor violation personally. The faculty member reports the suspected violation to the Dean of Students. Students who are reporting another student for an Honor Code violation should make their report to the faculty member if a specific course or faculty member is known; otherwise, the report should be made to the Dean of Students.

## STUDENT ORGANIZATIONS

In order for a society, club or other student organization (excluding Greek organizations) to receive official recognition by the University, it must receive the approval of the Executive Council of the Student Government Association and the Student Development Committee. All Greek organizations must receive the approval of the Inter-Greek Council and the Student Development Committee. The group must present: 1) a list of at least ten (10) names of members who are currently registered for classes; 2) the name of an advisor who is employed as a staff or faculty member of the university; 3) a copy of the proposed constitution which contains the plans, purpose, and the rules by which the group proposes to be governed.

## HARASSMENT

Averett University is committed to fostering a healthy and safe campus environment that is free of illegal harassment. Accordingly, Averett prohibits illegal harassment in any form against any member of the University community by other members of the University community. Averett shall not tolerate any verbal or physical conduct by any member of the University community, which constitutes harassment of any other member of the University community. No member of the University community should be exposed to illegal harassment, including sexual or racial harassment, while at the University. Averett also forbids retaliation against any member of the University community who has brought concerns of harassment to the administration or has participated in the investigation or resolution of a harassment claim. For the purposes of this section, the University community shall be defined as all persons attending, serving in, or working for the University in any capacity, including faculty, staff, administration, governing boards, current students, and vendors and contractors.

It is the responsibility of anyone who believes that they are being subjected to harassment to immediately notify the Dean of Students, the Dean of Arts and Sciences or the Vice President for Administration and Finance university officials of that alleged harassment. Anyone believing that he or she is being or has been subjected to an offensive environment due to harassment should immediately report the incident to the Dean of Students, the Dean of Arts and Sciences or the Vice President for Administration and Finance. Upon receipt of a complaint of harassment, Averett will promptly investigate the allegations. To the fullest extent possible, complaints of harassment and the resolution of those complaints will be kept confidential. Averett will take whatever remedial action is warranted based upon the results of its investigation. No member of the University community is exempt from this policy.

Individuals who complain about alleged harassment or who participate in the investigation of alleged harassment are protected from retaliation. Accordingly, it also is a violation of this policy to retaliate against anyone who files a claim of harassment or who participates in the investigation of an allegation of harassment. Anyone believing that he or she is being or has been retaliated against for complaining of harassment or participating in an investigation of alleged harassment should immediately report the alleged retaliation to the Dean of Students, the Dean of Arts and Sciences or the Vice President for Administration and Finance.

### 1. Definition and Compliance

Harassment is any action or behavior that targets a member of the University community on the basis of their race, color, gender, religion, ethnicity, national origin, age, or disability, and interferes with the ability of a member of the university community to participate in academic, employment and other university activities. Harassment may be physical or verbal. Harassment covers a wide range of conduct such as offensive comments and gestures. Harassment includes any actions that create a hostile working environment for another individual. Examples of acts that are prohibited by this policy include, but are not limited to, unsolicited remarks, gestures, physical contact or display or circulation of materials or pictures derogatory to a person on the basis of gender, race, color, age, ethnicity, national origin, religion, or disability status.

One type of prohibited harassment is sexual harassment. Sexual harassment may be either physical or verbal. It may consist of offensive comments or jokes; unwelcome or offensive physical contact; displaying offensive materials; unwelcome solicitations; or similar offensive conduct. In fact, sexual harassment need not be "sexual" at all. Any conduct based upon another's gender can constitute sexual harassment, as long as the conduct is sufficiently offensive. Sexual harassment may be unlawful when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions such as: employment, promotion, transfer, selection for training, performance evaluation, or academic evaluation; or
- c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment or substantially interfering with an employee's work performance or a student's academic performance, or
- d. Submission by others to sexual harassment has resulted in favoritism towards them and had a corresponding adverse effect on the employment or academic performance of other members of the University community.

Sexual harassment is not limited to members of the opposite sex. It includes same-sex harassment as well. Retaliation against an individual who has raised concerns regarding harassment or who has participated in the investigation or resolution of a harassment claim is also prohibited.

## **2. Reporting Harassment and Retaliation**

Any member of the University community who believes that he or she has been or is being subjected to harassment **MUST** report this suspected harassment **IMMEDIATELY**. Similarly, if a member of the University community believes that he or she is being retaliated against for complaining of harassment or for participating in the investigation or resolution of a harassment claim, that individual **MUST IMMEDIATELY** report the suspected retaliation. Averett is committed to preventing and correcting instances of harassment and retaliation, but it must be made aware of any suspected harassment or retaliation in order to take corrective action. Thus, it is the individual's obligation to report suspected harassment or retaliation.

Averett strives to provide members of the University community with various avenues of complaint. Anyone suspecting that he or she has been harassed or retaliated against may complain to the Dean of Students, the Dean of Arts and Sciences, or the Vice President for Administration and Finance.

## **3. Investigation; Resolution Procedures**

Averett will promptly and thoroughly investigate any allegations of harassment and retaliation. All investigations will be handled as confidentially as possible. If the investigation confirms that harassment or retaliation took place, then the individual or individuals committing the harassment or retaliation will be subject to discipline, up to and including suspension or expulsion/discharge from the university.

In addition to the investigation that will be conducted by Averett into all charges of harassment and retaliation, the alleged victim may be able to pursue informal mediation or formal hearing regarding his or her complaint.

- a. Neither the accused nor the accuser may be a part of the administration of the grievance procedures. Neither party may be represented by legal counsel.
- b. Anyone who believes that he or she has been sexually harassed may need to consult with one of the following before initiating grievance procedures: the Director of Counseling, the Dean of Students, their supervisor or department head, a faculty or staff member. No formal records will be kept on informal consultations. The alleged harasser will not be informed of this informal consultation without the consent of the complainant.

#### **4. Informal Mediation**

- a. Complaints of sexual harassment of a student by another student will be directed to the Dean of Students who, if the charges warrant, will then notify the student in question and will meet with both parties.
- b. Complaints of sexual harassment of a student by an employee or any member of a governing board will be directed to the Dean of Students or Dean of Arts and Sciences, who, if charges warrant, will notify the administrator, faculty or staff member in question and hold a meeting with both parties.
- c. Complaints of sexual harassment of an employee or any member of a governing board by a student will be directed to the Dean of Arts and Sciences who, if the charges warrant, will consult the Dean of Students. The Dean of Students will then notify the student in question and the Dean of Arts and Sciences and Dean of Students will meet with both parties.
- d. Complaints of sexual harassment of an employee or any member of a governing board by any member of the previous group will be directed to the Dean of Students, Dean of Arts and Sciences or Vice President for Administration and Finance.
- e. If the parties involved in this informal mediation process with the Dean of Arts and Sciences and/or Dean of Students can resolve the issue to each other's satisfaction, the complaint will be considered concluded and no other action will be taken. No records will be kept of this informal mediation process.
- f. No action taken in a mediation process negates an individual's right to file a formal charge or grievance at any time.

#### **5. Formal Hearing**

- a. To request a formal hearing into any charge of sexual harassment, the complainant must submit a written request to the Dean of Arts and Sciences and/or Vice President for Administration and Finance and/or Dean of Students. If the incident(s) involves students only, the case will be referred to the Averett Judicial System to be heard by the Averett Judicial Board. If the incident(s) involves administrators, faculty, or staff and students the case is referred to a committee which will be appointed by the President in consultation with the Dean of Arts and Sciences, the Dean of Students, and the Vice President for Administration and Finance. Each party involved may bring an advocate from within the Averett community to the hearing. The role of the advocate is to counsel, advise and support only. The hearing body will consider the complaint in relationship to the total circumstances, such as the nature of the conduct and the context within which the alleged incidents occurred. Both of the parties involved will present their side to the committee. All witnesses may be questioned by both parties and the committee members. The committee will deliberate in a closed session and will inform those involved of their decision. The committee may act on the complaint at the time of the hearing or meet again to determine action. The committee findings and suggested action shall then be directed to the Dean of Arts and Sciences and/or Vice President for Administration and Finance and/or Dean of Students.

- b. Both the accused and the accuser have the right to appeal the decision issued as a result of a formal hearing. If the case was heard by the Averett Judicial Board, the appeal must follow the appeal procedure as outlined in the Averett Judicial System published in this Handbook. If the case was heard by the committee appointed by the President, the person wishing to appeal shall file a written notice within 24 hours (weekends and holidays excluded) following the hearing, and the appeal is heard by the President. (If the President is the alleged harasser, the appeal will be heard by the Executive Committee of the Board of Trustees.)

## **SMOKING**

Smoking of any tobacco product (cigarettes, cigars or pipes) is not permitted in any residence hall. This includes your room, bathrooms, hallways, stairwells, suite lounges and lounges. Smoking is permitted on the Averett Commons balconies if the exterior door to the apartment is closed and if you are an apartment resident or have the permission of the student(s) on whose balcony you wish to smoke. All smoking materials (butts, matches, etc.) must be disposed of in appropriate and fire resistant receptacles. Failure to comply with smoking rules and regulations may result in disciplinary action and fines to cover the cost of cleaning, repairing or replacing damaged University property.

## **SMOKELESS TOBACCO**

While smokeless tobacco is permitted in the residence halls and campus apartments, use of this substance is strongly discouraged due to the potential damage to personal health and University property. Residue must be disposed of in appropriate receptacles. Failure to do so may result in disciplinary action and fines to cover the cost of cleaning, repairing or replacing damaged University property.

## **SOLICITATION**

There shall be no solicitation on campus by non-university organizations, businesses or individuals, without prior written permission from the Dean of Students. Individual students in campus organizations are not permitted to solicit contributions and gifts on the Averett campus. The Chanticleer is exempt from this policy in that this publication may sell ads, if permission is granted by the publications board. Student organizations planning campus fundraising events must complete a request form with the Director of Student Activities at least one week prior to the beginning of the fundraising event. The request will be reviewed and either approved or denied. Fundraiser permission is granted on a first come, first served basis during the semester in which the fundraiser will take place.

## **STANDARD OF DRESS**

Averett University students, both men and women, are expected to dress in a manner suited to the occasion and to the place. The Commonwealth of Virginia requires that shoes be worn in areas where food is being prepared and served. This law would apply to the Dining Hall. It is a requirement of the University that shirts and shoes be worn in classroom areas and in the Blount Library.

## **STUDENT COMPLAINTS**

Averett University believes that problems should be resolved as close to the source as possible. This philosophy also pertains to formal student complaints. If a student does not know the proper person with whom to lodge a complaint, all formal written complaints by students may be directed to the Dean of Students. This office will ascertain the nature of the complaint and refer it to the appropriate office for resolution.

## **UNAUTHORIZED PUBLICATIONS**

Averett University prohibits the unauthorized use of the Averett University name, stationery, logos, and official University publications. The University prohibits the publication of unauthorized printed materials in the name of Averett University. Students involved in such will be subject to disciplinary action and may be subject to civil penalties.

## **VIOLATIONS OCCURRING IN THE COMMUNITY**

The University will not assume responsibility for students whose off campus behavior results in criminal charges (e.g. bond, bail, lawyers, etc.). However, Averett reserves the right to hold students accountable for behavior that occurs off campus under the Averett Judicial System.

## **WITHDRAWAL POLICY**

Any student who withdraws from the University, regardless of the reason, must clear his/her withdrawal with the Dean of Students. The Dean of Students will assure then that the withdrawal is cleared with all offices. Students may not withdraw when campus judicial proceedings are pending against them. Failure to officially withdraw will result in academic penalties and prevent financial adjustments. Upon withdrawal from the university, the student must surrender his/her I.D./access card to the Dean of Students. Resident students must be moved out of the residence halls within 48 hours, unless other arrangements are made with the Dean of Students Office or Residence Life Office.

## **AVERETT JUDICIAL SYSTEM**

### **HONOR CODE**

The Averett University community believes that ideals of honor and trust are essential to an atmosphere that promotes academic excellence and social responsibility. Dishonest conduct violates the trust that exists at the University. While members of this community, students pledge to uphold principles of honesty, fairness, integrity, and respect, and to abide by University rules and regulations in all areas of academic and social life.

### **INTRODUCTION**

Averett University views its role in the administration of discipline as one of both ensuring justice and providing an educational opportunity for the student. While it is intended that this approach protect the campus community by providing a system of discipline for those violating university rules and regulations, the system also encourages the growth and development of the student through supporting the practice of responsible behavior as it is related to living in a community of people. The educational approach infers a need for understanding and self-discipline on the part of the student as well as a respect for the rights and privileges of others. The focus of the discipline system is corrective, preventive, educational, and, as appropriate, punitive.

Averett students shall, at all times and in all places during their enrollment, conduct themselves in a manner which reflects positively upon the University and complies with the Student Rules and Regulations of the University, whether on campus or not, whether involved in campus activities or not, and whether representing the university in any function or activity or not.

### **BASIC PHILOSOPHY & PRINCIPLES THAT GUIDE THE DISCIPLINE SYSTEM**

1. Discipline is necessary and effective when it is applied in a consistent manner in the learning experience of a student and/or for the protection of the community of which he/she is a member.
2. When disciplinary action becomes necessary, that action must be handled expeditiously.
3. The education of students concerning the rules and regulations of the University, emphasizing the need to abide by those rules in a community of people, is promoted in residence hall meetings, the Student Handbook, contact with faculty and staff, and in disciplinary hearings.
4. In hearings involving students who are accused of violating university rules and regulations, consideration will be given to all information relevant to the case and fair process will be provided to ensure a just resolution.

## STUDENT RIGHTS

Any member of the University community believing that a student has violated a University policy or regulation may file a complaint of the alleged violation with the Dean of Students, who shall decide whether there is sufficient cause for a formal charge and the initiation of judicial proceedings. The accused student will be notified of the charge and asked to make an appointment with the Dean of Students. The accused student may bring his or her student adviser to this meeting if so desired. At this meeting, the Dean of Students or his designee will explain to the accused student the charge(s) against him or her and his or her rights.

- To be presumed not responsible for a violation until charges have been confirmed.
- To have a written statement of the charges.
- To have a written notice of the date, time, and place of his/her hearing and a copy of the incident report.
- To have a fair and impartial hearing before the Averett Judicial Board.
- To have the hearing postponed for good cause (Request for postponement must be made no less than two days prior to the scheduled time of the hearing and must be made in writing to the Dean of Students).
- To have the right to bring a student advisor from the University community to the judicial board.
- To hear the evidence.
- To present witnesses on his/her own behalf. The judicial body shall have the authority to limit the number of witnesses and/or the length of their testimony in order to avoid unreasonable delays and ensure fair and efficient adjudication of the case.
- To question witnesses who testify at the hearing and/or to challenge all written statements presented at the hearing.
- To testify in his/her own behalf.
- To be notified of the decision of the Judicial Board in writing.

An accusing student of an alleged sexual assault has the following rights:

- The right to choose to have a support person present to advise and provide support. (The support person must be a student, faculty or staff member selected from the University community.)
- The right to be present during the entire proceedings (except for closed judicial deliberations) and to testify and present witnesses.
- The right not to have his or her past sexual history discussed during the hearing, except as it relates to the specific incident in question.
- The right to relate his or her account of the incident and to make a "victim impact statement" if the accused has been found responsible for the charge(s).
- The right to request a change of residence or class.
- The right to be informed of the results of his/her complaint, including the results of any judicial proceeding.

## INFORMAL DISPOSITIONS

A student who has been accused of a violation of the rules and regulations always has the right for the case to be considered by a hearing board. In some cases, he/she may request or be given an opportunity for an informal disposition. The accused student may accept the sanction that would be imposed via the informal disposition by signing a statement indicating acceptance, or may reject the decision and request a hearing before the Judicial Board. Once the option of an informal disposition has been discussed with the student, he/she has 24 hours to decide between taking the case to the Judicial Board or accept the informal resolution.

Informal dispositions are generally based on precedent and are a means by which the case may be adjudicated as expeditiously as possible. All sanctions must be approved by the Dean of Students. Failure on the part of a student to respond to three attempts to notify the student of the need for an informal disposition or hearing board will automatically result in the issuing of appropriate sanctions as outlined in the Student Handbook.

## AVERETT JUDICIAL BOARD

The Judicial Board shall consist of six (6) members, including two (2) students, two (2) members of the teaching faculty, and two (2) members of the staff, who shall be selected by the Dean of Students in his discretion.

The Chairperson of the Judicial Board will count as one member and will have, in addition to his/her authority as Chairperson, the same voting and other rights as other members of the panel. If neither the Chairperson nor the substitute Chairperson is available for the hearing, the Dean of Students shall appoint a temporary Chairperson for that particular hearing.

No member of the university administration may be appointed to serve on the Judicial Hearing Board. For the purpose of this provision only, "university administration" shall be deemed to include the following: the President, Vice-President of Administration and Finance, Vice-President of Institutional Advancement, the Dean of Arts and Sciences, the Dean of Students, the Dean of Admissions, the Dean of Graduate and Professional Studies, Athletic Director, and their respective office staffs.

## JUDICIAL HEARING PROCEDURES

Individuals have the right to a fair hearing. The University is not required by law to follow the strict guidelines of our civil and criminal justice court systems. Hearings will adhere to the following procedures to ensure fairness:

1. Hearings are closed and restricted to those directly involved with the incident and those requested to be present by the University, the Judicial Board, the alleged victim (if any) or the accused student.
2. The accused student may bring a student advisor from the Averett University community to the hearing. The advisor may counsel the student but may not speak in lieu of the student. A student advisor in a Judicial Hearing may not be a witness of fact but may serve as a character witness. The role of the advisor is to counsel, advise, and support the student. The primary responsibility for representing the case, however, will rest with the student. The advisor may address the Board directly as the Board deems appropriate.
3. The accused is asked if he/she has any challenges to any member of the board or any questions regarding the proceedings. The chairperson will decide such challenges, and whenever the student can show a bias on the part of the member, the chair shall ask the member to excuse him or herself, and in such instance, the hearing will be recessed until a replacement for the excused member is secured. If the chair is challenged, the board will decide by a majority vote whether or not the chair should be requested to excuse him or her

*Note: Attorneys or other legal counsel or parents of the accused student are not permitted in university judicial hearings.*

4. The accused student may present information on his/her behalf. The accused student may also ask questions of witnesses called by others.
5. The burden of proof in all judicial matters shall be a preponderance of the evidence.
6. A finding of a violation by the accused student shall be made only upon a majority vote of the Judicial Board members.
7. The procedures that the board will follow in conducting a disciplinary hearing are:
  - a. The chairperson will call the room to order and introduce the members of the board;
  - b. Witnesses are excused;
  - c. The charges are read and the plea is entered (student may plead guilty, not guilty or no contest);
  - d. Witnesses supporting the charges are heard and questioned by the board and the accused;
  - e. Witnesses for the accused are heard and questioned by the board and the accused;
  - f. The accused is asked if he/she has any further information or statement before the deliberation begins;
  - g. All persons except the board members are excused;
  - h. The board considers only information introduced in the hearing and deliberates in executive session until a decision is made as to responsibility. The decision is based on the preponderance of the evidence and is decided by a simple majority vote. In case of a tie vote, the ruling is to withdraw charges, lower the sanction, or hold the case in abeyance. Any previous violations are to be considered in the imposition of appropriate sanctions.
  - i. After deliberation is complete the board shall announce its decision in the presence of the accused and his/her adviser, if any, and inform the accused of the right to appeal.

*NOTE: Averett Judicial Board proceedings will be audio-recorded. Audiotapes will be erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Audiotapes will remain the sole property of Averett University.*

#### **APPEAL PROCEDURES**

1. Any student wishing to appeal his/her case shall file a written notice to the Dean of Students by 5:00 p.m. of the second business day following the hearing.
2. The request shall contain a statement of the grounds for appeal, the rationale for the request, the date and the signature of the student.
3. Grounds for appeal are:
  - a. Discovery of substantial new facts that were unavailable at the time of the hearing and which could affect the hearing board's or hearing officer's decision.
  - b. Excessive sanction.
  - c. Major violation(s) of hearing procedure.

4. All requests for appeal must outline the following:
  - a. If appeal is based on new facts:
    - i. Description of new evidence.
    - ii. Name(s) of anyone who will present this evidence.
    - iii. Reason(s) why evidence was not discussed at original hearing.
    - iv. Reason(s) why evidence will result in a decision other than that which was originally made.
  - b. If appeal is based on excessive sanction, the request must include specific information indicating why the sanction is unreasonable in light of the charges.
  - c. If appeal is based on major violation(s) of hearing procedure:
    - i. Citation of specific procedures in the Student Handbook that were inappropriately followed.
    - ii. Reason(s) why procedural error was not mentioned in the original hearing.
    - iii. Reason(s) why correction of error will result in a decision other than that which was originally made.

## APPEALS COMMITTEE

The Appeals Committee is composed of one student, one faculty member, and the Dean of Students, who shall serve as the chair of the Appeals Committee. No member of the Appeals Committee shall have served on the Judicial Board for the original case. Every effort must be made to ensure that the makeup of this committee be diverse.

Three faculty members are appointed by the Faculty Council to serve on the Appeals Committee on an as needed basis. These faculty appointees should reflect diversity in both gender and cultural makeup. The President of the SGA, plus two student alternates appointed by the SGA Executive Committee, will also serve on the Appeals Committee on an as needed basis. These student appointees should reflect diversity in both gender and cultural makeup and should have prior experience on the Judicial Board (with the exception of the SGA President). The Dean of Students shall convene the members of the Appeals Committee. If the Dean of Students is unable to convene the Appeals Committee or serve on the Appeals Committee, the University President will appoint a replacement to fulfill those duties.

The chair of the Appeals Committee will first review the written appeal notice and determine if it meets the criteria for the granting of an appeal. If the appeal is granted the Committee has the power to: a) uphold the findings and sanction of the Judicial Board; b) reduce the sanction imposed by the Judicial Board; or c) exonerate the student. The Appeals Committee shall have sole and absolute discretion in determining whether to grant the appeal and, if an appeal is granted, in making its decision on the case. If an appeal is granted, the Appeals Committee shall meet in executive session for the purpose of: (1) examining the records from the Judicial Board hearing and any additional evidence accepted from the accused student; and (2) making a decision regarding the appeal. The Appeals Committee shall advise the accused student of its decision in writing within three business days of the date on which it made its decision.

Upon request by the accused student, the action of the Appeals Committee will be reviewed by the President of the University. This request must be made in writing to the President by 4:30 p.m. of the fifth business day following the issuance of the decision of the Appeals Committee. The President of the University shall have the same aforementioned powers, authority and duties of the Appeals Committee, and his decision shall be final, conclusive and non-appealable.

Appeals of judicial decisions based on alleged technical or procedural errors will be granted only upon a finding that such errors resulted in the accused student being denied the opportunity for a fair and impartial adjudicatory process. Appeals of judicial decisions based on the existence of evidence not presented at the initial hearing before the Judicial Board will be granted only upon a finding that the submission of such evidence at the said hearing would likely have resulted in a different decision more favorable to the accused student.

## **NOTICES**

All notices to a student hereunder shall consist of an electronic message (e-mail) and/or written notice mailed to the student's last address on file with the university or placed in the student's assigned mailbox. The notice will be considered received one day following the date the notice is posted at a U.S. Postal Service facility, placed in the student's mailbox, or sent to the student via e-mail.

## **SANCTIONS**

The following sanctions may be assigned singularly or in combination at the discretion of the hearing board or officer.

### **APOLOGY**

A student may be required to provide a verbal or written apology to any individual(s) harmed, inconvenienced, insulted or embarrassed as a result of the student's behavior.

### **OFFICIAL REPRIMAND**

The Official Reprimand is a written notification to a student indicating that she/he has been found in a violation and that any other violation of university regulations will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations, further action will be taken, which may include disciplinary suspension as defined below. The Official Reprimand remains in the student's disciplinary record for a minimum of fifteen (15) weeks and a maximum of one full calendar year while enrolled at Averett.

### **FINES**

A student may be required to pay a monetary fine depending on the severity of the infraction. The fine will double in the event that it is unpaid by the due date. Failure to pay fines will result in a student's inability to receive grades, obtain transcripts, register for a subsequent semester, or even graduate, and may also result in further judicial action.

### **RESTITUTION**

A student may be required to make reimbursement for any damages resulting from the student's behavior. Failure to pay restitution as required will result in a student's inability to receive grades, obtain transcripts, register for a subsequent semester, or even graduate, and may also result in further judicial action.

### **LOSS OF PRIVILEGES**

The temporary or permanent removal of certain student privileges, including but not limited to the following: the privilege to enter specific residence halls or other University buildings, the privilege to live in a residence hall, the privilege to live in a specific room or residence hall, the privilege of accessing certain areas of campus, the privilege to have stereos or other sound equipment, the privilege of membership in any club or organization of the University, and the privilege to participate in or attend extra-curricular activities including but not limited to athletic or other University-sponsored events or activities.

### **WORK PROJECTS**

Project assignments consist of either (1) Work Hours or (2) Community Restitution /Educational Task.

1. Work Hours - Requirement that the student work a specified number of hours arranged with university staff or a community organization. If the assigned hours are not completed by the due date, the number of hours assigned will double. Then, if the hours are not completed by the end of the following semester, the student will be fined \$300. in addition to being required to complete the work hours. Failure to complete the work hours and/or to pay fines as required will result in a student's inability to receive grades, obtain transcripts, register for a subsequent semester, or even graduate, and may also result in further judicial action.
2. Community Restitution/Educational Task - Any student who plans to confirm the allegations against him/her is encouraged to propose a constructive or educational task to be considered by the judicial body hearing the case. If the task is approved by the judicial body hearing the case and not satisfactorily completed by the due date, the student is subject to further disciplinary action. The judicial bodies are instructed to specify consequences for failure to complete the task on time and inform the accused student of the consequences at the time of the approval of the task.

## **DEFERRED REMOVAL**

Deferred Removal – A probationary status for resident students during which a student may be removed from all University housing in the event of an additional violation of the Student Rules and Regulations.

## **DISCIPLINARY PROBATION**

A probationary status imposed for a specified time period of at least one semester during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulations associated with the probationary standing, or if she/he is found guilty of violating any other rule, regulation, or law, or is otherwise deemed to have failed to be of good behavior, she/he may be suspended from the University. When a student is placed on Disciplinary Probation the student's parents will be notified concerning the probationary status unless the student can prove independent status.

## **IMMEDIATE INTERIM SUSPENSION**

In the event the student's actions on the campus demonstrate that his/her continued presence at the university constitutes a danger to property, the student, or others, the student may be placed on Immediate Interim Suspension. The student is barred from the campus and all University related activities until a disciplinary hearing can be held.

## **DISCIPLINARY SUSPENSION**

The removal of a student from the University for a designated period. The student is permitted to apply for readmission at the end of the sanction imposed. While a student is suspended, she/he is not to return to the campus, nor attend any programs or activities of the University without written permission from the Dean of Students. If the student returns to campus without written permission during the time period she/he has been suspended, he/she is subject to further disciplinary action and may become ineligible for readmission to the University. All fees and tuition are forfeited in cases of suspension. A student may not transfer to Averett University any academic credit(s) earned during the period of suspension. Averett will not accept transfer credit for courses taken while a student is on disciplinary suspension.

## **EXPULSION**

Expulsion is the permanent separation of the student from the University and its premises. It is the most severe sanction that the University imposes.

## **DISCIPLINARY RECORDS**

As part of the Averett University Student Judicial System, student discipline records are maintained in the Dean of Students Office. Student judicial records are confidential and will be released only under the guidelines set forth by the Family Educational Rights and Privacy Act and the Averett policy and procedures manual.

Student judicial records will be maintained:

1. Indefinitely if the student has been suspended, expelled or if the student has any sort of related court case or appeal pending, or student has conditions established for their return to the university, as a result of disciplinary action; or
2. 5 years after the student graduates or withdraws from the institution.

## SEARCH AND SEIZURE

1. **Searches** - While the University respects the privacy rights of its students, when there is just cause to believe that a violation of campus regulations or policies and/or city, state, or federal law has occurred, or if there is a legitimate health or safety concern, a search of student rooms and suites within residence halls/apartments may be made by University officials and/or law enforcement agents in order to further the University's goal of maintaining and protecting the educational environment necessary for the university to fulfill its mission.. Valid search warrants issued by federal or state magistrates or courts will be honored. Every effort will be made to have a representative of the Student Development staff accompany officers and observe a search conducted as a result of a search warrant. A search of a student's room within a residence hall or campus apartment will be conducted by University officials in the following manner:
  - a. The Dean of Students (the President, or their designee) will authorize two or more persons to conduct the search.
  - b. Those conducting the search and/or any other persons present with them will knock upon the door of the room in question. If they are not admitted, they will enter the room using a passkey, if necessary.
  - c. If the room is occupied, those entering it will announce the purpose of their visit and indicate that they are going to conduct a search. Any student present at the time will be required to cooperate with the persons conducting the search in all respects. If the room is not occupied, the search will be conducted and the student(s) occupying the room will be notified that the room has been searched.
2. **Seizures** - If contraband or stolen items are discovered, they will be confiscated and a written notice will be given to the room's occupant(s) indicating what has been taken and the names of those who have taken it. If no one is in the room, the same written notice will be made and left in a prominent, easily visible place. Those conducting the search will keep a copy of the receipt.

## STUDENT RULES & REGULATIONS

The following is a partial listing of rules and regulations that govern students at Averett University. This list is not all-inclusive and only provides examples of those actions that may result in discipline. Further, the penalties listed are examples that serve only as a guide for disciplinary officers and do not bind disciplinary officers to a particular punishment. Students may receive various sanctions depending on the nature of the case. Any act that also constitutes a violation of any local, state and/or federal laws may also result in university disciplinary action and/or criminal prosecution.

### 1. Academic Dishonesty

#### Honor Code Violation

Generally any act of dishonesty related to academic as well as non-academic activities of concern to the College community. This includes, but is not limited to, taking or attempting to take any of the following actions:

- a. Plagiarism (the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source);
- b. Providing unauthorized aid to another student or obtaining or receiving unauthorized aid from another person on any examination or assignment;
- c. Using or consulting unauthorized materials or using unauthorized equipment or devices on any examination or assignment;

- d. Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so;
- e. Intentionally commencing work or failing to terminate work on any examination or assignment according to the time constraints imposed;
- f. Giving false or misleading information regarding an academic matter.

## **2. Alcohol Violations**

### **a. Drinking on Campus**

### **b. Being under the influence of alcoholic beverages**

A person who, having consumed alcoholic beverages, experiences a loss of the normal use of his/her mental and/or physical faculties.

### **c. Possession of alcoholic beverages/ alcoholic beverage containers on campus**

### **d. Possession and/or consumption of alcoholic beverages by students under the age of twenty-one (21)**

### **e. Providing/Distributing Alcohol to a Minor**

By an individual—any person providing or distributing alcohol to any individual under the age of twenty-one (21); or By an organization—any organization that provides or distributes alcohol to any individual under the age of twenty-one (21).

### **f. Possession of False Identification**

Possession of any fictitious, altered, counterfeited, facsimile or simulated driver's license or identification card; or possession of a driver's license or identification card of another for the purpose of purchasing any alcoholic beverage.

## **3. Computer Misuse**

Any misuse of University network or computing resources or services, including, but not limited to, the following activities:

- a. Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement, libel or invasion of privacy;
- b. Tampering with files or information that belongs to someone else;
- c. Using any computer to examine, modify or copy programs or data other than one's own without proper authorization;
- d. Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures;
- e. Depriving or attempting to deprive other users of access to computing/network resources or services;
- f. Copying of computer software or other copyrighted material without authorization;
- g. Using another person's computer I.D. without authorization;
- h. Accessing or using another person's files without authorization;
- i. Abusing or interfering with the operation of any university computer, network or telecommunications system.

## **4. Destruction or Defacing of Property**

- a. Against an individual – Destruction, defacement, damage or removal without the intent to steal an individual's personal property.
- b. Against the University - destruction, defacement, damage, or removal without intent to steal University property including, but not limited to, walking on roofs of University buildings, defacing structures and facilities, and intentional damage or disruption to computer systems.

## **5. Disobedience of an Order of a University Official**

Disobedience of or resistance to a reasonable and/or lawful request or order of a University official (including Resident Assistants and Security Officers). This includes but is not limited to failure to evacuate a building during a fire alarm or when otherwise so ordered by a university official, or refusing to present an I.D. upon request.

## **6. Disorderly Conduct**

Conduct that is offensive or annoying to others or is disruptive of the rights of others or the orderly operation of the University. This includes initiating a threat to a campus official or any person; horseplay, practical jokes, misbehaving in the dining hall or any other area of campus, creating disturbances or disruptions, preventing or interfering with the orderly conduct of any University business or activity, engaging in conduct that has a direct tendency to cause acts of violence, and general annoyances.

## **7. Endangerment**

Conduct which endangers the physical well-being of one's self or of others, including but not limited to disregarding a fire alarm signal or refusing to evacuate a building pursuant to an alarm or the directive of a University official.

## **8. Fighting/Assault**

An encounter with blows or other personal violence between two or more persons, including assault and battery.

## **9. Fire Setting/Arson**

- a. Fire setting - deliberately lighting or setting a fire without authorization.
- b. Arson - deliberately lighting or setting a fire maliciously and/or with the intention of destroying property.

## **10. Forced Entry of a Campus Building**

Compromising the security of others by either propping open an exterior door of any campus building or attempting to force open an exterior door once it has been locked.

## **11. Fraud**

A false representation that is intended to deceive. This includes falsifying statements, records and forms.

## **12. Gambling**

Illegally wagering or assisting in the illegal wagering of money or any other thing of value on any game or contest.

## **13. Harassment**

Actions which may be offensive toward, or create an offensive environment for another group or individual including, but not limited to use of obscene, vulgar, profane, lewd, lascivious or indecent language, or the making of a proposal of an indecent nature, or the threatening of any person. Also, included in this definition is any action or situation that may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.

If you believe you are being subjected to unwanted harassment, please consult the University's harassment policy in the section on Campus Policies.

## **14.Hazing**

Any action or situation created whether on or off campus which results in mental or physical discomfort, embarrassment, harassment, mistreatment or ridicule of another as part of the initiation or induction into an organization. This includes, but is not limited to such activities as paddling, creation of excessive fatigue, physical and psychological shocks, spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing, coercing another to: wear apparel which is conspicuous and not normally in good taste; engage in public stunts or pranks; commit any acts that would constitute a violation of any law or University rule or regulation; participate in morally degrading or humiliating games and activities, calisthenics or other strenuous physical activity; be exposed to inclement weather; consume any food, liquid, beverage, drug or other substance; be confined in any room or compartment; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed; or which is not consistent with the rules and regulations of Averett University.

## **15.Health and Safety Violations**

Creating or maintaining a health or safety hazard, including but not limited to, keeping one's residence hall area in a condition that is unsafe or unsanitary.

## **16.Laws of the Wider Society**

All students are required to abide by the laws of the local, state, and federal governments. Violations are subject to disciplinary action by the University as well as the Criminal Justice System. The university may initiate proceedings regardless of the outcome of one's court case.

## **17.Lying**

The making of a false statement to any member of the University community (student, faculty, staff or administrator) with the intention of deceiving.

## **18.Morals and Decency**

As an institution of higher learning that is based or founded upon Christian principles, Averett University expects each of its students to be of high moral character and meet or exceed all standards of decency normally expected in such an institution.

Behavior in an immoral or indecent way or manner. Examples of the most serious type of breach of morals or decency would be instances in which a student indecently exposed himself or herself, committed an act of voyeurism (Peeping Tom), or committed some act against nature or a heinous or despicable act or act that reflects poorly on the University. Such a listing of actions or activities which constitute a breach of common morals and decency is not intended as an all-inclusive list, but rather serves only as examples of the more serious breaches of these standards.

## **19.Noise**

Any sound which is annoying or disruptive of the rights of others. This includes, but is not limited to, loud talking, laughter, music and/or musical instruments.

## **20.Possession of Drug Paraphernalia**

The illegal possession and/or use of drug paraphernalia as defined in § 18.2-265.1 of the Code of Virginia, 1950, as amended.

## **21.Possession, Use, Distribution, and/or Sale of Controlled Substances or Marijuana**

The illegal possession, use, distribution, and/or sale of controlled substances or marijuana, as those terms are defined in § 18.2-247 of the Code of Virginia, 1950, as amended, and the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia, 1950, as amended).

## **22.Possession of Firearms or Weapons on Campus**

The possession or use, whether openly or concealed, of any weapon while on University owned property or in an automobile while on university owned property or its environs. These weapons include, but are not limited to: guns, rifles, pistols, stun weapons, tazers, explosives, BB guns, bowie knives, martial arts weapons, bow and arrows, daggers, switchblade knives, metallic knuckles, or any other weapon of any kind.

## **23.Possession of Fireworks**

The possession and/or use of fireworks on University owned property or its environs. Subject to prosecution under Virginia law.

## **24.Possession of Stolen Property**

The unauthorized possession of property that has been stolen.

## **25.Residence Life Violation**

Any violation of the policies defined in the Residence Life section of the Student Handbook and not otherwise specifically outlined within the Student Rules and Regulations section of the Handbook.

## **26.Sexual Assault**

Unauthorized contact of a sexual nature that is against the will or without the consent of the person upon whom the contact is made. Sexual assault includes engaging in contact of a sexual nature through coercion, force, threats, intimidation, or taking advantage of the mental incapacity or physical helplessness (including intoxication) of another. Contact that is sexual in nature includes but is not limited to sexual intercourse, oral sex, sodomy, or touching or forcing a person to touch those intimate parts of the body normally associated with sexual activity or arousal directly or through clothing.

## **27.Stealing**

The unauthorized taking or appropriating of property, university issued credit card or debit card system, a photo copy machine, or a telephone authorization code.

## **28.Tampering with Fire and Safety Equipment**

- a. Tampering with or removing fire alarms, fire extinguishers and suppression systems, exit signs, emergency lighting or other safety equipment.
- b. Activating false alarms.

## **29.Trespass/Unauthorized Occupancy of a Residence Hall**

- a. Trespass – going or remaining upon any University owned property after having been forbidden to do so by any posted signs or by any University employee or other person in charge thereof.
- b. Unauthorized Occupancy – entering or remaining in residence halls or other University owned buildings without permission. This includes, but is not limited to, commuter students who stay in the residence halls without proper authorization or resident students who allow a non-student or commuter to stay in their room or suite for an extended period or who are found present in the residence halls during a time period when the residence halls are closed.

## **30.Unauthorized Use of University Property**

The unauthorized possession or use of University property, which includes but is not limited to University computers, technology, furniture, housekeeping supplies, appliances, maintenance equipment or vehicles.

### **31. Visitation Violation**

Being in restricted areas of residence units in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex, without specific permission or when visitation privileges are not in effect.

### **32. Attempted Offenses**

An attempt to commit any University rule or regulation, including but not limited to, any such rule or regulation listed in this Handbook. In a case involving a charge of violating any such rule or regulation the accused may be found guilty of attempting such an offense should the evidence warrant such a finding.)

## **RESIDENCE LIFE**

For the next eight months, you will make your “home away from home” in a residence hall. Each residence hall provides not only a place for you to live, but also an environment which will contribute to your personal growth in ways which are designed to supplement and complement your formal learning experiences in the classroom. The Residence Life program at Averett seeks to help you learn about such things as becoming independent, assuming responsibility for yourself and your actions, and meeting and living compatibly with others in your community.

The University has a staff whose purpose is to assist you and to help maintain an atmosphere of communication, cooperation, and community in the residence halls. There are three professional staff members, the Director of Residence Life, and two Assistant Directors of Residence Life who are responsible for the supervision of all students and activities in the residence halls. Working with them are Resident Assistants (RAs) who live on each floor and are specially trained to facilitate community living and to help in handling a variety of issues that you may face in your college years.

## **REGULATIONS & GUIDELINES**

Successful group living can only be achieved through cooperative effort on the part of each individual who composes the group. It is important that each person is aware of his/her own rights and privileges. Moreover, it is just as important that each person is aware of and accepts the responsibility of respecting the rights and privileges of others. Each member of the residence hall community should be prepared to conduct himself/herself at all times in such a manner so as not to infringe upon those rights. Please take some time to become familiar with the following rules and guidelines.

### **ATHLETIC ACTIVITIES**

Athletic activities, such as ball throwing and bouncing, baseball, basketball, Frisbee throwing, boxing, hockey, golf, mattress slides, racquetball, skateboarding, skating, soccer, throwing water balloons, using water guns, and bicycle riding are not allowed in any residential area, including hallways and stairwells. Playing in the grass area directly around the apartments is not allowed.

### **BICYCLES**

Bicycles may be brought on to university property and may be kept in your room only if your roommate does not object. The fire code precludes storing bikes in hallways/stairwells. There is limited outside storage for bicycles. (All storage is at your own risk.)

### **CABLE/SATELLITE TV**

Satellite TV is provided in all student rooms and common areas in the traditional residence halls and will work with any cable-ready television. In the apartments, all student rooms and the common living area are wired for satellite TV, and you will need to furnish your own cable line to run from the jack to the television. If you experience problems with the service in your room, please contact the Help Desk, ext. 5720.

### **CLOSING**

Residence halls/apartments are typically closed during Thanksgiving, Christmas, Spring, and Summer breaks, unless an exception is explicitly authorized in writing by the Director of Residence Life. You must vacate your residential by 2:00pm the day following the last final exam. After that hour, the building will be locked. Students should make other arrangements if housing is needed during those times.

At the end of the year and at university breaks, you must vacate your room according to the closing information provided to you by your RA/Assistant Director of Residence Life. Please discuss checkout procedures with the Residence Life staff to avoid being billed for improper checkout.

### **HOUSING CONTRACTS**

Prior to receiving housing, all residents will be asked to sign a Residence Hall/Apartment contract that is a legally binding document.

## DAMAGES

The conditions of both student rooms and common area spaces in each residential area will be recorded at the beginning of the year. Damages done to student rooms will be billed to the resident(s). **Damages done to public areas that cannot be assigned to a specific student will be divided among residents of the area affected by the damages.**

## ELECTRICAL APPLIANCES

The possession and/or use of any large appliances or any of the following small appliances and electrical equipment is **strictly prohibited** in the traditional residence halls (Bishop, Danville, Davenport, Fugate, and Main) and in the apartments:

- Halogen lights
- A/C units (except as provided below)
- Hot plates
- Any appliances with exposed heating elements
- Electric frying pans
- Refrigerators larger than 2.5 cubic feet
- Space heaters (unless issued by the university)
- Extension cords (unless they are UL approved with grounded power strips with fuses)
- Grills of any type
- Any other appliance or electrical appliance designated by the university

Students found in possession of or using any of these appliances will be required to remove them. Failure to remove the item will result in its confiscation and may result in disciplinary action and/or fines.

Toaster ovens, popcorn poppers, thermostatically controlled heating elements, and electric percolators are allowed in the residence halls/apartments. Central air conditioning is provided in Fugate and Bishop Halls. Window unit air conditioners are allowed only in rooms in Danville and Davenport Halls.

Please consult the Director of Residence Life if you have any questions about the use of any other appliances or equipment.

## ENTRY INTO RESIDENCE HALLS

You must enter a residential area or a specific room in a residential area through the main door. No propping of doors. Entry in any other way is strictly prohibited and a fine may be assessed.

## ENTRY INTO RESIDENCE HALL SPACE

University officials and/or Security staff have the authority to enter a residential area for the reasons listed below. If the resident(s) of the residential area are not present, a passkey will be used to enter the area.

- a. Maintenance Repair - By requesting a maintenance repair, you have granted permission for an Environmental Services employee to come into the residential area to make the repair.
- b. Periodic Health and Safety Inspection in Traditional Residence Halls- Staff will make routine health and safety inspections as well as check damages to the room or furniture. These inspections will be announced 24 hours in advance.

- c. Monthly Health and Safety Inspection in Apartments – Environmental Services staff may enter each student apartment periodically for the purpose of health and safety inspections. Such inspection will allow staff to test smoke detectors, change furnace filters, check dryer lint traps, etc., as well as to make sure the apartment is being properly maintained. If an apartment is deemed unhealthy by a staff member because it has not been cleaned properly by the student(s), the student(s) will be given written notice that they have 24 hours to correct the problem. If it is not cleaned upon inspection the next day by Environmental Services staff, they will enter the apartment, clean it, and charge the students for the cleaning. This will be put on the bill of the students living in the apartment.
- d. Violation of University Regulations or Civil Law - If a staff member or any other university employee has reason to believe a law or university policy or regulation is going to be, is in the process of being, or has been broken, the room can be entered without the consent of any student as set out under the "Search and Seizure" policy (above).
- e. Hall Closings – Residential areas will be entered during every vacation period for the purpose of assuring that all closing procedures have been completed.
- f. Emergency Situations - A staff member will use a passkey to enter a room if it is believed an emergency situation exists.
- g. Fire Alarms - In accordance with Commonwealth of Virginia law, rooms, suites, lounges, and bathrooms may be entered when an alarm sounds to make sure that all students have vacated those areas.
- h. Fire Safety Equipment Inspections – The City of Danville Fire Marshal requires that all student residential areas that have a battery operated smoke detector be inspected once a month to insure that the detector has not been tampered with and to make sure all remain in proper working order.
- i. General Courtesy Issues – Residential areas may be entered to turn off alarms and stereos or other items that are causing a disturbance for other members of the University community.
- j. Common areas, which include but are not limited to floor lounges, suite lounges, bathrooms, and hallways, are not subject to the same rules that govern entry into individual student rooms. These spaces may be entered by university officials at any time deemed necessary.

#### **FIRE REGULATIONS FOR OCCUPANCY OF RESIDENCE HALLS**

Residential areas on campus cannot accommodate large groups. According to local fire regulations, maximum occupancy for a suite area in Fugate at any given time is 12 people. Other rooms on campus should hold no more than three times the number of occupants of the room or apartment.

#### **FIRE SAFETY**

Commonwealth of Virginia law states that you must evacuate a building in which an alarm sounds. Students who fail to evacuate appropriately are subject to fines. There are maps posted at the beginning of each semester in all residential areas that indicate the designated evacuation route for that area. Please contact your Resident Assistant or Assistant Director of Residence Life if you have any questions about evacuation procedures.

It is illegal to tamper with or damage the university's fire and/or safety equipment (including extinguishers, fire doors, smoke detectors, alarm bells, exit signs or emergency call devices). If any such tampering or damage is found, students will incur an automatic fine as determined by the Dean of Students. If tampering or damage is done to any equipment and the guilty individual(s) cannot be identified, the cost will be assessed equally to each resident student of the residence hall area involved. Tampering or damage done to smoke detectors or emergency call devices in individual rooms or apartments will result in an automatic fine for a first offense and a larger fine for any additional offenses. This includes removing the smoke detector battery or false activation of an emergency call button. If you experience a problem with a smoke detector or emergency call button, contact Security (ext. 5888) immediately.

In addition, the use of fire escapes for any purpose other than to escape a fire is prohibited. In the case of all fire safety related regulations, violators will be subject to disciplinary action and may also be subject to criminal prosecution.

The burning of candles and/or incense constitutes a fire hazard, and thus is not allowed in any

residential area. Students found having candles/incense will be assessed a fine in addition to other possible sanctions. Fines are due to the Dean of Students Office immediately or as determined by the Dean of Students. **All candles will be removed by the staff.**

## FURNISHINGS

All rooms are furnished with beds, desks, desk chairs, dressers, and closets. A room inventory, describing the condition of the room and its contents, is completed by the Residence Hall Staff before you move in. **You should take extra care in noting the condition of the room before signing the inventory sheet because you will be billed for damages not identified at the beginning of the year.**

You are encouraged to decorate your room to help provide a homelike atmosphere. However, the use of tape and nails on the walls will result in a damage charge. Nothing may be hung from the ceiling or the pipes.

## FURNITURE REMOVAL IN COMMON AREAS

The furniture that is in each room has been inventoried for that room and must remain there for the entire year. Lounge furniture (including suite lounge furniture in Fugate and furniture in study lounges) has been purchased for the general use of ALL students in that area and should **remain in its respective area**. Only with approval in advance by the Director of Residence Life may furniture be moved. Students found in the possession of common area furniture will be required to return the furniture and may incur a fine.

## GUESTS

Any student wanting to host an overnight guest (non-student) must make a request with the Director of Residence Life and complete a guest pass at least 24 hours prior to the requested date. Guests will not be allowed to stay on campus for more than three consecutive nights. Students will be held responsible for the conduct of their guests as well as escorting them at all times during their visit. Misconduct by a guest may result in disciplinary action taken against the student host.

## KEYS

A \$30.00 key deposit is assessed prior to your arrival. This money will be credited to your account when your keys are returned at the end of the year. The cost for new keys is as follows:

Room Key	\$10.00
Mailbox Key	\$ 5.00
Room/Suite Key (Fugate only)	\$25.00
Lock Changes	\$75.00

## LAUNDRY FACILITIES

Laundry facilities are located in Main, Fugate, and in each apartment unit. If you use these facilities, please show every consideration for others by removing your laundry as soon as the cycle is completed. If you have problems with the washers and/or dryers in Main or Fugate (a specific machine is not working), please report any problems by contacting the Resident Assistant or the Residence Life Office, ext. 5622, with the location and number of the washer and/or dryer.

Problems with washers/dryers in the apartments should be reported to the Assistant Director of Residence Life or in an emergency, Security, ext. 5888.

## LOUNGES

The lounge areas in residence halls are for resident students in that area.

## MAIL

Students living in Bishop, Danville, Davenport, Fugate, and Main, receive mail at the Mail Room in Main. Students are assigned a box number at the beginning of the year and it **must** be on all mail to insure delivery.

Students living in the apartments will pick up mail in mailboxes located in the stairwell of each building. Mail that is to be delivered to the apartments should have the box number and suite letter designated.

Packages will need to be picked up at the Mail Room in Main. The Mail Room is open to students from 8:30-4:30. Deliveries and pick-ups are done throughout the day; therefore, limiting open door hours.

You may contact the Mail Room at 791- 5782 for any postal and UPS questions.

### Address Samples:

Student Name	Student Name
Averett University	Averett University
420 West Main Street, Box # 123	420 West Main Street
Danville, VA 24541	Averett Commons, Box 301A
	Danville, VA 24541

## MATERIALS POSTED IN RESIDENCE HALL PUBLIC AREA

In keeping with the Averett Mission Statement, the University suggests that students exercise appropriate taste in decorating their residence hall spaces. Anything which is posted or placed in residence hall public areas (including hallways, stairwells, bathrooms, floors, building lounges or suite lounges in Fugate, common areas of the apartments, etc.) is subject to the approval of the university that it may grant or deny in its sole and absolute discretion. Any materials deemed objectionable or inappropriate by the university in its sole and absolute discretion shall be immediately removed and disposed of.

## MOVING OFF CAMPUS

To change from resident to commuter status, students must provide a written request stating such to the Director of Residence Life at least one month prior to the beginning of the semester. Requests will be approved only if any one of the following conditions are met—(1) the student resides with parents or a close relative within the City of Danville or within commuting distance; (2) the student has previously established residence in the City of Danville or the immediate area while attending Danville Community College, Patrick Henry Community College, or Rockingham Community College; (3) the student has established residence in the City of Danville or the immediate area one year prior to enrolling at Averett University; (4) the student has attained at least 90 semester hours of credit; (5) the student is married and/or has a minor child; (6) the student is 23 years of age or older; (7) the student has served 180 consecutive days of active duty in the military (Reserve and National Guard members would not be eligible); or (8) international students (An international student is one who is admitted on an I-20 form and their I-94 entrance/exit document is stamped F-1). In addition, the student must provide a local address (and phone number) before the change becomes official and the student's billing status is changed from resident to commuter. To be effective, permission to move off of campus must be granted in writing by the Director of Residence Life. Students moving off campus without receiving the advance, written permission of the Director of Residence Life, as set forth above, will be responsible for all remaining room and board owed under their Residence Hall/Apartment Contract and will be held responsible for any and all other damages or losses incurred by the University as a result of the early abandonment.

Students granted permission to move off campus are expected to be good neighbors in the communities in which they live and to conduct themselves in a manner that reflects positively on them as well as the University. Student conduct that leads to complaints from the community, police involvement, or legal action may also result in disciplinary action on campus.

## PAINTING

Painting common areas is allowed with the permission of the Director of Residence Life. There are some

restrictions that are outlined in a paint policy. Complete guidelines are available in.

## **PETS**

Due to allergic reactions of some students and in order to ensure the safety of others present on University property and prevent infractions of standards of health (fleas, ticks, etc.), only fish in small aquariums (10 gallons or less) are allowed onto University property. Students possessing any other type of animal will automatically be assessed a \$50 fine per pet plus the cost of cleaning the room/apartment if deemed necessary by the Dean of Students, which will be due to the Dean of Students Office as determined by the Dean of Students.

If the student does not remove the pet from the campus by 8:30 a.m. the following day, he/she will be assessed an additional \$100, will be referred to the Averett Judicial System, and will continue to be assessed \$100 per day until the pet is removed.

In the event that the fine is not paid by the due date, the fine will double. Repeat offenders of the pet policy during the same academic year will be charged \$200 per incident.

## **PHONES**

There is an active phone jack provided in every student room. This active jack will allow you to contact any other phone on the campus system, as well as to make local calls. Long distance service may be contracted with BTI. If you have problems with your phone line, contact the Help Desk, ext. 5720. If you have problems with your voicemail, contact Kristal Harris, ext. 5606.

## **QUIET HOURS**

Designated quiet hours have been set for the residence halls/apartments to promote an environment conducive to both study and sleep. Quiet hours (times when rooms, hallways, and other connecting areas must be generally noise free) are:

- |                            |   |            |
|----------------------------|---|------------|
| Sunday-Thursday 11:00 p.m. | - | 10:00 a.m. |
| Friday-Saturday 1:00 a.m.  | - | 10:00 a.m. |

24 hour courtesy hours are always in effect. Residents are expected to be courteous; upon request or complaint, you are expected to lower the noise level of your activity. 24 hour quiet hours are in effect during final examination periods.

## **REPAIR REQUESTS**

All requests for repairs in student rooms, common areas of apartments, bathrooms, or lounges should go to the Resident Assistant, the Assistant Director of Residence Life, or the Residence Life Office, ext. 5622. You can also email your request to [fixit@averett.edu](mailto:fixit@averett.edu) OR [maintenance@averett.edu](mailto:maintenance@averett.edu)

## **ROOFS**

Due to the potential for damage to the structure of the building and potential for danger to individuals, students are not allowed to be on any residence hall roof area for any reason.

## **ROOM LOCKOUT**

If a student is locked out of his/her residential area, the student should contact the office of Residence Life or Security (after 5pm or weekends at ext. 5888). A security officer will assist the student as soon as possible. When the security officer arrives at the student's room, the student must present picture identification (either before entering the room or immediately after entering if their ID is in the room). The security office will complete a lock-out form, which states that the student is responsible for a \$5.00 fee that must be paid to the Student Bank by the last business day of the month in which the lock-out occurred. If a student does not pay his/her fees, he/she will not be able to receive grades, obtain transcripts, register for a subsequent semester, or even graduate. There will be no charge for lockouts until the first day of classes. Under no circumstances will a student be allowed to enter a room in which he/she does not reside.

## **ROOMMATE CHANGES**

Having a roommate is part of the educational process of residence hall living. All efforts will be made to place you with a compatible roommate at the beginning of the year. Realizing that the experience of adjusting to living with another person takes some time, the Residence Life Office asks that you wait three weeks to "try it out" before requesting a roommate change.

During roommate change week (third week of classes) you may request to change your roommate. You must talk with your Resident Assistant before setting up an appointment with the Director of Residence Life who will explain the procedures for roommate change. Students changing rooms/apartments without approval from the Residence Life Office may be required to move their belongings back to their originally assigned room.

## **ROOM RESPONSIBILITY**

Students are responsible for keeping their rooms in a clean fashion. Also they are responsible any behavior, activity, or item in their room or common area about which they could reasonably be expected to know and could be subject to disciplinary action and penalties as a result. This includes, but is not limited to noise, possession of alcohol, drugs or drug paraphernalia, misappropriated furniture, etc.

## **SECURITY**

Our Security staff is comprised of a Director of Security and a number of trained security officers. Security officers are on duty around the clock, 365 days a year, and can be reached at 791-5888 (or ext. 5888). They patrol the campus checking for problems and making sure that all campus outside doors are locked according to a specific schedule. In addition to the Security staff, each residence hall floor has a Resident Assistant and the apartments have an Assistant Director of Residence Life who works with Security, informing them of any situations that require immediate attention.

It is also suggested that students purchase renter's insurance or be added to their parent's homeowner's insurance. AVERETT UNIVERSITY DOES NOT PROVIDE INSURANCE FOR THE PERSONAL PROPERTY OF STUDENTS AND ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE TO OR THEFT OF ANY PERSONAL PROPERTY OF STUDENTS.

## **SMOKING**

Smoking of any tobacco product (cigarettes, cigars or pipes) is not permitted in any campus residence. This includes rooms, bathrooms, hallways, stairwells, suite lounges and lounges. Smoking is permitted with doors closed on the Averett Commons balconies with the permission of the apartment roommates. All smoking materials (butts, matches, etc.) must be disposed of in appropriate and fire resistant receptacles. All exits and entrances to campus buildings must be free of smoke. Failure to do so may result in disciplinary action and fines to cover the cost of cleaning, repairing or replacing damaged university property.

## **SMOKELESS TOBACCO**

While chewing tobacco is permitted in the residence halls and campus apartments, use of this substance is strongly discouraged due to the potential damage to personal health and university property. Chewing residue must be disposed of in appropriate receptacles. Failure to do so may result in disciplinary action and fines to cover the cost of cleaning, repairing or replacing damaged university property.

## **STORAGE**

Students may leave belongings in rooms during Thanksgiving, Christmas, and Spring Breaks.

STORAGE OF PROPERTY DURING BREAKS IS THE STUDENTS RISK AS THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE TO OR THEFT OF ANY PERSONAL PROPERTY.

## **VENDING MACHINES**

Soda and snack machines are serviced by Dodson Snacks. Problems with vending machines should be reported to the Office of Administration and Finance in 102 Main.

## **VISITATION**

Visitation hours at Averett University are intended to assist in maintaining a reasonable living/learning environment in campus housing. Visitation hours are as follows:

Sunday-Thursday	9:00 a.m.	-	Midnight
Friday-Saturday	9:00 a.m.	-	2:00 a.m.

## **WATERBEDS**

No waterbeds are permitted in the residence areas.

## **WINDOWS/BALCONIES**

Nothing is to be hung or thrown out of the windows. A violation could result in a fine. Furthermore, for safety reasons, no one is allowed to sit on windowsills, remove window screens or endanger himself or herself by hanging out of windows or on balcony railings. Entry or exit through windows is strictly prohibited and violators will be referred to the Averett Judicial System.

## STUDENT PUBLICATIONS POLICY GUIDELINES

### PURPOSE

Student publications at Averett University consist of a newspaper (Chanticleer) and a literary magazine (Ember). The basic purpose of these publications is to educate, inform, and entertain students and other members of the university community while at the same time provide a laboratory experience for journalism students and others who work on the publications. Also, the literary magazine will provide a vehicle for publication and literary expression for students who are interested in English, photography, art, etc.

### EDITORIAL POLICIES

It is the duty of the editors and advisors to keep the student publications at a level that brings credit to the University. This responsibility lies initially with the editor of each publication who considers all materials submitted and whose approval is requisite for publication. Consequently, the editor of each publication will be accountable for its contents, assuming all materials stay within the bounds of good taste, and strives to attain the highest ideals of professional journalism. A general and overall loyalty to the interest of the University and its students should be maintained. Editors are expected to follow the advice of advisors in matters of taste, professionalism and legal liability.

The editor of each publication is expected to consult the advisor prior to the printing of any material that may in the public eye prove embarrassing to the university. The advisor and the editor should promote the newspaper as a forum for student ideas, but student editors should defer to the professional guidance of the advisor in determining the publication of questionable materials. Items containing obscene or defamatory content, undocumented allegations or attacks on personal integrity are not permitted. Questions concerning editorial policy are to be brought before the Publications Board. Although the University promotes editorial freedom so as to maintain student publications as vehicles of free expression within the bounds of responsible publishing, the Publications Board and/or the President of the University have the right to suspend and/or remove any editor in the event it is determined that any publication fails to comply with the editorial policies as outlined herein.

### STAFF

The editors of the Chanticleer and Ember will be chosen by the Publications Board on the basis of applications or interviews or recommendations from advisors. The Publications Board will set the amount of pay, if any, to be received by the editors. At any time the editor fails to perform his or her duties, payment may be suspended or the position terminated by action of the advisor with approval of the Publications Board. The editor and advisor will choose the remainder of the staff together. The editor is responsible for meeting deadlines and proper distribution of the paper as well as the duties assigned in any contract for payment signed with the University. Editors must have an overall "C" average.

Advisors will be appointed by the University and will be responsible to the Dean of Arts and Sciences. Advisors are expected to aid students in the publication of the newspaper and literary magazine, but they are expected to insure that these publications remain student works. Advisors are expected to provide professional guidance to editors in determining editorial policy and the publication of questionable materials. Advisors may call meetings of the Publications Board.

The Publications Board will consist of faculty of the English Department whose coordinator will serve as chair for the board. One student member appointed by the S.G.A. will also be a voting member of the board. Complaints related to any of the provisions of this document should be brought to the coordinator who may call a meeting of the board. A majority vote will determine the outcome of questions brought before the board. Administratively, the board will be responsible to the Dean of Arts and Sciences. All decisions and rulings are subject to review by the President of the University.

## STUDENT RECORDS POLICIES AND PROCEDURES

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the confidentiality of student education records and to provide students and their parents with access to those records and opportunities to correct errors within the records. Students and their parents shall have the following respective rights consistent with the pertinent provisions of FERPA:

### PARENTS RIGHTS

The parents of dependent students (as defined in Section 152 of Title 26 of the United States Code) shall have the right to:

- Inspect and review the education records of their children; and
- **A HEARING BY AVERETT TO CHALLENGE THE CONTENT OF SUCH STUDENT'S EDUCATION RECORDS, IN ORDER TO INSURE THAT THE RECORDS ARE NOT INACCURATE, MISLEADING, OR OTHERWISE IN VIOLATION OF THE PRIVACY RIGHTS OF STUDENTS, AND TO PROVIDE AN OPPORTUNITY FOR THE CORRECTION OR DELETION OF ANY SUCH INACCURATE, MISLEADING OR OTHERWISE INAPPROPRIATE DATA CONTAINED THEREIN AND TO INSERT INTO SUCH RECORDS A WRITTEN EXPLANATION OF THE PARENTS RESPECTING THE CONTENT OF SUCH RECORDS.**

FERPA affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit to the Registrar, a dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Averett University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## DEFINITIONS

For the purposes of this policy, Averett has used the following definitions of terms:

**Student:** Any person who attends or has attended Averett University.

**Education Record:** Any record (in handwriting, print, email, tapes, film, or other medium) maintained by the University or an agent of the University that contains information that is directly related to a student, except:

- I. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- II. Records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement;
- III. In the case of persons who are employed by the University but who are not in attendance at Averett, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or
- IV. **RECORDS WHICH ARE MADE OR MAINTAINED BY A PHYSICIAN, PSYCHIATRIST, PSYCHOLOGIST, OR OTHER RECOGNIZED PROFESSIONAL OR PARAPROFESSIONAL ACTING IN HIS PROFESSIONAL OR PARAPROFESSIONAL CAPACITY, OR ASSISTING IN THAT CAPACITY, AND WHICH ARE MADE, MAINTAINED, OR USED ONLY IN CONNECTION WITH THE PROVISION OF TREATMENT TO THE STUDENT, AND ARE NOT AVAILABLE TO ANYONE OTHER THAN PERSONS PROVIDING SUCH TREATMENT, EXCEPT THAT SUCH RECORDS CAN BE PERSONALLY REVIEWED BY A PHYSICIAN OR OTHER APPROPRIATE PROFESSIONAL OF THE STUDENT'S CHOICE.**DISCLOSURE OF EDUCATION RECORDS

## DISCLOSURE OF EDUCATION RECORDS

Averett University seeks to fully comply with the intent and provisions of FERPA. The University will not permit the release of a student's education records or personally identifiable information contained therein (other than other than Directory Information as defined below) without the written consent of the student (or the parents of any student who has not attained 18 years of age) to any individual, agency or organization other than to the following:

- A. Other school officials, including teachers within the educational institution or local educational agency, who have been determined by such agency or institution to have legitimate educational interests, including the educational interests of the child for whom consent would otherwise be required;
- B. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- C. (i) authorized representatives of (I) the Comptroller General of the United States, (II) the Secretary, or (III) State educational authorities, under the conditions set forth in paragraph (3), or (ii) authorized representatives of the Attorney General for law enforcement purposes under the same conditions as apply to the Secretary under paragraph (3);

- D. In connection with a student's application for, or receipt of, financial aid;
- E. State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute adopted--
  - (i) Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released, or
  - (ii) After November 19, 1974, if--
    - (I) The allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve, prior to adjudication, the student whose records are released; and
    - (II) The officials and authorities to whom such information is disclosed certify in writing to the educational agency or institution that the information will not be disclosed to any other party except as provided under State law without the prior written consent of the parent of the student. [FN1]
- F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- G. Accrediting organizations in order to carry out their accrediting functions;
- H. Parents of a dependent student of such parents, as defined in section 152 of Title 26;
- I. Subject to regulations of the Secretary, in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and
  - (i) The entity or persons designated in a Federal grand jury subpoena, in which case the court shall order, for good cause shown, the educational agency or institution (and any officer, director, employee, agent, or attorney for such agency or institution) on which the subpoena is served, to not disclose to any person the existence or contents of the subpoena or any information furnished to the grand jury in response to the subpoena; and
  - (ii) The entity or persons designated in any other subpoena issued for a law enforcement purpose, in which case the court or other issuing agency may order, for good cause shown, the educational agency or institution (and any officer, director, employee, agent, or attorney for such agency or institution) on which the subpoena is served, to not disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena.

- J. Within the Averett University community, members of the administration, faculty, and staff who are concerned individually or collectively with furthering the student's educational program are allowed access to students' educational reports. These individuals include but are not limited to personnel in the offices of Graduate & Professional Studies (GPS), Registrar's Office, Admissions, Business and Accounts, the Counseling Center, the Dean of Student Development, Financial Aid, the President, the Dean of Arts and Sciences, the Dean of Graduate and Professional Studies, the Chief Academic Officer, members of the Judicial Boards, and Faculty (because of advising or instructional needs). **FERPA provides that parents of dependent students have the right of access to the student's education records.** Averett University assumes all traditional undergraduate students to be dependent on their parents; therefore, parents have access to student grades, schedules, transcripts, housing records, judicial records and directory information. Grade reports will be sent to students at their permanent (home) address. Duplicate sets of grades can be made available on request and mailed to parents. A student who wishes to be treated as independent must apply for independent status by completing and filing the appropriate form with the Registrar's Office. Upon approval, the student's grades and records will be available only to him or her. Parents of students who have declared themselves as independent may gain access to student records and grades only by demonstrating to the University that the student is considered a dependent under the IRS Code. All graduate and non-traditional students will be treated as independent. Non-Traditional students are students 23 years of age or older. Upon request, and subject to the restrictions set forth herein, both parents of a student are eligible to receive grades unless the University receives notification and a copy of the court order indicating otherwise.

## **DIRECTORY INFORMATION**

The University reserves the right to provide directory information in accordance with the provisions of FERPA. Averett University considers directory information to include the student's name, addresses and telephone numbers; dates of attendance; academic classification; most recent previous educational institution attended; major field of study; awards, honors, and degrees conferred including dates; past and present participation in officially recognized activities and sports; birth date and place of birth, and height and weight of members of athletic teams. **Students may request that directory information be withheld. Such requests must be in writing and filed with the Registrar's Office within the first two weeks after the first day of classes.** These requests must be renewed annually.

## **PROCEDURE TO INSPECT EDUCATION RECORDS**

If a student wishes to review an education record, he/she must make a written request to the appropriate office listing the item or items that are desired to be reviewed. Only those records that are covered by FERPA will be made available to the student. Such access will be provided within 45 days of the request.

## **TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS**

Student records are maintained in: the Registrar's Office (transcripts, admissions application, etc.), Dean of Students Office (student conduct and health forms), Residence Life (housing forms, contracts), Financial Aid office (financial aid forms), Career Services (at student's request-placement information), Business Office, and GPS offices (transcripts, admissions applications, financial aid forms and student accounts). These offices may be contacted by writing: the Chief Academic Officer, the Dean of Arts and Sciences, the Dean of Student Development, the Dean of Financial Assistance, the Director of Career Services, the Business Manager, the Dean of Business Programs, the Dean of Adult and Continuing Education, respectively. All letters should be addressed to the specific office, Averett University, 420 West Main Street, Danville, VA 24541.

## **COPIES OF RECORDS AND REFUSAL TO PROVIDE COPIES**

Students may have copies made of their records upon payment of standard copying fees. Copies, however, are not available if the student has an unpaid financial obligation to the University. In addition, copies of transcripts of other institutions that may be in the student's file may not be re-copied for the student. A student may have health records reviewed by a physician of his/her choice.

## **RIGHT OF UNIVERSITY TO REFUSE ACCESS**

Students may not inspect and review the following documents which are specified by FERPA: financial information provided by parents, confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which the right of inspection and review has been waived, education records which contain information about more than one student (in this event, the student may have access only to that part of the record which pertains to him). Confidential letters and recommendations placed in the file prior to January 1, 1975, if those letters were collected under the University's policy of confidentiality, are also excluded from review.

## **CORRECTION OF EDUCATION RECORDS**

Under FERPA, students have the right to inspect and review information contained in their education records and to challenge the contents of those records if they consider those contents to be inaccurate, misleading, or otherwise in violation of their privacy rights.

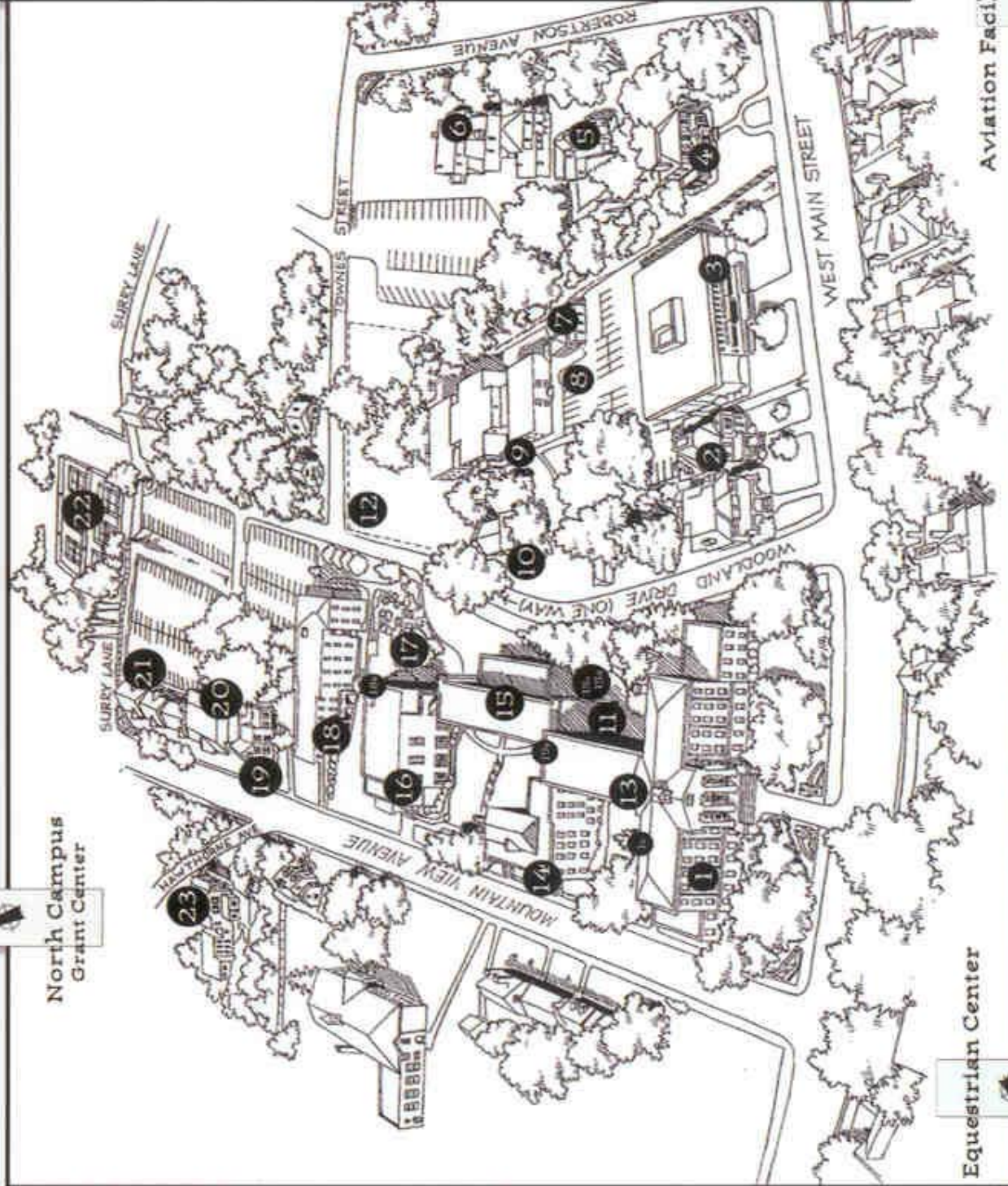
If a student wishes to challenge the information in the education record, he/she may discuss this informally with the supervisor of the appropriate office. If the supervisor judges the student's protest to be valid, the records will be amended. If an adverse decision is made, however, the student should be so notified in writing and will be informed by the supervisor of a right to a formal hearing. The student then may file a written request for a formal hearing identifying the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights. This request is to be filed with the Chief Academic Officer who will, within a two-week period, inform the student of date, time, and place of the hearing. The President of the University will name the members of the hearing panel. The student may present evidence relative to the issue in question and may be assisted or represented at the hearing by one or more persons of his choice, including an attorney at the student's expense. The decision of the hearing panel is final and will be based solely on evidence presented at the hearing. A written statement summarizing the evidence and stating the reasons for the decision of the panel will be presented to all parties concerned and will become a part of the student's record. Should the panel decide in favor of the student, the education records will be corrected or amended in accordance with the decision of the panel. In the event of an unfavorable decision, the student has the right to place with his education record a statement commenting on the information in the record. That statement will become a part of the education record for as long as the record is held by the University and will be released to any authorized party at the time the record is released. Furthermore, if students feel that the response to their challenges has been unfair or that the provisions of FERPA have not been met, they may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, Washington, DC 20201.

## **ANNUAL NOTIFICATION**

It is the policy of Averett University to notify students and parents of their rights under the Family Educational Rights and Privacy Act by notification in the Student Handbook or by mail. Revisions and clarifications of this policy will be published as warranted by experience with the law and the University policy.



- 1 Main Hall
- 2 Art Building
- 3 Mary B. Slount Library
- 4 English Hall
- 5 Financial Aid Office
- 6 GPS Admissions
- 7 Carriage House
- 8 Ceramics Kiln
- 9 Fugate Hall
- 10 Cougar's Den
- 11 GPS (on Stage Davenport)
- 12 (Student Center)
- 13 Davenport Hall
- 14 Danville Hall
- 15 Bishop Hall
- 16 Conference Center and Flair
- 17 Dining Room
- 18 President's Dining Room
- 19 Pritchett Auditorium
- 20 Jordan Common
- 21 Erith Hall
- 22 David S. Slouet Chapel
- 23 Alumni Hall
- 24 Grousbeck Music Center
- 25 Averett Commons
- 26 Tennis Courts
- 27 President's Home



North Campus Grant Center

Equestrian Center

Aviation Facility