

2017-2018 STUDENT HANDBOOK

Welcome to the 2017-18 academic year at Averett University! If you are a returning student, welcome back home; if you are a new student, welcome to your new home and welcome to the Averett Family.

Averett is a place where lifelong relationships are formed, and I encourage you to begin building those relationships this year. Spend time with your fellow students, professors and staff members. Embrace the diversity that surrounds you – interact with someone with whom you have little in common. By doing that, by making those connections with others, your college experience, and your life will be enriched.

During your time here, you will have many opportunities to get involved beyond the classroom. Whether through taking a service-learning class, volunteering during Week to Engage, becoming a student ambassador, joining a club, playing a sport, attending sporting events, or acting in a theatre production, opportunities abound at Averett. It is your responsibility to take advantage when those opportunities come your way. These are the memories that you will cherish most from your time at Averett.

Embrace the Averett culture. We are a very tight-knit family at Averett, and you are now a part of that. The faculty and staff throughout our campuses across the Commonwealth care about you and truly want you to be happy and succeed while you are here and after you graduate.

As an Averett student, whether you take classes on our Danville campus, online, or at one of our other campuses throughout the state, you have been given a great opportunity to learn and contribute in the classroom. Invest fully in your education, ask questions, think critically, challenge yourself.

As part of this Averett Family, we are all interconnected. We look out for one another, respect each other's rights and opinions, and enjoy being together.

Please know that my door is open to you. My husband, Joe, and I enjoy seeing you on campus and at University events. I look forward to sharing this year with you.

Yours sincerely,



Tiffany M. Franks
President

The Averett University Student Handbook is also available online at
www.averett.edu/studentlife/studenthandbook

This document contains information about campus resources, campus and Student Life policies and procedures, and student record policies. The handbook is updated each summer to be in effect at the beginning of the fall semester for the upcoming academic year. For the most up-to-date copy of the handbook, please refer to the document located at the above Web site.

FREQUENTLY REQUESTED NUMBERS
(AREA CODE: 434 UNLESS OTHERWISE LISTED)

Academics:

| | | |
|------------------------------|---------------|---------------------------|
| Academic Programs..... | 791-5630..... | 204 Main Hall |
| Aeronautics Information..... | 791-5765..... | 321 Frith Hall |
| Flight Center..... | 791-5652 | |
| Equestrian Information..... | 791-5642..... | 101 Danville Hall |
| Riding Center..... | 336-388-5950 | |
| IDEAL Program..... | 791-4949..... | 207 Main Hall |
| Library..... | 791-5690..... | Blount Library |
| Registrar's Office..... | 791-5634..... | Averett Central Main Hall |

Student Success Programs:

| | | |
|----------------------------------|---------------|--------------------------------------|
| Office of Student Success..... | 791-5754..... | Galesi Family Student Success Center |
| Academic Support..... | 791-5788..... | Galesi Family Student Success Center |
| Disability Resources | | |
| Writing Support..... | 791-5836..... | Galesi Family Student Success Center |
| Withdrawal/Leave of Absence..... | 791-5754..... | Galesi Family Student Success Center |

Student Life:

| | | |
|--|---------------|----------------------------------|
| Counseling Services..... | 791-5624..... | 417 Student Center |
| Dean of Students..... | 791-5620..... | 426 Student Center |
| Student Conduct | | |
| Student Emergencies | | |
| Student Government Association..... | | 413 Student Center |
| Dining Services..... | 791-7307 | |
| Housing/Residence Life..... | 791-5622..... | 422 Student Center |
| Student Engagement and Leadership Development..... | 791-5627..... | 412 Student Center |
| Campus Activities Board..... | | 414 Student Center |
| Post Office..... | 791-5782..... | Basement Main Hall |
| Theater Tickets..... | 791-5712..... | Violet T. Frith Fine Arts Center |
| Chanticleer (Newspaper)..... | 791-5751..... | 419 Frith Hall |

University Chaplain 791-7104..... 421 Student Center

Athletics and Recreation:

Athletic Department 791-5700..... North Campus Grant Center

Intramural Sports 791-5700..... North Campus Grant Center

Main Campus Fitness Center 791-6888..... Bishop Hall

Campus Services:

Averett Central 791-5614..... 1st Floor Main Hall

Facilities/Housekeeping 791-5780..... 204 Woodland Drive

Bookstore 791-5640..... West Main St. & Woodland Dr.

Student Accounts 791-5610..... Averett Central Main Hall

Financial Aid 791-5646..... Averett Central Main Hall

Security 791-5888..... Bishop Hall

 Parking

 IDs

Danville Police 799-5111

Institutional Advancement & Alumni Relations:

Alumni Relations 791-7252..... Alumni Hall

Marketing and Communications 791-5684..... Alumni Hall

INTRODUCTION

The Averett University Student Handbook contains policies, procedures, and information about programs and services available to students. It is a useful resource with respect to student government, academics, University policies, student organizations, athletics, and other areas. 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 students take advantage of opportunities offered by Averett University.

The handbook is effective for the current academic year only, from the opening of the fall semester through the summer sessions. On the rare occurrence that it may be necessary to make changes during the year, those changes will be made in the online handbook which will take precedence over the printed information contained in the Student Handbook. These changes shall be effective as of the date on which they are formally adopted or on the date specified in the change. Changes made during the academic year will be clearly noted in the online version of the handbook. This handbook and any changes thereto govern Averett University's relationship with its students.

Students with questions about information in this handbook or about any aspect of campus life at Averett University should contact the Dean of Students Office at 434-791-5620.

UNIVERSITY MISSION

Averett University prepares students to serve and lead as catalysts for positive change. Averett fulfills this mission by educating students from diverse backgrounds, cultures, and nations through liberal arts based undergraduate and graduate programs in a personal, collegial, interdisciplinary environment.

University Vision

Averett University will provide opportunities that will be transformative for our region and beyond by bringing to life the Big Dreams and Bold Futures of our students and the communities we serve.

Averett Core Values

Integrity: We practice the highest ethical standards.

Innovation: We encourage and embrace innovative teaching and learning inside and outside the classroom.

Engagement: We promote global awareness, service and leadership.

Discovery: We foster a spirit of discovery, problem solving and critical thinking and incorporate liberal arts with professional preparation in our teaching and learning.

Diversity: We value diversity of thought, cultures and the uniqueness of all persons.

Tradition: We embrace Averett's Judeo-Christian heritage by honoring the search for truth and spiritual formation.

UNIVERSITY 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.

Averett University Alma Mater

Hail to thee, our Alma Mater,
Proudly now we sing,
Faithful to thy name forever,
Let our praises ring.

O, dear Averett, we are thankful
As we sing to thee,
For honor, friendship, and real wisdom,
Thou dost hold the key.

Averett University
Memories dear we'll hold
We'll remember now and ever,
Our dear blue and gold.

AVERETT UNIVERSITY NON-DISCRIMINATION STATEMENT

Averett University is committed to providing an inclusive and welcoming environment and to the principle of equal opportunity in education and employment. Averett prohibits discrimination against and harassment of any student, employee, applicant for admission or for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and other characteristic protected under applicable federal or state law

AVERETT UNIVERSITY SYMBOLS AND TRADITIONS

Averett University is an institution rich with history and traditions. While some traditions may have faded away over the years, many still remain strong today. Among them are:

Opening Convocation

Each fall, opening convocation marks the beginning of a new academic year. Faculty and staff in full academic regalia welcome both new and returning students to the start of another year. Speeches by the University President and a student representative set the tone for the upcoming year.

Opening of School Picnic

Immediately following Opening Convocation, the entire campus community gathers for lunch and entertainment on the Student Center lawn.

Club Fair

During the first week of classes, representatives of the University's student organizations gather out-

side the Student Center and provide information and talk to their peers who may be interested in getting more involved in campus life.

Founders' Day

Celebrating those who paved the path for Averett and dedicated themselves to her continuing growth, Founders' Day is celebrated at the beginning of each spring semester. Averett held its first Founders' Day celebration on March 17, 1987. Dr. Malcolm Huckabee, former provost, delivered the first Founders' Day address.

Homecoming and Family Weekend

Alumni, current students, and their families are invited to participate in the fall celebration that is Homecoming and Family Weekend. Programs and activities are planned for all in attendance ranging from class reunions and recognition ceremonies to a student club carnival before the start of the homecoming football game. A highlight of the Saturday events is the crowning of the Homecoming King and Queen.

Senior Pinning

Occurring each fall, the senior pinning ceremony recognizes students who are beginning their final year of study. Seniors ask a faculty or staff member who has had an impact on their time at Averett to pin them. The Averett University pin is only given to faculty, staff, and seniors as a symbol of their connection to the University. Then, after crossing the stage at commencement, the students receive an Averett Alumni pin they can wear proudly to represent their alma mater.

Honors Banquet

Each spring the Averett community gathers to recognize the academic and leadership achievements of our students.

Commencement

Averett University honors our graduates during ceremonies at the end of the fall and spring semesters.

Displaying of International Flags

The flags displayed at University ceremonies represent the home countries of our students and alumni.

The Mace

During the Middle Ages, the mace was a war club carried by a bodyguard to defend a person of authority. Today, the mace is a symbol of the University's authority and its purpose is strictly ceremonial. The arrival of the mace, carried by a distinguished faculty member, signals the beginning of an official University gathering.

ACADEMICS AT AVERETT

ACADEMIC CATALOGS (<https://www.averett.edu/academics/registrars-office/catalogs/>).

Students are expected to become familiar with the Academic Catalog that was in effect for the year they entered Averett University. The Catalog includes the academic policies as well as information about the specific degree requirements for every degree, major and minor offered at the University. Additionally, the Catalog provides information about the general education requirements of the University, academic support services, honor societies, courses offered, financial information, a listing of the faculty and staff, and the academic calendar. The catalogs can be found on the Registrar's page of the University web site (<https://www.averett.edu/academics/registrar-office/catalogs/>).

DEGREE REQUIREMENTS

The Academic Catalog includes the specific requirements for all degrees offered at Averett University. An Associate degree requires a minimum of 60 credit hours (at least 25% completed at Averett) and completion of the University general education requirements. A Bachelor degree requires minimum of 120 credit hours (at least 25% completed at Averett) and completion of the University general education requirements. Master's degrees require minimum of 30 credit hours and they limit the number of courses to be accepted through transfer. Additional requirements, including minimum GPA, departmental admissions and general education specifications, and program listings are in the Catalog.

HOW TO COMPUTE A GPA

The 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 a student takes a four-semester hour course and receives an "A," she will have 16 quality points (4 x 4=16). If she takes a three-semester hour course and receives a "C," she will have 6 quality points (3 x 2=6). The table below is an example using a typical schedule. Some calculations may be more complicated (for example, those for repeated courses).

| Course | Grade | Quality Points | | Hours | | Quality Points |
|-------------|-------|----------------|---|-------|---|----------------|
| Math 103 | A | 4 | x | 3 | = | 12 |
| IDS 101 | A | 4 | x | 1 | = | 4 |
| PE 106 | B | 3 | x | 3 | = | 9 |
| History 101 | C | 2 | x | 3 | = | 6 |
| English 111 | F | 0 | x | 3 | = | 0 |
| | Total | | | 13 | | 31 |

$$\text{GPA} = 2.38$$

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

*A grade of WP (Withdraw Passing) is not included in hours attempted; therefore it has no effect on the GPA. However, a grade of WF (Withdraw Failing) is included; therefore, it counts the same as

an F.

A 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. Some calculations may be more complicated (for example, those for repeated courses). If you have questions, please contact the Registrar's Office.

ACADEMIC POLICIES

TRADITIONAL UNDERGRADUATE STUDENTS

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 or 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 Vice President for Academic Affairs or his/her designee 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 that was in effect for the year the student entered Averett.

INVOLUNTARY REMOVAL FROM CLASS OR FROM THE UNIVERSITY

Averett University affords all professors and instructors the right to withdraw a student from any course for the following reasons: (1) if the student has so far exceeded the number of absences listed in the course syllabus that, in the opinion of the faculty member, the student has little chance of passing the course; (2) if the student is continually disruptive in class and is negatively impacting instruction and/or the learning experience of other students; or (3) if the student poses a danger to himself or herself and/or to others in the class.

Averett is required by federal guidelines to show that its students are capable of making “satisfactory academic progress.” A student who persists in not attending classes may be administratively withdrawn from the University because of a lack of such progress. Specifically, a student who misses 25 percent of a class or classes at any given time in the semester may be administratively withdrawn from the class or classes. Documentation of the withdrawal will be shared with the Vice President for Academic Affairs, the Dean of Students, and the Director of Student Success. This information will become part of the student’s record in the Registrar’s office.

No tuition refunds will be granted for administrative withdrawals other than as specified in Averett University’s published policies. The policies governing grades of “W,” “WP,” and “WF” will also apply to cases of administrative withdrawal.

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 through the Office of Student Success.

WITHDRAWAL POLICY

Any student who withdraws from the University, regardless of the reason, must clear his/her withdrawal with the Director of Student Success or his/her designee. The Director of Student Success will assure then that the withdrawal is cleared with all offices. Students may not withdraw when campus conduct proceedings are pending against them. Failure to officially withdraw will result in academic penalties and prevent financial adjustments. 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.

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 Vice President for Academic Affairs or other University representative 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 in course load and may not participate in intercollegiate athletics, drama productions, or leadership positions in student organizations. Students on academic discipline will be put on an academic contract to which they must adhere. Academic contracts are developed between the student and appropriate Student Success staff. Furthermore, students on academic discipline will be required to meet regularly with Student Success staff who will set expectations for working with Academic Support and Writing Support or to attend regular tutoring sessions. 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 on academic probation or who had been considered for academic suspension will be restricted in course load and may not participate in intercollegiate athletics, drama productions, or

leadership positions in student organizations. Students on academic discipline will be put on an academic contract to which they must adhere. Academic contracts are developed between the student and appropriate Student Success staff. Furthermore, students on academic discipline will be required to meet regularly with Student Success staff who will set expectations for working with Academic Support and Writing Support or to attend regular tutoring sessions.

Those events which are components of credit courses or which are requirements for majors as noted in the catalog are 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 for traditional 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. Graduate and Professional Studies students should consult the Academic Catalog for specific procedures relating to the determination and requirements relating to academic probation and suspension for their programs.

ACADEMIC 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 to each student at the beginning of the term. Any deviation from the requirements must be applicable to each student. 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 of the start of the semester following the receipt of the grade in question.

- Discuss the matter with the instructor involved. Grade appeals should be resolved informally with an instructor whenever possible.
- If the student does not receive satisfaction in dealing with the instructor, he or she should discuss the issue with the department chairperson.
- 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 Vice President for Academic Affairs. 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
- The Vice President for Academic Affairs (VPAA) may choose to establish a review committee to

study the complaint and make recommendations for action, or the VPAA may rule on the issue without such advice.

- If the Vice President for Academic Affairs 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.
- If the Vice President for Academic Affairs decides to establish a review committee, the VPAA 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 Vice President for Academic Affairs of its recommendations in writing within 30 days after the complaint is forwarded to the committee. The Vice President for Academic Affairs will then make a determination with respect to the complaint within 30 days after the committee submits its recommendations. In making the determination, the Vice President for Academic Affairs 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.
- 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 to the extent permitted by law.
- 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 Vice President for Academic Affairs for five years following the incident.

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 Vice President for Academic Affairs 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 or she will be academically ineligible to return to Averett University.

ACADEMIC HONESTY

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:

1. The faculty member may choose to deal with the situation personally.
 - Determine if the student is guilty of the violation.
 - Assign an appropriate penalty (this may range from a repetition of the work in question, to failure of the work, to failure of the course).
 - Report the action taken to the Vice President for Academic Affairs (VPAA) within five business days.
 - Report of action will be placed in a sealed envelope in the student's file in the Registrar's Office

with a copy in the VPAA's office.

- The VPAA will notify the student in writing of the reported violation and that a second offense will result in the student being immediately suspended from Averett University.
- If the offense is that of plagiarism, students will be required to meet in person or virtually with the Director of Student Success and complete a module on plagiarism to ensure he/she fully understands the violation.
- Upon graduation, the violation will be purged from the file.

In the event the student challenges the faculty member's decision, the student must register his/her challenge with the Vice President for Academic Affairs within two business days. The VPAA will submit the challenge to the Academic Policies Council to review the purported violation, faculty member action, and develop an appropriate response to the student and faculty member. The decision of the Academic Policies Council is final and will be communicated by the VPAA.

2. If the faculty member chooses not to deal with the situation personally, he/she should report the incident to the Vice President for Academic Affairs who will convene the Academic Policies Council in person or virtually.

- APC will determine if the student is guilty of the violation; and, if so, after collaborating with the faculty member, assign an appropriate penalty (this may range from a repetition of the work in question, to failure of the work, to failure of the course).
- The report of the academic violation will be placed in a sealed envelope in the student's file in the Registrar's Office with a copy in the VPAA's office.
- The VPAA will notify the student in writing of the reported violation, and that a second offense will result in the student being immediately suspended from Averett University.
- If the offense is that of plagiarism, students will be required to meet in person or virtually with the Dean of Student Success and complete a module on plagiarism to ensure he/she fully understands the violation.
- Upon graduation, the violation will be purged from the file.
- The decision of the Academic Policies Council is final and will be communicated by the VPAA.

Students who wish to report another student for an Honor Code violation should speak with the faculty member if a specific course or faculty member is known; otherwise, the report should be made to the VPAA. The VPAA will then make a referral to the Academic Policies Council which will investigate and determine the proper course of action. The action of the Academic Policies Council will be final and communicated by the VPAA.

If a student fails a class because of cheating, the student cannot repeat the class online or as an independent study.

ACADEMIC POLICIES

GRADUATE AND PROFESSIONAL STUDIES STUDENTS

CLASS ATTENDANCE

- If a student is absent from class due to an identified emergency, the instructor will be notified.

- GPS – If a student is absent from classes because of an emergency, the student success counselor is to be notified and they will notify the instructors.

The Department of Education (DOE) stipulates a student with two (2) consecutive absences is required to provide written confirmation documenting when they plan to return to class. This documentation must be received by the student's Student Success Counselor no later than the close of business on the day after the 2nd consecutive absence. Failure to provide this documentation will result in the student being academically withdrawn from the entire GPS Program. Additionally, students dropping a course or any breaks in attendance of more than 45 days without an approved Leave of Absence (LOA), requested in accordance with GPS University policy, could result in immediate academic dismissal from the entire GPS Program and the reduction or loss of financial aid eligibility

LEAVE OF ABSENCE

A student must contact his/her Student Success Counselor to request a Leave of Absence(s). Averett will grant a Leave of Absence(s) of up to 160 days in any 12-month period during which the student is not considered withdrawn from the University, and, if using financial aid, no return of funds calculation is required. A student must notify his/her Student Success Counselor by email or phone no later than 6 p.m. on the first night of class. The Leave of Absence (LOA) request must include the reason for the request, be signed, dated, and returned to his/her Student Success Counselor prior to second week of said course in order to receive approval by student services and financial aid. Averett will not approve Leaves of Absence (LOAs) that are requested after 6 p.m. of the first week of the course except as the result of unforeseen circumstances (see Unplanned Leave of Absences/Unforeseen Circumstances in the University catalog). The student will not incur additional tuition charges from Averett while on an approved Leave of Absence.

ACDEMIC PROBATION AND SUSPENSION

Whenever a student's cumulative graduate grade point average (GPA) falls below the 3.0 level, the student will be placed on academic probation. The student must achieve a cumulative GPA of 3.0 within the next two courses of enrollment or face dismissal from the program. If the student's cumulative GPA falls below 3.00 for a second time, academic dismissal will be automatic and permanent

Academic suspension will result when a student fails to clear academic status within the probationary period of two courses. Suspended students are administratively withdrawn from the program and will be eligible for readmission six months from the date they failed to clear probationary status. After this period, a student may request readmission into the program. This request must be made in writing to the Vice-President of Academic Affairs and Student Success and should include a rationale for being considered for readmission.

Academic Probation (Undergrad)

Whenever a student's cumulative grade point average (GPA) falls below the 2.0 level, the student will be placed on academic probation. The student must achieve a cumulative GPA of 2.0 within the next two courses of enrollment or face dismissal from the program. If the student's cumulative GPA falls below 2.00 for a second time, academic dismissal will be automatic and permanent

GRADE APPEAL PROCESS

1. A student who believes an appropriate grade has not been assigned shall first discuss the matter with the instructor involved. If the student does not receive satisfaction in dealing with the instructor, the following appeal system is in place.
2. If the student does not receive satisfaction after discussion with the faculty member, the student is to reach out to their student success counselor and request the Averett University Graduate and Professional Studies Grade Appeal Form and instructions for submission.
 - a. Included with the Grade Appeal Form, students must produce explanation of all appeal conditions, all graded work for the course in question and evidence of discussion with the instructor. Inaccurate and/or incomplete documentation will not be accepted and will be returned to the student, resulting in a delay in the processing of the appeal. This information is to be submitted to your student success counselor within 30 days of the end of the course
3. The Department Chair will initiate action within 3 days of receipt of the appeal.
 - a. At his or her discretion, the Department Chair may establish a review committee to study the issue and make recommendations for action.
 - b. The review committee shall be composed of two or three faculty members who have not taught the student and who teach in the same discipline as the faculty member who issued the grade in question.
 - c. The review committee will provide a non-binding recommendation to the Department Chair within 14 days of appointment.
 - d. The Department Chair may choose to rule on the issue without such advice.
4. The ruling of the Department Chair is considered final. The Vice President for Academic Affairs and Student Success will accept and review appeals to rulings in the case where evidence exists that this policy has not been followed.
5. The grade appeal process duration period is 30 **-90 days**. (this may change after my conversation with Dr. Fulop)

Copyright and Intellectual Property

The Vice President for Academic Affairs and Student Success maintains a policy addressing U.S. Copyright Law, and an Intellectual Property Policy defining the rights of students and employees with regard to original works they create while enrolled or employed at Averett University. As a student, your copyright and intellectual property rights extend to the papers and assignments you submit for courses. This means, with some exceptions, that you have control over how your work can be used beyond the context of the course, and that no one else has the right to benefit economically from your original work. Everyone else — including your professors and authors of works you may read, view, or listen to — possesses these same rights.

Copyright attaches immediately to the creation of any original work embodied in a fixed form (writing, media, artwork, etc.). Intellectual property rights ensure that you retain ownership of your work. This right is limited however if you are employed by Averett University and instructed to produce the work as a condition of your employment ("work for hire"). The full text of Averett copyright and Intellectual property policies is available in the Academic Catalog.

ACADEMIC SUPPORT PROGRAMS

The Offices of Student Success, Academic Support, and Writing Support are located in the Galesi Family Student Success Center, first floor of Bishop Hall.

Office of Student Success (<http://www.averett.edu/student-services/gfssc/office.php>)

The Averett Office of Student Success enhances students' academic performance, deepens satisfaction with scholarly and co-curricular experiences, and works to increase the University's retention and graduation rates.

The Office of Student Success is dedicated to:

- Assisting students with essential learning strategies to meet Averett's highly-competitive academic setting.
- Giving pro-active and sustained individualized support to enhance students' academic success.
- Providing students with resources and contacts to develop a supportive learning environment.
- Understanding the student's personal attributes to design and implement individual learning support systems.

Academic Support (<http://www.averett.edu/student-services/acadsupp/index.php>)

The Academic Support Center is committed to helping students succeed. Free services include:

- General Learning Skills: study skills, time management, and research.
- Tutoring Services: tutors are available to assist with class or special projects.
- Special Needs: students with documented disabilities can obtain classroom accommodations.
- Standardized Testing: assistance for tests such as the GRE and MCAT.

Disability Services

Averett University is committed to achieving equal educational opportunities for persons with disabilities. It is Averett'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 Academic Support 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 Academic Support.

Writing Support (<http://www.averett.edu/student-services/writing/index.php>)

Writing Support consultants work one-on-one to help students make their writing more vibrant, clear, and effective. Writing Support assists students in all stages of the process from generating ideas to proofreading the final draft. The service is free. Appointments are recommended.

Study Abroad Program (<http://www.averett.edu/academics/undergrad/studyabroad/index.php>)

Students desiring to travel and study abroad should contact the Averett Study Abroad Office. They will assist students in completing applications, figuring out financial aid packages, applying for scholarships, working with department chairs and the Registrar's Office to ensure credit transfer, and providing orientation and post-orientation activities.

Honors Program

The Averett University honors program gives students the opportunity to go a step beyond regular classroom study. Students explore in-depth selected areas of academics. Participation in the Honors Program demonstrates a commitment to scholarship and will give students an edge in graduate study or in the job market. Students interested in the Program should contact Dr. Andrew Canady, Director of the honors Program.

GPS STUDENT SUCCESS PROGRAMS

To better assist GPS students, the Student Success team is designed to provide support and assistance. Every GPS student is assigned a Student Success Counselor. The student success counselors support students through enrollment, monitors attendance and academic progress, facilitates schedule changes, leaves of absence, and other processes.

The GPS Student Success team strives to be a student centered academic support unit for our adult learners at Averett University.

GPS Student Success Mission Statement

The mission of the GPS Student Success Team is to support and enhance the educational experiences of our adult students. We aim to facilitate a sense of belonging, community and support by using innovative services, resources, and activities that help integrate our adult students into the Averett community and beyond.

Goals

1. To inspire student success and persistence by providing services such as academic support, mentoring, advising and advocacy.

2. To facilitate a sense of identity, belonging and community by providing opportunities for students to gather and network such as our Cougar Catch Up calls and campus events.
3. To improve collaborative partnerships that foster engaging and innovative programs, activities and services for our adult learners.
4. To enhance academic support for our adult learner by providing tools for student use. (Tutoring such as Smarthinking and webinar series)
5. To employ appropriate assessment measures to evaluate the quality and effectiveness of programs and services offered to our adult students.

LIBRARY/ACADEMIC COMMONS @ BLOUNT LIBRARY ([https:// averett.libguides.com](https://averett.libguides.com))

The Academic Commons@Blount Library is a great place to read, study and engage in creative endeavors – on your own with plenty of room to spread out, or with a classmate, tutor or study group. At the commons you can stream media, watch DVDs and Blu-rays, practice and deliver presentations. You can find scholarly and professional sources, print and scan, consult with a librarian, or exhibit your artwork. Contact aclib@averett.edu to reserve media rooms and formal or cozy discussion areas for your group.

Whether you are on Averett's main campus or connecting online, the library delivers virtually any book or article you need for assignments and independent research. To get started, visit 344 West Main Street or <https://averett.libguides.com>.

Research Questions and Consultations

To ask a question or schedule a consultation:

1. Visit the commons information desk, or use the "Ask a Question" web form.
2. Call a librarian at 791-5692 or 800-543-9440.
3. Email aclib@averett.edu, or contact a librarian through the web guide for a subject.

Graduate & Professional Studies

Students enrolled in Graduate & Professional Studies (BBA, MBA, M.Ed., Nursing, etc.) may contact the distance education librarian (aclib@averett.edu) for information and research consultations at any time, including weeknights and weekends. The library offers a mediated online tutorial for each professional studies program. Blount Library ships materials from Averett and "WorldCat Libraries" collections to GPS students' home or work addresses. All Averett students have remote access to digital collections with Moodle/Averett web services logins.

Scholarly and Professional Sources

Library web guides feature over 150 research databases, 32,000 e-journals, and nearly 300,000 e-books and print books, plus collections at other libraries. Use them to find sources on a topic, see what periodicals the library receives, or request a book or article through interlibrary loan. Your login for subscription databases is the same as your Moodle (AU web services) account.

Technology

Scholars' workstations with PCs, iMacs and laptop connections are on the main floor commons and upper & lower floors, along with a big screen and mini-pc for presentations to an audience of 12-50. The lower level Media Room (102) seats 9-12, a media room on the 2nd floor seats 5. Just ask for a wireless keyboard at the information desk, where you can also borrow headphones for the scholars' workstations.

Print Collections

The library has 106,000 volumes on reference and new books shelves in the main floor commons, and in the upper and lower level book stacks. You can read selected journals and newspapers in the commons browsing area.

Undergraduates borrow books for 3 weeks and media for 7 days, with an option for 2 renewals. To renew books, contact circdesk@averett.edu, 434-791-5690. If you pre-register, you may borrow materials between semesters, provided you can bring them back or ship them to Blount Library by the due date. Reference books and print journals are for use in the library.

Course Reserves

Books and articles placed on course reserve are shelved at the information desk. Professors usually list these on a course syllabus. Library staff are happy to help you locate required readings and media.

Interlibrary Loan

Students receive books and articles not held by Blount Library through interlibrary loan (ILL). Thanks to agreements with the Virtual Library of Virginia, fees for this service are rare. You will generally receive email links to articles in 2 to 4 days. Books and other materials that must be returned to the lending library can take up to a week to arrive. For best results, start your research as soon as you receive a new assignment!

Parking

Limited parking for visitors is available in the lot behind Blount Library, at 344 West Main Street. Public parking spaces are located on West Main Street and Robertson Avenue.

Key Card Access

For the safety and security of Averett students and employees, the library has implemented key card access during evening and weekend hours. On evenings and weekends, use your Averett ID and pin number at the door. Your ID is also needed to check out books and media.

Returning Materials to Blount Library

Please return books at the information desk, or in the outside book drop next to the library entrance. If the materials are overdue, inform staff at the desk and pay any late fee (due after a 7-day grace period) to clear your record.

Fees for Overdue Materials

To ensure that library resources are available for future students, the library charges nominal late fees and actual replacement costs:

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. Fines are capped at \$10 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 on Amazon, a media catalog, or out-of-print catalog, plus a \$15.00 technical processing fee.

Lost or Damaged AV Equipment: Replacement or repair cost.

Borrowing privileges may be suspended and university transcripts held until fees placed on a student's account have been paid.

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 educational 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 parent's 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:

- 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;
- Records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement;
- 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 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 Educational 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 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:

1. 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
2. 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;
3. Authorized representatives of
 - a. the Comptroller General of the United States,
 - b. the Secretary, or
 - c. State educational authorities, under the conditions set forth in paragraph (3), or
 - d. Authorized representatives of the Attorney General for law enforcement purposes under the same conditions as apply to the Secretary under paragraph (3);
4. In connection with a student's application for, or receipt of, financial aid;
5. State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute adopted-
 - a. 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
 - b. 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.
6. 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;

7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a dependent student as defined in section 152 of Title 26;
9. 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
 - a. 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
 - b. 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.
10. 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 Students, Financial Aid, the President, the Vice President for Academic Affairs, members of the Conduct 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; therefore, parents may have access to student grades, schedules, transcripts, housing records, conduct records, and directory information. Parents of students may gain this access to student records and grades only by demonstrating to the University that the student is considered a dependent under the IRS Code, unless a student has signed a waiver giving a parent access to their records.

Procedure to Inspect Education Records

If a student wishes to review an education record, he or 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), Student Financial Services office (financial aid forms), Career development information, Busi-

ness Office, and Graduate and Professional Studies offices (transcripts, admissions applications, financial aid forms and student accounts). These offices may be contacted by writing: the Registrar, the Dean of Students, the Director of Residence Life, the Director of Student Financial Services, the Director of Career Development the Vice President for Finance, or the Dean of Graduate and Professional Studies. 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, original transcripts from other institutions may not be given back to the student once they have been accepted at Averett. A student may have health records reviewed by a physician of his/her choice.

Right of University to Refuse Acceptance

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 or 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 or she wants changed and specify why he or 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 state-

ment 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. Revisions and clarifications of this policy will be published as warranted by experience with the law and the University policy.

Notice of Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records – including Social Security Number, grades, or other private information – may be accessed without an individual's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive an individual's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from a student's education records, and they may track participation in education and other programs by linking such PII to other personal information about an individual that they obtain from other Federal and State data sources, including workforce development, unemployment assistance, child welfare, juvenile justice, military service, and migrant student record systems.

STUDENT LIFE POLICIES AND RESOURCES

All services are free to Averett students and alumni. Services are available by appointment or on a drop-in basis.

COUNSELING (<http://www.averett.edu/student-services/stulife/counseling.php>)

Students who may have personal concerns, relationship problems, or college adjustment issues will find assistance in the personal counseling center located in the Charles James Office Suite on the fourth floor of the Student Center. Counseling is available by appointment and is strictly confidential. Appointments are made by calling 434-791-5624 (extension 1-5624 on campus) or through campus email (kahwajy@averett.edu).

HEALTH INSURANCE

Health insurance enrollment is required for all full-time traditional students (12 credit hours or more). To ensure compliance, students are automatically enrolled in and billed for the Student Insurance Plan provided by the University. Those who do not have health insurance coverage will remain enrolled in the University's plan.

Students covered by their parents or other policies may waive enrollment and the premium charge for the University's plan with proof of insurance. Be mindful that not all plans provide comparable coverage such as out-of-state Medicaid plans, certain HMOs, and managed care plans. Therefore, it is important to check with insurance companies before waiving coverage. Please note that non-US based international coverage and short term coverage are not considered comparable insurance coverage. Contact Averett Central for information about the waiver process. Please note: If the waiver is not completed by the deadline, students will remain enrolled and be billed for the student insurance plan for the entire policy year.

HEALTH SERVICES

The University requires each student to have a completed personal Health History/Immunization Record form in the Health and Wellness Center. On this form is where students will provide the names and phone numbers for whom to contact in case of an emergency. This form and the University immunization policy can be accessed on the University website

(<http://www.averett.edu/student-life/forms/index.php>).

Averett has partnered with an off campus medical facility, the Danville Regional Medical Center Family Medicine Residency Clinic, to provide health care services for all full time 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. The Clinic, located at the Health and Wellness Center in the Galesi Student Success Center is open Monday through Friday from 8:00 am until 12:00 noon.

In the event of a health or medical emergency, students should first contact 911 immediately, then Security (434-971-5888) and a Residence Life Staff member at 434-203-7245

Contagious Disease

If the University suspects that a student has a communicable disease that may endanger the health of the student or others, the Health and Wellness Center 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.

IMMUNIZATION REQUIREMENTS

This policy responds to requirements set forth by the Higher Education Opportunity Act (HEOA) regarding participating Title IV schools. Specifically HEOA Section 488 (a)(1)(E): amended HEA Section 485(a)(1)(20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V). HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96; and provides additional information to the existing request for immunization information on the University's required health history form.

As such, Averett University has followed the guidelines and codes established by the American College Health Association (http://www.ACHA.org/Publications/docs/ACHA_RIPI_April_2014), the Virginia Department of Health (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-7.5>), and the

Centers for Disease Control and Prevention (<http://www.cdc.gov/vaccines/>) in establishing this vaccination policy.

The minimum requirements for students enrolling full-time at Averett University are provided below. Additional vaccinations and/or screenings may be required for admission to specific degree programs or to participate in certain activities. On those occasions students will be informed by the appropriate administrator(s) of the program of the necessary steps to take to ensure compliance.

Required Vaccinations

All incoming full-time students, prior to enrolling, must be vaccinated against:

Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Meningococcal Disease, and Hepatitis B. Students must also be fully immunized against Varicella (chicken pox), as well as receive screening for Tuberculosis (TB).

Recommended Vaccinations

In addition to the required immunizations listed above, it is the recommendation of Averett University that students be vaccinated annually for Influenza, and Pneumonia.

Proof of Vaccination

Evidence of vaccinations must be provided by a licensed health professional or health facility, and should include the names of the diseases immunized against, the number of doses given, and the dates when administered.

This information should be submitted with the required health history form.

Exemptions

Students may request to be waived from the immunization requirements on the grounds of religious belief, philosophical beliefs, or for medical reasons. The requirements for waiving based on these grounds are further described below.

Medical Exemption: A statement from a licensed physician must be submitted that states a student's physical condition is such that administration of one or more of the required immunizing agents would be detrimental to his or her health.

Religious Exemption: A request must be made in writing by the student, or a parent/guardian if under 18 years of age, for the religious waiver form. Averett University uses the Commonwealth of Virginia religious waiver form for these purposes. The form can be found at this web address:

http://www.vdh.state.va.us/epidemiology/immunization/documents/SchoolRegulations/cre_1.pdf

Philosophical Exemption: The student, or a parent/guardian if under 18 years of age, must submit in writing a personal statement indicating the reasons why he or she has chosen not to receive the vaccinations. Included in the documentation must be a statement that the individual has read the CDC guidelines on vaccinations and understands the risks and benefits related to vaccinations.

Requests for exemption should be sent to the Health and Wellness Center.

Outbreaks and Non-vaccinated Individuals

If there is an outbreak at Averett University any student who is not fully compliant with the immunization requirements may need to receive additional vaccines, leave campus, or be restricted from class attendance for a period of time. If an unvaccinated student is asked to leave campus due to his or her

immunization status in the event of a vaccine preventable disease outbreak, Averett University will not be responsible for financial implications as a result. This includes, but is not limited to, travel; missed academic class time; and physician bills, appointments, or treatment.

University Authority Regarding Compliance

In the event a student does not provide documentation of appropriate vaccination or appropriate waivers for non-vaccination, the University reserves the right to place a hold on the student’s account and/or dismiss the student from campus until these requirements are met.

INTERCOLLEGIATE ATHLETICS (www.averettcougars.com)

Mission – Averett University Athletics develops its Student-Athletes as catalysts for positive change through the realization of Averett’s Core Values in its coaching, competition, expectations, sportsmanship and community service. We uphold the Division III philosophy by providing a well-rounded experience in Academics, Athletics and Community. Averett fulfills this mission by exposing our Student-Athletes through practice and example to the values of Integrity, Innovation, Engagement, Discovery, Diversity and Tradition.

Averett University competes in NCAA Division III sports programs as a member of the USA South Athletic Conference. Opportunities are available for participation in the sports listed below. For more information related to the athletics programs, call 434-791-5700 or visit the website.

Men’s Sports

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Tennis
- Lacrosse Wrestling

Women’s Sports

- Basketball
- Cross Country
- Soccer
- Softball
- Tennis
- Volleyball
- Lacrosse

What Division III has to offer:

- Division III athletics provides a well-rounded collegiate experience that involves a balance of rigorous academics, competitive athletics, and the opportunity to pursue the multitude of other co-curricular opportunities offered on Division III campuses.
- Division III playing season and eligibility standards minimize conflicts between athletics and academics, allowing student-athletes to focus on their academic programs and the achievement of a degree.
- Division III offers an intense and competitive athletics environment for student-athletes who play for the love of the game, without the obligation of an athletic scholarship.
- Division III athletics departments place special importance on the impact of athletics on the participants rather than on the spectators. The student-athlete’s experience is of paramount concern.
- Division III athletics departments are dedicated to offering broad-based programs with a high number and wide range of athletics participation opportunities for both men and women.
- Division III affords student-athletes the opportunity to discover valuable lessons in teamwork,

discipline, perseverance, and leadership, which in turn make student-athletes better students and responsible citizens.

- Division III encourages student-athletes to take advantage of the many opportunities available to them, both within and beyond athletics, so that they may develop their full potential as students, athletes, and citizens.

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.

Intercollegiate Competition Facilities

The Averett University Cougars compete at facilities on the North Campus (with the exception of the tennis teams which play at the courts adjacent to the West Main Street campus). Details for the Cougar Den, Cougar Field, Grant Center, Owen-Fulton Field, and the Averett Tennis Courts can be found on the athletics website under the INSIDE ATHLETICS tab.

RECREATION AND FITNESS

Intramural Sports

(<http://www.averett.edu/student-life/student-engagement/activities/intramural-sports.php>)

The intramural sports program is an integral part of student life that provides opportunities for engagement and a means to remain active. Faculty and staff are also encouraged to participate as a way to connect with students outside their typical roles on campus. All participants in the intramural program are expected to follow standard guidelines of good sportsmanship.

Organized intramural activities include volleyball, flag football, basketball, softball, and indoor soccer, and may be played in league or tournament formats. Other activities are organized according to student interest and leadership. Students interested in participating in leagues and tournaments will have to sign up in advance either as a team or individual.

In addition to the organized activities, open recreation is available at the tennis courts, the main campus gymnasium, and at other times in designated community facilities.

Recreational Facilities (<http://www.averett.edu/student-life/health-and-wellness.htm>)

Students, faculty, and staff with current ID cards may use the gym for recreational purposes. Any exceptions must be cleared in advance with the facility manager. All participants must be properly dressed with tennis shoes. No smoking is permitted in any facility, and policies regarding food or drink vary with each facility. 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.

Danville, VA YMCA- All full-time undergraduate students are able to use the YMCA that is located in downtown Danville. In order to use the facility students must sign-up with the Health and Wellness Center. Once a student is registered with the YMCA a fee will be charged to their student account.

Carrington Gym - The main campus gym, located on the lower level of Pritchett Hall, is a great place for a pickup game of basketball. AU students can use their ID cards to access the gym for their use 24 hours a day, except while events are being held in Pritchett Auditorium. Special events in Pritchett Auditorium or events in the gym (i.e. intramural sports) that require the gym to be closed will be posted on the main doors to the gym.

Tennis Courts - Tennis courts for student use are located on the Main Campus. While not being used by the AU tennis team, these are open to Averett students, staff, and faculty. Persons using the courts must be prepared to show their Averett ID card. Tennis shoes are required. Playing time is limited to one and one half hours if courts are crowded and others are waiting to play.

STUDENT ENGAGEMENT AND LEADERSHIP DEVELOPMENT

(<http://www.averett.edu/student-life/student-engagement/index.php>)

The Office of Student Engagement and Leadership Development offers programs, services, and facilities that support the mission of Averett University and promote and engage students' thoughtful and creative contributions by:

1. Coordinating students' transition to the institution and ensuring the highest quality orientation experience possible,
2. Creating linkages between the curriculum and co-curriculum,
3. Focusing on student leadership development, and
4. Promoting citizenship through leadership and community service opportunities.

Room Reservations on Campus

Reservations for meeting facilities or special events can be made by contacting the Coordinator of Conferences Camps and Special Events at 434-791-5625.

Student Center

Averett University's Student Center is the hub of activity outside the classroom. The Student Center is home to the dining hall, Jut's Café, the Daly Game Room, student lounges, a computer lab, meeting spaces, the Cougar Activities Board, the Dean of Students, Counseling Services, the University Chaplain's office, the Office of Housing and Residence Life and the Office of Student Engagement and Leadership Development. Student Center hours are posted at the beginning of each semester.

Student Clubs and Organizations

<https://www.averett.edu/student-life/student-engagement/>

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. Get involved in an organization by contacting the organization's advisor for more information. To see a complete list of clubs and organizations, visit the above website.

Cougar Activities Board

Advised by the Office of Student Engagement and Leadership Development, the Cougar Activities Board (CAB) is a student run organization responsible for bringing a variety of programming to campus for their peers. Programs in the past have included comedians, magicians, a talent show, and game shows, to name a few. To find out how to get involved in CAB, stop by their table at the Club Fair during the second week of classes or contact one of their members.

Student Government Association

Every student enrolled at Averett University is automatically a member of the Student Government Association (SGA). This group, led by an executive board and senators elected by their peers, serves as the voice for student concerns and a medium for change. The executive board members and senators represent the student voice on University-wide committees to ensure that student concerns and ideas to facilitate change are heard by the administration. In addition, the SGA coordinates the Homecoming Court process in the fall and plans the Spring Formal. Each senator is responsible for chairing a committee that offers opportunities for students to get involved in student governance.

Elections for additional senators are held early each fall. Students interested in running for a senate position should stop by the SGA table at the Club Fair, talk with one of the officers listed above, or go to the Assistant Dean of Students located in the Health and Wellness Center.

Student Complaint Process

Any student complaint as to any matter not dealt with elsewhere in this handbook shall be handled through the procedures set forth in this section. The purpose of the following is to inform students of the procedures in place to address and respond to their concerns. This should serve as a guide for students who wish to file a complaint about any aspect of Averett's operations, policies, or procedures.

Students also should consult the policies and procedures set forth in the Sexual Misconduct Policy in the Student Handbook when filing a complaint for sexual harassment or assault or for harassment based on protected characteristics such as race or sexual orientation. Similarly, the grade appeal process is separate, and is outlined in the Undergraduate Academic Catalog and in the Student Handbook.

Averett University believes the ideal campus community is one marked by mutual respect and collegiality. This means, first, that individuals should make every reasonable effort to resolve disagreements with the person involved before invoking the complaints procedure outlined below.

The complaint process is as follows:

1. To file a formal complaint and to generate a University response, the complaint must be dated and made in writing. A written complaint may be submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. A written complaint should name the specific nature of the complaint, cite relevant facts, and propose a solution that would be satisfactory to the student.
2. A student shall submit a complaint to the Dean of Student's Office within 30 days from the act causing the complaint. The Dean of Students will meet with the Vice President for Academic Affairs and Student Success to determine which administrative office the complaint should be sent to.
3. Within 30 business days after acknowledging receipt of the complaint, the appropriate administrative office of the University will inform the complainant regarding the institutional response to the complaint. Students have an option for one (1) appeal, which will be heard by an ad hoc committee assembled to hear the appeal.
4. If the complaint is a matter that should be dealt with through the sexual misconduct policy processes, grade appeal, or other formally published institutional policy and procedure, the student will be directed to follow the guidelines of the appropriate policy.
5. If students are taking distance education under the aegis of the State Authorization Reciprocity Agreement (SARA) please use the following guidelines:

All students, enrolled in programs operating under the aegis of SARA are first encouraged to seek and exhaust resolution of grievances/complaints with University officials through the University procedures. If those processes do not resolve the issues, Averett University recognizes that in all matters related to SARA, any student may then communicate a grievance/complaint directly to the State Council of Higher Education for Virginia (SCHEV), as noted below.

Complete a Student Complaint Form from the Student Records Coordinator or from www.schev.edu and submit the form to:

State Council of Higher Education for Virginia (SCHEV)
Private and Out-of-State Postsecondary Education (POPE)
101 N. 14th Street, 9th floor
James Monroe Building
Richmond, VA 23219

Telephone: (804) 371-2285 Fax: (804) 225-2604

Good Samaritan Policy

Student health and safety are fundamental to the Averett University community. In cases of intoxication, drug use, and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact Security. In the case of a medical emergency, students should immediately call 911.

Averett University is thankful to the students who take an active role in caring for fellow Cougars by acting in responsible and timely ways during a serious situation such as alcohol overdose. Seeking help that is critically needed for a fellow student shows courage and leadership.

Students who seek medical assistance for themselves or for an individual who is intoxicated or experiencing an alcohol-related emergency will not be subject to University disciplinary action related to the alcohol policy. Furthermore, the intoxicated student who receives medical assistance will not be subject to University disciplinary action.

When an incident that falls under the Good Samaritan Policy occurs, the student(s) involved will be required to meet with the Office of the Dean of Students to review the matter. While no formal disciplinary sanction (i.e. Probation) will be applied, an appropriate educational response may be. This may include participation in an educational class, mandated counseling assessment, additional fee for ambulance service, and/or parental notification. Failure to complete the educational requirements will result in referral to the University discipline system.

The following is also of important note:

- Other violations of the Student Code related to the same incident may be referred for disciplinary review and sanction.
- A student involved in more than one incident that falls under the Good Samaritan Policy may be subject to disciplinary sanction.
- Students may still be subject to local and state law for their behavior.
- The University reserves the right to review each incident on a case by case basis.

Search and Seizures

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 common areas 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. Authorized searches cover the facility and all items within it, including student belongings. A search of a student's room within a residence hall or campus apartment will be conducted by University officials in the following manner:

- The Dean of Students and/or her designee will authorize two or more persons to conduct the search.
- Those conducting the search and/or any other persons present with them will knock on the door of the room in question. If they are not admitted, they will enter the room using a passkey, if necessary.
- 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.

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 Life staff accompany Campus Security officers and observe a search conducted as a result of a search warrant.

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 conducted the search. 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 notice.

STUDENT SEXUAL MISCONDUCT POLICY

POLICY CAN BE FOUND AT:

[HTTPS://WWW.AVERETT.EDU/STUDENT-LIFE/CAMPUS-SECURITY/TITLE-IX/](https://www.averett.edu/student-life/campus-security/title-ix/)

RESIDENCE LIFE

[\(\[HTTP://WWW.AVERETT.EDU/STUDENT-LIFE/RESIDENCE-LIFE/INDEX.PHP\]\(http://www.averett.edu/student-life/residence-life/index.php\)\)](http://www.averett.edu/student-life/residence-life/index.php)

Living on campus is a vital part of the Averett experience. Because of this, the University requires students to live on campus for six semesters (not including summer sessions), or until they have completed 90 credit hours. There are a few exceptions to this residency requirement outlined later in this section under On Campus Residency Requirement. The Residence Life program at Averett University is committed to "Education beyond the Classroom." Residential students spend the bulk of their time in their residence hall, and their rooms become a temporary home away from home. Residence halls are vibrant communities in which students are challenged to learn, grow and succeed both as individuals and as members of a community.

Residence Life Policies

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 the rights of others. Students are encouraged to take some time to become familiar with the following rules and guidelines.

Prohibited Activities

Any activity which may cause damage to property or personal injury is prohibited on campus including any residential area. Examples include athletic and recreational 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.

Bicycles

Bicycles may be brought on to University property and may be kept in student rooms only if the roommates do not object. The fire code prohibits storing bikes in hallways/stairwells. There is limited outside storage for bicycles. (All storage is at one's own risk.)

Hoverboards

Averett University has temporarily prohibited the use, possession, storage and/or charging of electronic skateboards from all university buildings and grounds. This includes self-balancing boards and/or hoverboards. This ban also includes all university residence halls, and apartments. Students found using these devices in the residence halls, university buildings and grounds will be referred to the Dean of Student's Office for violation of university policy.

Closing

Residence halls/apartments are closed during winter (Christmas), spring, and summer breaks, unless an exception is explicitly authorized in writing by the Director of Residence Life. Residential students must vacate their residence hall/apartment by the official closing date and time or 24 hours after their last final exam, whichever comes first. Students should plan travel in advance so flights can be scheduled before the closing dates. At the end of the year and at University breaks, students must vacate their rooms according to the closing information provided by the Residence Life team. Students should discuss checkout procedures with Residence Life staff to avoid being billed for improper checkout. Failure to follow proper checkout procedures will result in a minimum improper checkout fee of \$50.00. Students who fail to checkout by the designated date and time may be charged improper checkout fees, as well as additional fees of \$25.00 per night for late-extended checkout.

Housing/Meal Plan Contracts

In conjunction with receiving or selecting a housing assignment, all residents will be asked to sign a Housing and Meal Plan Contract that is a legally binding document. See "Dining Services" section of this Handbook for information about the meal plan and dining options on campus. Please note that dining services may not be available during university break periods, including but not limited to, the summer

Damages

The condition of both student rooms and common area spaces in each residential area is recorded at the beginning of the year. Damages done to student rooms are billed to the resident(s). Damages done to public areas that cannot be assigned to a specific student are divided among residents of that floor, building, or apartment. Residence Life may need to assess common damages once all occupants of a room, suite, or apartment have vacated in order to ensure the utmost accuracy in reporting and billing. There is an appeal process for damages charged to a student account. Information and the damage appeals form can be found online or by visiting the Residence Life office.

Entry into Residence Halls

Students 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 or disciplinary action may be assessed.

Entry into Residence Spaces

University officials and/or Security staff have the authority to enter a residential area if needed. Presence of the resident is not required for entry into residential spaces. Some reasons for entry may include:

- *Maintenance Repair* - By requesting a maintenance repair, students have granted permission for an Averett maintenance employee to enter into the residential area to make the repair.
- *Health and Safety Inspection* - Staff will make routine health and safety inspections as well as check damages to the room or furniture. These inspections will be announced at least 24 hours in advance.
- *Violation of University Policies 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.
- *Emergency Situations* - A staff member will use a passkey to enter a room if it is believed an emergency situation exists.
- *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.
- *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.

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 all occupants must evacuate a building in which an alarm sounds. Students who fail to evacuate appropriately are subject to fines and/or disciplinary action. 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 a Building Director or Resident Assistant with any questions about evacuation procedures. Fire evacuation maps with locations for each residence hall are located in the buildings.

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 and may be immediately dismissed from the University. If tampering or damage is done to any equipment and the responsible 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. Students experiencing a problem with a smoke detector or emergency call button should contact Security ([434-791-5888](tel:434-791-5888)) 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. Therefore, they are not allowed in any residential area. Students found with candles/incense will be assessed a fine in addition to other possible sanctions. 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 students move in. Residential students should take extra care in noting the condition of the room before signing the inventory sheet because they will be billed for damages not identified at the beginning of the year. Furniture must remain in the room, suite, apartment, or common area originally placed in. No furniture may be moved unless special approval is given by the Office of Residence Life.

Students are encouraged to decorate their rooms 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. Painting of residential spaces is prohibited.

Guests

Any student planning to host an overnight guest (non-student, or another student) must register the guest with the Office of Residence Life. Overnight guests not registered may be asked to leave campus. Guests will not be allowed to stay on campus for more than three consecutive nights, as long as the visit does not interfere with the rights of the roommate(s). Guests must not exceed six nights total over the course of any one semester. 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 (a non-student, or another Averett student) may result in disciplinary action taken against the student host.

Keys

Keys are issued to students for their residence hall spaces and mailboxes. These keys are only for the use of the student to whom they are issued. Loaning of a key to another individual (student or non-student) is not permitted and may result in disciplinary action.

A \$150.00 housing and key deposit is required prior to occupancy in a residential space on campus. This money will be credited back to the student's account when at the conclusion of enrollment at Averett due to graduation or withdrawal. Any charges owed on a student account at the time the credit is applied will be taken from the credit amount before a refund may be processed. The replacement cost for lost keys is as follows:

| | |
|--------------|---------|
| Room Key | \$50.00 |
| Mailbox Key | \$50.00 |
| Lock Changes | \$75.00 |

The above represent minimum costs. Costs are subject to change as actual costs change and may change depending on how many locks must be replaced.

Laundry Facilities

Laundry facilities are located in Main, Fugate, Mountain View apartments, and in each Averett Commons apartment unit. Students using these facilities should show consideration for others by removing laundry as soon as the cycle is completed. Only residential students, who live in campus housing, may use laundry facilities. Non-residential students using campus laundry facilities will be subject to the conduct system and charged \$50 for each offense. Any problems with the washers and/or dryers in Main, Fugate, or Mountain View (i.e. a specific machine is not working) should be reported by contacting the Resident Assistant or the Residence Life Office, 434-203-7245, or by using the online maintenance request form with the location and number of the washer and/or dryer. Problems with washers/dryers in the Averett Commons apartments should be reported to the Building Director or, in an emergency, Security at 434-791-5888. Students are encouraged to remain with their laundry. Use of the laundry facilities is at one's own risk; the University does not assume responsibility for lost, stolen, or damaged items.

Lounges

The lounge areas in residence halls are for resident students who reside in that floor, suite, apartment, or building. Guests and/or students who do not reside in that floor, suite, apartment, or building may be asked to leave if not accompanied by a resident of that space.

On-Campus Residency Requirement

Averett University is committed to a vibrant residential community and to the educational value of living in such a setting. As such, we are a residential university requiring traditional, undergraduate students to reside on campus through the first-three years (6 semesters) of enrollment or until the student reaches **senior class status** (90+ credit hours complete).

Exceptions to the residency requirement may be granted based on the circumstances listed below. Students who would like to request a release from the University's residency requirement must complete a Housing Waiver Request Form with the Office of Housing and Residence Life. If a spring waiver is granted, it will supersede the Housing and Meal Plan Contract signed in the fall.

- Students who live with a parent/guardian and commute from their permanent home address (address must be within 30 miles of the Danville Main Campus).
- Students who are 23 years of age.
 - Student must turn 23 prior to October 1st to be exempt from campus housing for fall semester.
 - Student must be 23 prior to February 1st to be exempt from campus housing for spring semester.
- Married student OR student who is a parent, caring/providing for a dependent child.
- International student who has lived on campus for one full year (2 semesters).
- Student with military service (180 consecutive days minimum).
- Student who has extenuating, unforeseeable needs (medical, financial, etc.) that cannot be met by any of the housing options on campus.

Deadlines to submit a Housing Waiver Request Form:

- July 1st for fall semester.

- December 1st for spring semester.
- Transfer, Readmit, and New, incoming students should speak with their Admissions Counselor if they believe they meet one or more of the exceptions to the residency requirement.

Averett does not provide student options for married or family housing. Our traditional housing options are unavailable to students entering Averett for the first time that are 23 yrs. of age or older. Students who are enrolled part-time (less than 12 credit hours) are not eligible to reside on campus unless approved by the Director of Residence Life. ***Any inquiries about Averett University's residency requirement should be directed to the Director of Housing and Residence Life, Kyle Patterson.***

Pets

Due to allergic reactions of some students and in order to ensure the safety of others present on University property and to prevent infractions of standards of health (fleas, ticks, etc.), only fish in small aquariums (10 gallons or less) are allowed on University property. Students possessing any other type of animal will automatically be assessed a \$50.00 fine (minimum) per pet plus the cost of cleaning the room/apartment.

If the student does not remove the pet from the campus within 24 hours, he or she will continue to incur additional fees and will be referred to the Averett Conduct System. In addition, the University reserves the right to contact local authorities to assist with the removal of the animal.

Prohibited Items

The possession and/or use of any large appliances or any of the following small appliances and electrical equipment is strictly prohibited in residential facilities:

- Halogen lights
- Toaster Ovens or hot plates
- Fragrance plug ins
- Any appliances with exposed heating elements
- Electric frying pans
- Refrigerators larger than 3.2 cubic feet
- Space heaters (unless issued by the University)
- Extension cords (unless they are UL approved with grounded power strips with fuses)
- Hammocks or porch swings
- Grills of any type

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.

Popcorn poppers, thermostatically controlled heating elements, and electric percolators are allowed in the residence halls/apartments. Window unit air conditioners are allowed only in rooms in Danville and Davenport Halls.

Please contact the Office of Residence Life with questions about the use of any other appliances or equipment.

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 10:00 p.m. - 10:00 a.m.

Friday-Saturday 12:00 a.m. - 10:00 a.m.

24 hour courtesy hours are always in effect. Residents are expected to be courteous; upon request or complaint, students are expected to lower the noise level of their activity. 24 hour quiet hours are in effect during final examination periods, beginning with Reading Day.

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 Campus Safety and Security at [434-791-5888](tel:434-791-5888). 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 officer will complete a lock-out form, which states that the student is responsible for a \$20.00 (minimum) fee. It is common for security officers to waive this fee for the first week of the semester as new students adjust. Under no circumstances will a student be allowed to enter a room in which he or 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 students with a compatible roommate at the beginning of the year. All students are encouraged to enter this process with an open mind and take time to get to know a new roommate.

During room change week (as denoted in the student planner) students may request a change of room. Students must talk with their Resident Assistant before setting up an appointment with a member of the Residence Life Team who will explain the procedures for a room change. Students changing rooms/apartments without approval from the Residence Life Office may be fined \$50.00 for non-compliance of process and required to move their belongings back to their originally assigned room.

Room Responsibilities

Students are responsible for keeping their rooms clean. They also are responsible for 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 sanctions as a result. This includes, but is not limited to noise, possession of alcohol or alcohol paraphernalia, drugs or drug paraphernalia, misappropriated furniture, damages, etc.

Storage

Students may leave belongings in rooms during Thanksgiving, winter (Christmas), and spring breaks. Storage of property during breaks is the student's risk as the University assumes no responsibility for any damage to or theft of any personal property throughout the term of the housing contract. Students are encour-

aged to explore personal property insurance to protect their items while on campus. The University does not provide storage of personal belongings during summer break. It is expected that students will remove all belongings before checking out of a residence hall room. Belongings left in a residence hall room/apartment after checkout are not the responsibility of the University.

Visitation

Visitation hours at Averett University are intended to assist in maintaining a reasonable living/learning environment in campus housing. Visitation includes student and non-student guests who do not reside in a particular room, suite, floor, apartment, or building.

Visitation hours are as follows:

Sunday-Thursday 9:00 a.m. - Midnight

Friday-Saturday 9:00 a.m. - 1:00 a.m.

The Residence Life department reserves the right to restrict guest privileges if it is determined that the presence of guests may be contributing to a negative living/learning environment.

Windows/Balconies

Nothing is to be hung or thrown out of the windows. A violation could result in disciplinary action. Furthermore, for safety reasons, no one is allowed to sit on windowsills, remove window screens, or endanger him or herself by hanging out of windows or on balcony railings. Entry or exit through windows/balconies is strictly prohibited and violators will be referred to the Averett Conduct System. All items placed on balconies are subject to removal by the Residence Life staff if deemed unsafe. Items are not to be hung from or over railings on balconies. Balcony lights are not to be tampered with or obstructed in any way and should remain on when it is dark outside.

CAMPUS SERVICES AND RESOURCES

AVERETT CENTRAL (<http://www.averett.edu/student-services/index.php>)

Located through the Main Hall entrance off Woodland Drive, this one-stop-shop was designed to better serve students in accomplishing the "business" of being a student. This space houses the Registrar's Office, Student Accounts and Financial Aid Services all together in one central location. Averett Central also offers the students the opportunity to learn about local businesses, restaurants and events in the Danville area. This centralized service center is a point of contact for assistance and problem resolution, and a place where students can go to find a friendly face whose sole purpose is to help.

BOOKSTORE (www.averettshop.com)

Textbooks and classroom supplies, as well as drinks & snacks, school spirit clothing and gifts, 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 week of fall, spring or summer 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.

CAMPUS MAIL

All students living in on campus housing (Averett Commons, Bishop Hall, Danville Hall, Davenport Hall, Fugate Hall, Main Hall, and Mountain View Apartments) receive mail at the Mail Room on the lower level of Main Hall. Each student is assigned a mailbox at the beginning of his or her time at Averett. Keys will be issued from the mailroom and must be returned at the end of each academic year. A \$50.00 fee will be charged for all unreturned keys.

All packages are picked up at the Mail Room in Main Hall. 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. Contact the Mail Room at 791- 5782 for any postal and UPS questions.

All correspondence to students must include their mailbox number to ensure delivery.

This is an example of how mail should be addressed to Averett Students:

Student Name
Averett University
420 West Main Street
Box # XXX
Danville, VA 24541

CAMPUS SAFETY AND SECURITY

The Averett University Security staff is comprised of a Chief of Safety and 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. 1-5888). 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 or complex is staffed with a professional staff member serving as a Building Director who supervises the resident assistants living on each floor of the building or complex. These staff members work with Security, informing them of any situations that require immediate attention.

What to do in the Event of an Emergency

Anyone encountering an emergency situation on campus should first call 9-1-1 to report the emergency to Danville authorities. Then contact Averett Security by calling 434-791-5888 (1-5888 from an on-campus phone).

Be sure to listen to and follow directions closely if notified of an emergency through an official text notification or by a University staff or faculty member. On campus students will receive information about evacuation locations at the beginning of the year floor meetings led by their building directors.

Emergency Notification System: LiveSafe

All students are encouraged to sign up for the LiveSafe Application which will alert the Averett community to campus emergencies, severe weather situations, and instances when classes are cancelled. There are also options to receive notices via email, Facebook, and Twitter. More information can be found at: <https://www.averett.edu/student-life/campus-security/livesafe/>.

Inclement Weather

Announcements regarding cancellation of classes are routinely made over local news media and the Averett website. Class cancellation announcements are called in to the media by 6:00 a.m. In addition, messages are also placed on the University voice mail system, the University's weather alerts Web site (located on the My Averett page), and through the notification system mentioned above.

Lost & Found

Lost articles should be reported, and found articles taken, to the Safety and Office located in the Galesi Student Success Center. 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.

Motor Vehicle Registration

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 driver's side window 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 THEREOF) PARKED OR LOCATED ON UNIVERSITY PROPERTY.**

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 city neighborhoods 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.

Student ID 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 ID 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. The University reserves the right to charge a student for the replacement of any ID cards that are lost, stolen, misplaced or damaged. The cost is \$20.00.

DINING SERVICES (<http://averett.cafefonappetit.com>)

All residential students are required to select a meal plan. A variety of meal plan options are available to meet the dining needs of our students. Meal plans may be changed during the drop/add period for classes at the beginning of each semester. *At the conclusion of the drop/add period your meal plan selection becomes final and may not be changed except in the case of extraordinary circumstance. The Meal plan period ends on the last day of exams each semester. Students who come to campus early and or need to stay late may have to pay out of pocket for meals outside the meal plan period.*

- **Plan A: Unlimited Meals** – For students who make eating a social event. This plan is ideal for students who eat at least three meals a day during the week, brunch and dinner on

weekends plus an occasional snack in between. *IDs must be swiped each time the student enters the café and because they have unlimited meals students with this plan are not allowed to use their plan to allow guests entry into the café.*

- **Plan B: 14 Block** (210 meals/semester) – Students who have a medium appetite might do well with this plan. Students can enjoy approximately 15 meals per week on campus. This plan gives students the opportunity to supplement their café meals with a meal from our other campus eatery or enjoy one of the many restaurant options convenient to campus.
- **Plan C: 7 Block** (105 meals/semester) – This plan is for moderate eaters. Students who tend to eat one meal every day and the occasional snack, or plan to take most of their meals off campus, will find this plan suits their needs.

A variety of dining options are available to the Averett community.

Café Bon Appetit

Located on the third floor of the Student Center, this is the main dining hall serving the campus and features all-you-care-to-eat dining for breakfast, lunch, and dinner during the week, and brunch and dinner on the weekends. Café Bon Appetit is a dine-in facility only that does not offer to-go or take away options. Café service items and food should not be removed from the premises without prior written authorization from the café management.

Students who are unable to attend the dining hall during regular service hours due to class conflicts can arrange a take away meal option by asking their department head to communicate with management the need to provide the take away meal and reason why the student is unable to attend the dining hall during regular service hours.

Upon entering the café, you must present their Averett ID card to the cashier who will deduct the meal from your account. Once entered, the café is all-you-care-to-eat for the period of your visit. Should you leave the dining hall and wish to re-enter at a later time, you must present your Averett ID card again and another meal will be deducted from your plan.

A current Averett ID card is required for usage of your meal plan. Should you forget to bring your card you will be asked to pay the public door rate before being allowed entry.

Jut's Café

An alternative to the main Café, Jut's offers alternative dining options throughout the day and evening. Featuring a full service coffee bar offering Starbucks coffee and coffee drinks, Jut's Café also offers grab-and-go salads and sandwiches; so whether looking for a full meal or just a quick stop for a drink, Jut's is the place to go.

The C-Store at Jut's Café

Recently expanded, the C-Store at Jut's Café offers students a small convenience store right on the AU campus. Located on the lower level of the Student Center, students can find an assortment of toiletries, along with a wide variety of beverages and food items in a retail setting, perfect for a quick grab while running between classes.

Bonus Bucks

To provide more dining options all meal plans include “bonus bucks” that can be used like cash in Jut’s Café, the C-Store, or the Café. Bonus Bucks are a declining balance added to student’s ID cards that allows the use of one card for all meal purchases. Extra Bonus Bucks cannot be added to meal plan accounts. Any unused Bonus Bucks at the conclusion of the fall semester will automatically roll over into the spring semester, but at the conclusion of the spring semester, any unused Bonus Bucks are forfeited.

Personal Decline Accounts

Each student can choose to add a personal decline account to his or her Averett ID card. The personal decline funds are added dollar for dollar and can be used like cash in Jut’s Café, the C-Store, or the Café. Personal Decline Account funds can be added at any time during the semester and will roll over from semester to semester until graduation or active enrollment at Averett ends at which time any unused funds are refunded to the individual. To add a personal decline account to your card, please make the request and payment at Averett Central who will then communicate with dining to add the additional funds to your card.

Meal plans may be changed during the add/drop period for classes at the beginning of each semester. Meal plan meals “run out” at the end of each semester. Bonus Bucks carry over from the fall semester to the spring semester.

INFORMATION TECHNOLOGY SERVICES (<http://www.averett.edu/itnew/aupol.html>)

The IT Helpdesk is available to Averett University faculty, staff and administration, and currently enrolled students. The IT Helpdesk will help with student software issues only. Students must have registered copies of all software which they need reloaded on their machines. Hardware issues which require part replacement cannot be done by Averett staff. In order for all requests to be logged and serviced in the most efficient manner, please contact the IT Helpdesk (434-791-5720) or submit a request via Web Support Link at www.averett.edu/support, otherwise the response may be delayed. For general information about the IT Department, the Acceptable Use Policy, and other useful links, please visit <http://www.averett.edu/itnew> or the Virtual Helpdesk at http://wiki.averett.edu/index.php/IT_Helpdesk.

Computer Labs

Computer labs can be found in the following locations: Frith 109, Frith 108 (Mac), Frith 207, Danville 110, the Library, the Student Center, and the Galesi Family Student Success Center. Labs are open to all currently enrolled students during the hours of operation for the given building. Students should also be aware that classes are scheduled in some labs and that the given lab is reserved for that class during its posted meeting time. Access to most labs requires a student ID and PIN number. Priority in the labs should be given to those who are using the computers for academic work. It is recommended that all students save their data on removable USB storage devices to reduce data loss when using the lab computers.

Averett E-mail Account

All students, faculty and staff are provided an Averett University email account. This email account is the University’s means of communicating with students. Notices and information will be sent to this email account throughout the year. All students should check their Averett email account on a regular basis. Averett’s student email is hosted by Google and can be accessed at this url:

<http://mail.google.com/a/auemail.averett.edu>.

SPIRITUAL LIFE

(<http://www.averett.edu/student-life/student-engagement/activities/spritual-life.php>)

The office of religious and spiritual life supports and welcomes all traditions and spiritual perspectives within Averett University. It passionately offers students opportunities to deepen their own understanding and spiritual growth while creating intentional environments for inter-religious and intercultural dialogue. The office intentionally focuses on three different programs:

Christian Student Fellowship actively serves students by providing free lunch to all on Thursdays at 11:00 am next door to campus at West Main Church.

Fellowship of Christian Athletes provides an environment for our athletes to discuss faith, enable community, and create an attitude of service and fellowship on campus.

The **University Chaplain** connects with students on their faith journeys through their college years by providing experiences for worship, discipleship, and service, while giving them someone to go to, and talk with, as a partner on that journey.

TRANSPORTATION

Cougar Express (<http://www.averett.edu/student-services/transportation/index.php>)

Averett's Cougar Express offers free shuttle service from the Main Campus to the North Campus and to the Riverview Campus. The Cougar Express operates Monday – Friday when classes are in session. The shuttle stops in front of Jut's Café on Main Campus, at the North Campus Grant Center classroom entrance, and at the entrance of the Riverview Campus. The Cougar Express schedule is built around the class schedule each semester.

While getting students to class is the primary function of the Cougar Express, transportation to Wal-Mart, Piedmont Mall, and Providence Family & Sports Medicine may be arranged through the Dean of Students Office when the shuttles are in service by calling 434-791-5620.

Airport Shuttles (<http://www.averett.edu/student-services/transportation/shuttle.php>)

Students who need transportation to or from the Greensboro (GSO) or Raleigh-Durham (RDU) airports should complete the transportation form located online and return it along with receipt of payment to the Dean of Students Office at least seven business days prior to the travel date. Fees for transportation are indicated on the form and payment can be made to the University's Cashiers Office (Averett Central in Main Hall). Students are encouraged to complete this process as soon as possible to ensure that drivers and vans are available on the date of travel. Although every effort is made to provide transportation, requests received less than one week prior to travel is not guaranteed.

COMMUNITY STANDARDS AND POLICIES

ALCOHOL & OTHER DRUGS POLICY

As an institution of higher learning, committed to the purpose of providing avenues for intellectual growth and personal development, Averett University embraces the shared responsibility of upholding the values and expectations of the community. The University does not allow the possession or use of alcoholic beverages or illegal drugs on campus. In reference to alcohol, this includes, but is not limited to, drinking on

campus; possessing alcohol, alcohol beverage containers (including empty containers), and drinking paraphernalia (used for drinking games or quick consumption of alcohol); being intoxicated or under the influence on campus; use or possession of alcohol on University sponsored trips; drinking under the age of 21 on or off campus; providing alcohol to a minor on or off campus; and the possession of false identification on or off campus.

In terms of illegal drugs, the campus policy includes, but is not limited to, using, possessing, or distributing illegal drugs on campus; possessing drug paraphernalia on campus; and using, possessing, or distributing illegal drugs on University sponsored trips. The drug policy also includes the misuse or illegal distribution of prescription medications.

Averett University functions as a single community and therefore operates under the notion of shared responsibility. Any student present when the alcohol and drug policy is violated is responsible for the violation. In addition, all residents in a housing unit are responsible if items are found in their living spaces. Misconduct in which a person has violated any of the above will result in disciplinary action.

As per approval by the President's Council of Averett University, there are two exceptions to this policy:

1. Alcoholic beverages may be served at Averett University events if (a) approved by the President of the University and/or the Vice President for Institutional Advancement; (b) the event does not involve current students under the age of twenty-one (except for those students who may work for food service catering); (c) the President of the University deems that the consumption of alcoholic beverages is appropriate at the event; and (d) all legal requirements of the Commonwealth of Virginia are met.
2. The President or Executive Vice President of the University may designate a certain area of the parking lot on North Campus as a "tailgating area" for home football games at which those attending the home football games may bring alcoholic beverages onto the North Campus and consume them only in the designated "tailgating" area under the following guidelines:
 - a. Attendees shall act in a respectful manner and in accordance with all rules and regulations of any governing body including the NCAA, the Commonwealth of Virginia, and local ordinances or laws.
 - b. Consumption of alcoholic beverages will begin no earlier than four (4) hours prior to the start of the home football game and any and all alcoholic beverage consumption will cease on or before the start of the second half of the home football game.
 - c. Any alcoholic beverages brought onto the North Campus for such tailgating must be transported in motor vehicles in closed coolers and/or in enclosed areas of the motor vehicle (i.e., the trunk).
 - d. No person under the age of twenty one (21) years may consume or possess alcohol while on the property of Averett University. Use of the tailgating area of the North Campus parking lot signifies a person's agreement to demonstrate to security personnel that each person consuming alcoholic beverages is over the age of twenty one (21) years.
 - e. Any activity or event which encourages excessive drinking will not be permitted.
 - f. Any individual who consumes alcoholic beverages while in such tailgating area is responsible for his or her own behavior and should not operate a motor vehicle after he or she has consumed such beverages.
 - g. The University reserves the right to require that any individual leave the University North Campus if in the sole discretion of the University; he or she violates any of the terms of this policy.

standards of business and personal ethics in the conduct of the activities of the University. The board has adopted a Whistleblower Protection Policy for members of the Averett family which said policy is attached hereto.

The board hereby designates the Director of Human Resources as the Whistleblower Protection Compliance Officer who shall be responsible for ensuring that all complaints about improper, unethical, or illegal conduct, including those set forth in this Alcohol Policy, are investigated and resolved. The Director of Human Resources shall advise the President and Chief Financial Officer of all complaints and their resolution.

The Commonwealth of Virginia has a variety of laws governing the possession, purchase, consumption and distribution of alcoholic beverages. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent state laws, including sanctions for their violation, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is being purchased is under the legal drinking age. The criminal sanction for violation of the law is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places and/or to appear in public in an intoxicated state. Violation of the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

The unlawful possession, use, sale, and/or distribution of controlled substances and marijuana, as those terms are defined in § 18.2-247 of Code of Virginia, 1950, as amended, and the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia, 1950, as amended), are prohibited under state and federal law. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent state laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act is a Class 5 felony punishable by imprisonment from one to 10 years, or confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine of \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act is a Class 2 misdemeanor punishable by confinement in jail for up to six months, a fine of \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act is a Class 3 misdemeanor punishable by a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act is a Class

- 4 misdemeanor punishable by a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell, give or distribute is a felony punishable by imprisonment from five to 40 years and a fine up to \$500,000. Upon a second or subsequent conviction, the violator is subject to being sentenced to a term of imprisonment from five years to life, and fined up to \$500,000.
 7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell, give or distribute is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine of \$2,500, either or both.
 8. Possession of marijuana is a misdemeanor punishable by confinement in jail for up to 30 days, a fine up to \$500, either or both. Upon a second or subsequent conviction, the violator shall be guilty of a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine up to \$2,500, either or both
 9. Possession of not more than one-half ounce of marijuana with intent to sell, give or distribute is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
 10. Possession of more than one-half ounce but not more than five pounds of marijuana with intent to sell, give or distribute is a Class 5 felony punishable by imprisonment from one to 10 years, or confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
 11. Possession of more than five pounds of marijuana with intent to sell, give or distribute is a felony punishable by imprisonment from five to 30 years. Upon a third or subsequent felony conviction, the violator is subject to being sentenced to a term of imprisonment from five years to life, and fined up to \$500,000.

HARM-TO-SELF/HARM-TO-OTHERS POLICY

When serious self-harm or harm-to other behaviors occur which are deemed to be potentially life threatening (including but not limited to suicide threats, suicide attempts or threats to harm others), Averett University has the responsibility to act swiftly, keeping in mind the best interests of the student, those closely affected and the University community. The priority in all cases is to preserve human life and to minimize or eliminate the potential for trauma to self or others. While the University is committed to helping students develop appropriate means for dealing with setbacks and depression, long-term assistance to students who exhibit serious self-harm or harm-to-other behaviors must be balanced with the effects of a student's actions on others and on the entire University community. Therefore, the Dean of Students and others as directed by the Dean of Students will determine whether it is in the student's and the University's best interests that he or she remain an enrolled student when serious behaviors occur.

Guidelines

- In the event that a student engages in self-harm or harm-to other behaviors that are potentially life threatening, student safety takes precedence over confidentiality and the following guidelines may be activated.
- The Dean of Students may be notified of the student's behavior and in cooperation with the Director of Counseling Services and/or other members of the Student Life Staff will determine an appropriate course of action including but not limited to an assessment by a licensed or certified mental health professional off campus. In the case of potential suicide, the *Suicide Assessment Form* may be used to assess the severity of the suicidal threat.
- The Dean of Students may notify the student's parents, legal guardians or other persons listed as emergency contacts regarding the student's behavior and the University's concern for the stu-

dent.

- The Director of Counseling Services may work with the student to identify appropriate resources and licensed or certified therapists who will do an assessment and potentially long term counseling. In some instances, it may be appropriate to identify other medical providers from whom an assessment is needed as well.
- If a student is hospitalized as a result of such behavior, the student must be evaluated, and if appropriate, treated by a licensed or certified mental health professional. The student may not return to campus unless those evaluating the student believe that his or her return is in the best interest of the student and the Averett community. The form, *Return from Leave for Serious Self-Harm Behaviors*, must be completed by the evaluating professional.
- Upon the student's return to campus, the Dean of Students will meet with the student to review the recommendations of the evaluating professional. The Dean and the student will determine the course of action to be taken to help the student adjust back into the University community. This may include visits to the Averett University Counseling Center or to a local mental health provider or meetings with the Dean for a specified period of time.

Posters, Signs and Advertisements Main Campus

The Averett University Posting 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 Assistant Director of Student Engagement and Leadership Development, or her designee, is responsible for reviewing and either approving or rejecting all proposed posters, with the exception of all posters for department sponsored events. Before posting items on campus, students should review the complete posting policy below. Students may not distribute information in the residence halls without prior approval from the Office of Residence Life.

Averett University Posting Policy

- All flyers, posters and other printed materials that are posted on approved surfaces must be stamped by the Office of Student Engagement and Leadership Development or the Office of Residence Life before hanging in the building. This includes student organizations, academic departments, individual students, faculty and staff, as well as off campus organizations (service and commercial).
- Publicity must not be abusive or in any way contribute to or encourage the creation of a hostile environment within the Averett University Community. References to or depiction of the consumption of alcoholic beverages are prohibited. Publicity may not promote the violation of University policy or local, state, or federal law.
- The sponsors' names must be prominently displayed on the advertisement, except advertisements by individuals.
- The use of Averett University's logos or the Cougar mascot on advertisements must be approved through the Office of Marketing and Communication at 434-791-5684. All such approval requests should be submitted at least 1 week before they are to be printed.
- No posting will be permitted on walls, windows, doors, trash receptacles, and elevators. Exceptions to this may be made for University departments and may be made by the Department of Student Engagement and Leadership Development. Postings will be taken down if they are no-

ticed on any of the above surfaces. Campus groups who post in unapproved locations will be subject to loss of privileges to post promotional materials on campus.

- To post publicity in a residence hall please go to the Office of Residence Life for approval.
- Washable Chalk may be used by students, faculty, and staff for creating promotional messages on approved exterior surfaces of the Averett University campus in compliance with University Policy. Chalk messages must be on horizontal sidewalk surfaces. Any group or individual that writes a chalk message that requires power washing to remove will be charged appropriately for its removal. Chalk messages need to follow Posting Policy guidelines in terms of content allowed.
- Students, faculty and staff are able to use the windows of the Student Center to publicize an event or program. Paint can be borrowed from the Office of Student Engagement and Leadership Development and all content must be approved by the Assistant Director of Student Engagement and Leadership Development.
- The rock on campus is available for faculty, staff and students to paint to publicize an event or program. Content must be approved by the Director of Student Engagement and Leadership Development at least one week prior to the event. The rock can be painted for two weeks and after that time period the office or organization is responsible for repainting it in a neutral color if not already painted by another organization.

Approved Posting Locations

Frith Hall

Posting strips in hallways

Library

Entrance - bulletin board

Student Center

First Floor - Near entrance - bulletin board

Second Floor - Game room - 2 bulletin boards
Computer lab - bulletin board

Third Floor - Dining Hall entrance - bulletin board

Fourth Floor - Clubs Area - bulletin Board

Approved Residence Life Posting Locations*

****To have publicity placed in a Residence Hall please go to the Office of Residence Life for approval. The RA's will be responsible for placing publicity in these locations.****

Main Hall

Third Main - Bulletin board in hallway near bathroom

Second Davenport - Bulletin board in hallway near bathroom

Third Davenport - Bulletin board in hallway near bathroom

Fourth Davenport - Bulletin board in hallway near bathroom

Bottom Danville - Bulletin board in hallway near bathroom

Top Danville - Bulletin board in hallway near bathroom

Fourth Bishop - Bulletin board in hallway near bathroom

Fugate Hall

Fugate Lobby - Near entrance door

Basement Floor - Middle of hallway

Ground Floor Hallway - Middle of hallway

Second Floor - Middle of hallway
Third Floor - Middle of hallway

Commons Apartments

Breezeway on ground floor of each building

Posters, Signs and Advertisement GPS Regional Campuses

The Averett University Posting 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 Associate Dean of Distance Education, or her designee, is responsible for reviewing and either approving or rejecting all proposed posters, with the exception of all posters for department sponsored events. Before posting items on campus, students should review the complete posting policy below. Please send to kcarter@averett.edu for approval. Once approved all posters must be placed on classroom/breakroom bulletin boards only.

Averett University Posting Policy - GPS Regional Campuses

- All flyers, posters and other printed materials that are posted on approved surfaces must be stamped the by Associate Dean of Distance Education before placing on bulletin boards. This includes student organizations, academic departments, individual students, faculty and staff, as well as off campus organizations (service and commercial).
- Publicity must not be abusive or in any way contribute to or encourage the creation of a hostile environment within the Averett University Community. References to or depiction of the consumption of alcoholic beverages are prohibited.
- Publicity may not promote the violation of University policy or local, state, or federal law. The sponsors' names must be prominently displayed on the advertisement, except advertisements by individuals.
- The use of Averett University's logos or the Cougar mascot on advertisements must be approved through the Office of Marketing and Communication at 434-791-5684. All such approval requests should be submitted at least 1 week before they are to be printed.
- No posting will be permitted on walls, windows, doors, trash receptacles, and elevators.. Postings will be taken down ithe are noticed on any of the above surfaces. Campus groups who post in unapproved locations will be subject to loss of privileges to post promotional materials on campus.

PUBLICATION POLICIES

Student publications sanctioned by 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 produce quality student publications. This responsibility lies initially with the editor of each publication who considers all materials submitted. Consequently, the editor of each publication is accountable for its contents, assuming all materials stay within the bounds of professional journalism. Editors are expected to follow the advice of advisors in matters of quality, professionalism and legal liability.

The editor of each publication is expected to work closely with the advisor. The advisor and the editor should promote the student publication 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 published must meet the standards of professional journalism and be appropriate for the Averett community. 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* are chosen by the advisors on the basis of applications or interviews. The advisors 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 are appointed by the University and are responsible to the Vice President of Academic Affairs. 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 consists of faculty of the English Department whose coordinator serves as chair for the board. One student member appointed by the Student Government Association 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 Vice President for Academic Affairs. All decisions and rulings are subject to review by the President of the University.

Unauthorized Publications

Averett University prohibits the unauthorized use of the 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.

SEARCH AND SEIZURE

Searches

While the University respects the privacy rights of its students, when there is reasons 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 common areas 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. Authorized searches cover the facility and all items within it, including student belongings. A search of a student's room within a residence hall or campus apartment will be conducted by University officials in the following manner:

- The Dean of Students and/or his designee will authorize two or more persons to conduct the search.
- Those conducting the search and/or any other persons present with them will knock on the door of the room in question. If they are not admitted, they will enter the room using a passkey, if necessary.
- 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. The above statement dealing with the search of a student's room are also applicable to student vehicles and other area used by students that are on the property of Averett University.

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 Life staff accompany Campus Security officers and observe a search conducted as a result of a search warrant.

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 conducted the search. 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 notice.

SMOKING

Smoking of many tobacco product (cigarettes, cigars, or pipes), the use of electronic cigarettes, and the possession of hookah pipes are not permitted in any campus facility. This includes all residential facilities, apartment balconies, academic buildings, the Student Center, and athletic facilities. All smoking materials (butts matches, etc.) must be disposed of in appropriate and fire resistant receptacles outside of buildings. 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

The use of smokeless tobacco is not permitted inside campus facilities including residential facilities,

apartment balconies, academic buildings, the Student Center, and the athletic facilities. Use of this substance is strongly discouraged in all other areas 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.

SOLICITATION

For the safety and privacy of all members of the Averett University community, there shall be no solicitation on campus or in campus buildings by non-University organizations, businesses or individuals, without prior written permission from the Dean of Students and/or Director of Residence Life. Any authorized visitors will be informed they must check in at the Security office at 204 Woodland Drive where they will receive the appropriate passes for access to campus.

Individual students and students representing campus organizations are not permitted to solicit contributions and gifts on the Averett campus. Student organizations planning campus fundraising events must complete a request form with the Office of Student Engagement and Leadership Development 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.

The Chanticleer may sell ads for its publication provided the appropriate permission is granted by the publications board.

TECHNOLOGY ACCEPTABLE USE POLICY

Acceptable Use & Administration of Computer and Communications Systems

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 PBX 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 code, employee handbook, student handbook, 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., Microsoft Security Essentials.
- Use resources only for authorized purposes.
- Protect his or her user id and system from unauthorized use. Students are responsible for all activities on their user id or that originate from their systems.
- Access only information that is one's own, that is publicly available, or to which the student has been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in one's 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 one's 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.
- Install routers, wireless routers, repeaters, bridges or managed switches on the network.
- 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 sys-

tems, 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 Code, the University Code of Conduct, 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, Averett University Security 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.

AVERETT UNIVERSITY CONDUCT SYSTEM

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 conduct system is educational, preventive, corrective, 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, off campus, involved in campus activities, or representing the University in any function.

- 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 or she is a member.
- When disciplinary action becomes necessary, that action must be handled expeditiously.
- 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 during orientation to the University, in residence hall meetings, the Student Handbook, contact with faculty and staff, and in disciplinary hearings.
- 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 Campus Safety and Security, the Residence Life Office or the Dean of Students Office, who shall decide whether there is sufficient cause for a formal charge and the initiation of conduct proceedings. Incidents reported to the Dean of Students Office will be documented and given to a University designated conduct officer. The accused student will be notified of the charge and a scheduled appointment with the conduct officer. At this meeting, the University hearing officer assigned to the case will explain to the accused student the charge(s) against him or her.

During the meeting, the student has the following rights:

- To be presumed not responsible for a violation until charges have been proven.
- To have a written statement of the charges.
- To have a written notice of the date, time, and place of his or her hearing and the opportunity to review a copy of the incident report.
- To have a fair and impartial hearing before a University hearing officer or the Averett Conduct Board.
- To have the hearing postponed for good cause (Request for postponement must be made no less than 24 hours prior to the scheduled time of the hearing and must be made in writing to the hearing officer assigned to the case).
- To bring a student advocate from the Averett University community to the conduct meeting. (Please review the specifics of this person's role below in item 2 of Conduct Hearing Procedures.)
- To hear the evidence.
- To present witnesses on his or her own behalf. The conduct 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 present at the hearing and/or to challenge all written statements presented at the hearing.
- To testify in his or her own behalf.
- To be notified of the decision in writing.

Limits to Student Rights

In some situations, the Dean of Students, or her designee, may place students on immediate interim suspension. If this occurs, the student must leave campus immediately and is not eligible to return to campus until the incident resulting in the suspension decision has been resolved.

Some incidents that involve a violation of University policy, by their very nature, are so severe that a hearing (administrative or by a full board) is not needed to determine that a student should no longer be part of the University community. Examples of policy violations where this may take place include, but are not limited to, possession of weapons on campus, distribution of illegal drugs, fighting, and making threats (physical and/or verbal) to any member of the Averett University community (faculty, staff, students). In these situations, the University President, Dean of Students, or the designee of either, may impose immediate suspension or expulsion from the University.

Additionally, any student who is arrested and taken into custody by local and/or federal law enforcement officers will be placed on interim suspension at least through the remainder of the semester in which he or she is arrested.

As with any disciplinary situation, students are guaranteed the right to appeal these decisions as outlined below.

REVIEW AND ASSIGNMENT OF DOCUMENTED INCIDENTS

Documented incidents of alleged violations of the Averett University Code of Conduct are reviewed in weekly meetings by the Dean of Students, Director of Residence Life, Chief of Campus Safety & Security, Assistant Dean of Students/Title IX Coordinator, Director of Wellness Counseling, and the Chaplain. Each case is discussed and, based on the information presented in the documentation, a determination is made regarding which, if any, policies have been violated and by which documented students. Where students are believed to be in violation of university policies, the case is assigned to either an informal hearing, or an administrative hearing. Most incidents are automatically assigned to an informal hearing; however, it is the discretion of this reviewing group to determine if a case should be heard by an administrative hearing.

Informal Hearing

Informal hearings are a means by which the case may be adjudicated as expeditiously as possible. The following staff members may be assigned to hear a case in an informal hearing: the Director of Residence Life, the Assistant Director of Housing Operations, the Assistant Director of Residence Life, the Assistant Dean of Students/Title IX Coordinator, or the Residence Life Graduate Hall Directors.

Averett Student Conduct Board

At the determination of the student's election to dispute responsibility of a violation in an informal hearing, a case will be assigned to a full Student Conduct Board Hearing. If a student wishes to request a full hearing board during their Informal Hearing, he or she must make this request to their Informal Hearing Officer, or the Dean of Students within two (2) business days (excluding University holidays, weekends, and breaks) prior to the informal hearing.

The Averett Conduct Board shall consist of five (5) student members, who shall be selected by the Dean of Students or their designee at their discretion. The Chairperson of the Student Conduct Board will count as one member and will have, in addition to his or her authority as Chairperson, the same voting and other rights as other members of the board. A member of the University administration will be responsible for representing the university in the hearing.

Administrative Hearing

Administrative hearings are designated for incidents deemed beyond the scope of an informal hearing by the above mentioned group who reviews reports. Cases forwarded to an Administrative Hearing are those in which a student has been through the conduct process multiple times, or when the infraction is severe enough for suspension to be considered. Administrative Hearings will also be heard if the Student Conduct Board decision is being appealed by a student. Requirements to appeal a Student Conduct Board decisions will only be considered if it meets one of the two below criteria under "Appeal Procedures".

An administrative hearing consists of a discussion between the Dean of Students, or their designee, and the accused student. Accused students wishing to provide evidence presented by other students/witnesses must notify the hearing officer so that these witnesses can be contacted. The hearing officer considers only information pertaining to the current case when making a decision regarding responsibility. The hearing officer may or may not provide judgment at the time of the hearing and

reserves the right to continue investigation and/or question additional witnesses. When the hearing officer is ready to make a decision, it is based on the preponderance of the evidence. If the accused is found responsible, any previous violations may be considered in the imposition of appropriate sanctions.

Once a final decision has been made, the accused student will be notified by the hearing officer. In cases where a decision is made during the meeting, the hearing officer may complete the hearing decision letter, and any other appropriate paperwork, and provide a copy to the accused student, or direct the student to their e-mail where he/she can view the decision letter. Either method constitutes receipt of the decision in writing. Once the student receives the decision in writing, he or she has two (2) business days (excluding University holidays, weekends, and breaks) to file a written appeal to the appropriate office. See Appeal Procedures for complete instructions for properly filing an appeal.

Averett Appellate Conduct Board

The Averett Appellate Board is designated for use only in incidents in which an administrative hearing has taken place, and a student wishes to appeal a decision of their case, or in which a student elects to appeal an interim measure imposed on the student. If a student wishes to request a full hearing board, he or she must make this request to the Dean of Students or their designee within two (2) business days (excluding University holidays, weekends, and breaks) of receiving decision notification to file a written appeal to the appropriate officer. Requests for a full appellate conduct board hearing must be based on substantial concerns and will be left to the discretion of the University staff assigned to review the request.

The Averett Appellate Conduct 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 or their designee at their discretion. The Chairperson of the Conduct Board will count as one member and will have, in addition to his or her authority as Chairperson, the same voting and other rights as other members of the board. No member of the University senior administration may be appointed to serve on the Conduct Hearing Board. For the purpose of this provision only, "University senior administration" shall be deemed to include members of the President's Council.

NOTIFICATION OF A HEARING

Students will receive notice of the hearing to their University email. Failure on the part of a student to respond to two attempts to notify the student of a scheduled meeting with a hearing officer or hearing board may result in a hearing of the case in absentia and the issuing of appropriate sanctions as outlined in the Student Handbook. A student who does not appear for a scheduled hearing may also face additional charges and sanctions for failure to comply with a University Official (section 10 of the Code of Conduct).

CONDUCT 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. One example of this difference is that the burden of proof in all conduct matters shall be a preponderance of the evidence. This is different from the court system's need for proof "beyond a reasonable doubt."

Both administrative and conduct board 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 Conduct Board, the hearing officer, the alleged victim (if

- any) or the accused student.
2. The accused student may only bring an advocate from the Averett University community to the hearing. The advocate may counsel the student but may not speak in lieu of the student. An advocate in a Conduct Hearing may not be a witness of fact. The role of the advocate is to counsel, advise, and support the student in a non-disruptive manner. The primary responsibility for representing the case, however, will rest with the student. The advocate may only address the Board directly as the Board deems appropriate. To ensure the confidentiality of the student, advocates may not be present for the decision and sanctioning phases of the hearing. Note: *Attorneys or other legal counsel or parents of the accused student are not permitted in University conduct hearings.*
 3. The accused student may present information on his/her behalf. The accused student may also ask questions of witnesses called by others.
 4. A student may be found responsible for violating University policy by either the hearing officer (administrative hearing) or by a majority vote of the board members (Student Conduct Board or Appellate Conduct Board).

Student Conduct Board

If a student conduct hearing board is convened, the accused will be provided a list of members on the hearing board prior to the hearing and asked if he or 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, a replacement member may be found or, with the permission of both the accused and the University representation, the hearing will proceed without a full board. The accused is responsible for providing to the Dean of Students Office or their designee, the names and contact information for any witnesses they would like present on their behalf at the hearing.

- A Conduct Board hearing will be conducted in the following manner:
 - a. The chairperson will call the room to order and introduce the members of the board;
 - b. The charges are read and the plea is entered (student may plead responsible or not responsible);
 - c. Witnesses supporting the charges are heard and questioned by the board, University representation, and the accused;
 - d. Witnesses for the accused are heard and questioned by the board, University representation, and the accused;
 - e. The accused is asked if he or she has any further information or statement before the deliberation begins;
 - f. All persons except the board members are excused;
 - g. 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 or lower the sanction.
 - h. If the accused is found responsible, any previous violations may 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 inform the accused of the right to appeal.

Note: Averett Conduct Board proceedings are digitally audio-recorded. Digital audio recordings are erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Digital audio recordings will remain the sole property of Averett University.

Averett Appellate Conduct Board

If an appellate conduct hearing board is convened, the accused will be provided a list of members on the hearing board prior to the hearing and asked if he or 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, a replacement member may be found or, with the permission of both the accused and the University representation, the hearing will proceed without a full board. The accused is responsible for providing to the Dean of Students Office ore their designee, the names and contact information for any witnesses they would like present on their behalf at the hearing.

- A Conduct Board hearing will be conducted in the following manner:
- a. The chairperson will call the room to order and introduce the members of the board;
 - b. The charges are read and the plea is entered (student may plead responsible or not responsible);
 - c. Witnesses supporting the charges are heard and questioned by the board, University representation, and the accused;
 - d. Witnesses for the accused are heard and questioned by the board, University representation, and the accused;
 - e. The accused is asked if he or she has any further information or statement before the deliberation begins;
 - f. All persons except the board members are excused;
 - g. 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 or lower the sanction.
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Note: Averett Conduct Board proceedings are digitally audio-recorded. Digital audio recordings are erased if there is no appeal of the hearing board decision or within six days of the conclusion of the appeals process. Digital audio recordings will remain the sole property of Averett University.

SANCTIONS

The following sanctions may be assigned singularly or in combination at the discretion of the hearing board or officer. This list is not inclusive and serves as examples of the types of sanctions that may be assigned as a result of being found responsible for violating a policy in the Averett Code of Conduct. As such, hearing officers and boards are not bound to particular sanctions depending on the violation. Instead, they work with the student to identify the best way to bring resolution to the disciplinary matter. Students may receive various sanctions depending on the nature of the case.

Failure to fulfill the sanction obligations outlined in the hearing may result in further conduct charges,

and will result in a Dean of Students hold being placed on the student's account until the sanctions have been completed to the satisfaction of the original hearing body. This hold prevents a student from receiving grades, obtaining official transcripts, registering for a subsequent semester, or graduating (if applicable):

- **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 or 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 one semester and a maximum of one full calendar year while enrolled at Averett.
- **Restitution** - A student may be required to make reimbursement for any damages resulting from the student's behavior.
- **Loss of Privilege** - 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 co-curricular activities including but not limited to athletic or other University-sponsored events or activities.
- **No Contact Order** - A No Contact Order is issued to prohibit contact between involved parties, and provides guidelines for and restrictions of behaviors and communications between them. In situations in which involved parties share a class, efforts will be made to relocate an involved party to another section of the class or prohibit a student's presence yet enable their continuation in the class through communication with the instructor. The No Contact Order is a disciplinary sanction, and it will appear on a student's disciplinary record. Furthermore, a knowing violation of a No Contact Order is prohibited and may result in disciplinary action up to and including suspension or expulsion (a "knowing" violation is defined as follows: whether the student knew or reasonably should have known that his/her behavior constituted a violation of the No Contact Order).
- **Parent Notification** – Students under the age of 21 who are found in violation of the campus alcohol or other drug policies may receive parental notification as a sanction. In these situations, notification that students have been found in violation of the campus alcohol or other drug policies will be sent home to the student's parent or guardian.
- **Coach Notification** – As per an agreement between athletics and student life, students who participate in varsity athletics who are found in violation of campus policies will have their coach notified as part of their sanction. This notification is copied to the Director of Athletics and occurs whether or not the sport is in season.
- **Aviation Department Chair Notification** – As per an agreement between the aviation program and student life, students enrolled in aviation classes who are found in violation of campus policies will have the department chair notified as part of their sanction.
- **Work Project** - Project assignments may consist of (1) Community Service or (2) Educational Task.
 - **Community Service 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 may double.

Then, if the hours are not completed by the second assigned deadline, the student may be fined in addition to being required to complete the work hours.

- **Educational Task** - Any student who plans to confirm the allegations against him or her is eligible to be sanctioned a constructive or educational task determined by the sanctioning matrix assigned for the violations of identified codes. If the task is not satisfactorily completed by the due date, the student is subject to further disciplinary action. The conduct 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. There may be an educational fee associated with these programs.
- Educational Fees include BASICS \$100. All fees are billed directly to the student's account.
 - **BASICS (Brief Alcohol Screening and Intervention of College Students: A Harm Reduction Approach)** is a preventive intervention for college students 18 to 24 years old. It is aimed at students who drink alcohol heavily and have experienced or are at risk for experiencing alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault and violence. BASICS is conducted over the course of two interviews. This brief, limited intervention prompts students to change their drinking patterns and reduce alcohol-related harm to themselves and others. BASICS-M has been developed to do a similar screening and intervention for marijuana use.
- **Deferred Sanction** - 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 Code of Conduct.
- **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 or he is found in violation of any other policy, regulation, or law, or is otherwise deemed to have failed to be of good behavior, she or 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 or her continued presence at the University constitutes a danger to property, the student, or others, the student may be placed on Immediate Interim Suspension. This includes, but is not limited to threats and acts of violence, assault, and sexual assault. The student is barred from the campus and all University related activities until a disciplinary hearing can be held. Students may be placed on Immediate Interim Suspension by the Dean of Students or his or her designee.
- **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 or he is not to return to 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 or he has been suspended, the student 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. 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.

Additional Sanctions for Student Athletes

If a student athlete is charged or has been found responsible for violating any of the University's policies found in the Student Handbook, the director of athletics or designee, in consultation with the head coach, may approve sanctions over and above those imposed through the University's student conduct system, which may range from a warning to dismissal from the team.

APPEAL PROCEDURES

The decision of an administrative hearing officer, or an interim measure, may be appealed by the responsible student for one or more of the following reasons:

1. Discovery of substantial new facts that were unavailable at the time of the hearing and which could affect the hearing board or hearing officer's decision.
2. Violation(s) of hearing procedure so substantial as to deny the accused a fair hearing.

All requests for appeal must outline the following:

1. If appeal is based on new facts:
 - a. Description of new evidence.
 - b. Name(s) of individual(s) who will present the new evidence.
 - c. Reason(s) why the new evidence was not discussed at original hearing.
 - d. Reason(s) why the new evidence will result in a decision other than that which was originally made.
2. If appeal is based on violation(s) of hearing procedure:
 - a. Citation of specific procedures in the Student Handbook that were inappropriately followed,
 - b. Reason(s) why procedural error was not mentioned in the original hearing.
 - c. Reason(s) why correction of error will result in a decision other than that which was originally made

Administrative Hearing Appeals

Students may appeal a decision from an administrative hearing based on the above mentioned criteria. A student wishing to appeal his or her case must file a written notice to the hearing officer, or the officer's designee within two (2) working days (excluding University holidays, weekends, and breaks) after the student is notified of the decision of the administrative hearing. Once the appeal has been filed, the hearing officer, or their designee, shall forward the appeal to the Dean of Students, or their designee, for review. If, after review, substantial evidence is presented to warrant appeal, the Dean of Students, or their designee, shall convene an Appellate Conduct Board Hearing.

If a student wishes to appeal his or her case where the Dean of Students was the initial administrative hearing officer, the student must file a written notice to the Dean of Students within two (2) working days (excluding University holidays, weekends, and breaks) after the administrative hearing. Once the appeal has been filed, the Dean of Students shall forward the appeal to the Executive Vice President for review. If, after review, substantial evidence is presented to warrant appeal, the Executive Vice President will ask the Dean of Students to convene a full conduct board to review the case. The board will be gathered in accordance with the aforementioned guidelines and the hearing will proceed in accordance with the same guidelines. Upon review of the case, the conduct board will make the final decision in the case and notify the student.

Conduct Board Hearing Appeals

Students wishing to appeal the decision of the Student Conduct Hearing Board must file a written notice to the Dean of Students, or their designee within two (2) working days (excluding University holidays, weekends, and breaks) after being notified of the results of the hearing. Once the appeal has been filed, the Dean of Students, or their designee, shall review the appeal, meet with the chair of the original hearing board, review the recordings from the original hearing, and review the file presented to the original hearing board. Upon review of the file, the Dean of Students, or their designee who serves as an administrative hearing officer, will make the final decision in the case and notify the accused student.

Appeal Decisions

Students have an option for one (1) appeal in conduct cases.

The decision of the appellate body is considered the final decision in the matter.

The appellate body may:

1. Uphold the original decision
2. Request the case be heard again by the original hearing body. This is done only in the case of serious procedural error or new evidence that is so significant that the decision of the original hearing body would have likely been different.
3. Uphold the original decision but alter or reduce the original sanction(s). This is done in cases where the sanctions are deemed excessive relative to the offense and its standard recommended sanction.

DISCIPLINARY RECORDS

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

Student conduct records will be maintained:

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

STUDENT CODE OF CONDUCT

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. Violation of these policies and/or the aforementioned policies (i.e. Residence Life Policies, Community Standards and Policies, Technology Acceptable Use Policy) can result in official conduct charges from the University. Additionally, 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. The University will not assume responsibility for students who's off campus behavior results in criminal charges (e.g. bond, bail, lawyers, etc.). However, under the Averett Conduct System, Averett University officials reserve the right to hold students accountable for behavior occurring off campus that is in violation of the Code of Conduct.

Violations and Outcomes

Alcohol Violations (Section 1)

1. Drinking on Campus
2. Being under the influence of alcoholic beverages on campus- A person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties.
3. Possession of alcoholic beverages/ alcoholic beverage containers on campus
4. Possession and/or consumption of alcoholic beverages by students under the age of twenty-one (21)
5. 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).
6. 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.
7. Possession of Drinking Paraphernalia – items used for drinking games or rapid and/or reckless consumption of alcohol
8. Possession of Bulk Quantity- Possession of excessive amounts of alcohol. “Excessive” includes but is not limited to pressurized containers of alcohol, or an amount of alcohol that can be distinguished as more than consumable by amount of residents assigned to the space of the violation.
9. Possession of empty containers- Possession of alcohol containers devoid of alcohol in residential or university property.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|---|--|
| Participating in a mild violation of the University alcohol policy (Sections 1.7, & 1.9) -Issues with low risk of repeat occurrence. | Verbal Warning Parental Notification if student is under 21 Situational: Aviation Chair/Coach Notification | Official Reprimand 5 Community Service Hours Parental Notification if student is under 21 Situational: Aviation Chair/Coach Notification | Disciplinary Probation Alcohol Education Course Parental Notification if student is under 21 Situational: Aviation Chair/Coach Notification |
| Participating in a moderate violation of the University alcohol | Official Reprimand Parental Notification if student is under 21 | Disciplinary Probation BASICS and/or Referral to RHRC for assess- | Referral to Administrative Hearing with |

| | | | |
|---|---|---|--|
| <p>policy (Sections 1.1, 1.2, 1.3, 1.4, & 1.6)</p> <p>-possessing, using, in the presence of or drawing undue attention to one's self due to alcohol consumption on or off campus</p> | <p>Alcohol Education Course</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>ment</p> <p>Parental Notification if student is under 21</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>suspension the likely outcome</p> <p>Parental Notification if student is under 21</p> <p>Situational: Aviation Chair/Coach Notification</p> |
| <p>Personal and/or community risk associated with alcohol violation (Sections 1.2, 1.4, 1.5, & 1.8)</p> <p>-Distributing on campus, large quantities of alcohol, driving under the influence, severe intoxication, medical transports, arrested and/or incapacitated, or drunk in public</p> | <p>Disciplinary Probation</p> <p>BASICS and/or Referral to RHRC for assessment</p> <p>Parental Notification if student is under 21</p> <p>Situational: Aviation Chair/Coach Notification</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | <p>Referral to Administrative Hearing with suspension the likely outcome</p> <p>Parental Notification if student is under 21</p> <p>Situational: Aviation Chair/Coach Notification</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | |

Attempted Offenses (Section 2)

An attempt to violate 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 responsible for attempting such an offense (should the evidence warrant such a finding).

Computer Misuse (Section 3)

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

1. Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement, libel or invasion of privacy;
2. Tampering with files or information that belongs to someone else;
3. Using any computer to examine, modify or copy programs or data other than one's own without proper authorization;
4. Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures;
5. Depriving or attempting to deprive other users of access to computing/network resources or services;
6. Copying of computer software or other copyrighted material without authorization;

- 7. Using another person's computer ID without authorization;
- 8. Accessing or using another person's files without authorization;
- 9. Abusing or interfering with the operation of any University computer, network or telecommunications system.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|---|--|
| Participating in a mild violation of the Computer Misuse policy (Sections 3.7, & 3.8) | Verbal Warning Written Apology Situational: Aviation Chair/Coach Notification | Official Reprimand Written Apology 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Disciplinary Probation Written Apology 5 Community Service Hours Situational: Aviation Chair/Coach Notification |
| Participating in a moderate violation of the Computer Misuse (Sections 3.3, 3.6, & 3.9) | Official Reprimand Restitutive Charges Applied Situational: Aviation Chair/Coach Notification | Disciplinary Probation Restitutive Charges Applied Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied |
| Personal and/or community risk associated with Computer Misuse (Sections 3.1, 3.2, 3.4, 3.5) | Disciplinary Probation Restitutive Charges Applied 10 Community Service Hours Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Destruction or Defacing of Property (Section 4)

- 1. Against an individual - Destruction, defacement, damage or removal without the intent to steal an individual's personal property.
- 2. 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 Averett University property.
- 3. Against Neighbors of the University – Destruction, defacement, damage, or removal without the

intent to steal property belonging to anyone residing in the Danville community whether or not immediately adjacent to campus.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|--|
| Participating in the Destruction or Defacement of Property (Sections 4.1, 4.2, & 4.3) - Resulting in damages less than \$100 | Official Reprimand Written Apology Restitutive Charges Applied Situational: Aviation Chair/Coach Notification | Disciplinary Probation Written Apology 5 Community Service Hours Loss of Housing Privilege, may face reassignment Restitutive Charges Applied Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied Situational: Aviation Chair/Coach Notification |
| Participating in the Destruction or Defacement of Property (Sections 4.1, 4.2, & 4.3) - Resulting in damages More than or equal to \$100 | Disciplinary Probation Written Apology Loss of Housing Privilege, may face reassignment 5 Community Service Hours Restitutive Charges Applied Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied | |

Disruptive Conduct (Section 5)

Conduct that is annoying to others, or is disruptive of the rights of others or the orderly operation of the University. This includes, but is not limited to, horseplay; practical jokes; misbehaving in the dining hall or any other area of campus; creating disturbances or disruptions; and preventing or interfering with the orderly conduct of any University business or activity.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|-----------|-------------------------|-------------------------|-------------------------|-------------------------|
|-----------|-------------------------|-------------------------|-------------------------|-------------------------|

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|--|---|---|---|--|
| Participating in Disruptive Conduct | Verbal Warning Situational: Aviation Chair/Coach Notification | Official Reprimand 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Disciplinary Probation Loss of Housing Privilege, may face reassignment 10 Community Service Hours Situational: Avia- tion Chair/Coach Notification | Referral to Admin- istrative Hearing with suspension the likely outcome |
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Dangerous Conduct (Section 6)

An action or practice which has potential to cause emotional or bodily harm, or injury to one's self or another.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|--|---|
| Participating in Dangerous Conduct | Official Reprimand 5 Community Ser- vice Hours Situational: Aviation Chair/Coach Notifi- cation | Disciplinary Proba- tion 10 Community Ser- vice Hours Situational: Aviation Chair/Coach Notifi- cation | Referral to Administrative Hearing with suspension the likely outcome |

Drug Violations (Section 7)

In addition to marijuana and other controlled substances, this policy also defines drugs as other chemical substances, compounds, or combination when used to induce an altered state; and/or including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

1. Possession of Drug Paraphernalia - The possession and/or use of drug paraphernalia as defined in § 18.2-265.1 of the Code of Virginia, 1950, as amended. As defined in the code, “drug paraphernalia’ means all equipment, products, and materials of any kind which are either designed for use or which are intended by [an accused person] ... for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance.” (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-265.1>)
2. Possession of Drugs– possession includes the presence of any substance defined above as drugs on the student’s person, among the property owned by the student, or among University property being used by the student.
3. Use of Drugs
4. Distribution and/or Sale of Drugs - The illegal 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).
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247>

| Violation | 1 st Offense | 2 nd Offense |
|---|--|---|
| Use and or Possession of illegal drugs or drug paraphernalia (Sections 7.1, 7.2, & 7.3) | Disciplinary Probation Drug Education Course and/or Referral to RHRC for assessment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome |
| Use and or Possession of illegal drugs or drug paraphernalia (Sections 7.1, 7.2,7.3 & 7.4) -Possession of more than one half ounce and/or apparent sale or distribution of marijuana (felony), controlled and/or illegal substances. Use or possession of cocaine, heroin, LSD, controlled substances etc. (felony) | Referral to Administrative Hearing with suspension the likely outcome Referral to Dean of Students for possible Immediate Interim Suspension Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Endangerment (Section 8)

Conduct which endangers the physical well-being of one’s self or others. Examples include, but are not limited to, compromising the security of others by propping open an exterior door of any campus building, attempting to force open an exterior door once it has been locked, or intentionally damaging locking mechanisms.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|--|--|--|---|---|
| Participating in a mild violation of the Endangerment policy (Section 8) -Propping exterior doors and windows. | Verbal Warning Situational: Aviation Chair/Coach Notification | Official Reprimand 5 Community Service Hours Situational: Aviation Chair/Coach | Disciplinary Probation 10 Community Service Hours Situational: Aviation Chair/Coach | Referral to Administrative Hearing with suspension the likely outcome |

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| | | Notification | Notification | |
| Participating in a severe violation of the Endangerment policy (Section 8) - Examples include, but are not limited to, compromising the security of others by attempting to force open an exterior door once it has been locked, or intentionally damaging locking mechanisms. | Official Reprimand 5 Community Service Hours Restitutive Charges Applied if Necessary Situational: Aviation Chair/Coach Notification | Disciplinary Probation 10 Community Service Hours Restitutive Charges Applied if Necessary Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome | |

Failure to Carry Identification (Section 9)

Students are expected to carry their Averett University issued ID card at all times. In addition to being necessary for accessing residence halls/rooms and dining services, this card is necessary for identifying students in conduct and/or emergency situations. Failure to replace a missing or stolen card does not exempt one from this policy.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|--|--|---|--|---|
| Failure to Carry Identification (Section 9) | Verbal Warning Situational: Aviation Chair/Coach Notification | Official Reprimand 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Disciplinary Probation 10 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome |

Failure to Comply with a University Official (Section 10)

Students are required to comply with University officials or agents of the University in the performance of their duties, specifically including, but not limited to Resident Assistants, Residence Hall Directors, and Security Officers. Below are examples of actions that represent violations of this policy:

1. Refusal to present an ID upon request
2. Failure to attend a scheduled meeting with a hearing officer or conduct board, or to contact the appropriate person in a timely manner to reschedule
3. Failure to complete sanctions as assigned by a hearing officer or conduct board

4. Failure to evacuate a building during a fire alarm or when otherwise so ordered by a University official
5. Failure to comply with any other reasonable and/or lawful request of a University official

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|--|--|---|
| Failure to Comply with a University Official (Sections 10.2, & 10.3) | Brief extension of deadline to comply with assigned task Situational: Aviation Chair/Coach Notification | Referral to CHB with Disciplinary Probation a possible outcome Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |
| Failure to Comply with a University Official (Sections 10.1, 10.4, & 10.5) | Disciplinary Probation 10 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension or expulsion the likely outcome | |

Contempt of Student Conduct Process (Section 11)

The following are prohibited: disrupting student conduct proceedings, insulting the dignity of the hearing panel/administrator and the Student Conduct System, and failing to appear as a witness at a hearing.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|--|---|
| <u>Contempt of Student Conduct Process</u> -Failing to Appear as a witness at a hearing. | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Educational Assignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome |
| <u>Contempt of Student Conduct Process</u> - <u>Disrupting student conduct proceedings, insulting the dignity of the hearing panel/administrator and the Student Conduct System, etc.</u> | Disciplinary Probation 10 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome | |

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Falsification of Information (Section 12)

Making a false statement or providing inaccurate information to any member of the University community (student, faculty, staff or administrator) with the intention of deceiving. Such falsification might include, but is not limited to, forged signatures and inaccurate information on course registration materials, an admissions application, work-study forms, University records or student ID card documentation. Misrepresenting oneself or others through the use of University property or resources (including e-mail, the Internet, telephone or verbally) is also considered a violation.

| Violation | 1 st Offense | 2 nd Offense |
|--|--|---|
| <u>Falsification of Information</u> | Disciplinary Probation Educational Assignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome |

Fighting (Section 13)

An encounter coming to physical blows, or where any other unwanted physical contact with another person is made. Other personal violence between two or more persons will also be considered a violation of this policy. Any encounter that takes place involving students will be a violation of this policy, regardless of location.

| Violation | 1 st Offense | 2 nd Offense |
|------------------------|---|--|
| <u>Fighting</u> | Disciplinary Probation 10 Community Service Hours Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome |

Fire Safety (Section 14)

1. Tampering with or removing fire alarms, fire extinguishers and suppression systems, exit signs, emergency lighting or other safety equipment
2. Activating false alarms
3. Fire setting - deliberately lighting or setting a fire without authorization
4. Arson - deliberately lighting or setting a fire maliciously and/or with the intention of destroying property
5. Possession of prohibited items, including but not limited to candles, halogen lights, and live Christmas trees or similar decorations

6. Failure to evacuate during a fire alarm

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|--|---|
| <u>Fire Safety</u> (Sections 14.5, & 14.6) | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |
| <u>Fire Safety</u> (Sections 14.1, 14.2, & 14.3) | Disciplinary Probation Educational Assignment Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension a possible outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |
| <u>Fire Safety</u> (Sections 14.4) | Referral to Administrative Hearing with suspension a possible outcome Referral to Dean of Students for possible Immediate Interim Suspension | | |

Gambling (Section 15)

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

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|------------------------|--|---|---|
| <u>Gambling</u> | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |

Harassment and/or Bullying (Section 16)

Harassment is any action or behavior which may be offensive toward, or create an offensive environment for any group or individual member of the University community on the basis of any physical trait, belief, or identity including, but not limited to race, gender, religion, ethnicity, national origin, age, or disability. Additionally, harassment includes any actions that create a hostile working environment for another individual, and any action that 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. Examples of acts that are prohibited by this policy include, but are not limited to, unsolicited remarks, gestures, physical contact; use

of obscene, vulgar, profane, lewd, lascivious or indecent language; the making of a proposal of an indecent nature; the threatening of any person; or display or circulation of materials or pictures derogatory to a person on the basis of physical trait, belief, or identity including, but not limited to race, gender, religion, ethnicity, national origin, age, or disability. 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.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|-----------------------------------|---|---|-------------------------|
| Harassment and/or Bullying | Disciplinary Probation Educational Assignment Loss of Housing Privilege, may face reassignment Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension or expulsion the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Bullying (Section 17)

Bullying is when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons and he or she has difficulty defending him- or herself. There are three elements that factor into bullying behavior: 1) Bullying is aggressive behavior that involves unwanted, negative actions, 2) Bullying involves a pattern of behavior repeated over time, and 3) Bullying involves an imbalance of power or strength.

Bullying behavior may appear in different ways such as derogatory comments and name calling; social exclusion or isolation; physical acts such as hitting, kicking, shoving, and spitting; misrepresentation of another’s character through lies and false rumors; or by the use of technology through text messaging and/or the use of social media platforms.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|-----------------------------------|---|---|-------------------------|
| Harassment and/or Bullying | Disciplinary Probation Educational Assignment Loss of Housing Privilege, may face reassignment Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension or expulsion the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Hazing (Section 18)

Any action or situation created whether on or off campus which results in mental or physical discomfort, embarrassment, harassment, mistreatment, pain, fright, disgrace, or ridicule of another as part of the initiation or induction into an organization; including required or requested actions as well as obligations placed on the person. 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 federal, state, and local statutes, as well as the rules and regulations of Averett University, the willingness of individuals to participate notwithstanding. The actions described above include any carried out or situations created by current students that are members of the organization/team, alumni of the organization/team, or faculty and staff associated with the organization/team.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---------------|---|---|-------------------------|
| Hazing | Disciplinary Probation Educational Assignment Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension or expulsion the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Health and Safety Violations (Section 19)

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.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|-------------------------------------|---|---|--|---|
| Health and Safety Violations | Verbal Warning Restitutive cleaning by assigned date Situational: Aviation Chair/Coach Notification | Official Reprimand Restitutive cleaning by assigned date Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Restitutive cleaning by assigned date Loss of Housing Privilege, may face reassignment 5 Community Service Hours | Referral to Administrative Hearing with suspension a possible outcome |

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|--|--|--|---|--|
| | | | Situational: Aviation Chair/Coach Notification | |
|--|--|--|---|--|

Laws of the Wider Society (Section 20)

1. 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.

2. Personal Responsibility on/off Campus to conduct one's self in a non-disruptive and civil manner.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|---|-------------------------|
| <p>Laws of the Wider Society (Sections 20.1 & 20.2)</p> <p>- Violation of Federal, State, or Local laws or ordinances or accomplice to any such violation (misdemeanor)</p> | <p>Disciplinary Probation</p> <p>Situational: Aviation Chair/Coach Notification</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | <p>Referral to Administrative Hearing with suspension the likely outcome</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | |
| <p>Laws of the Wider Society (Sections 20.1 & 20.2)</p> <p>- Violation of Federal, State, or Local laws or accomplice to any such violation (felony)</p> | <p>Referral to Administrative Hearing with suspension the likely outcome</p> <p>Referral to Dean of Students for possible Immediate Interim Suspension</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | | |

Morals and Decency (Section 21)

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. Therefore, behavior in an immoral or indecent way or manner is a violation of policy. Examples of the most serious breach of morals or decency would be instances in which a student committed some act against nature or a heinous or despicable act that reflects poorly on the University.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|-------------------------|
| <p>Personal and/or community risk associated with alcohol violation (Sections 21.2, 21.4, 21.5, & 21.8)</p> <p>-Distributing on campus, large quantities of alcohol, driving under the influence, severe intoxication, medical transports, arrested and/or incapacitated, or drunk in public</p> | <p>Disciplinary Probation 10 Community Service Hours</p> <p>Situational: Aviation Chair/Coach Notification</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | <p>Referral to Administrative Hearing with suspension the likely outcome</p> <p>Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome</p> | |

Noise (Section 22)

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. A policy of 24 hour courtesy hours is always in effect. Students are expected to be courteous and, upon request or complaint, are expected to lower the noise level of their activity.

The residence halls have designated quiet hours to ensure environments that are conducive to studying and sleep (refer to the Residence Life policy section for quiet hour times). Twenty-four hour quiet hours are in effect at the end of each semester beginning on Reading Day and extending through final exam periods (including weekends).

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|-------------------------------|---|---|---|--|
| <p>Noise Violation</p> | <p>RA Warning Meeting with Graduate Hall Director</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>Official Reprimand</p> <p>Educational Assignment</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>Disciplinary Probation</p> <p>Loss of Guest Privilege</p> <p>Loss of Housing Privilege, may face reassignment</p> <p>Situational: Aviation Chair/Coach</p> | <p>Referral to Administrative Hearing with suspension a possible outcome</p> |

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Possession of Firearms or Weapons on Campus (Section 23)

In an effort to provide a safe and secure educational and working environment for its students, employees and visitors, it is the policy of the University that no person shall possess, carry or store a weapon on any property owned, leased or operated by Averett University. This policy also applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any University facility or within a vehicle parked on University property or the streets within or adjoining University property. The term "weapon" includes, but is not limited to, firearms of any kind, BB guns, pellet guns, air guns, airsoft guns, paint ball guns, ammunition, bows and arrows, slingshots, Tasers, knives (other than pocket knives with a folding blade less than three inches in length), martial arts weapons, and toy, counterfeit, replica, or blank firing firearms, pepper spray or mace. This policy includes use or possession on University property of dangerous chemicals, substances, or materials, or explosives, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|-------------------------|
| <p><u>Possession of Firearms or Weapons on Campus</u></p> <p>- Violation of Weapons policy involving possession of toys or replicas of weapons, knives 3-6 inches</p> | <p>Disciplinary Probation or Deferred Suspension</p> <p>Weapons will be seized, ownership may be forfeited</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>Referral to Administrative Hearing with suspension or expulsion the likely outcome</p> <p>Weapons will be seized, ownership may be forfeited</p> | |
| <p><u>Possession of Firearms or Weapons on Campus</u></p> <p>Violation of University Weapons policy involving possession, storage, or use of weapons as defined in paragraph above table</p> | <p>Referral to Administrative Hearing with suspension or expulsion the likely outcome</p> <p>Referral to Dean of Students for possible Immediate Interim Suspension</p> <p>Weapons will be seized, ownership may be forfeited</p> | | |
| <p><u>Possession of Firearms or Weapons on Campus</u></p> <p>- Personal and/or community risk involving a firearm or bow and arrow</p> | <p>Referral to Administrative Hearing with suspension or expulsion the likely outcome</p> <p>Referral to Dean of Stu-</p> | | |

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|--|---|--|--|
| | dents for possible Immediate Interim Suspension Weapons will be seized, ownership may be forfeited | | |
|--|---|--|--|

Possession of Fireworks (Section 24)

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

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--------------------------------|--|---|-------------------------|
| Possession of Fireworks | Disciplinary Probation Fireworks will be seized, ownership may be forfeited Educational Assignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome Fireworks will be seized, ownership may be forfeited | |

Residence Life Violation (Section 25)

Any violation of the policies defined in the Residence Life section of the Student Handbook (beginning on page 22) and not otherwise specifically outlined within the Community Standards and Policies section of the Handbook (beginning on page 31).

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---------------------------------|--|---|---|
| Residence Life Violation | Verbal Warning Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Loss of Housing Privilege, may face reassignment 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome Situational: Aviation Chair/Coach Notification |

Shared Responsibility (Section 26)

Averett University functions as a single community and therefore operates under the concept of shared responsibility for upholding the values and expectations of the community.

1. Any student who is aware that a violation of the Student Code of Conduct is about to occur, is taking place, or has taken place, and who fails to make some reasonable effort to stop the offense, notify a staff member, or remove him- or herself from the situation may be considered responsible for the same violation.
2. Students who reside in a room or apartment are ultimately responsible for violations in that space.
3. Students hosting visitors on campus who are not enrolled at Averett University may be held re-

responsible for the actions of their guests if they violate policies of the Student Code of Conduct.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|---|---|--|--|---|
| Shared Responsibility (Sections 26.1, 26.2, 26.3) | Verbal Warning Educational Assignment Situational: Aviation Chair/Coach Notification | Official Reprimand 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Disciplinary Probation Loss of Housing Privilege, may face reassignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |

Smoking and Smokeless Tobacco (Section 27)

1. Smoking of any tobacco product (cigarettes, cigars, or pipes), or the use of electronic cigarettes, in any campus facility.
2. Possession and/or use of hookah pipes, vaporizers, or electronic cigarettes.
3. Use of smokeless tobacco in any campus facility.
4. Usage of any tobacco, Ecigarettes (vapes), or any nontobacco and aromatic smoking products, including but not limited to clove cigarettes, herbal cigarettes, bidis, within 25 feet of any campus building
(Campus facilities include all residential facilities, apartment balconies, academic buildings, the Student Center, and athletic facilities.)

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|---|---|
| Smoking and Smokeless Tobacco (Sections 27.2, 27.3, 27.4) | Official Reprimand Situational: Aviation Chair/Coach Notification | Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Referral to RHRC for assessment Situational: Aviation Chair/Coach Notification |
| Smoking and Smokeless Tobacco (Sections 27.1) | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Referral to RHRC for assessment Loss of Housing Privilege, may face reassignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |

Theft (Section 28)

1. The unauthorized taking or appropriating of property or services belonging to another individual.
2. The unauthorized possession of property that has been stolen.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|---|-------------------------|
| Theft (Sections 28.1, & 28.2) < \$100 | Disciplinary Probation Restitutive Charges Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome | |
| Theft (Sections 28.1, & 28.2) > \$100 | Restitutive Charges Referral to Administrative Hearing with suspension a possible outcome | | |

Threatening Behavior and/or Language (Section 29)

1. Any physical threat to inflict harm on a person (such as raising fists in a threatening manner) that puts a person in immediate danger or creates an unsafe environment. This includes engaging in conduct that has a direct tendency to cause acts of violence.
2. Any verbal threat to inflict harm on a person that creates an unsafe environment.
3. Any written threat to inflict harm on a person that creates an unsafe environment. This includes postings on social networking sites such as Facebook and Twitter.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|-------------------------|
| <u>Threatening Behavior and/or Language</u> (Sections 29.1, 29.2, & 29.3) | Disciplinary Probation Loss of Housing Privilege, may face reassignment Referral to Dean of Students for possible Immediate Interim Suspension Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion the likely outcome | Referral to Administrative Hearing with suspension or expulsion the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion the likely outcome | |

Trespassing/Unauthorized Occupancy of a Campus Facility (Section 30)

1. Trespassing – going to 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.
2. Unauthorized Occupancy - entering or remaining in residence halls or other University owned

buildings without permission. This includes, but is not limited to, students who are found present in the residence halls during a time period when the residence halls are closed, 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.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|--|-------------------------|
| <u>Trespassing/Unauthorized Occupancy of a Campus Facility</u> (Sections 30.1, & 30.2) | Disciplinary Probation 5 Community Service Hours Situational: Aviation Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | Referral to Administrative Hearing with suspension the likely outcome Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome | |

Unauthorized Use of University Property (Section 31)

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.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|---|
| Unauthorized Use of University Property -Unauthorized possession/removal of University furniture, or maintenance/housekeeping equipment | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome Loss of Housing Privilege, may face reassignment |
| Unauthorized Use of University Property -Unauthorized possession/removal of University computers or technology | Disciplinary Probation 5 Community Service Hours Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension the likely outcome | |

Visitation/Guest Violation (Section 32)

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. Visitation includes student and non-student guests who do not reside

in a particular room, suite, floor, apartment, or building.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|---|---|--|---|---|
| Visitation/Guest Visitation Policy | Verbal Warning Meeting with Graduate Hall Director Situational: Aviation Chair/Coach Notification | Official Reprimand Educational Assignment Situational: Aviation Chair/Coach Notification | Disciplinary Probation Loss of Guest Privilege Loss of Housing Privilege, may face reassignment Situational: Aviation Chair/Coach Notification | Referral to Administrative Hearing with suspension a possible outcome |

Good Neighbor Policy (Section 33)

Averett University students have been living off campus for many years and in most instances have developed positive and lasting relationships with area residents. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of citizenship exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. In fact, some students may find community service activities further their sense of belonging in their neighborhood. Living off campus is a maturing experience that carries concomitant responsibilities.

As a student living in the community, you are a representative of Averett University and your conduct will reflect directly on the University. Families living in the neighborhoods around our campus have a right to enjoy a reasonable level of peace and quiet. As students, your academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors. Most neighborhood residents are not against responsible parties. What concerns them, however, is rowdiness, public drunkenness, disorderly conduct and people partying outside with loud music or other noise late into the night. Party hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, you assume all the risks associated with state and local laws regulating drinking age, noise and public safety when you host a party at your apartment. Recent court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved.

It is important to understand that the University has no interest in regulating what goes on in the privacy of your home. However, when otherwise private actions or behaviors become public and attract the attention of neighbors or others within the community that is when Averett University becomes involved. Living off campus does not circumvent your responsibility as a member of the Averett University community to abide by the Student Code of Conduct. Take the responsibilities of living off

campus seriously. This social experience is part of your education and should be a pleasant one for you and your neighbors.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|--|
| <p>Good Neighbor Policy</p> <p>- Neighborhood or police reports of rowdiness, public drunkenness, disorderly conduct or people partying outside with loud music or other noise late into the night</p> | <p>Official Reprimand</p> <p>Meeting with Dean of Students or their Designee</p> <p>Written Apology</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>Disciplinary Probation</p> <p>Written Apology</p> <p>Loss of Off-Campus Privilege for next Academic Year</p> <p>Situational: Aviation Chair/Coach Notification</p> | <p>Referral to Administrative Hearing with suspension the likely outcome</p> |

MENTAL HEALTH AND SAFETY RESOURCES

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. First, become educated about alcohol abuse and other drug use. Do read material specifically related to the problem and talk to the University counselor (434-791-5624) concerning the approach being considered. 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 the Dean of Students for assistance. Once a 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.

TREATMENT RESOURCES AND SUBSTANCE ABUSE COUNSELING AVERETT UNIVERSITY COUNSELING CENTER

4th Floor of Student Center • ph. 434-791-5624 • email: jkahwajy@averett.edu

Personal counseling is available to students for any problems that may involve the use and/or abuse of drugs and alcohol, including helping someone else with a substance abuse problem. Other issues of concern are also addressed in the Averett Counseling Center. The counseling center maintains many educational resources for those 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, drug, or other problems when needed.

TREATMENT CENTERS

Al-Anon and Al-Anon for Adult Children is 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 434-799-4111.

Alcoholics Anonymous

Service Hours: 24 hours answering service, 434-799-4111

Danville-Pittsylvania Mental Health Services Board

245 Hairston Street • 434-799-0456 • provides mental health, mental retardation, substance abuse and prevention services to the community.

Local and Toll Free Information

- Drug Treatment Referral Service • 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
- STD/HIV/AIDS - Danville Health Department 434-799-5190

For other counseling agencies and additional information, contact the Averett Counseling Center at 434-791-5624.