

## 2018-2019 STUDENT HANDBOOK

Welcome to the 2018-19 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.

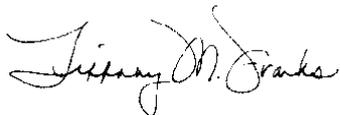
Embrace the Averett culture. We are a very tight-knit family at Averett, and you are now a part of that. The faculty and staff throughout our campuses across the Commonwealth care about you and truly want you to be happy and succeed while you are here and after you graduate.

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,

A handwritten signature in black ink that reads "Tiffany M. Franks". The signature is written in a cursive, flowing style.

Tiffany M. Franks  
President

## **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 .....	791-5775	Bishop Hall
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
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### **Campus Services:**

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

The Averett University Student Handbook is also available online at [www.averett.edu/studentlife/studenthandbook](http://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.

## **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 be a premier student-centered university renowned for innovative teaching and engaged learning.

### **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 outside 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 Awards***

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/>).

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/registrars-office/catalogs/>). Students are expected to become familiar with the Academic Catalog that was in effect for the year they entered Averett University.

### **Degree Requirements**

Please review the "Requirements for Graduation – Undergraduate" and "Second Baccalaureate Degree" sections in the Averett University catalog. Additional requirements, including minimum GPA, departmental admissions and general education specifications, and program listings can also be found in the Catalog.

### **How to Compute 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.

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Hours attempted}}$$

$$\text{Quality Points (for a single class)} = \text{Quality Points}^* \times \text{Hours}$$

<b>A</b> = 4 points	<b>D</b> = 1 point
<b>B</b> = 3 points	<b>F</b> = 0 points
<b>C</b> = 2 points	<b>WF*</b> = 0 points

Example:

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

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total hours attempted}} = \frac{31}{13} = \mathbf{2.38}$$

As each semester is completed, a student's semester hours attempted and total quality points earned increase and are added to any already acquired, and a new grade point average is therefore calculated. Using the above example, if this student attempts 15 hours next semester, his total hours attempted will then be 28 (13+15), and the quality points he earns will be added to the 31 already achieved in order to calculate the his cumulative GPA.

\*A grade of WP (Withdrawn Passing) is not included in hours attempted; therefore it has no effect on the GPA. However, a grade of WF (Withdrawn 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 Student**

#### ***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.

#### **Withdrawal**

Students may be administratively withdrawn from the university in accordance with the Class Attendance -policy found on page 30.

Students may request to withdraw from the University at any time during the semester. Students withdrawing from Averett University must first meet with the Director of Student Success to fill out a withdrawal survey and obtain a withdrawal application form.

Students may contact the Director of Student Success at 434-791-5754, or by e-mail: [eschlauch@averett.edu](mailto:eschlauch@averett.edu). The Office of Student Success is located in the Galesi Family Student Success Center.

Students withdrawing during the semester with no documented extenuating circumstances will have grades of WP or WF posted to their records based on grades assigned by the faculty. In addition, faculty will verify the student's last date of class attendance, and it will be recorded in the Registrar's Office.

A student who withdraws during the semester with an approved, documented circumstance beyond the student's control may have a grade of "WN" posted to the student's academic record. The Director of Student Success will review and verify if the submitted documentation will be approved or unapproved as a circumstance beyond the student's control. The student's last date of class attendance will be verified and recorded by the Registrar's Office. A student who withdraws due to an approved, documented circumstance beyond the student's control may also request to remain under the catalog requirements which were in effect when the student's current enrollment at Averett began. All other students will be required to follow the requirements of the academic catalog which is in effect when they return (re-enter) Averett. **All students returning after withdrawal must complete an application for readmission through the admissions office.**

### **Leave of Absence**

Students may apply for a leave of absence through the Director of Student Success. The following guidelines govern a leave of absence.

1. A leave of absence may only be granted before the beginning of the semester;
2. A leave of absence may be granted for up to one semester. You may request an additional semester through the office of Student Success ;
3. A leave of absence is for a complete semester, meaning that a student cannot be granted a leave for a specified semester and then return to take classes within that semester;
4. A leave of absence will not be granted to students suspended, being considered for suspension, or on probation;
5. A student who has been approved for a leave of absence may remain under the catalog requirements in effect when they first entered Averett;
6. You may not take coursework at any other institution during approved leave time.

**All students returning after a leave of absence must complete an application for readmission through the Admissions Office.**

### **Readmission Process after Withdrawal or Leave of Absence**

All students who have withdrawn or been granted a leave of absence must complete an application for readmission through the Admissions Office. Students who left in good standing, or with an academic status of "warning" may be automatically readmitted and allowed to register for classes.

Students whose academic status was "probation," or "suspension" will have their application submitted to the Academic Policies Council for review. The Council will make a readmission decision before students are allowed to register for classes.

### **Academic Warning, Probation, or Suspension**

In order to meet degree requirements, a student must attain a grade point average of 2.0 or C average. The grade point average is determined by dividing the total quality points earned at Averett

University by the number of GPA credits. The University maintains a graded policy on academic probation in order to indicate to students at different levels of their work that, unless significant improvement occurs, they will not be able to satisfy graduation requirements. The college determines a student's academic standing as indicated in the following table.

**Minimum Standards for Continuance**

<b>Attempted Hours</b>	<b>Academic</b>	<b>Academic</b>	<b>Considered</b>
<b>Or Total Hours*</b>	<b>Warning</b>	<b>Probation</b>	<b>for Academic</b>
<b>(whichever is higher)</b>			<b>Suspension</b>
<b>0-30</b>	<b>1.60-1.99</b>	<b>1.00-1.59</b>	<b>Less than 1.00</b>
<b>31-59</b>	<b>1.90-1.99</b>	<b>1.60-1.89</b>	<b>Less than 1.60</b>
<b>60-120+</b>	—	—	<b>Less than 2.0</b>

**\*Includes hours transferred to Averett University. However, no student is placed on Academic Probation until after their first full year at Averett University unless their cumulative GPA falls below a 1.6 (1.0 for first year students in the 0-30 attempted hours category).**

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 placed on academic warning, probation, and suspension should realize that their financial aid and scholarships may be in jeopardy. 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. Students who are placed on warning or probation will be placed on an academic success contract, and the student must make an appointment with the Director of Student Success in the Student Success Center at that time. 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.

Together the director and the student will develop the academic success contract, which may entail setting up a semester-long tutoring schedule in the Writing Support and/or Academic Support offices. The contract will entail the student meeting with those offices on a regular basis. Further, students will be monitored on their class attendance and achievement. Information on the student will be kept through the semester for review and consideration by Averett University's Academic Policies

Committee. Students may contact the Director of Student Success at 434-791-5754 or by email: [eschlauch@averett.edu](mailto:eschlauch@averett.edu). The Office of Student Success is located in the Galesi Student Success Center.

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 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.
  - 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.

## **Graduate and Professional Studies Students**

### ***Student Success Coaches***

A Student Success Coach (SSC) is the first point of contact for nearly every question or decision a student will make regarding his/her academic career. Specifically, SSC's help students navigate the following policies, processes, and procedures:

- Class Attendance
  - If a student is absent from classes because of an emergency, the Student Success Coach is to be notified, and he or she will notify the instructor(s).
  - After 2 consecutive absences, students are required to provide written confirmation documenting when they plan to return to class. This is to be received no later than the close of business on the day after the 2<sup>nd</sup> absence.

- Leave of Absence
- Academic Probation/Suspension
- Grade Appeal Process
  - A student should first contact his or her instructor if he/she believes that an inappropriate grade has been assigned. If the student is unsatisfied after taking it up with the instructor, he/she is to contact his/her SSC.
- Resources for Academic Support
- Course Withdrawal
- Institutionally Withdrawing from the University

An SSC may be contacted for the reasons above as well as others which may not be listed. For all information on university policies and standards, please see the Academic Standards and Integrity section of the current Averett University catalog.

## **Academic Support**

### **Traditional Students**

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** (<https://www.averett.edu/academics/gfssc/>)

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** (<https://www.averett.edu/academics/academic-support/>)

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.

If a student would like to explore the option of additional services, please contact the Coordinator of Academic Support. For additional information on the process for attaining these services, please refer

to the Averett University Disabilities Services Handbook. ([https://www.averett.edu/wp-content/uploads/Disabilities-Services-Handbook\\_Students\\_Parents\\_Updated-2017.pdf](https://www.averett.edu/wp-content/uploads/Disabilities-Services-Handbook_Students_Parents_Updated-2017.pdf))

### **Writing Support** (<https://www.averett.edu/academics/academic-support/writing-support/>)

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** (<https://www.averett.edu/academics/study-abroad/>)

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.

### **Nontraditional Students**

The mission of the nontraditional Student Services 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. Every nontraditional student at Averett University is assigned a Student Success Coach who works alongside students to create an appropriate registration of classes that is designed to meet the student's distinct needs. When nontraditional students are experiencing challenges and need assistance getting back on track, or they want to maintain or improve their success, Student Success Coaches are available to provide resources and support throughout a student's academic journey.

### **Goals:**

1. To inspire student success and persistence by providing services such as academic support, mentoring, advising and advocacy.
2. To assist students in evaluating or reevaluating progress toward established goals and educational plans.
3. 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.
4. To improve collaborative partnerships that foster engaging and innovative programs, activities and services for our adult learners.
5. To enhance academic support for our adult students by providing tools for student use. (Tutoring and writing support)
6. To employ appropriate assessment measures to evaluate the quality and effectiveness of programs and services offered to our adult students.
7. To effectively communicate and provide support for our adult students regarding their academic standing through the utilization of the early alert system and intentional follow up strategies.
8. To provide correct information about institutional policies, procedures, resources, and programs.

### **Tutoring/Writing Support**

If, at any point in a course, a nontraditional student determines that he or she would like additional enrichment or assistance with a course or assignment, he/she should email [gps\\_tutoring@aumail.averett.edu](mailto:gps_tutoring@aumail.averett.edu). Within 24 hours, the student will receive a reply in which the proper information for how to set up an appointment with the appropriate tutor will be provided. For more information on setting up a tutoring/writing support session, please view the following video: [https://drive.google.com/file/d/1WysuX4UFyzviG5Nf\\_DVmHIYzrYg4PtoQ/view](https://drive.google.com/file/d/1WysuX4UFyzviG5Nf_DVmHIYzrYg4PtoQ/view).

Additional tutoring/writing support services are also available through Smart Thinking (<https://services.smarthinking.com/login/login.php>). This website can also be accessed through the Moodle home page before logging in. In order to access the service, a student will need to log in using his/her Averett credentials.

### **Library Academic Commons @ Blount Library** (<https://averett.libguides.com/library>)

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 library, you can write papers on a Mac or PC, and print at our WEPA (Wireless Everywhere, Print Anywhere) station. You can brainstorm on assignments with other classmates using mobile whiteboards. We also have a scanner and copier, and library staff is available to assist patrons and offer technical support for school-related projects and activities. Contact [aclib@averett.edu](mailto: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/library>.

### **Research Questions and Consultations**

To ask a question or schedule a consultation:

1. Visit the information desk, or use the "Ask a Question" web form (<https://averett.libguides.com/library/consult>).
2. Call a librarian at 791-5692 or 800-543-9440.
3. Email a librarian at [aclib@averett.edu](mailto:aclib@averett.edu).

### **Graduate & Professional Studies**

Students enrolled in Graduate & Professional Studies (BBA, MBA, M.Ed., Nursing, Criminal Justice, etc.) may contact the distance education librarian ([aclib@averett.edu](mailto: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, 40,000 e-journals, and over 300,000 digital 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 2<sup>nd</sup> floor seats 5. Just ask for a

wireless keyboard at the information desk, where you can also borrow headphones for the scholars' workstations. The campus wireless service is available throughout the library.

### **Print Collections**

The library has 96,000 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](mailto:circdesk@averett.edu), or call 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 is happy to help you locate required readings and media.

### **Interlibrary Loan**

Students who need books, articles or other physical media (CDs, DVDs, Blu-Rays, etc.) not held by the Blount Library can obtain them through interlibrary loan. Thanks to agreements with the Virtual Library of Virginia, fees for this service are rare. You will generally receive email links to articles within 2 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 material:** \$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

### **Student Rights**

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, Business 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 statement commenting on the information in the record. That statement will become a part of the education record for as long as the record is held by the University and will be released to any authorized party at the time the record is released. Furthermore, if students feel that the response to their challenges has been unfair or that the provisions of FERPA have not been met, they may file complaints with the **Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, Washington, DC 20201.**

### ***Annual Notification***

It is the policy of Averett University to notify students and parents of their rights under the Family Educational Rights and Privacy Act by notification in the Student Handbook. 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** (<https://www.averett.edu/student-life/student-services/counseling/>)

Students who may have personal concerns, relationship problems, or college adjustment issues will find assistance in the personal counseling center located in Gregory Center 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 ([jkahwajy@averett.edu](mailto:jkahwajy@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. All students are also automatically enrolled in the university's accident insurance plan.

### **Health Services**

The University requires each student to have a completed personal Health History/Immunization Record form in the Student Engagement 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.

(<https://www.averett.edu/student-life/forms/>)

Averett has partnered with an off campus medical facility, SOVAH, 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 on the fourth floor of the Student 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 Assistant Dean 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](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 (<https://www.cdc.gov/vaccines/index.html>) 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.
- **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 Student Engagement 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 (<https://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*** (<https://www.averett.edu/student-life/student-engagement/intramural-sports/>)

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***

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 Student Engagement 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, 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. Carrington Gym is not open 24 hours a day for student use, and needs to be staffed in order for it to be open. The Assistant Dean of Students will post hours at the beginning of each semester.
- **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** (<https://www.averett.edu/student-life/student-engagement/>)

The Office of Student Engagement 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 Dean of Students, Counseling Services, the University Chaplain's office, the Office of Housing and Residence Life and the Health Clinic. 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.

## **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](http://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

### **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/wp-content/uploads/Sexual-Misconduct-Policy-2018.pdf>

### **No Contact Order**

No Contact Order- A No Contact Order is issued to prohibit contact between students when there is a reasonable concern that physical or psychological harm would result from such contact. The No Contact Order provides guidelines for, and restrictions of, behaviors and communications between both parties. In situations in which involved parties share a class, efforts will be made to relocate an involved party to another section of the class. In situations where there is no other section of the class, the No Contact Order may prohibit a student's presence, yet enable their continuation in the class through communication with the instructor. 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 (ex. Reaching out to the other student via text, phone call, email, social media, third party communications, etc.).

The following administrators may issue no Contact Orders: Dean of Students, Assistant Dean of Students/Title IX Coordinator, Director of Housing and Residence Life, or Chief of Campus Safety and Security. The Incident Report Team will review all No Contact Orders annually. Each No Contact Order will remain in effect until the graduation or withdrawal of at least one of the parties, unless the No Contact Order expressly provides otherwise or is modified or rescinded by the Incident Report Team. A student seeking the modification or rescission of a No Contact Order shall so request the administrator who issued the No Contact Order. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the No Contact Order.

## **Residence Life** (<https://www.averett.edu/student-life/housing-and-residence-life/>)

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 to 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.

### ***Ghosting***

Ghosting occurs when students pay for a residence hall space but fail to move into their room. If a student fails to pick up their keys by Drop/Add Day (the Friday of the first full week of classes each semester), the

Residence Life & Housing Office reserves the right to change their housing assignment to a space designated as "overflow" to open up further options for room changes. Should the ghosting resident decide to move into their space after a room assignment has been changed, they will be required to live in their newly assigned space until further accommodations become available.

### **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.

### **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).*
  - *During the commuter application process, if an address which was not originally designated as a parent address is provided, you will be required to submit a Change of Primary Residence Form and provide proof of identification that verifies the change of your primary residence.*
  - *Acceptable IDs are: Virginia Voter Registration card, Virginia Driver's License, & Virginia State Identification Card. In addition, the parent must show a tax related document. The tax related document can be either a State or Federal Tax return, utilities or cable bill, or recent paystub which lists the new address.*
- *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 with proof of independent status through financial aid/student accounts who has lived on campus for one full year (2 semesters).*
- *Student who has extenuating, unforeseeable needs (medical, financial, etc.) that cannot be met by any of the housing options on campus.*
  - *Students must submit an Averett University Housing and Residence Life Medical Waiver Form, which is to be completed by the student and the student's healthcare provider.*
  - *Parent/Guardian statement supporting need to move off campus.*

**Deadlines to submit a Housing Waiver Request Form:**

- *July 1<sup>st</sup> for fall semester.*
- *December 1<sup>st</sup> 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 Assistant Director of Residence Life, Jawoin Williams.*

**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.

A person desiring the assistance of an emotional support/comfort animal must first provide verification to the Director of Student Success that she or he has a qualifying disability and that the animal is needed for the use and enjoyment of AU housing. Please see the full policy at: <https://www.averett.edu/student-life/housing-and-residence-life/forms/averett-university-emotional-support-animal-policy/>

### ***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
- Air fryers
- Any appliances with exposed heating elements
- Electric frying pans
- Refrigerators larger than 3.5 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.

Twenty-four 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. 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. 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 encouraged 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 (<https://www.averett.edu/student-life/student-services/>)**

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 (<https://www.bkstr.com/averettstore/home/en>)**

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 Security 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** (<https://averett.cafebonappetit.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 (<https://www.averett.edu/academics/service-learning/technology-services/>)**

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](http://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 <https://www.averett.edu/information-technology/computer-recommendations/> or the Virtual Helpdesk at <https://ithelpdesk.averett.edu/glpj/>.

### **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/aumail.averett.edu>.

### **Spiritual Life (<https://www.averett.edu/student-life/spiritual-life/>)**

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.

## **TRANSPORTATION**

### **Cougar Express (<https://www.averett.edu/student-life/transportation/>)**

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 (<https://www.averett.edu/student-life/transportation/>)**

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.

The Board of Trustees of Averett University of Danville recognizes the necessity to observe high 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 student.

- 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.

### **Freedom of Expression Policy**

Averett University celebrates the exercise of freedom of expression on every Averett campus. Free inquiry and free expression, exercised in a responsible manner, are indispensable to the vibrancy and vitality of a campus community. We value and honor diverse perspectives and believe it essential that students, faculty and staff have the opportunity to engage in peaceful and orderly protests and demonstrations. This policy is structured to ensure equal opportunity for all members of the Averett community; to preserve order within the university campus; to protect and preserve university property; and to provide a secure environment for members of the campus community exercising freedom of expression.

Averett University does not permit conduct — or attempted or threatened conduct — that is in violation of university policies or standards of conduct, or that is prohibited by law. Such conduct includes, but is not limited to, defamation; incitement to unlawful conduct; imminent threats of actual violence or harm; obscenity; criminal or civil harassment; sexual harassment; bullying; and trespass.

To ensure that members of the campus community who are exercising freedom of expression do not interfere with the operation of the university, with state and federal laws, or with the privileges of others, the following provisions apply:

- a. Consistent with the mission and ideals of Averett University and its emphasis on respect for others, and in deference to the operations of the university, members of the campus community are expected to provide at least 24-hour advance notification to the Dean of Student's Office for any demonstration or similar activity on the Averett University campus. Advance notification is intended solely to promote the safety of all individuals on the Averett University campus.
- b. Advance notifications will include the day, time and location where the demonstration or similar activity is expected to begin as well as the full name and detailed contact information for the primary organizer and/or person responsible for the demonstration. Any demonstration or similar activity will comply with the university's guidelines regarding time, place and manner of such activities and the allocation of the use of campus facilities.
- c. Demonstrations or similar activities must not obstruct, frustrate or delay in any way vehicular or pedestrian traffic or block ingress to or egress from facilities, whether outdoor or indoor.

Obstruction of public sidewalks and streets is a violation of Virginia law. Demonstrations or similar expressive activities must not unreasonably interfere with the educational and administrative activities inside or outside of campus buildings.

- d. There may be no attempt to prevent, delay or frustrate the orderly conduct of scheduled university ceremonies or events.
- e. Local, state and federal laws and regulations — as well as Averett University standards of student conduct, if applicable — must be observed and followed.
- f. Chalking is permitted on campus to publicize campus events and resources, to make announcements and to share messages. Any enrolled full-time Averett University student, registered student group, or University department, faculty member or staff member is permitted to chalk on campus — consistent with the University posting policy and the guidelines of this Freedom of Expression policy.

### **Missing Person's Policy**

If a member of Averett University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Averett University Security Department at 434- 791-5888 or extension 15888. The Averett University Security Department will generate a missing person report and contact the Danville Police Department to initiate an investigation. The Averett University Security Department and the Residence Life Department will work closely with Danville Police Department to support such investigation to locate the missing person.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Averett University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Averett University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through calling the security emergency number at (434) 791-5888 (or ext. 15888). The student does not need to give his / her name if that student wishes to remain confidential.

If the missing student is under the age of 18 and is not an emancipated individual, Averett University will notify the student's parent or legal guardian immediately after Averett University Security and the Danville Police Department has determined that the student has been missing for 24 hours.

### **Averett University Posting Policy**

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 hung or distributed in a public area. There are certain regulations to which students, faculty, and staff must adhere when posting posters on campus. All posters must be approved and stamped before posting occurs on campus. This includes student organizations, academic departments, individual students, faculty and staff, as well as off-campus organizations (service and commercial). All clubs and organizations may also need the approval of social media content that has the attention of promoting an activity or event hosted by a club or organization. No club or organization will be allowed to send out a campus-wide email for promotions of any kind unless approved by the Assistant Dean of Students. The Coordinator of Student Engagement is responsible for reviewing and either approving or rejecting all proposed posters and social media content of clubs and organizations. Students, faculty, and staff may not distribute information in the residence halls without prior approval

from the Coordinator of Student Engagement. Publicity must not be offensive 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.

Posting is NOT permitted on the following:

- Finished (painted or varnished surfaces)
- Trash receptacles
- Elevators
- Suspended from light fixtures
- Exit signs, smoke detectors, or other forms of safety equipment
- Vending machines
- Windows
- Trees, benches, light posts, and exterior and interior walls
- No bathroom stalls (exception of Stall Seat Journals)
- Transportation Bulletin Board (Student Center)
- ALL doors

Exceptions to this may be made for University departments and may be made by the Coordinator of Student Engagement. Postings will be taken down if they 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.

Social Media Policy for Clubs and organizations

- You must post once a week on all accounts.
- Averett needs to be in the profile name and username. It can be "@averettclub" or "@averett\_club".
- The bio needs the following sentence, "An official Club or Organization of Averett University", and also include [www.averett.edu](http://www.averett.edu) as the website.
- The profile picture needs to incorporate the Averett Institutional Logo.
- You must follow all of the Student Engagement Team accounts. @AverettSET @Averettstudentengagement
- Clubs and organizations must send the Student Engagement Team the username and password for ALL accounts.
- If a post is deemed unacceptable to posting standards, the President will be notified, and the post must be taken down immediately.
- All clubs and organizations may also need the approval of social media content that has the intention of promoting an activity or event hosted by the club or organization.

Chalking

Only washable chalk may be used by students, faculty, and staff for creating promotional messages on an approved exterior surface of the Averett University campus in compliance with

University policy. Chalk messages must be on sidewalk surfaces unless another surface is approved, please indicate in your Event Request Form. 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.

Chalk messages design will need to be approved by Coordinator of Student Engagement. No chalking

may occur on vertical structures unless otherwise approved by the Coordinator of Student Engagement. Chalking is permitted 48 hours (or less) before an event.

#### Other approved surfaces

Students, faculty, and staff can use the windows of the Student Center to publicize an event or program. Washable window paint can be borrowed from the Student Engagement Center or purchased by the organization and all content must be approved by the Coordinator of Student Engagement. Picture proof of the final posting is requested and can be sent an email.

#### Banners

The Coordinator of Student Engagement must approve all banners.

Only recognized student organizations, University departments, and academic departments can hang banners unless otherwise approved. Only banners that promote an activity or event of campus-wide interest will be displayed. Content must follow posting policy guidelines.

Banners must clearly promote the activity or event publicized and the sponsoring University organization or department as its primary message. If banners do not meet the specified guidelines above, we are not responsible for loss, damages, and any clean up associated.

Banners will be approved on a first come, first serve basis for standard posting period of 1 week. In special circumstances, a request to hang for longer than the standard posting period can be made to the Coordinator of Student Engagement.

The content of all items for posting must be consistent with the posting policy, along with University standards may not jeopardize campus safety.

The approval is left to the discretion of the Coordinator of Student Engagement. For additional information on other posting policies such as small banners, fliers, and bulletin board posting policies, please contact the Coordinator of Student Engagement at [kdanderson@averett.edu](mailto:kdanderson@averett.edu)

#### Failure to Comply

Organizations in violation of the University posting policy will be notified in via email by the Coordinator of Student Engagement within 7 working days of the violation and can be assessed for any cleanup and/ or damages. The organization's advisor will also be notified of the violation.

Continued violations of this policy will result in the loss of posting privileges.

#### 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.

#### 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 systems, and to take all other actions to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Honor 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 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 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) following 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 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.*

### **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):

- **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 repeated violation of the specific University regulation will result in a more severe disciplinary action. The Official Reprimand remains in the student's disciplinary record for a minimum of one semester and a maximum of one full academic 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.
- **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. A student placed on immediate interim suspension will be escorted from the hearing to his or her transportation from campus. Should she or he be a residential student, they may be escorted to their residency first to gather their items before vacating campus.
- **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 expected to remove themselves from campus, along with all of their items if they are a residential student. All items in a residential space must be removed from campus within a 24 hour period, while being escorted by security during their stated checkout time. A suspended student 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 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.
3. All requests for appeal must outline the following:
  - a. If appeal is based on new facts:
  - b. Description of new evidence.
  - c. Name(s) of individual(s) who will present the new evidence.
  - d. Reason(s) why the new evidence was not discussed at original hearing.
  - e. Reason(s) why the new evidence will result in a decision other than that which was originally made.
4. 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

### **Interim Measure**

The decision of an interim suspension may be appealed by the student for one or more of the following reasons:

1. The student's continued presence at the University does not constitute a danger to property, students, or others.
2. The reliability of the available information on the case.
3. All requests for appeal must outline the following:
4. The student's continued presence at the University does not constitute a danger to property, students, or others.
  - a. Examination of current evidence.
  - b. Evaluation of determination of why you are not a threat to campus.
  - c. Projected plan to eliminate potential escalation of the initial incident with all involved parties.
5. The reliability of the available information on the case.
  - a. Examination of current evidence.
  - b. Description of new evidence.
  - c. Name(s) of individual(s) who will present the new evidence.
  - d. Reason(s) why the new evidence 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 their designee for review. If, after review, substantial evidence is presented to warrant appeal, the designee will ask the Dean of Students to convene an Appellate Conduct Board Hearing 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.

### ***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.

### 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. Items used would include beer bong, ice luges, and etcetera. Drinking setups may include beer pong, flip cup, stacks, quarters, ring of fire, and etcetera.
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 the amount of residents assigned to the space of the violation who are above the legal drinking age.
9. Possession of Empty Containers- Possession of alcohol containers devoid of alcohol in residential or university property.

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

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

**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).

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Attempted Offenses</b> (Section 2)	Verbal Warning Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation Situational: Department Chair/Coach Notification

**Bullying (Section 3)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Harassment and/or Bullying</b>	Disciplinary Probation Educational Assignment Loss of Housing Privilege, may face reassignment Situational: Department 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	

**Computer Misuse (Section 4)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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<b>Participating in a mild violation of the Computer Misuse policy</b> (Sections 4.7, & 4.8)	Verbal Warning Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation 5 Community Service Hours Situational: Department Chair/Coach Notification
<b>Participating in a moderate violation of the Computer Misuse</b> (Sections 4.3, 4.6, & 4.9)	Official Reprimand Restitutive Charges Applied Situational: Department Chair/Coach Notification	Disciplinary Probation Restitutive Charges Applied Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied
<b>Personal and/or community risk associated with Computer Misuse</b> (Sections 4.1, 4.2, 4.4, 4.5)	Disciplinary Probation Restitutive Charges Applied 10 Community Service Hours Situational: Department 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 5)**

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.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Participating in the Destruction or Defacement of Property</b> (Sections 5.1, 5.2, & 5.3)	Official Reprimand Restitutive Charges Applied Situational: Department	Disciplinary Probation 5 Community Service Hours Loss of Housing Privilege, may face reassignment	Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges

- Resulting in damages less than \$100	Chair/Coach Notification	Restitutive Charges Applied Situational: Department Chair/Coach Notification	Applied Situational: Department Chair/Coach Notification
<b>Participating in the Destruction or Defacement of Property</b> (Sections 5.1, 5.2, & 5.3) - Resulting in damages More than or equal to \$100	Disciplinary Probation Loss of Housing Privilege, may face reassignment 5 Community Service Hours Restitutive Charges Applied Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome Restitutive Charges Applied	

**Disruptive Conduct (Section 6)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Participating in Disruptive Conduct</b>	Verbal Warning Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation Loss of Housing Privilege, may face reassignment 10 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome

**Dangerous Conduct (Section 7)**

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

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Participating in Dangerous Conduct</b>	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation 10 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome

**Drug Violations (Section 8)**

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.”
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).

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
<p><b>Use and or Possession of illegal drugs or drug paraphernalia</b> (Sections 8.1, 8.2, &amp; 8.3)</p>	<p>Disciplinary Probation Drug Education Course and/or Referral to RHRC for assessment Situational: Department Chair/Coach Notification</p>	<p>Referral to Administrative Hearing with suspension the likely outcome</p>
<p><b>Use and or Possession of illegal drugs or drug paraphernalia</b> (Sections 8.1, 8.2,8.3 &amp; 8.4) -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)</p>	<p>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</p>	

**Endangerment (Section 9)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Participating in a mild violation of the Endangerment policy</b> (Section 9) -Propping exterior doors and windows.	Verbal Warning Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation 10 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome
<b>Participating in a severe violation of the Endangerment policy</b> (Section 9) - 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: Department Chair/Coach Notification	Disciplinary Probation 10 Community Service Hours Restitutive Charges Applied if Necessary Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome	

### Failure to Carry Identification (Section 10)

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Failure to Carry Identification</b> (Section 10)	Verbal Warning Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation 10 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome

### Failure to Comply with a University Official (Section 11)

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 evacuate a building during a fire alarm or when otherwise so ordered by a University official
3. Failure to appropriately communicate with paraprofessional/professional staff when addressed during the performance of their duties.

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Failure to Comply with a University Official</b> (Sections 11.1, & 11.3)	5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to CHB with Disciplinary Probation a possible outcome 10 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome
<b>Failure to Comply with a University Official</b> (Section 11.2)	Disciplinary Probation 5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension or expulsion the likely outcome	

**Contempt of Student Conduct Process (Section 12)**

The following are prohibited actions expressly against the conduct process: Failure to attend a scheduled meeting; Failure to schedule a meeting with a hearing officer, 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.

1. 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
2. Failure to complete sanctions as assigned by a hearing officer or conduct board
3. Failure to appear as a witness at a hearing.
4. Disrupting student conduct proceedings, insulting the dignity of the hearing panel/administrator, or the Student Conduct System, etc.

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Contempt of Student Conduct Process</b> (Sections 12.1, & 12.2)	Brief extension of deadline to comply with assigned task Situational: Department Chair/Coach Notification	Referral to CHB with Disciplinary Probation a possible outcome Dean of Students Hold put on student account Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome
<b>Contempt of Student Conduct Process</b> (Section 12.3)	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Disciplinary Probation Educational Assignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome
<b>Contempt of Student Conduct Process</b> (Section 12.4)	Disciplinary Probation 10 Community Service Hours Situational: Department	Referral to Administrative Hearing with suspension the likely outcome	

	Chair/Coach Notification		
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**Falsification of Information (Section 13)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
<b>Falsification of Information</b>	Disciplinary Probation Educational Assignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension the likely outcome

**Fighting (Section 14)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
<b>Fighting</b>	Disciplinary Probation 10 Community Service Hours Situational: Department 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 15)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Fire Safety</b> (Section 15.5)	Verbal Warning Situational: Department Chair/Coach Notification	Educational Assignment Situational: Department Chair/Coach Notification	5 Community Service Hours Situational: Department Chair/Coach Notification	Disciplinary Probation Situational: Department Chair/Coach Notification
<b>Fire Safety</b> (Section 15.6)	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Referral to CHB with Disciplinary Probation a possible outcome 5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome	
<b>Fire Safety</b> (Sections 15.1, 15.2, & 15.3)	Disciplinary Probation Educational Assignment Situational: Department 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		
<b>Fire Safety</b> (Sections 15.4)	Referral to Administrative Hearing with suspension a possible outcome Referral to Dean of Students for possible Immediate Interim Suspension			

**Gambling (Section 16)**

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

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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<b>Gambling</b>	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Disciplinary Probation 5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome
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### Good Neighbor Policy (Section 17)

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.

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

music or other noise late into the night			
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**Harassment (Section 18)**

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 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 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. 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.

Sexual Harassment is separate from this policy; a definition of sexual harassment may be found in the Sexual Misconduct Policy and reported to the Assistant Dean of Students/Title IX Coordinator. Examples of Sexual Harassment will include, but are not limited to, unwelcome conduct of a sexual nature (advances, requests, or visual, verbal or physical conduct) or unwelcome conduct based on sex, sexual orientation, gender identity or gender expression.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Harassment</b>	Disciplinary Probation Educational Assignment Loss of Housing Privilege, may face reassignment Situational: Department 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 19)**

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 a social group; 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Hazing</b>	Disciplinary Probation Educational Assignment Situational: Department 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 20)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Health and Safety Violations</b>	Verbal Warning Restitutive cleaning by assigned date Situational: Department Chair/Coach Notification	Official Reprimand Restitutive cleaning by assigned date Educational Assignment Situational: Department Chair/Coach Notification	Restitutive cleaning by assigned date Loss of Housing Privilege, may face reassignment 5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome Loss of Housing Rights for the Academic Year

**Laws of the Wider Society (Section 21)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Laws of the Wider Society</b> (Sections 21.1 & 21.2) - Violation of Federal, State, or Local laws or ordinances or accomplice to any such violation (misdemeanor)	Disciplinary Probation Situational: Department 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	
<b>Laws of the Wider Society</b> (Sections 21.1 & 21.2) - Violation of Federal, State, or Local laws or accomplice to any such violation (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		

## 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Noise Violation</b>	RA Warning Meeting with Graduate Hall Director Situational: Department Chair/Coach Notification	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Loss of Guest Privilege Situational: Department Chair/Coach Notification	Loss of Housing Privilege, may face reassignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with Disciplinary Probation or Suspension as possible outcomes

**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.

**Weapons Not Permitted on Campus**

It is a goal of Averett University to keep students, faculty members, staff, vendors, and visitors to the University (the University community) as safe as possible. The possession, carrying, storage, or maintenance of any weapon by a member of the University community, with the exception of law enforcement officials and other individuals specifically authorized, is prohibited on University property.

For purposes of this policy, "Weapon" mean firearm or other weapon listed in §18.2-308(A) of the Code of Virginia, including:

- "any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
- any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or
- any weapon of like kind as those enumerated in this subsection."

Students and visitors are also prohibited from the possession, carrying, storage, or maintenance of: Ammunition, pellet guns, air guns, airsoft guns, paint ball guns, bows and arrows (other than as appropriately used in a class overseen by a faculty member), slingshots, knives (other than eating utensils or a folding pocketknife with a blade of less than 3 inches), toy/counterfeit/replica/blank firing firearms, dangerous chemicals/substances/materials, explosives, or incendiary devices prohibited by law.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>Possession of Firearms or Weapons on Campus</b></p> <p>- Violation of Weapons policy involving possession of toys or replicas of weapons, knives 3-6</p>	<p>Disciplinary Probation or Deferred Suspension</p> <p>Weapons will be seized, ownership may be forfeited</p> <p>Situational: Department</p>	<p>Referral to Administrative Hearing with suspension or expulsion the likely outcome</p> <p>Weapons will be seized, ownership may be forfeited</p>	

inches	Chair/Coach Notification		
<b>Possession of Firearms or Weapons on Campus</b> Violation of University Weapons policy involving possession, storage, or use of weapons as defined in paragraph above table	Referral to Administrative Hearing with suspension or expulsion the likely outcome Referral to Dean of Students for possible Immediate Interim Suspension Weapons will be seized, ownership may be forfeited		
<b>Possession of Firearms or Weapons on Campus</b> - Personal and/or community risk involving a firearm or bow and arrow	Referral to Administrative Hearing with suspension or expulsion the likely outcome Referral to Dean of Students 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Possession of Fireworks</b>	Disciplinary Probation Fireworks will be seized, ownership may be forfeited Educational Assignment Situational: Department 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 and not otherwise specifically outlined within the Community Standards and Policies section of the Handbook.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Residence Life Violation</b>	Verbal Warning Educational Assignment Situational: Department Chair/Coach Notification	Loss of Housing Privilege, may face reassignment 5 Community Service Hours Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with Disciplinary Probation or Suspension as possible outcomes Situational: Department 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 responsible for the actions of their guests if they violate policies of the Student Code of Conduct.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Shared Responsibility</b> (Sections 26.1, 26.2, 26.3)	Verbal Warning Educational Assignment Situational: Department Chair/Coach Notification	Official Reprimand 5 Community Service Hours Situational: Department Chair/Coach Notification	Loss of Housing Privilege, may face reassignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with Disciplinary Probation or Suspension as possible outcomes

**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, E-cigarettes (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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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<b>Smoking and Smokeless Tobacco</b> (Sections 27.2, 27.3, 27.4)	Official Reprimand Situational: Department Chair/Coach Notification	Educational Assignment Situational: Department Chair/Coach Notification	Disciplinary Probation Referral to RHRC for assessment Situational: Department Chair/Coach Notification
<b>Smoking and Smokeless Tobacco</b> (Sections 27.1)	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Referral to RHRC for assessment Loss of Housing Privilege, may face reassignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with Disciplinary Probation or Suspension as possible outcomes

**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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Theft</b> (Sections 28.1,& 28.2) < \$100	Disciplinary Probation Restitutive Charges Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with suspension a possible outcome	
<b>Theft</b> (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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Threatening Behavior and/or Language</b> (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	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	

	Suspension Situational: Department Chair/Coach Notification  Violations involving personal and/or community risk may be handled administratively with suspension or expulsion the likely outcome		
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**Trespassing (Section 30)**

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.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Trespassing/Unauthorized Occupancy of a Campus Facility</b> (Sections 30.1, & 30.2)	Disciplinary Probation 5 Community Service Hours  Situational: Department 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 Entry/Access of a Campus Facility (Section 31)**

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 without approval from the office of Housing and Residence Life.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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<b>Unauthorized Entry/Access of a Campus Facility</b>	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome	Loss of Housing Privilege, may face reassignment 5 Community Service Hours Situational: Department 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 Disciplinary Probation or Suspension as possible outcomes Violations involving personal and/or community risk may be handled administratively with suspension or expulsion a possible outcome
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**Unauthorized Use of University Property (Section 32)**

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

**Visitation/Guest Violation (Section 33)**

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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
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<b>Visitation/Guest Visitation Policy</b>	Verbal Warning Meeting with Graduate Hall Director Situational: Department Chair/Coach Notification	Official Reprimand Educational Assignment Situational: Department Chair/Coach Notification	Loss of Guest Privilege Loss of Housing Privilege, may face reassignment Situational: Department Chair/Coach Notification	Referral to Administrative Hearing with Disciplinary Probation or Suspension as possible outcomes
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## **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](mailto: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](#) – 24 hours answering service, 434-799-4111.
- [Danville-Pittsylvania Mental Health Services Board](#) – provides mental health, mental retardation, substance abuse and prevention services to the community (245 Hairston Street • 434-799-0456)

### ***Local and Toll Free Information***

- Drug Treatment Referral Service – a 24 hour informational and referral service sponsored by the National Institute on Drug Abuse (5600 Fishers Lane, Rockville, MD 20857 / 1-800-662-HELP)
- 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.