



SHENANDOAHTM

U N I V E R S I T Y

STUDENT HANDBOOK (2011-12)

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SHENANDOAH™
U N I V E R S I T Y

THE ABCs OF STUDENT SERVICES

ACADEMIC ENRICHMENT CENTER

Howe Hall Room 204

Director of Academic Success Center Audrey Robinson

(540) 665-4928

arobinso2@su.edu

Monday through Thursday: 9 a.m. to 8 p.m.

Friday: 9 a.m. to 5 p.m.

Services in the center include academic skills development workshops such as time management, preparing for tests and learning styles; study skills courses; developmental services and testing to upgrade skills; assistance with academic counseling; free peer tutoring; referral to counseling and Career Services; monitoring academic progress; coordination of programs for students with disabilities; a resource library; the Writing Center and math tutoring.

ADMINISTRATORS

Vice President for Student Life Rhonda VanDyke Colby

Brandt Student Center Room 119

(540) 665-4862

rcolby@su.edu

Vice President for Enrollment Management & Student Success Clarresa Morton

Wilkins Administration Building, ground floor

(540) 665-4517

cmorton@su.edu

Students are encouraged to follow protocol and work to resolve issues first by talking to their Residence Life staff or faculty adviser, depending on the situation. Those individuals can point the student to the next person in line. Before going to the president of the university with issues of academics or campus life, students should meet with either the vice president for enrollment management & student success or the vice president for student life, respectively.

BRANDT STUDENT CENTER

main campus

Director of Student Engagement Rick McClendon

(540) 665-5445

rmcclend@su.edu

Operations Manager Ben Wilson

(540) 665-4901

bwilson@su.edu

BSC doors open at 7:30 a.m.; lock at midnight

staffed Monday through Thursday: 8 a.m. to midnight

staffed Friday: 8 a.m. to 2 a.m.

staffed Saturday: 10 a.m. to 2 a.m.

staffed Sunday: 11 a.m. to midnight

Brandt Student Center Game Room

Monday through Thursday: 11 a.m. to 11:30 p.m.

Friday & Saturday: 11 a.m. to 1:30 a.m.

Sunday: noon to 11:30 p.m.

Brandt Student Center Fitness Room

Rec Sports Coordinator Chaiyos A. Maines

(540) 665-4790

cmaines@su.edu

Monday through Friday: 8 a.m. to 11 p.m.

Saturdays and Sundays: 11 a.m. to 11 p.m.

Student fees provide for campus fitness rooms in Brandt Student Center and the Health Professions Building. Treadmills, ellipticals, weight machines, spin and recumbent bikes are available. A valid SU I.D. card must be presented for entrance to the fitness rooms.

BULK MAIL & COPY CENTER

Wilkins Administration Building, ground floor (near Racey Hall)

Manager Karen Myers

(540) 665-4779

kmyer3@su.edu

The Bulk Mail & Copy Center handles large printing projects such as concert programs, posters, fliers, etc. Its fees are comparable to local quick-print shops, and it is conveniently located on main campus.

BUSINESS OFFICE

Wilkins Administration Building, second floor (above the Admissions Office)

(540) 665-4514

busoff@su.edu

Tuition, room and board, parking permits, parking tickets and other fees are paid at the front counter (Accounts Receivable). Work study checks are distributed at this location.

BUS SERVICE (CAMPUS)

Mondays through Fridays: 7 a.m. until 10:30 p.m.

During the academic year, the Campus Shuttle Van starts at East Campus Housing at 7 p.m., with stops at Henkel Hall, Ruebush Hall, Halpin-Harrison Hall and at the north end of Armstrong Hall (near the

Department of Public Safety Office). The route takes 30 minutes, with the van returning to East Campus Housing on the hour and the half hour. The shuttle runs from 11 a.m. until 10 p.m. Saturdays following the same route with the same stops and schedule. In case of snow or ice, the shuttle may alter operations. Read daily SUN-e for updates.

BUS SERVICE (CITY)

The City of Winchester transit line follows a regular schedule and route. The Millwood Avenue bus provides service from campus to downtown at 10 minutes before the hour, and leaves City Hall for Shenandoah on the half-hour. Service from other areas of the city to downtown is available. A schedule is available at the Brandt Student Center Information Desk.

CAMPUS BOOKSTORE

Brandt Student Center lower level

Manager Mary Ellen Welch

(540) 665-4523

www.shenandoah.bkstr.com

Monday through Friday: 9 a.m. to 5 p.m.

Saturday: 10 a.m. to 2 p.m.

CAMPUS MAIL

Brandt Student Center main concourse

Manager Pam Miller

(540) 665-4522

pmiller@su.edu

Monday through Friday: 8:30 a.m. to 4:30 p.m.

Incoming university mail is processed twice a day and distributed to student mailboxes, which are assigned to all full-time residential students. Mail sent to students should be addressed with name and box number followed by Shenandoah University, 1460 University Dr., Winchester VA 22601. Postage stamps, envelopes and some packaging supplies are available for purchase.

CAREER SERVICES

Cooley Hall Room 202

Director Jennifer A. Spataro-Wilson

(540) 665-5412

career@su.edu

The Career Services office works with students throughout all aspects of the career development process, from choosing a major to career changes. Shenandoah University is committed to the belief that career development is a lifelong process influenced by many factors, with the end result being personal satisfaction and a solid career. Services offered include career exploration, experiential learning through internships, volunteer, summer and part-time opportunities, as well as, graduate school search assistance, resume building, interview skills workshops and job search assistance. Career Services also maintains a Credential File Service for students and alumni.

CHILD CARE CENTER

118 Regency Lakes Dr., Winchester (off Rt. 7, east of main campus)

Director Julie Tavenner

(540) 665-0991

jtavenne@su.edu

Monday through Friday: 7 a.m. to 6 p.m.

The Shenandoah University Child Care facility offers care for infants through school age. The program is designed to address the child-care needs of Shenandoah University students, faculty and staff who have young children.

COMPUTER HELP

Technology Support Services

Howe Hall Room 112

(540) 665-5555

helpdesk@su.edu

Monday through Friday: 8 a.m. to 5 p.m.

COMPUTER LAB

Halpin-Harrison Hall Room 142

Monday through Friday: 8 a.m. to 9 p.m.

ENTERTAINMENT

all over campus, all the time

Student Life Information Coordinator Cathy Kuehner

(540) 665-4933

studentlife@su.edu

Shenandoah University Student Life on Facebook

suStudentLife on Twitter

There is rarely a day on campus when there's nothing to do. Between conservatory performances, athletic events, guest lecturers, special programming, clubs and organizations, a student can be as busy as he/she wants to be – and almost everything on campus is FREE with a Shenandoah University I.D. card.

Students are encouraged to check their SU e-mail, read the student newspaper, follow Hornets athletics schedules online, be engaged and enjoy all that college life has to offer in and out of the classroom.

FOOD SERVICES

Allen Dining Hall

main campus

(540) 665-4924

dining@su.edu

Monday through Thursday: 7:15 a.m. to 7:15 p.m.

Friday: 7:15 a.m. to 6:30 p.m.

Saturday and Sunday: 9 a.m. to 6:30 p.m.

Brandt Student Center Food Court

Sandella's

Monday through Thursday: 10:30 a.m. to 10:30 p.m.

Friday: 10:30 a.m. to 5:30 p.m.

Saturday & Sunday: closed

Grill 155°

Monday through Friday: 7:30 a.m. to 11 p.m.

Saturdays: 1 to 11 p.m.

Sundays: 1 to 10:30 p.m.

Brandt Student Center Jazzman's Cafe

Monday through Friday: 7:30 a.m. to 10:30 p.m.

Saturdays: 10 a.m. to 2 p.m.

Sundays: closed

Health Professions Building Cafe

Monday through Friday: 7:30 a.m. to 1:30 p.m.

Meals are provided for residential and commuting students who have meal plans. In the Allen Dining Hall, students present their I.D. cards at the door for unlimited food and beverage selections and refills. Students not on meal plans or visitors to the campus are encouraged to enjoy the dining service facilities and to pay at the door. Students also have the option of using meal plans or cash at retail outlets in the Brandt Student Center and at the HPB Café at the Winchester Medical Center. There are also off-campus restaurants that accept flex dollars.

HEALTH (PHYSICAL & MENTAL)

See Wilkins Wellness Center.

HEALTH PROFESSIONS BUILDING

campus of Winchester Medical Center

Bookstore

Monday & Thursday: 11 a.m. to 3 p.m.

Computer Lab, Room 265

Sunday: 1 to 5 p.m.

Monday through Thursday: 8 a.m. to 10 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

Fitness Room

Monday through Thursday: 7 a.m. to 10 p.m.

Friday through Sunday: 7 a.m. to 5 p.m.

Everyone must have valid SU I.D. for entry.

Health Sciences Library

Sunday: 1 to 5 p.m.

Monday through Thursday: 8 a.m. to 10 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

INTERNATIONAL PROGRAMS & TRAVEL

Center for International Programs

Cooley Hall, ground floor

Director International Programs Bethany Galipeau-Konate

(540) 542-6285

bgalipea@su.edu

Shenandoah offers a wide range of travel opportunities, including its unique Global Citizenship Project, which annually sends dozens of students around the world during spring break – all travel expenses paid by the university. The university is also home to more than 100 students from other countries, and the Center for International Programs serves as an office for international student organizations. The Center encourages all students to broaden their horizons by stopping by the Center first.

LIBRARY (ALSON H. SMITH LIBRARY)

main campus

Director Christopher Bean

(540) 665-4553

cbean@su.edu

Sunday: 1 p.m. to midnight

Monday through Thursday: 8 a.m. to midnight

Friday: 8 a.m. to 8 p.m.

Saturday: 10 a.m. to 6 p.m.

LAUNDRY

located in each residence hall

Laundry facilities are available for use only to Shenandoah University residential students. The Auxiliary Services Office is responsible for addressing any problems with their operation. The cost of operating washers and dryers is just 25 cents each.

LOST & FOUND

located at the Brandt Student Center Information Desk

See BSC hours of operation.

RECREATION & OUTDOOR PROGRAMMING

Brandt Student Center

Recreation Sports Coordinator Chaiyos A. Maines

(540) 665-4790

studentlife@su.edu

Coordinator of Outdoor Programs Stacey Keenan

(540) 665-4790

suoutdoors@su.edu

Recreation and Outdoor Programming exist to promote healthy, active lifestyles through recreational and experiential opportunities. Programs and services enhance physical, psychological, ethical, intellectual and social development while fostering community and building relationships. Intramural sports competitions are open to all Shenandoah undergraduate and graduate students as well as faculty and

staff. Outdoor programs throughout the year take students to wonderful locations throughout the Shenandoah Valley for a variety of adventures.

RESIDENCE LIFE

Cooley Hall, Room 214

Director of Residence Life Sue O'Driscoll

(540) 665-4611

reslife@su.edu

Living on campus helps students build foundations for academic and social success. Residential students develop support systems, forge lifelong friendships, meet people from diverse backgrounds and integrate into the campus community. Through immersion in the academic, cultural and social life of the institution, residential students develop skills and tools that lead to student success. For this reason, first and second-year students are required to live on campus, taking advantage of the graduated living options that facilitate students' development.

SAFETY

Department of Public Safety

Armstrong Hall, north end

Director of Public Safety Wayne Sealock

(540) 545-7338

(540) 665-4444 for assistance 24/7

911 for true emergencies

wsealock@su.edu

Shenandoah University stands by the belief that personal safety is the responsibility of the individual, who must be aware of his/her surroundings and use good judgment. The Department of Public Safety is staffed 24/7, and its officers are trained to respond and assist students, employees and guests on campus. Officers routinely patrol campus on foot and in vehicles. Emergency phones are located across campus and are also connected to the Winchester Police Department. Officers also work to educate students and employees about appropriate behavior that increases the safety of the individual as well as the entire campus community.

SPIRITUAL LIFE

Goodson Chapel, lower level

Dean of Spiritual Life Justin Allen

(540) 535-3546

goodsonchapel@su.edu

The great diversity of religious convictions among Shenandoah's students enriches the cultural life on campus. Shenandoah encourages mutual respect for various religious perspectives while offering programs that support and nurture spiritual growth. The Spiritual Life staff incorporates a wide variety of opportunities for worship, study, service and spiritual growth. It seeks to weave together spiritual and intellectual journeys. The office sponsors a number of programmatic initiatives that meet students' desires for prayer, study, ethical reflection, fellowship and service. Weekly Sunday worship is University Chapel @ Noon and Wednesday Night Live service is held weekly at 10 p.m.

STUDENT GOVERNMENT ASSOCIATION

Brandt Student Center lower level

Director of Student Engagement Rick McClendon, adviser

(540) 665-4611

rmcclend@su.edu

sga@su.edu

Shenandoah University affirms the rights and responsibilities of students to have a voice in the university's decision-making process. As a representative body, the members of the Student Government Association are charged with representing student ideas and keeping students updated on key issues at the institution. The Student Government Association officers and representatives serve as voting members of many university policy-making councils and the Board of Trustees.

WILKINS WELLNESS CENTER

Racey Hall, ground floor overlooking quad

Monday through Friday: 9 a.m. to 5 p.m.

closed noon to 1 p.m.

Director Ron Stickle

(540) 665-4530

wwcenter@su.edu

The Mary B. Wilkins Wellness Center is an ambulatory health clinic providing acute care for students as well as health education, physical examinations and preventive health services such as immunizations. The staff includes registered nurses and a part-time family nurse practitioner (FNP). The nurses assess illnesses and injuries and treats according to standard protocols. It is beneficial for students to take advantage of the Wellness Center services whenever possible. Most services are free to all students. Physical examination, pap and immunizations can be obtained at the center for a nominal charge. However, in the event of a complicated illness or injury, the student may be referred to a local physician or the Urgent Care. In the event of an emergency, the student will be referred to Winchester Medical Center emergency department.

Counseling Center

Cooley Hall, Rooms 301-306

Director Nancy Schulte

(540) 665-4530

nschulte@su.edu

The Counseling Center offers short-term personal counseling for a wide variety of mental health and substance-use issues. The Center provides a comfortable, safe and confidential environment that allows students to explore personal concerns. It is in this nurturing setting students can practice strategies for improving decision-making skills, learn healthy coping methods and find support for appropriate resources. Free individual and group therapy is available only to students, however consultation with faculty, staff and parents is also available. The Counseling Center has a relaxation room that features a massage chair, biofeedback, light and aroma therapy, pamphlets and online assessments. The Counseling Center assumes no obligation for long-term therapy and is subject to session limits, but maintains a referral network to a variety of agencies and qualified practitioners in the community.

WRITING CENTER

Howe Hall Room 204

Dr. Doug Enders, director

(540) 665-4845

wc@su.edu

Monday through Thursday: 10 a.m. to 8 p.m.

Friday: 10 a.m. to 4 p.m.

HPB and at NVC hours are posted at www.su.edu/writing_center

The Shenandoah University Writing Center takes as its primary mission one-to-one instruction in writing for all students. The conferences between students and Writing Center staff, either face-to-face or online, work to enable students to learn productive habits in pre-writing, drafting, revising, and editing. Using directive and non-directive instructional techniques, the Center's staff encourages students to do their own work but to value consultation as a valuable part of composing. The ultimate goal of the Center is to develop more able student writers.



SHENANDOAH™
U N I V E R S I T Y

STUDENT CODE OF CONDUCT

INTRODUCTION

Shenandoah University is an inviting, creative, high-energy, principled community where students are educated and inspired. As members of the Shenandoah community, students:

- develop an enduring passion for learning,
- commit themselves to self-reflection and personal development,
- respect diverse cultures, experiences and perspectives,
- celebrate creative performance, expression, teaching and discovery,
- cultivate leadership to advance positive change and growth and
- dedicate themselves to citizenship, professional service and global outreach.

Students who are fully engaged in the Shenandoah community become alumni who are:

- critical, reflective thinkers,
- lifelong learners and
- ethical, compassionate citizens committed to making responsible contributions within a community, a nation and the world.

To promote and protect the high standards of the Shenandoah University community, this *Student Code of Conduct* outlines every student's rights and responsibilities and establishes just and compassionate procedures for resolving student conduct issues. The procedures have been developed for the benefit of the entire community. Students who choose not to abide by the *Student Code of Conduct* are accountable for their choices. The conduct resolution process and conduct sanctions are designed so students will learn from their mistakes and develop in their maturity. Serious or repeated violations – indicating a refusal to uphold university policies, contracts or regulations – will ultimately result in a student's suspension or dismissal from Shenandoah University. Consistently upholding the expectations of the *Student Code of Conduct* results in graduates who live up to the name Shenandoah: sons and daughters of the stars.

GENERAL GUIDELINES

1. The Office of the Vice President for Student Life, through its various departments, is responsible for administering the *Student Code of Conduct*. The Vice President for Student Life (or designee) may establish or amend procedural regulations governing the handling of disciplinary matters, and these regulations may be published online, in print or by other reasonable means of notification. The Vice President for Student Life (or designee) has authority for any interpretation of the *Student Code of Conduct* and/or accompanying procedures as deemed necessary.
2. The university may initiate conduct proceedings with a student whose behavior does not conform to established standards regardless of whether such conduct occurred on or off campus. Being under the influence of alcohol or drugs, or both, or the existence of other mental impairment, does not alter the fact or excuse behavior that constitutes a violation of the *Student Code of Conduct*. The *Student Code of Conduct* is applicable immediately after a student is enrolled at Shenandoah University throughout his/her entire matriculation. The *Student Code of Conduct* is applicable for guests of students as well, and Shenandoah student hosts are accountable for the misconduct of their guests.
3. The university may initiate a complaint, serve as complainant and initiate conduct proceedings against a student at any time, even in the absence of a formal complaint by an alleged victim of misconduct.
4. An officially recognized student group or organization and its officers may be held responsible for violations of the *Student Code of Conduct* when particular misconduct received the tacit or explicit consent or encouragement of the club or organization, or of the club's or organization's leaders, officers or spokespersons. Under such circumstances, official recognition of the student club or organization may be temporarily or permanently rescinded by the university.
5. For student conduct matters, electronic mail (e-mail) is the official method of communication and notification from university officials to members of the student body. As university students are responsible for viewing their e-mail every day, all conduct notifications will be communicated electronically.
6. Conduct proceedings are internal to the university and are not an extension of any external conduct system. University conduct procedures are fundamentally fair to students, but are notably different from those used in a civil or criminal proceeding. In addition, the university may initiate conduct proceedings with a student regardless of pending civil or criminal action involving the same or a different set of factual circumstances. University conduct action may proceed before, simultaneous with, or after external investigative or judicial action, and

university action is not bound, impeded or otherwise affected by any action taken by external authorities.

7. At Shenandoah University, the functions of the Chief Hearing Officer are exercised by the Director of Residence Life and Student Conduct. The Vice President for Student Life serves as the Chief Judicial Affairs Officer. The functions of the Associate Vice President and Vice President for Student Life may be delegated to designees who are members of the university administration and who shall exercise the necessary functions on behalf of the Director of Residence Life and Student Conduct and the Vice President for Student Life. All references to Director of Residence Life and Student Conduct and Vice President for Student Life in these procedures include such designees.

8. Students with complaints involving sexual and other forms of discriminatory harassment are encouraged to report their concerns to the university's harassment officer. Visit the Office of Human Resources and ask for the name of the current harassment officer. To review or download a copy of the university's harassment policy and grievance procedures, go to Blackboard and the "Administrative" tab to find the Office of Human Resources.

STUDENTS' RIGHTS

Students and student organizations reported for alleged violations of the *Student Code of Conduct* as outlined in this document have a right to the following:

1. written notice of allegation(s) citing the time and place of the alleged violation;
2. resolution of allegation(s) in accordance with the *Student Code of Conduct* policies as herein outlined;
3. at least 48 hours notice of the time and place of a hearing;
4. review of the reports that serve as the basis for the allegation(s);
5. assistance from an adviser (any faculty, staff or student currently affiliated with the university) and;
6. written notice of the hearings and appeals decision from the Conduct Official.

Additionally, students and student organizations have the right to appeal the Conduct Official's ruling. All appeals should be delivered in writing to the Office of the Director of Residence Life and Student Conduct (or designee) within five (5) business days of written notification of the sanction.

Students and student organizations can expect confidentiality regarding the outcome of their hearing – except for the reporting party's right to be informed of the Conduct Official's decision – and any subsequent appeal.

The person reporting a violation of the *Student Code of Conduct* has the right to the following:

1. consult with a Conduct Official (other than the one assigned to hear the case) during preparation for a hearing.
2. at least 48 hours notice of the time and place of a hearing;
3. participation in the hearing in person or via telephone;
4. assistance from an adviser (any faculty, staff or student currently affiliated with the university) and;
5. notice of the hearings and appeals decision from the Conduct Official.

Additionally, the person who reported a violation has the right to appeal the Conduct Official's decision. All appeals should be delivered in writing to the Office of the Director of Residence Life and Student Conduct (or designee) within five (5) business days of written notification of the sanction.

DEFINITIONS OF INAPPROPRIATE & PROHIBITED CONDUCT

The following behaviors and definitions constitute the official record of general *Student Code of Conduct* rules and regulations at Shenandoah University. All applicable housing and residence life policies and regulations (including the housing contract) also fall within action of this Code. In an effort to reinforce accountability for one's actions, individual students and student organizations are responsible for understanding and abiding by these rules and regulations as well as all federal, state and local laws.

academic dishonesty – For a complete understanding of the term “academic dishonesty,” read the *Student Handbook* and *Academic Catalogue*, which can be found at www.su.edu. Academic dishonesty is actionable through the Honor Code.

accessory – Aiding another person or being complicit to any violation of the *Student Code of Conduct*, being present or failing to immediately leave a situation in which a violation is occurring or is about to occur

alcohol – Possessing or using alcoholic beverages by any student (or guest of a student) under the age of 21 is prohibited; possessing or using alcoholic beverages by any student in areas where alcohol is not permitted is prohibited; and providing alcohol to anyone under the age of 21 is prohibited. Additionally, possessing common containers or implements – including but not limited to kegs, branded bottles and beer-pong balls – on university property; being intoxicated in public; having open containers of alcohol in an unlicensed public place; transporting unconcealed or open alcohol containers in public on Shenandoah University property; violating local and state alcohol laws; and serving alcohol to students on university property and/or at off-campus university-sponsored events without prior approval from the Vice President for Student Life are prohibited.

Since alcohol and drug use are governed by national social policy as well as state and federal law, and as the use and abuse of such substances are frequently associated with harm to self and others, Shenandoah University takes alcohol and drug violations seriously. All known offenders face conduct charges and may be subject to arrest. All known violations of the alcohol and drug policies fall under Shenandoah University's progressive discipline system in which succeeding violations entail more serious consequences, including possible suspension and dismissal from the university.

animals/pets – Possessing any animal in university buildings – other than properly attended assistance animals for individuals with disabilities or fish in tanks holding 10 gallons of water or less – is prohibited. Authorized exceptions are made regarding animals contained for academic research. Outdoors, all pets are to be properly leashed and attended to while on campus, and all solid waste must be disposed of properly. Any type of animal abuse is prohibited – including but not limited to hurting or abandoning an animal and/ or using an animal in a prank whether it be living or dead.

bicycles, mopeds, skateboards, skates (inappropriate use of) – Bicycle racks are located at each residence hall and many academic buildings, therefore individuals may not secure bikes or mopeds to fire hydrants, light poles, street signs, etc. or any place where a chained bicycle obstructs or impedes pedestrian or vehicular traffic, including handrails, corridor railings, doorways and handicapped access ways. Motorized bicycles (mopeds) are not to be driven on lawns or sidewalks. Skateboards are permitted only on sidewalks and parking lots unless otherwise posted.

breaking the law – Violating any federal, state or local law will result in being charged by local law enforcement and under the terms of the university's code of conduct.

building/facilities (unauthorized use of) – Using any university property or facility without authorization or permission is unacceptable.

criminal record (**acknowledging one's**) – Failing to report one's federal or state probation, felony criminal charges or conviction of a felony to the Vice President for Student Life within 15 business days following registration with Shenandoah University may result in expulsion from the institution.

disorderly conduct – Disrupting the normal functions of the Shenandoah University community on or off campus – including, but not limited to behavior that breaches the peace, violates the rights of others or constitutes a public nuisance – is prohibited.

endangering conduct – Acting in a way that imperils or jeopardizes the health or safety of one's self or others is considered prohibited conduct.

event promotion (inappropriate and/or unauthorized) – Publicizing an event before scheduling confirmation has been completed and proper approval has been received is prohibited. Additionally, hanging advertisements, posters, etc., without receiving approval at Brandt Student Center Information Desk is unacceptable.

failure to comply – Disobeying or impeding the directions of university officials or those appointed to act on behalf of the university in the performance of their duties – including but not limited to failing to follow the guidelines of sanctioned programs, failure to show identification (I.D. card) or providing false information upon request of university official who identifies themselves, refusal to attend a disciplinary hearing – are “failure to comply.” Three charges of non-compliance become a Failure to Comply charge that may result in suspension. (See also non-compliance.)

failure to evacuate – Failing to immediately exit a university building when a fire alarm or other emergency sounds is a violation.

failure to inform guests – Failing to inform guests – both student and non-student – of university policies is unacceptable. Shenandoah University students are required to escort their guest at all times and are responsible for their guests’ actions while on campus.

failure to report health and/or safety violations – Failing to immediately report any serious health or safety risk to the Department of Public Safety, the Office of Student Life or, when the danger is immediate and severe, the Winchester City Police is a violation.

fire and/or emergency threat – Starting a fire, creating a fire hazard, setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind are prohibited.

fireworks and explosive devices – Possessing, storing or using fireworks or explosives of any kind on university property are prohibited; this includes hazardous chemicals that could pose a health risk either by themselves or in conjunction with other chemicals.

harassment – Physical and verbal bullying, cyber-bullying and intimidation in any form – including but not limited to curses, epithets or slurs – that creates potential or present danger of violence and/or breach of the peace is prohibited. (See also verbal abuse.)

hazing – Encouraging, facilitating or allowing hazing by any organization or individual on behalf of an organization or group recognized or not by the university – is prohibited. “Hazing” is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude or allowing potentially dangerous, demeaning, humiliating, ridiculing or degrading activities regardless of intent or consent of the participant(s), by a group(s), or a member of a group(s) on an individual as a part of membership or initiation.

illegal drugs – Possessing, using, distributing, sharing, manufacturing or selling any controlled substance or illegal drug as well as drug residue and/or possessing paraphernalia associated with drugs is prohibited. Distribution of any controlled substances, regardless of the exchange of money or services, typically results in dismissal from the institution.

invasion of privacy – Transmitting, recording or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy such as a residence hall or bathroom is prohibited.

lewd, obscene and/or indecent behavior – Conducting one’s self in any way that is offensive to accepted standards of decency such as public nudity or public urination and defecation is prohibited.

littering – Improperly disposing of trash of any kind – including tobacco products – is inappropriate.

lying – A misrepresentation or distortion of the truth that misleads another person(s) is inappropriate.

non-compliance – Failing to comply with the directions of university officials or those appointed to act on behalf of the university in the performance of their duties– including but not limited to failing to follow the guidelines of sanctioned programs, failure to show identification (I.D. card) or providing false information upon request of university official who identifies themselves, refusal to attend a disciplinary hearing – are “failure to comply.” Three charges of non-compliance become a Failure to Comply charge that may result in suspension. (See also failure to comply.)

objects dropped, thrown or propelled – Causing an object to fall from buildings or other elevated areas is prohibited.

parking – Detailed parking regulations can be found online at www.su.edu. Click on the Student Life tab, then Safety & Security.

physical abuse – Any action that causes physical injury or physical discomfort to another is prohibited, including threats of violence, which actions or speech used to express or suggest intent to physically injure an individual or cause a person to have a reasonable belief harm may occur.

property damage – Damaging or destroying university property or the property of others is prohibited.

sexual harassment – Making unwelcomed sexual advances, requesting sexual favors or engaging in other verbal and physical conduct of a sexual nature exists when at least one of the following conditions is met:

1. Submission to such conduct is made either explicitly or implicitly as a condition of an individual’s employment, membership or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment, membership or academic decisions affecting the individual or;
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment.

sexual misconduct – Engaging in any sexual behavior without consent – including sexual conduct that occurs after consent has been withdrawn – which causes physical or emotional discomfort to the other person is prohibited. To constitute sexual misconduct, the sexual behavior must meet one of the following criteria:

1. The sexual behavior is not consensual;
2. the sexual behavior includes force, threat(s) or intimidation or;

3. the sexual behavior occurs when one person is a minor, is mentally or physically helpless – including but not limited to being under the influence of alcohol or other drugs.

smoking – Smoking in any university buildings – including restrooms, residence halls, and residence hall rooms – or within 30 feet of any entrance or window where smoke can enter a buildings is prohibited.

solicitation – Any type of door-to-door sale or solicitation that inconveniences, harasses or annoys other members of the university community is prohibited. Solicitations not in accordance with federal, state or local law or without the permission of the Director of Student Engagement or the Director of Residential Life may not be conducted. Organizations and/or individuals who are not affiliated with the university may not conduct solicitations on campus or in any Shenandoah University building without permission from the Director of Student Engagement.

stealing and/or possessing unauthorized material – Taking property belonging to another person(s) without unauthorized or through unlawful appropriation or possession is prohibited.

student I.D. (failure to carry) – Failing to carry a valid Shenandoah University I.D. card at all times when on university property is unacceptable. Transferring and or duplicating a university I.D. card is prohibited. Additionally, an I.D. card must be provided upon request to any individual acting on behalf of the university in the performance of his/her official duties. (See failure to comply.)

trespassing – Refusing to leave an area as directed by an authorized university official is considered trespassing.

vehicles (inappropriate use of) – Driving motorized vehicles is restricted to roads and parking lots on campus unless authorized by the Department of Public Safety to be on sidewalks or landscaped areas.

verbal abuse – Directing obscene, profane language or abusive verbal conduct toward another person or group of people is prohibited. (See also harassment.)

violating other university regulations – Violating the rules or regulations of any Shenandoah University department or program – including but not limited to athletic events, computer technology, conservatory events and residence life – is prohibited.

weapons – Possessing, storing or using firearms, ammunition, projectiles, sharp tools such as knives, axes and hatchets as well as objects designed to cause physical harm and replicas of weapons on Shenandoah University property is prohibited. Weapon is defined as any object or substance designed or used to inflict a wound or with the potential to cause injury or incapacitate another person.

CONDUCT PROCEDURES

Although most alleged violations are documented by the members of the Department of Public Safety and/or members of the Office of Residence Life, any individual who is aware of a

violation of the *Student Code of Conduct* may submit a report to the Office of the Vice President for Student Life, the Office of Residence Life and/or the Department of Public Safety. Reports should be submitted as soon as possible, but preferably within five (5) days of the incident.

Reports must be in writing and should contain a complete description of the incident with the names of all parties involved as participants or witnesses. The university may file a complaint when a violation of the *Student Code of Conduct* harms salaried employees, university guests or neighbors, or if witnesses are unwilling to pursue the matter.

The *Student Code of Conduct* applies to student organizations as well as to individual students. Whenever a complaint is filed, the Director of Residence Life and Student Conduct (or designee) will review the complaint to determine the degree to which a group or individual may be responsible for the actions leading to the complaint. If it is determined an organization is responsible for a violation of the *Student Code of Conduct*, the Director of Residence Life and Student Conduct (or designee) will take appropriate actions with respect to the organization as well as the individuals involved.

Interim Suspension

If a student's continued presence in class or on campus endangers university property, the physical safety or well-being of other members of the campus community, affects his/her physical or emotional safety or well-being or disrupts the educational process of the community, the Vice President for Student Life (or designee) may invoke an interim suspension. An interim suspension is an immediate temporary suspension from the university pending a hearing.

Notification of Charges

A student will receive written notification of alleged violations of the *Student Code of Conduct*. The student must respond to the notice of charges within the time frame outlined in the notification. **Note:** The university's primary means of communication with students is through Shenandoah University e-mail accounts. Students are responsible for reading and responding to e-mail from university officials. Failure to respond, and/or attend the scheduled meeting will result in an additional charge of non-compliance. Three or more non-compliance charges may result in suspension as it is then considered failure to comply (The definition section of this document explains non-compliance and failure to comply.)

Methods of Resolution

The Director of Residence Life and Student Conduct (or designee) will review cases submitted for the conduct resolution procedures. If the Director of Residence Life and Student Conduct (or designee) determines charges are appropriate, the student will be notified of the alleged violation and the appropriate resolution procedure. There are several resolution procedures that are outlined below:

1. Conduct Discussion

A Conduct Discussion may be offered for first-time minor offenses for which one-on-one mediation is feasible. The alleged violations will be referred to the appropriate Conduct Official, who will contact the accused student(s) and attempt to resolve the case via a Conduct Discussion. During the Conduct Discussion, the accused student(s) and the Conduct Official will discuss the incident and alleged violations. If a student accepts responsibility, a verbal warning is the typical outcome. The case may be expunged upon graduation.

If during the course of the Conduct Discussion, the Conduct Official determines the nature of the violation(s) is more serious than anticipated, the Conduct Official may either hear the case – with the permission of the accused student – or refer the case to the Director of Residence Life and Student Conduct (or designee) for a Conduct Hearing.

2. Conduct Hearing

A Conduct Hearing is the basic method of resolution for all offenses that warrant sanctions. Typical sanctions include formal warnings, probation, fines, community service, community restitution, referral for counseling and/or educational tasks.

If, during the course of a Conduct Hearing, the Conduct Official determines the nature of the violation is more serious than anticipated, the case may be referred in favor of a hearing before the Community Conduct Council.

Students have the right to appeal decisions made during a Conduct Hearing via the Director of Residence Life and Student Conduct, who will serve as the appellate officer. In certain instances, the case may be referred to the Community Conduct Council by appellate officer. *(See the Appeal Process for more details.)*

3. Community Conduct Council

In cases involving violations that are not appropriate for a Conduct Hearing, the Director of Residence Life and Student Conduct (or designee) may determine that the most appropriate process is a Community Conduct Council, which consists of three students, one staff member, and the Director of Residence Life and Student Conduct (or designee) serving as the adviser. A full range of sanctions is available in this procedure, including recommendations for suspension and/or dismissal. *(See the Community Conduct Council Process for more details.)*

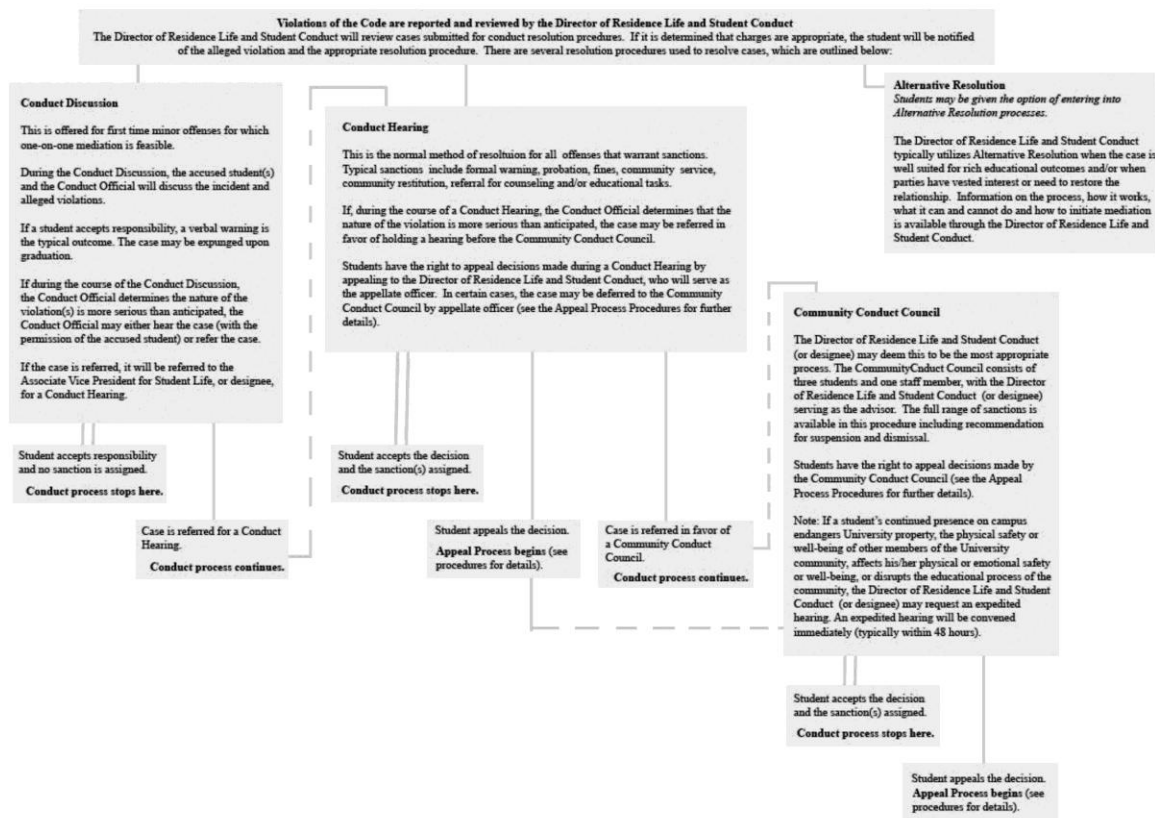
Students have the right to appeal decisions made by the Community Conduct Council. *(See the Appeal Process for more details.)*

Note: If a student's continued presence on campus endangers university property, the physical safety or well-being of other members of the campus community, affects his/her physical or

emotional safety or well-being or disrupts the educational process of the community, the Director of Residence Life and Student Conduct (or designee) may request an expedited hearing. An expedited hearing convenes immediately, usually within 48 hours.

4. Alternative Resolution

Students may be given the option of entering into an alternative dispute resolution processes. The Director of Residence Life and Student Conduct typically utilizes Alternative Resolution when the case is well suited for rich educational outcomes and/or when parties have vested interest or need to restore the relationship. Information on the process, how it works, what it can and cannot do and how to initiate mediation is available through the Director of Residence Life and Student Conduct.



COMMUNITY CONDUCT COUNCIL PROCEDURES

1. All parties involved in a hearing may review available written evidence in the case file before the hearing.
2. The Community Conduct Council Chair will conduct the hearing according to the following procedures:

- a. The Chair will inform the accused student(s) of the alleged violation(s).
 - b. The accused student(s) will acknowledge whether they are responsible or not responsible for the violation(s).
 - c. The person(s) reporting the violation(s) and witnesses (if any) will have the opportunity to make opening statements and offer their account of the incident.
 - d. The accused student(s) and their witnesses (if any) will have the opportunity to make opening statements and offer their account of the incident.
 - e. The reporting person(s) and the accused student(s) may question each other and any witnesses.
 - f. If a Conduct Official(s) is present, they and/or the chair may question the reporting person(s), the accused student(s) and/or any witnesses.
 - g. The reporting person(s) and the accused student(s) may make closing statements. In cases in which the reporting person(s) or accused student(s) fail to appear, the Chair may modify these procedures.
3. All Community Conduct Councils shall be conducted in accordance with the standards of fair process. Specifically, the accused student(s) should be informed of the nature of the charges against him/her be given a fair opportunity to refute the charges and the opportunity to appeal the decision. Any Conduct Official who feels he/she cannot be impartial in a given case shall recuse himself/herself and shall be replaced by another voting member.
5. The Director of Residence Life and Student Conduct (or designee) may require the cooperation of any member of the university community in furnishing testimony or evidence directly related to the resolution of a case. However, no member of the university staff with whom an accused student has entered into a confidential relationship can be required to give information arising from that relationship without the permission of the accused student. Furthermore, the Conduct Official shall excuse a witness if the Conduct Official concludes that by giving testimony the witness may be endangered.
6. The Director of Residence Life and Student Conduct (or designee) will generate a written summary of all hearings. Full hearings will also be tape-recorded. Written summaries will be maintained with the case file. Tape recordings of the hearing are to be used by the board during deliberations and/or an appellate review. Tape recordings may be destroyed after the appeal process is complete.
7. Student conduct records are confidential and are available only to persons who have permission from the student. Limited conduct information may be shared with other Shenandoah University administrators and faculty members who have a legitimate need to know.
8. All hearings are closed to the general public.
9. If an accused student fails to appear for a scheduled hearing, the hearing may be decided in his/her absence. The Director of Residence Life and Student Conduct (or designee) will hear the case based on the available information. The university will not necessarily drop charges of misconduct if an accused student leaves Shenandoah University for any reason (e.g., voluntary withdrawal, required resignation, separation, or dismissal).

10. An accused student may bring an adviser to a hearing. The adviser must be a student, a faculty member or a university administrator. During the hearing, the adviser may only advise during recesses granted by the Conduct Official and may clarify procedural questions before, during or after the hearing.

11. The Conduct Official will make decisions about responsibility and sanction(s). The decisions regarding responsibility shall be based on the evidentiary standard of “preponderance of evidence,” meaning the Conduct Official determines if it is *more likely than not* the alleged violation occurred.

12. The university requires the Conduct Official(s) and administrative staff maintain confidentiality regarding conduct matters. Individual(s) who report the alleged violation(s) may be informed of the Conduct Official’s decision. Information about assigned sanctions will be shared with reporting parties as deemed appropriate by the Director of Residence Life and Student Conduct (or designee). The Vice President for Student Life may share information about conduct charges, findings and sanctions with university personnel who, at the discretion of the Director of Residence Life and Student Conduct or Vice President for Student Life, have a legitimate need to know.

APPEAL PROCESS

A student found responsible for a violation of university policy during a Student Conduct Hearing or through a Community Conduct Council may request an appeal for one of the following reasons:

- a. insufficient information that a policy was violated;
- b. a serious procedural error in resolving the case and/or;
- c. sanction inappropriate for the violation.

An appeal to the Director of Residence Life and Student Conduct (or designee) must be made in writing within 72 hours of receipt of the original written decision. A decision typically will be rendered within 10 business days, unless the sanction includes suspension or dismissal. After review, the Director of Residence Life and Student Conduct (or designee) may either:

- a. affirm the finding(s) of the original hearing authority;
- b. reverse the finding(s) of the original hearing authority;
- c. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe) or;
- d. refer the case to an appeal hearing.

A subsequent appeal, which is permitted only in cases in which suspension or dismissal are assigned in a Conduct Hearing, must be submitted to the Vice President for Student Life (or designee) within 48 hours of the alleged violator receiving the previous appeal decision in writing. The Vice President for Student Life (or designee) may either:

- a. affirm the finding(s) of the original hearing authority;
- b. reverse the finding(s) of the original hearing authority;
- c. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe);

d. uphold the appeal decision made by the Director of Residence Life and Student Conduct (or designee) or;

The decision of the Vice President for Student Life (or designee) on all hearing appeals resulting in suspension or dismissal is the final decision for Shenandoah University. The decision of the Director of Residence Life and Student Conduct (or designee) on all other appeals is the final decision for Shenandoah University.

CONDUCT FINDINGS

Found responsible

The accused student is responsible for a violation of the *Student Code of Conduct* as charged.

Found not responsible

The accused student is not responsible for a violation of the *Student Code of Conduct*.

CONDUCT SANCTIONS

Reasons for sanctioning

A sanction is a consequence placed upon a student for violating the *Student Code of Conduct*. The purposes of imposing sanctions are twofold: to protect the university community from behavior that is detrimental to the health, safety and educational mission; and to assist students in understanding what it means to be accountable for their actions and/or what the consequences may be for future behavior.

All students who are sanctioned will be treated with equal consideration, and all circumstances involved in an incident will be considered in sanctioning, as each individual case is unique. In addition, a student charged as an accessory may be subject to the same sanction(s) as a perpetrator of the actual violation.

Repeat Violations

Shenandoah University employs a progressive discipline system in which succeeding violations may entail more serious consequences, including possible suspension and dismissal from the university.

Sanctions Related to Group Behavior

In addition to recommending other sanctions such as educational assignments, community restitution, fines, etc., the Vice President for Student Life, Director of Residence Life and Student Conduct (or designee) may recommend the imposition of the following sanctions:

- a. a written disciplinary warning with a copy maintained in the conduct file. The warning may specify corrective measures that can help the group avoid similar issues in the future;

- b. disciplinary probation for a period to be established by the Conduct Official, implying the group's standing within the university is in jeopardy and that further negligent or willful violations will normally result in suspension of university recognition. Disciplinary probation may include restrictions on the group's functions during the probationary period. The group should also be informed of corrective measures that must be undertaken during the probationary period and maintained after its conclusion and/or;
- c. suspension of university recognition – a group desiring to reestablish a relationship with Shenandoah University must re-apply for recognition by the university through the Vice President for Student Life.

Sanctions may be combined for varying levels of misconduct. Non-compliance with or failure to meet the terms of a sanction imposed at any level of the conduct process may result in loss of housing privileges. Housing and/or class registration may also be delayed pending completion of sanctions.

Possible Sanctions

A student may be sanctioned to one or more of the following depending on the seriousness of the violation. Sanctions are determined by a Conduct Official or Community Conduct Council.

written warning: official record that a student has been warned about behavior.

removal of property: required removal of property

finer: monetary sanctions, although community service programs may be substituted for fines if approved by an appropriate administrator

restitution: reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property

conduct probation: period of self reflection that may last up to 32 weeks, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in more severe sanctions, including suspension or dismissal from the university

removal from university housing: required removal from university housing – with final approval from the Director of Residence Life (or designee) – and without the refund of room fees. Once assigned this sanction, a student must move within a designated time frame (usually 48 hours unless otherwise permitted by the Director of Residence Life), after which the removed student cannot enter university housing without permission from the Director of Residence Life (or designee).

conduct suspension: temporarily canceling a student's enrollment at Shenandoah University – with approval from the Vice President for Student Life (or designee) – and a student cannot graduate while suspended. Once assigned this sanction, a student is immediately removed from classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the Vice President for Student Life (or designee). Any classes taken at

another institution during this period of suspension cannot be transferred to Shenandoah University.

dismissal: permanently canceling a student's enrollment at Shenandoah University – with approval from the Vice President for Student Life (or designee) – and the student cannot re-enroll or graduate from Shenandoah University. Once assigned this sanction, students are immediately removed from classes and banned from university property. A student cannot enter university property once dismissed without prior permission from the Vice President for Student Life (or designee).

referral: mandates the student seek appropriate counseling or guidance

community restitution project: includes work projects on or off campus

relegation to final room selection: student loses the opportunity to participate in the annual room selection (Lottery) process

university housing relocation: requires movement to another room, hall or quad – with approval from the Director of Residential Life (or designee) – and student must relocate in within 24 hours, after which the relocated student cannot enter the building from which he/she was removed throughout his/her term of probation without permission from the Director of Residential Life (or designee).

campus ban: student becomes persona non grata and is banned from being present on either the entire campus or specified areas of the campus

no-contact order: student is prohibited from having any direct or indirect contact or contact via a third-party with a particular person; violation may result in suspension

restriction of activities or privileges: participation in any and/or all organized university activities other than required academic endeavors are restricted for a designated period of time.

educational task: student must complete a task that benefits self, campus or community.

additional stipulations: additional stipulations added to sanctions a student must complete and/or follow.

other appropriate alternative sanction(s)

STUDENT CONDUCT RECORDS

A record of conduct sanctions may have an impact upon a student's ability to be elected to or participate in university leadership roles. Any student placed on conduct probation will be prohibited from participating in international study programs at least throughout the term of his/her probation. A student record must be reported on most law school applications, state bar examiner reports, medical school applications, some graduate school forms, some university transfer forms and, in some instances, job applications, particularly those for federal or state positions.

Retaining Records

Conduct records will be kept on file for 10 years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

Release of Records

External release of records will occur in accordance with federal law.



SHENANDOAHTM

U N I V E R S I T Y

HOUSING & RESIDENCE LIFE POLICIES

INTRODUCTION

All Shenandoah University students have rights and responsibilities when living on campus. Shenandoah University believes living on campus provides a unique opportunity to live within a diverse community with an emphasis on personal growth and development. Each residence hall is staffed with residence life personnel who are trained in counseling, programming and policy enforcement. Their role is to assist residents in developing community standards that respect individual and community rights and responsibilities. Resident Assistants (RAs) are supervised by Resident Directors (RDs) who are live-in, trained central staff members. Resident Directors are charged with developing programs, and administering policies and procedures.

ALCOHOL

Please see Alcohol and Drugs Policy in the Student Code of Conduct.

BREAKS (fall, holiday and spring)

Students may occupy their rooms on the dates specified by Shenandoah University and are expected to vacate them during fall break, Thanksgiving break, winter break and spring break, and within 24 hours of their final examinations at the end of each semester. Residents who demonstrate a need (as determined by the Director of Residence Life) to occupy their rooms during any of the above vacations must request and receive permission from the Office of Residence Life. Residents who request and are approved to remain on campus during breaks will be charged a fee. Students who have significant conduct history as determined by the Director of Residence Life (or designee) may be denied the privilege of remaining on campus over breaks. Please note: Dining halls are closed during breaks; residents who are approved to remain on campus are responsible for providing their own meals.

Entering a residence hall during these vacation periods without the express permission from the Office of Residence Life or the Office of Student Life is prohibited and a minimum fine of \$50 will be assessed. This precaution is for the safety and protection of those students authorized to remain on campus and other students' possessions left in their residence hall rooms.

BULLETIN BOARD DAMAGE

Bulletin boards are located in all the residence halls on campus. Resident Assistants are responsible for the content of these boards. All notices/fliers must be approved by the Resident Assistant prior to being posted. The Office of Residence Life reserves the right to determine what is approved for posting.

Unapproved notices/fliers will be removed and discarded. Students found responsible for writing graffiti on, tampering with, or removing, damaging or destroying information on the bulletin boards will receive disciplinary sanctions that include working with RAs to restore the bulletin board put up a new bulletin board and be assessed a minimum \$50 fine.

CHECK-IN AND CHECK-OUT PROCEDURES

Check-In

Each residence hall is inspected before new residents move in at the beginning of each school year by the staff. Students are required to fill out Room Condition Forms. Any damages or missing items should be noted on the Room Condition Form to avoid being charged when residents check-out. Any damage that a resident does not attribute to him/herself will be split between roommates. Residence Life staff members will inspect all rooms for damage and will assign charges. Damages will be billed to the resident(s).

Early Check-In

Residents must abide by the appointed schedule for arrival. Early arrivals will be limited to those student leaders, athletes and groups, designated essential to university activities in advance of the official Move-In Day and must have prior approval of the Director of Residence Life. Students will not be permitted to move in early if they do not have prior authorization.

Check-Out

Residents must also check-out of the room before leaving school or changing rooms. Residence Life staff members should be present at check-out unless other arrangements are made. The resident is responsible for leaving the room in the same condition in which it was found. This includes thoroughly cleaning the room, emptying trash and removing all non-university furniture and belongings. The room key must be turned in at this time and noted on the resident's Room Condition Form. All expenses incurred as a result of damages are the responsibility of the resident. Charges will not be assessed to one roommate based solely on one roommate's claiming another responsible. A written statement signed by all residents of the room that indicates who specifically should be charged can be submitted to the residence director. Room cleaning charges will start at \$25/student.

Abandoned Property

Anything left on campus at the end of the academic year or after a student terminates at Shenandoah will be forfeited and disposed of if it is not claimed and removed within 24 hours. A minimum \$50 room clearing charge will be assessed against any student who fails to remove his/her items of personal property within 24 hours of withdrawal or separation from the university.

Express Checkout

This process is designed to allow greater flexibility in checking out. Residents need to pick up key envelopes, sign the "express checkout" section of the Express Checkout Envelope, put the key inside the envelope, and hand it to a Residence Life staff member. Damages will be assigned as determined by the staff member who inspects the room after the residents have departed.

CLEANLINESS

Custodial Services is responsible for routine cleaning of public areas, including stairways, halls, laundry rooms, public bathrooms and lounges. However, students are expected to maintain their rooms in orderly and sanitary conditions; this includes removal of personal trash to university trash cans. Anything left in the laundry room for more than 24 hours will become the property of Shenandoah University.

COMMON AREAS

Residents of a floor or residence hall are responsible for damage done to the common areas of their residence halls. Common areas are generally used by, and available to, all residents of the hall (i.e. lounges, bathrooms, hallways, laundry rooms and stairways). If damage occurs to property located in a common area, the Residence Life staff will determine who is responsible for the damage. In the event an individual(s) cannot be identified, costs of repair/replacement will be assessed to all the residents of the floor and/or building where the damage occurred.

Any student, organization or university representative interested in using a residence hall common area should make a reservation request through the Resident Director of that hall at least 48 hours in advance.

CONDUCT INFRINGING ON OTHERS

All pranks and/or careless and irresponsible behavior that cause or have the potential for causing damage to university or personal property, causing personal injuries or that infringe on the rights of others are unacceptable. Such behaviors include, but are not limited to, water fights, shaving cream fights and throwing, kicking, or bouncing balls, Frisbees, and other similar items within or against the residence halls. No objects are permitted to be thrown or projected against the exterior of any university building.

DAMAGE DEPOSIT

The \$100 Residence Hall Damage Deposit will be held until a student terminates residency. This deposit covers unpaid bills and is refundable through the Business Office upon graduation or moving off campus after the second year residency requirement has been fulfilled.

ELECTRICAL RECEPTACLE SAFETY GUIDELINES

The Residence Hall policy for electrical receptacles is as follows:

Major Appliances

A major appliance is defined as any appliance that draws 4 or more amps of electricity when in use.

Normally, the amount of amperage is stated on the appliance. If there are questions regarding the amperage of an appliance, check with the Residence Director. All major appliances such as coffee pots, mini-refrigerators (3.1 cubic feet or less), hair dryers, curling irons, curlers, etc., must be plugged directly into wall receptacles. Extension cords may not be used.

The following appliances are not permitted in residence halls because of high voltage and/or exposed heating elements: halogen lamps, hot plates, toaster ovens, crock pots, electric fry pans, bread machines, George Foreman grills, window air conditioner units, portable heaters and open burners. Irons may be used only on ironing boards.

Extension Cords and Multi-Plug Adaptors

The use of extension cords is prohibited:

1. Only 1 power-bar adapter with surge protectors and multi-plug adaptors with six (6) or less plug in receptacles may be used.

2. Power-bar adaptors with surge protectors may not exceed six (6) feet in length and must be the heavy duty type. Heavy duty is defined as a cord with no lighter than 14-gauge wire.
3. No more than one major appliance may be plugged into any wall-type multi-plug-in adapter.
4. Extension cords may not run through doorways, windows, holes in the floors, ceiling or walls. The wiring may not be nailed or tacked to any surfaces.
5. Electrical wiring may not run around or under bed frames, mattresses, furniture, carpeting, file cabinets, or any other fixtures which would conceal or damage the cords. The wiring must be protected from any physical damage during use.

General

1. Plug-ins should be evenly distributed around the room.
2. All wires must be clear of traffic routes in the room and around beds and around or under furniture or other items.
3. Wires should never be taped to metal beds.
4. Frayed cords or lamps without shades should not be used.

FALSE FIRE ALARMS

Virginia state law strictly prohibits anyone from tampering with fire and safety equipment. Falsely pulling fire alarms, discharging fire extinguishers, removing exit signs and fire procedure signs, etc., will lead to disciplinary action and possible criminal prosecution. Any student who knows a false fire alarm has been sounded should immediately notify the Residence Life staff and/or the Department of Public Safety. Any student found responsible for falsely pulling a fire alarm will face severe conduct sanctions, hall relocation and a \$100.

FIRE DRILLS

Fire drills are scheduled throughout the school year as required by state law. Participation in drills is mandatory. All fire alarms should be considered as fire alerts, and the building must be evacuated immediately. Refusing to evacuate constitutes a hazard to fire officials and will result in disciplinary and/or legal action, including a minimum \$25 fine and an educational sanction.

FIRE SAFETY REGULATIONS

The Residence Life staff is fully prepared to support and encourage all students in promoting fire safety. Students should feel free to present their concerns or ideas that could result in safer residence halls. The following regulations are in effect for student safety:

1. The use of or possession of any dangerous chemical or explosive materials such as fireworks, incendiary devices, gun powder or gasoline, is strictly prohibited.
2. Tampering with or setting off fire alarms, smoke detectors, fire extinguishers or intentionally lighting a fire in a Shenandoah building is prohibited.
3. The possession of Hookahs, candles, oil lamps, incense or other open-flame items is prohibited as well as substances that result in producing an offensive odor.
4. Motorcycles and bicycles may not be kept in hallways, stairwells, attached to fire equipment or placed in any manner that interferes with exit from a building.
5. Parachutes, sheets, fish nets, tapestries and other large flammable items are not permitted to be suspended from residence hall ceilings.

FURNITURE (UNIVERSITY)

Lounge furniture should never be placed in a student room. Residents of the room in which lounge furniture is found will face disciplinary action, including a minimum fine of \$50. Residence hall room furniture and other items belonging to Shenandoah University may not be moved out of the room. Missing furniture will be charged to the residents at full-replacement cost.

GUESTS OF RESIDENTS

Residents may invite overnight guests of the same sex. Guests may not reside on campus for more than three (3) nights per semester unless special permission is granted by the Resident Director. Parking permits for guests can be obtained from the Office of Student Life. Guests are expected to adhere to Shenandoah regulations while visiting campus. Residents are responsible for the conduct of their guests, whether or not they stay overnight. A resident must have permission from his/her roommate to have an overnight guest.

HALOGEN LIGHTS

Halogen lamps are prohibited in all university-owned and operated facilities whether in desk lights, floor lamps or other similar lighting devices. Halogen bulbs are four times hotter than standard light bulbs and may cause a fire if they come in contact with combustible materials.

HOLIDAY SEASON DECORATIONS

1. All decorations must be made of fire-resistant materials.
2. No live Christmas trees or greenery are permitted in residence hall rooms or hallways.
3. No holiday lights are permitted in residence hall rooms or hallways.
4. Decorations must be removed before leaving for winter break. Artificial snow must be removed thoroughly. Decorations left during winter break will be removed and discarded and the hall/group responsible for the decorations will be billed.
5. All decorations on the exterior of residence halls will be left to the discretion of the Residence Hall staff.
6. Residence Hall staff will inspect rooms to insure that decorations are safe.

HOUSING AGREEMENT

Students who want to live on campus will be provided housing if (1) they are an admitted student and (2) have submitted both a housing application and housing contract by May 1 for the next fall semester and by Dec. 1 for the spring semester.

Students who cease to be full-time (minimum of 12 credits undergraduate and 9 credits graduate) and/or who for all practical purposes drop out of school (i.e. do not attend class) will be required to leave the residence hall within 48 hours.

Students removed from residence halls for violations of university conduct policies will still be held to the financial obligations for the housing contract period (i.e. both fall and spring semesters).

Shenandoah University reserves the right to change or cancel any room assignment in situations where in the health, community and/or good order is jeopardized, as deemed by the Director of Residence Life and Student Conduct.

When residence hall rooms are only occupied by one person, consolidation will be required. If a space becomes available in a room because a roommate has not been assigned or a roommate has moved out,

the Office of Residence Life reserves the right to fill the vacancy. Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process will face disciplinary action.

Shenandoah University is not liable for loss of or damage to the personal property of students. The university's property insurance does not cover the personal effects of residential students (i.e. stereo and computer equipment, clothes, etc.). It is each student's responsibility to obtain personal property insurance. Students should consult with their parent or guardian regarding the availability of coverage under the parent's/guardian's homeowners or tenants policy. If parents or guardians have no insurance coverage, but coverage is desired, students are encouraged to purchase personal effects coverage.

All students are responsible for damages in the residence hall or other rented or leased areas in which they live. Costs of repairs and/or replacement of damaged property and/or restitution will be charged to the student(s) responsible along with judicial action where applicable.

HOUSING POLICY

Full-time students are required to live in Shenandoah University residence halls for their first two years on campus. Exceptions include students who are married, living at their parent's or guardian's home, and/or who over the age of 22. These students must complete an Off-Campus Housing Request form in order to gain approval to live off campus. This form can be picked up and returned to the Office of Student Life. All students are required to live in the residence halls for the full academic year; the housing contract is in effect for the entire academic year.

KEY DUPLICATION, LOCK-OUTS & POSSESSION OF MASTER KEY

Shenandoah prohibits key duplication. Students who lose keys should immediately contact a member of the Residence Hall staff to get replacements. When a student loses his/her residence hall room key, the lock cylinder will be re-cored and a new key issued as soon as possible. The cost to the student is \$55. Any student who needs access to his/her room after two previous lock-outs will be charged \$10 for each additional lockout.

Any student found with an unauthorized master or building key will be subject to fines as well as disciplinary action. Any student who uses a master key to enter another student's room or Shenandoah University office or other facilities will be subject to disciplinary action.

LOFTS

When available, university beds may be bunked. The university does not permit lofts.

MAINTENANCE

While the university is responsible for routine maintenance, the resident is responsible for reporting maintenance concerns to his/her RA. If a repair is not made within 48 hours, please contact the RA to submit a second request. If a repair is still not made, contact the Resident Director to resolve the situation. The university will provide electrical power, heat and water and maintain these utilities under controllable conditions. Residents must understand that, as a condition of this policy, the university shall not be responsible or liable for any damage or loss to student personal property caused by the cessation or failure of such utilities, no matter the reason. Moreover, Shenandoah University will not be in breach of this policy if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy, the university will offer alternate housing if it is available on campus.

NOISE POLICY

Residents are expected to use discretion in and around residence halls where noise is concerned. Consideration of others is expected at all times. Stereos, TVs and radios must be kept at a volume that cannot be clearly heard outside the occupant's room. In general, musical instruments may not be played inside residence halls. Exceptions to the rule are instruments that can be played with the use of earphones. Practice rooms are available for the practice of voice, piano, percussion and other instruments.

Quiet Hours have been instituted to insure an environment conducive to student learning. Quiet Hours are set up within the following minimum guidelines.

- Sunday through Friday morning: 10 p.m. to 8 a.m.
- Saturday and Sunday: midnight to 10 a.m.

Violations of Quiet Hours are cause for disciplinary action. Whenever Quiet Hours are not in effect, a policy of Courtesy Hours will be enforced in each residence hall. The purpose of Courtesy Hours is to encourage each student to be responsible for his/her surrounding community. Consideration for one another is essential to maintaining a positive learning environment. Violation of Courtesy Hours is cause for disciplinary action. From the last day of classes until the last day of exams, Quiet Hours are in effect 24-hours each day.

OFF-CAMPUS REQUEST

Commuting student status is determined by residency with a family member and living within 45 minutes of campus.

PEEPING

It is against Virginia State Law to enter another person's dwelling and/or secretly "peep," spy or attempt to peer into or through a window, door or other aperture. This includes common area bathrooms and showers.

PROHIBITED ITEMS IN RESIDENCE HALLS

For a variety of reasons a number of items are prohibited in residence halls, primarily due to health and safety concerns. Some of these items include, but are not limited to: candles, pets (other than fish), ceiling fans, chain and dead-bolt locks, outside antennas, George Foreman grills, toasters and waterbeds. For a complete list, review the Residence Life website.

ROOFS AND BALCONIES

Students are not allowed on rooftops or on the elevated balconies of the residence halls.

ROOM CHANGES

Students may request approval to change roommates after the second week of each semester. Room Change Forms are available through the Office of Residence Life. Each student is required to obtain permission prior to the change. Students may not request room changes during mid-term and finals exams. Once a room change is approved, the move must occur within 48 hours unless special permission is granted by the Housing Coordinator. A minimum fine of \$50 will be levied against any student who changes rooms without receiving proper approval.

ROOM ENTRY, INSPECTION & SEARCH POLICY

Shenandoah University reserves the right of entry by authorized personnel to protect the health and welfare of the student and the Shenandoah community. University officials will exercise this right when there is probable cause that Shenandoah University or civil laws are being broken or in any emergent situation.

Health and Safety Inspections

Health and Safety Inspections are held periodically by Resident Assistants and/or Resident Directors. These inspections will be announced either by e-mail or fliers at least 48 hours in advance. The main objective of inspections is to maintain a safe and healthy living environment. When health or safety risks are discovered or prohibited items are found, these items will be removed. Confiscated items will not be returned to the student or his/her guest. Resident Assistants will attempt to educate residents by showing the proper method to correct a potential problem situation. If the resident is not present, the situation will be corrected and a note left for the resident. Health and Safety Inspections also give the residents an additional chance to make the staff aware of repairs that are needed in individual rooms.

Custodial and Maintenance Room Entry

Shenandoah reserves the right of entry in the student's absence by custodial and maintenance personnel in performance of necessary repairs and/or improvement to the residence facility. Custodial and maintenance staff will leave hang tags advising that they have performed work in the room if no residents are present.

Emergency Entry

A Residence Life staff member may, without verbal or written authorization from a higher authority, enter a student's room either forcibly or with a building master key in cases of fire, explosion, bomb threat, attempted or suspected suicide or other situations which call for immediate entry in issues of imminent threat to either residents of the room or residents of the hall community.

Any authorized or illegal items observed in student rooms during an emergency entry may result in future investigation after the emergency has passed. In the event of suspected vandalism, arson, assault or other violations of Shenandoah policy that may have occurred in a room, appropriate Shenandoah officials may be called in to conduct an investigation. The results of such an investigation may result in disciplinary action and/or criminal prosecution.

Room Search

Because colleges and universities are viewed as an educational community with special behavioral requirements, the courts have upheld the university's right to enter and search rooms with just cause, as long as the entry and search are not done in an arbitrary and capricious manner that unnecessarily deprives a student of fundamental "fairness" or "due process protection." The intent of this policy is to provide protection for the rights of each Shenandoah student, while at the same time providing residence life staff members and Shenandoah officials the means to maintain and protect the educational environment necessary for the university to fulfill its primary purpose.

Authorized Entry and Search

When an individual has reasonable cause to believe a student has violated a Shenandoah policy and relevant or prohibited materials remain in a room or suite, a request may be made for an authorized entry and search. The request should be directed to the appropriate Student Life staff member who will inform the Vice President for Student Life or his/her designee. After considering the request, the Vice President for Student Life or his/her designee may give a written or verbal authorization to conduct an authorized

entry and search of a student's room for specified items. In the event the Vice President for Student Life or his/her designee is not available, Director of Residence Life and Student Conduct, Vice President for Administration & Finance or the President of the university should be contacted.

SINGLE ROOMS

Most residence hall rooms for the first two years at Shenandoah University are double occupancy. Single occupancy rooms are available on a limited basis and not normally available. When available, they are apportioned first by need (i.e. documented disability or resident assistant), and then as determined by the Office of Residence Life. In instances in which a student does not have a roommate, Shenandoah University reserves the right to assign a second student to that space at any time during the year.

SMOKING

Smoking is prohibited in all university buildings, including residence halls and rooms. Smoking is defined as the lighting or burning of any pipe, cigar, cigarette or other tobacco product. Shenandoah University is committed to providing a safe, healthy and pleasant learning and work environment for its students and employees. Smoking is prohibited within 30 feet of all building entrances.

STORAGE

Storage space is not available for residential students. All personal possessions must be removed when students leave the residence halls at the end of the academic year.

VISITATION GUIDELINES

Visitation is permitted only when both residents agree to the visitor and the length of the visit. If visitation privileges are abused, the resident may lose this privilege and no longer be permitted to have any guests in his/her room.



SHENANDOAH™
U N I V E R S I T Y

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

INTRODUCTION

The Family Educational Rights and Privacy Act of 1974, as amended, pertains to student educational records maintained by Shenandoah University. The Act allows students and parents of dependent students access to their educational records while also protecting their right to privacy by limiting the transferability of records without the students' consent. The following guidelines are to assist all members of the Shenandoah community in understanding the provisions of the Act as they apply to Shenandoah University.

TRANSCRIPTS

Requests for transcripts of academic records should be directed to the Registrar's Office. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's academic record can only be released upon written request by the student. Students requesting official or student copies of their transcripts may do so in writing to the Registrar's Office. By law, the request must include the student's signature and date of request. Transcripts will be issued to the student or institution designated, provided all financial obligations to Shenandoah University have been met.

The transcript will show the academic status of the student, listing academic probation and/or academic suspension. In addition, the transcript will reflect the disciplinary or honor council suspension status of any student who requests a transcript from Shenandoah University while under suspension. However, no such disciplinary notation will remain on the transcript of a Shenandoah University graduate following commencement.

STUDENT ACCESS TO EDUCATIONAL RECORDS

All current and former students may have access to their educational records upon submitting a written request to the Registrar. Compliance with all requests will be made within a reasonable length of time but no later than 45 days from the date of receipt of the written request.

Students requesting access to their educational records must present valid identification. Educational records are defined to include academic records, confidential letters, and statements. Records not covered by FERPA include records received prior to Jan. 1, 1975, financial records of parents, private notes of faculty and administrative officers, law enforcement records and medical or psychiatric records. A physician or psychiatrist may review medical or psychiatric records upon the student's request. Students may waive, in writing, access to recommendations and evaluations. A waiver must be filed with each individual office. FERPA does not provide for blanket waivers of access to all educational records.

RELEASE OF CONFIDENTIAL RECORDS

The university will not release educational records of current or former students unless a written statement authorizing such a release is received from the student. Exceptions to this policy include the following:

1. Faculty and staff members having legitimate educational interest in the record.
2. Authorized federal and state officials in the process of administering educational programs.
3. Requirements in the administration of the Financial Aid Program.
4. Accrediting organizations carrying out their accrediting function.
5. Parents of a dependent student. Each student is considered financially dependent upon his/her parents until stated to the contrary, in writing, to the Registrar.
6. Directory information (see next section).
7. Organizations conducting studies on educational programs, provided the identity of the student is not revealed.
8. An emergency situation involving the health or safety of the student or other persons.
9. The university is in compliance with the Patriot Act.
10. The university will advise all recipients of student records that only authorized persons may view the records. Each university office will keep a record of all individuals requesting or receiving student records except as noted in Item 1 above.

Under FERPA, students control access to their academic records and grant access to those records to their parents and other third parties through written permission. Many students grant this access with general permission; others sign individual forms or written documents on a case-by-case basis. Under Virginia Law (Code of Virginia §23-9.2:3, amended July 2008), parents of students who are defined as "dependent" under U.S. Tax Code may be granted access to certain records by providing evidence of tax dependency and making a specific written request. Should a parent need to view some part of his/her student's academic record, the best approach is to talk with the student first. In most cases, he or she can show parents what they need to know. Another option is to ask the student to file blanket permission with the Vice President for Enrollment Management & Student Success. This allows the university to talk with a parent about their student's academic, financial and/or student conduct records.

As a last resort, a parent may use a Request for Release of Student Education Record to Parent form to request access to specific records with proof of tax dependency.

In case of a health and/or safety emergency, parents should contact Vice President for Student Life Rhonda VanDyke Colby at (540) 665-4862 for immediate assistance, as different protocols apply to the release of student information in emergency situations.

DIRECTORY INFORMATION

Shenandoah University designates the following items as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The university may disclose any of those items without prior written consent, unless notified in writing to the contrary.