Welcome to the Shenandoah University Student Handbook

Maintained by: Dean of Students Office
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The Shenandoah University Student Handbook is intended to serve as a convenient reference that brings together information about student life, university resources, and commonly referenced University policies. It is designed to help students locate important information and better understand the expectations and opportunities associated with being a member of the Shenandoah University community.

This Handbook is provided for informational and convenience purposes only. The University's official policies, procedures, academic requirements, and regulations are contained in the University's Academic Catalog, official University policies, and information published on the University's official website. In addition, individual schools, colleges, academic programs, departments, and University offices may maintain policies, procedures, standards, or requirements that apply specifically to students within those areas. Because University policies, procedures, and website content may be updated throughout the academic year, students should consult the official source whenever they need the most current information. Students are responsible for becoming familiar with, and complying with, all applicable University and program-specific requirements.

If there is any inconsistency between this Handbook and the Academic Catalog, an official University policy, a program-specific policy, or information published on the University's official website, the official source will control.

Shenandoah University reserves the right to revise, amend, interpret, or discontinue any policy, procedure, program, or information described in this Handbook or in other University publications at any time, with or without prior notice, as permitted by law. Nothing in this Handbook creates a contract or guarantees any particular policy, procedure, benefit, or outcome.

Academic Integrity

Undergraduate Academic Integrity Code
Graduate Academic Integrity Code

Anti-Hazing Policy

Shenandoah University prohibits encouraging, facilitating, or allowing hazing by any organization or individual. The Student Code of Conduct includes sections on Hazing but may also be pursued by the Office of Student Leadership and Engagement if it does not reach the level of a conduct violation.

Hazing is defined as “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 or a member of a group on an individual as a part of membership or initiation.”

Enacted in Virginia in 2022, Adam’s Law was created to strengthen institutional policies and education around hazing and requires all colleges and universities to post on their website all reports of violations of anti-hazing policies and laws.

Pursuant to Section 18.2-56 of the Code of Virginia, voluntary participation by members will not be admissible as defense against a charge of hazing.

Any person found guilty of hazing shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony. In that event the punishment shall be as otherwise provided by law for the punishment of such a felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

All cases of hazing will be reported, including the naming of student organizations, in the institution’s annual Campus Hazing Transparency Report, in accordance with the federal Stop Campus Hazing Act.

Absence Notification Policy

The Dean of Students Office does not have the authority to excuse an absence. Absence notifications are sent for non-academic reasons to assist a student during a rare and significant event or crisis in their life. Please note that neither the Dean of Students Office nor the Wilkins Wellness Center provides routine medical excuses for absences or missed deadlines due to short-term illness or injury.

Typically, absence notices will be issued only if the student is unable to communicate directly with faculty for an extended period of a week or more. Examples of when a notice will be issued may include:

- Death of a student’s immediate family member (parent, sibling, spouse, or child). Students with other family-related deaths should contact their professors directly.
- A student’s extended stay in the hospital which lasts a week or more.

- An extreme personal emergency in which the student is unable or reluctant to speak directly with faculty (e.g., psychological or emotional difficulties).

When the Dean of Students Office does issue an absence notice, the student is required to provide the office with documentation of the reason for the absence. If this documentation is not received within two weeks, another memo will be sent advising faculty to disregard the earlier notice.

Students missing a week or more due to more common illnesses (such as flu or mono) or brief hospital stays will be advised to contact their professors directly as soon as possible. If applicable, students are advised to contact their Adviser or the Advising Center to discuss academic concerns such as requesting an incomplete or withdrawing from some or all of their classes.

Extended Absence

Students who anticipate being absent for longer than two weeks should complete the Request for Accommodations form. Student Support Services will work with students, their advisers, and their faculty to develop and plan for the missed time.

Alcohol and Other Drugs Policy

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.

The following are prohibited:

- possessing or using alcoholic beverages by any student (or guest of a student) under the age of 21;
- possessing or using alcoholic beverages by any student in areas where alcohol is not permitted;
- providing alcohol to anyone under the age of 21;
- 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 any 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 associate vice president for student affairs (or designee).

Enforcement Practices

The use of alcoholic beverages on campus must be in compliance with federal, state and local laws. Violators of laws concerning drug and alcohol use may be subject to arrest. Members of the Shenandoah community are responsible for knowing the laws governing their actions. Penalties determined by the courts for these violations include suspension of driver's license, fines and imprisonment. The following regulations apply to the legal use of alcoholic beverages on campus by individuals and for approved social events:

Virginia Alcohol Regulations

1. The Commonwealth of Virginia prohibits the purchase, possession or consumption of all alcoholic beverages by persons under the age of 21. This is a Class 1 misdemeanor in which anyone found in violation would pay a fine of between $500 and $2,500 and/or perform a minimum of 50 hours of community work. The person's driver's license may be suspended for up to a year and they may be confined in jail for not more than 12 months.
2. It is a violation of state and federal law to purchase alcoholic beverages for, or to serve alcoholic beverages to, a person under the age of 21. This is also a Class 1 misdemeanor. (See possible punishments above.)
3. Intoxication and /or damage to public or private property are against the laws of the Commonwealth of Virginia and the regulations of Shenandoah. Intoxication is defined as a blood alcohol content of .08 percent or more and/or offensive, disruptive, destructive, hazardous and/or vulgar conduct during or following the consumption of alcohol.
4. It is unlawful to present false identification in order to purchase or consume alcohol and to give or permit to sell alcohol to persons under 21. Possible penalties include a $1,000 fine and/or 12 months in jail.
5. Commonwealth of Virginia law prohibits the consumption of alcoholic beverages in unlicensed public places. One possible penalty is a fine of $100.
6. Virginia statutes prohibit public drunkenness and provide for the transporting of public inebriates to detoxification centers. Purchasing or possessing alcoholic

beverages while intoxicated can result in a fine of $1,000 and/or 12 months in jail.

7. It is against Virginia law for anyone under the age of 21 to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 or more shall be punishable by forfeiture of the person's driver's license for a period of 6 months and a fine of up to $500.
8. Virginia law prohibits operation of motor vehicles while the operator has a blood alcohol concentration of 0.08 percent or more or while such a person is under the influence of any narcotic drug or self administered intoxicant. Penalties for driving while intoxicated include fines, license revocation and jail sentences. However, please note that any amount of alcohol can result in a driving under the influence charge through the student code of conduct.

Virginia Drug Regulations

1. Under local, state and federal laws, it is unlawful to possess, use, manufacture, sell, give or distribute a controlled substance or an imitation controlled substance. Any person in violation with respect to a Schedule I or II controlled substance will be subject to fines and imprisonment.
2. It is against Virginia law to possess drug paraphernalia. Possession of paraphernalia is a class one misdemeanor. Drug paraphernalia is defined as all equipment, products and materials of any kind that are either designed for use or are intended by the person charged for use in planting, propagating, manufacturing, producing, processing, preparing, packaging, storing, concealing, injecting, inhaling, etc. At Shenandoah, incidents involving illegal drugs and/or paraphernalia may involve the assistance of local law enforcement.
3. Effective July 1, 2021 the Commonwealth of Virginia made it legal for adults age 21 and older to possess and cultivate small amounts of marijuana. Adults may legally possess no more than one ounce (28.3) grams of cannabis without the intent to distribute. Public use of marijuana will still be prohibited.
   It is still illegal in Virginia to consume marijuana products in public or in a vehicle. Per Virginia law, anyone younger than 21 years old caught with marijuana will face a civil penalty of up to $25 and be required to enter a substance abuse treatment or education program.
   Any adult who possesses more than an ounce but less than a pound can be subject to a civil penalty of up to $25. Possession of more than a pound of marijuana is a felony punishable by up to 10 years in jail and a fine of up to $250,000.
   Under federal law it is still unlawful to possess, use, manufacture, sell, give or distribute a controlled substance or an imitation controlled substance, including marijuana.

Despite Virginia making marijuana legal for those 21 years and older, the possession, use, manufacturing, selling, and distribution of marijuana is still illegal on college campuses under the federal Controlled Substance Act and other applicable federal law and/or regulations, even for those 21 and older.

Regulations for Social Events

1. Social events where alcoholic beverages are served must be approved – in writing – 72 hours in advance by the associate vice president for student affairs (or designee) and must be sponsored by registered clubs or organizations. Legal I.D.s are required in all cases. No one under the age of 21 will be served.
2. Common source alcoholic beverage containers (e.g. kegs, beer balls, pony kegs, box wines and mixed alcohol punch in containers greater than 750 ml) or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full are not permitted in any residence hall or any university owned or operated property without prior approval from the associate vice president for student affairs (or designee).
3. The consumption of alcoholic beverages at social functions is limited to areas specifically approved by the associate vice president for student affairs (or designee).
4. Alternative nonalcoholic beverages must be available in sufficient quantities for those who choose not to consume alcohol. Food must also be available for the entire event.
5. The sponsoring organization (i.e., its members and officers) will be held responsible for violations of Shenandoah's drug and alcohol policy and thus subject to disciplinary and/or civil action.
6. Alcohol service must be consistent with the Virginia ABC regulations.

Consequences

Shenandoah recognizes that drug or alcohol abuse may be symptomatic of a serious addiction and for this reason the sanctions and consequences of abuse may include assessment and the opportunity for engaging in resources. Failure to comply with a recommended treatment program may result in dismissal from Shenandoah. Infractions of this drug and alcohol policy will be reported to the Dean of Students Office for action.

Parental Notification Policy: Alcohol and Other Drugs

Shenandoah University alcohol and other drug policies and practices strive to educate and inspire students to be critical, reflective thinkers and empower them to be ethical decision makers with attention to their own safety and the safety of the community. In keeping with its mission, Shenandoah informs students regarding the dangers associated with substance abuse and the improper or illegal use of alcohol or other drugs. In addition, the university intervenes to engage students who commit alcohol or drug-related violations or who demonstrate a pattern of substance abuse.

In an effort to educate students and their families regarding decision making, Shenandoah will partner with parents and other family members as appropriate with the ultimate goal of student success and community safety.

Minor First Violations

Minor first alcohol violations do not necessarily trigger notification. Minor violations include but are not limited to:

- underage possession of alcohol;
- underage consumption of alcohol; and
- open container of alcohol.

In the case of a first offense for these minor violations, Shenandoah provides students with educational resources and opportunities to change their behavior on their own. Most grow through the experience and change their behavior. The few who have subsequent violations deserve and require the shared attention of university and family.

Major or Subsequent Violations

Behaviors that can trigger parental notification are major violations and patterns of behavior. The following parental notification practices apply when a student is claimed as a dependent by a parent for federal tax purposes or is under 21-years old.

1. *Major Violations*
   Whenever a Shenandoah student is found responsible for a major alcohol- or drug-related violation, the student's parent(s) or guardian(s) may be notified by the university. Violations that can trigger notifications under this major violation category include but are not limited to:
   - arrest

- hospitalization
- driving under the influence
- public drunkenness
- supplying alcohol to those who are under age
- drug distribution
- possession or use of illegal drugs

2. *Pattern of Behavior*
   When the Dean of Students Office becomes aware that a student has engaged in a pattern of behavior involving alcohol and/or drugs, the dean of students (or designee) may notify the student's parent(s) or guardian(s). Violations that trigger notification under the pattern of behavior category include but are not limited to:
   - frequent or severe episodes of alcohol use
   - repeated drunkenness
   - binge drinking
   - drug use

When making a notification under this policy – time and circumstances permitting – the conduct officer (or designee) will encourage the student to participate in or make the initial call to their parent(s)/guardian(s). The conduct officer or designee may follow through with a direct call to the student's parent(s)/guardian(s).

Parental notification under this policy is in addition to the intervention and education programs already offered to students. Intervention may include one or more of the following:

- substance abuse assessment by a trained clinician
- Behavioral health assessment
- substance abuse counseling
- enrollment in educational programs
- sanctions imposed for violations of Shenandoah University's Student Code of Conduct

The dean of students (or designee) will make such parental notifications unless the university decides such notifications are not in the student's best interest. When the university decides not to make a parental notification, other resources will be offered to the student.

A notification under this policy is authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA), which permits the disclosure of information from education records to parents of dependent students. Shenandoah University reserves the right in its sole discretion to notify parents of alcohol- or drug-related incidents falling outside this policy to the extent permitted by FERPA or other applicable law.

Automobile Regulations

All automobiles and other vehicles must be registered with the Department of Campus Safety in accordance with the university's Student and Employee Parking Policies. All vehicles registered and parked on Shenandoah-owned or operated properties must display a current state license plate, inspection decal and a current Shenandoah University decal.

The privilege of having an automobile on campus may be revoked at any time by the vice president for administration and general counsel (or designee) when it is determined this privilege is being abused.

Read the detailed Parking Policy at the Department of Campus Safety's website or pick up a copy at its office in the Wilkins Building.

Bicycles, Motorized Bicycles, Electric Bikes, and Skateboards

Motorized bicycles, commonly referred to as mopeds, shall not be parked in buildings or parked so as to block entranceways, and may not be driven on lawns or sidewalks. A person may not secure a bicycle to a fire hydrant, pole, light pole or device on which notice has been posted forbidding the securing of bicycles.

Bicycles, defined to include electric bikes, may not be locked where they would obstruct or impede vehicular traffic or pedestrian movement. This includes handrails, exit discharge areas and handicapped ramps and access ways. When a bicycle is found restricting emergency egress or handicapped access, it may be impounded or immobilized and the owner will be issued a parking violation notice. Abandoned bicycles will be removed and donated.

Electric scooters and skateboards, defined to include electric skateboards, must be ridden with respect towards other pedestrians and vehicles on shared sidewalks and roadways.

None of these devices may be ridden inside any university building.

Camping and Shelter Construction

Construction of shelters, camping or sleeping out on Shenandoah-owned or operated properties is prohibited unless approved in writing by the vice president for student affairs (or designee). The term "camping" includes car camping or sleeping in a vehicle.

Acceptable Computer Use and Prohibited Conduct

A student who is found responsible for misusing a Shenandoah-owned computer or the Shenandoah-owned computer network shall be subject to the maximum sanction of dismissal or any lesser sanction deemed appropriate. This includes students using privately owned computers or equipment that accesses the university-owned network either on or off campus. SU has at its sole discretion the right to disable any SU accounts at the university with or without cause.

Below is a partial list of acts that violate this policy:

- committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy;
- using the computer to examine, modify or copy programs or data other than one's own without proper authorization;
- distributing or interfering with the normal use of the computers, computer-related equipment, data and programs of individuals, the network or the university;
- attempting to breach security in any manner;
- sending or displaying harassing messages through email, text messaging or any electronic media (a harassing message is any message that is unsolicited, inappropriate or deemed harmful to the recipient); and
- using a computer account for any purpose other than which it was assigned.

For a complete list and other compliance specifics, please review the full SU IT Policy.

Copyright Policy

All members of the Shenandoah University community must comply with federal copyright law (U.S. Code Title 17).Copyright infringement is defined as unauthorized possession or sharing of copyrighted materials, including but not limited to music, movies, computer software and games, videos or any other media which requires a license to possess. Sharing of copyrighted material without permission is a violation of the Digital Millennium Copyright Act (DMCA) and this policy. Both the entertainment and software industries actively monitor the Internet for possible copyright infringements with legal action becoming more common. The law requires the University to respond expeditiously when notified that a user is violating copyright law.

Examples of copyright infringement include, but are not limited to sharing files through:

- Email
- Peer-to-Peer (P2P) file-sharing programs/services
- Posting materials on an Internet web page or folders

- Instant message file transfers
- Sharing of physical media (CD-ROMs, DVD, USB thumb drives, flash memory, and hard drives)

If the University receives a valid subpoena, it is obligated to turn over any electronic information we have regarding specific instances of data transmitted via our networks.

Hospitalization of Student/Parental Notification

In the event a university employee (faculty or staff) or student learns a university student is in the hospital (or a similar facility) to receive medical services, then the university employee/student should immediately submit a student of concern form on which they provide the requested information, and include a cell phone number for the hospitalized student if practicable.

After hours, the employee/student should contact the Department of Campus Safety (DCS) at (540) 678-4444. DCS will immediately notify the dean of students (DOS) or their designee. Once notified, the DOS (or their designee) will promptly make the inquiries and gather the information that will allow them to take the step(s) they believe to be in the best interest of the student and/or other members of the university community, consistent with applicable law and university policy, including without limitation: attempting to contact, and potentially visiting, the hospitalized student; consulting with the executive director of the Wilkins Wellness Center and Counseling Center; attempting to notify the parent(s) and/or emergency contact (EC) of the hospitalized student unless the DOS (or their designee) believes such notification would not be in the best interest of the student; and attempting to contact the hospitalized student's on-campus roommate(s) and/or professors.

To protect the hospitalized student's privacy, any notification provided to the parent(s)/EC, roommate(s) and/or professor(s) may be limited. For example, the DOS (or their designee) may simply advise the parent/EC the hospitalized student is safe, but that the EC should contact the student as soon as possible. The DOS (or their designee) may advise a roommate the hospitalized student is safe, but will not be staying in their room for [fill in period of time]. The DOS (or their designee) may advise the hospitalized student's professors that the student will not be in class for [fill in period of time] and may discuss the student's options for dealing with the missed classes.

Non-Discrimination And Bias Policy And Procedures

Access SU's Non-Discrimination and Bias Policy and Procedures

Photo, Video and Audio Recording Policy

From time to time, a Shenandoah University employee may photograph, video or audio record a student or students for promotional purposes. Promotional purposes include, but are not limited to, use on the university website and social media platforms, or in other marketing or admissions materials.

In the event the University desires to use a photo, video or audio-recording of a student (or students) in a “high profile or sensitive placement,” the University will use reasonable efforts to inform the student(s) in advance. High profile or sensitive placements will include: (i) the cover of any materials; (ii) a top website placement; or (iii) those which may appear to endorse individual scholarships, or student support services, such as peer tutoring, disability services or academic counseling.

A student may “opt out” of this policy at any time by contacting the Office of Marketing and Communications (OMC) at omc@su.edu. In the event of an opt out, SU will not publish a photo, video or audio recording of such student thereafter. In the event SU inadvertently fails to comply with an opt out, however, the student should contact OMC again, and OMC will remove the photo, video or audio recording promptly. Notwithstanding the foregoing, the University will not be required to remove any student photo, video or audio recording that was published prior to the date on which the student opted out.

Public Postings and Advertisements on Campus

Individuals, organizations and businesses that want to post printed material of any kind on Shenandoah University property or within Shenandoah-operated buildings must first obtain written approval from the student communications and marketing coordinator. Materials must be appropriately posted so it does not block signs or damage university property.

Religious Groups Policies and Guidelines

Guidelines for religious groups at Shenandoah are as follows:

1. The university chaplain has responsibility for coordinating religious activities at Shenandoah. Religious groups that want to invite an off-campus religious leader to speak or minister on campus need to clear the visit with the Office of Spiritual Life.

2. Religious groups seeking formal recognition should notify, and receive permission from, the university chaplain (or designee) and follow established procedures for organizational recognition and registration.

Residential Pet Policy

Residential Pet Policy Rationale

Shenandoah University ("SU") recognizes that pets can play a valuable role in helping students (as well as faculty and staff) transition to residential campus life. For example, pets can help students make friends by acting as an icebreaker. Pets may also be good exercise partners, or simply companions who can alleviate homesickness.

The Pet Policy aims to provide a safe environment for our Pets, as well as for members of the SU community. The Pet Policy also serves to protect, maintain, and regulate the privilege of having residential Pets on campus enjoyed by members of the university community.

Pet Owners are responsible for protecting the rights of all community members as well as the physical beauty of the campus. By bringing a Pet to campus, the student has indicated an understanding of the policy. Pet Owners are encouraged to consider carefully the advantages and disadvantages of the residential campus environment for their individual pet.

Applicability

This Pet Policy applies to SU students, as well as faculty or staff, who desire to have a Pet in a room on campus in which they live, which is in a Pet-Friendly Residential Facility.

Refer to full policy for Glossary of Terms

General Rules and Restrictions:

Students, faculty and staff members living in a Pet-Friendly Residential Facility, or who have reserved a room in a Pet-Friendly Residential Facility, may have a Pet live in their room, subject to the following general rules and restrictions:

- They complete and timely file a Pet registration application with Residence Life.
- They are a returning, transfer or graduate student eligible to live in an upper class residence hall.

- SU may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals:
    - The size of the animal is too large for available assigned housing space.
    - The animal's presence would force another individual from individual housing.
    - The animal's presence otherwise violates individuals' right to peace and quiet enjoyment
    - The animal is not housebroken or is unable to live with others in a reasonable manner.
    - The animal's vaccinations are not up-to-date.
    - The animal poses or has posed in the past a direct threat to the individual or others such as being venomous, or prior aggressive behavior towards or injuring the individual or others.
    - The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
- The following are not permitted in a Pet-Friendly Residential Facility (or any other SU residential facility):
    - Pets not registered with Residence Life.
    - Animals that do not meet the definition of a Pet (or a Service Animal or an approved ESA or Visiting Pet).
    - Dangerous or vicious dogs as defined in Virginia Code Section 3.2-6540 and 6540.1, respectively.
    - Nonnative (exotic) animals listed in 4VAC15-30-40.
    - Pets that require live or previously live food such as mice, small rodents, mammals and insects.
    - Visiting Pets, unless they have been approved to be there by Residence Life.

All Pets must be in good health while residing on campus. SU may consult a veterinarian to make a recommendation to Residence Life regarding any Pet that it believes may be unfit to live on campus. Students agree to permit a veterinarian of SU choosing to inspect their Pet(s) upon request.

Residence Life shall have final authority to determine if: (i) a Pet is eligible to live on campus, and/or to remain on campus; and (ii) if a Visiting Pet may be on campus and if subject to any additional restrictions.

Pet-Friendly Residential Facilities

Residence Life determines for each school year which SU residential facilities are Pet-Friendly Residential Facilities. The Pet-Friendly Residential Facilities are:

- Edwards Residential Village - Designated rooms only.
- Vaden Campus Commons - Designated rooms only.

Maximum Number of Pets

Unless otherwise approved by Residence Life in advance

- Residents are permitted a maximum of one Pet.
- A room may only contain one Pet (Large or Small).

Registration, Vaccination and Certification

All Pets must be registered and approved by Residence Life prior to residing on campus. Failure to register a Pet prior to bringing the Pet on campus may result in a fine of up to $150.00. All Visiting Pets must be pre-approved by Residence Life prior to their campus visit.

All Pets have a registration fee of $250.00 for the academic year. These fees will be charged to a student's account.

Proof of current rabies vaccination must be presented when registering a dog or cat. Dog owners must submit proof of a Winchester City dog license. Dogs and cats are required to be spayed or neutered. Additionally, dog owners will be required to certify that their dog has not injured a person or companion animal and is not a "dangerous dog," as defined in VA Code § 3.2-6540 or a "vicious" dog, as defined in VA Code § 3.2-6540.1 (or similar designation from another jurisdiction), and that they will notify Residence Life if a dog displays aggression toward a person or injures (or kills) another person or a companion animal.

Rules of Conduct

1. Pet Owner assumes all responsibility for a Pet's actions regardless of circumstances.
2. Pet Owners must follow all local/state laws and regulations.
3. All Pets must reside in the room to which they are registered and are not permitted indoors in other campus buildings.

4. All Pets must be housebroken and relieve themselves outside. The use of training pads is not permitted in the Residential Facilities. Pet Owners must clean up after their Pet and may be charged cleaning fees if they fail to do so.
5. All pets must be on a leash or in an animal appropriate container at all times while outside of the Pet Owner's room, excluding the designated pet exercise areas. Under no circumstances are Pets (of any size) allowed to run around outside unsupervised.
6. Animals should be crated/caged no more than five hours when the owner is not present in the room.
7. Animal may not be left overnight in University Housing to be cared for by any other individual other than the owner.

Violations of any of the above rules or other detrimental conduct will be referred to the Conduct and Community Standards (if Pet Owner is a student or student visitor), and to the Director of Human Resources (if Pet Owner is an employee or employee visitor).

Owner Responsibility

Pet Owners shall take care to ensure their Pet is safe and healthy, and does not disrupt the safety or beauty of SU's campus nor interfere with the peaceful enjoyment of campus property by other members of the SU community.

Pet Owners, not SU, shall be liable for all damages and injuries caused by their Pets, including without limitation, any property damage to a room/hall which requires flea, tick or other similar treatment to remedy. SU recommends all Pet Owners obtain liability insurance for any damage to property or harm to others that may be caused by their Pets.

Complaints

Residence Life staff will meet as necessary to consider complaints regarding Pets and may refer any matter for student conduct action. Any member of the SU community may file a complaint with Residence Life staff regarding any Pet by submitting a student of concern form. The complaint may address any form of misconduct or rule violation on the part of the Pet or Pet Owner.

Service Animals and Emotional Support Animals (ESA)

ESAs are approved through the Office of Student Support Services and must adhere to all conduct policies described in the Pet Policy. Owners of ESA are required to register their animal with Residence Life.

Service animals are allowed on campus in accordance with the Department of Justice guidelines. They must be fully vaccinated and trained to perform a task that offsets a disability. Service dogs in training will be considered on a case-by-case basis. Students with a service animal are not required to report or register the animal with the university but disclosure is recommended to facilitate a smooth transition for the animal into the campus community.

Pets During Campus Breaks, Closures, and Emergencies

During any campus break or closure over which the Pet Owner will be away from campus (Thanksgiving, Winter Break, Summer, etc.), the Pet Owner must remove the Pet from campus. There will be no exception to this rule and Pet Owners may face fines and/or conduct action. During emergency situations and drills (e.g., fire drills), Pet Owners must remove their Pet from the Residence Hall as directed by SU staff and emergency responders.

Pet Adoption

Any student considering adopting/acquiring a pet while attending SU should first ensure that the animal is compatible with both campus and home life, given that the animal will need to return home during breaks. Students planning to adopt from a humane society/SPCA will need to coordinate with Residence Life for necessary documentation. This process could take up to thirty (30) days. Roommate approval is also required when applicable.

Pet Exercise Areas

SU has two areas for pet exercise. One behind the Brandt Student Center and one near Vaden Campus Commons.

Virginia and Winchester Laws and Resources*

- Virginia Law on Animal Welfare
- Virginia Law on Nonnative (exotic) Animals
- Virginia Law on Control of Dangerous Dogs
- Winchester City Dog License Information

*These resources are presented for informational purposes only. Pet owners are responsible for complying with all applicable laws.

Sales, Solicitation and Fundraisers

Individuals and student organizations planning to conduct sales, solicitations and fundraising activities on or off campus and/or requiring a contractual agreement with non-Shenandoah agencies, must obtain the written approval of the Director of Student Leadership and Engagement (or designee). Non-student and non-Shenandoah-related individuals and organizations may not sell or solicit on Shenandoah University property without permission from the Director of Student Leadership and Engagement. Door-to-door solicitation is prohibited.

Any authorized sales, solicitations and fundraising activities are subject to applicable Shenandoah University regulations and local, state and federal laws. Requests may be approved for a specific area on campus or for pre-approved off-campus-locations. No solicitation shall interfere or conflict with the mission of the Shenandoah University. Any profits derived from sales, solicitations and fundraising activities on and off campus must be used for a purpose consistent with Shenandoah University policy and with the purpose of the sponsoring student organization.

Smoking

Smoking in any university building or within 30 feet of any entrance or window is prohibited. Smoking includes, but is not limited to, the lighting or burning of any pipe, cigar, cigarette, electronic cigarette (aka vaping) or other product. Shenandoah University is committed to providing a safe, healthy and pleasant learning and work environment for its students and employees.

Sound Amplification Equipment

Shenandoah reserves the right to specify where and when sound amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the dean of students (or designee).

Student of Concern

A student of concern is any student who displays behaviors that may adversely affect a student's ability to be successful in the university environment.

To report a student of concern, complete the online form at www.su.edu, search "Student of Concern."The report will be directed to the university's Care Team.

Any student, family member, faculty or staff member can file a Student of Concern report. Expressions of interest, concern and compassion are important factors toward providing a student necessary assistance.
When an individual appears to be a threat to the safety of self or others, call 911. For on-campus situations, also call the Department of Campus Safety at (540) 678-4444. (Call 4444 from any campus landline phone.)

For more information about “Student of Concern,” contact the Dean of Students Office at (540) 665-4928.

Student Organizations

Student Leadership and Engagement supports a variety of student organizations, and these groups provide opportunities for social, professional, humanitarian as well as academic development for students. Types of student organizations include academic and professional, fine and creative arts, intercultural and international, sports and recreation, religious and special interest groups. OSLE encourages students to take active roles in campus organizations. Being involved with an existing organization or starting a new one is a great way to meet new people and can quickly connect a student to the Shenandoah community and beyond.

OSLE welcomes the formation of new organizations at any point during the academic year. New organizations keep the campus alive with student interest and innovation. To register an organization, more information on student organizations or for details on how to form a new club, contact the Office of Student Leadership & Engagement.

Unauthorized Use of University Property or Documents

Students shall not use, possess or sell any unauthorized parking permits, student IDs, keys or official Shenandoah University documents.

Housing and Residence Life Policies

Introduction

All Shenandoah University students have rights and responsibilities when living on campus. Living on campus provides unique opportunities to be part of a diverse community with an emphasis on personal growth and development. Each residence hall

is staffed with Residence Life personnel trained in peer counseling, programming and policy enforcement. They assist residents in developing community standards that respect individual and community rights and responsibilities. Resident assistants (RAs) are supervised by area coordinators (ACs) who are live-in, trained full-time professional staff members. ACs are charged with building community and administering policies and procedures.

Breaks (Fall, Winter 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 are expected to clean their rooms, remove all trash and perishable food as well as set the heat to 68 degrees or the air conditioning to 74 degrees before leaving for any break. Failure to complete any of these tasks will result in fines and conduct violations. Residents who demonstrate a need to occupy their rooms during any of the above breaks may request permission from the director of residence life (or designee). Residents must request and be approved to remain on campus during breaks. Occupying a residence hall during breaks could result in being referred through the conduct process. Students with significant conduct histories as determined by the dean of students (or designee) may be denied the privilege of remaining on campus over breaks. Residents are not permitted to have overnight guests during university breaks. When the dining hall is closed, residents remaining on campus are responsible for their own meals.

Entering a residence hall during breaks without permission from the director of residence life (or designee) is prohibited and results in a minimum fine of $50 (in addition to the break fee). This precaution is for the safety and protection of students authorized to remain on campus and property in residence halls.

Students may not be able to live on campus when the entire university is closed for scheduled breaks.

Bulletin Board Damage

Bulletin boards are located in all residence halls. Resident assistants are responsible for the content of these boards. All non Residence Life generated notices/fliers for residence halls must be approved by the student communications and marketing coordinator prior to being posted. The Residence Life Office reserves the right to approve content. Unapproved notices/fliers will be removed and discarded. Students found responsible for bulletin board or whiteboard vandalism (writing graffiti, tampering

with the board, removing, damaging or destroying information, etc.) will receive disciplinary sanctions that include restoration of the bulletin board and a minimum $50 fine.

Check-In and Check-Out Procedures

Check-In

Each residence hall is inspected by the Residence Life staff before new residents move in. Students are required to fill out Room Condition Forms. Students should note any damage or missing items on the Room Condition Form to avoid being charged when they check out. Any damage not attributed to a single student will be split between roommates. Residence Life staff inspect all rooms for damage and will assign charges. Damages are billed to the resident(s).

Early Check-In

Residents must abide by the appointed schedule for arrival. Early arrival is limited to students deemed essential to university functions and who have prior approval of the director of residence life. Students are not permitted to move in early if they do not have prior authorization.

Check-Out

Residents must officially check out with their Residence Life staff before leaving school or changing rooms. Students are responsible for leaving rooms in the same condition in which they were found. This includes thoroughly cleaning the room, cleaning the bathroom if applicable, 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(s). Charges are assessed upon a mutual understanding between roommates, and lacking agreement, the charges will be divided. Signed written statements indicating who specifically should be charged can be submitted to the area coordinator. Room cleaning charges range from $25 to $200 per student.

Roommate Ready

The Office of Residence Life reserves the right to ensure that all double rooms are filled with two roommates. You may find yourself assigned a new roommate to join you in your double room at any time during your stay in campus housing. Be sure that you stay roommate-ready. This means that the second set of furniture and half the bathroom should remain vacant, unused,

and clean. Residence Life conducts monthly Health and Safety inspections. If you are not found to be roommate ready during these inspections, or any other visit to your room by Residence Life, you will be documented and fined $50 per infraction.

Abandoned Property

Any non-university owned property left on campus at the end of an academic year or after a student leaves Shenandoah will be disposed of if not claimed within 24 hours. This includes bicycles. A minimum $50 room clearing charge will be assessed against any student who fails to remove their items of personal property within 24 hours of check-out or separation from the university.

Express Check-Out

Express Check-Out allows greater flexibility for residential students. Residents need to pick up key envelopes, sign the “express checkout” section of the Express Checkout Envelope, put the key inside the envelope, and return it to a Residence Life staff member. Damages will be determined by the staff member after the resident(s) have departed.

Cleanliness

Custodians routinely clean public areas, including stairways, halls, laundry rooms, public bathrooms and lounges. Students are expected to maintain orderly and sanitary conditions in their rooms and bathroom areas, including disposal of personal trash into university trash bins. Items left in laundry rooms will be disposed of after 24 hours.

Kitchen and Common Area Spaces

Students are responsible for cleaning their personal utensils, dishes, pots, pans and storage containers. After use, students are responsible for cleaning and discarding their trash when using common areas. Counter spaces, stove, sink and tables should be cleaned when using the kitchen. If cleaning becomes an issue, kitchen privileges may be impacted and conduct charges may be pursued.

Common Areas

Residential students are responsible for damage done to the common areas of residence halls. Common areas are lounges, bathrooms, hallways, laundry rooms, stairways, etc. If damage occurs to furniture, floors, walls, ceilings and fixtures in common areas, Residence Life staff and Department of Campus Safety officers will

determine who is responsible for the damage. In the event an individual(s) cannot be identified, repair and/or replacement costs will be charged to all residents of the floor and/or building.

Students, organizations or university representatives may use a residence hall lounge area if a reservation request is made through Coursedog at least 48 hours in advance. Reservations for the courtyard area of Edwards Residential Village (volleyball and grill area), The Village (grill and fire pit), and East Campus Commons (grill) should be made by contacting the director of residence life.

Students, organizations, or university representatives may use a residence hall lounge area if a reservation request is made through Coursedog at least 48 hours in advance. Students making a request must live in the building that they are requesting access for (with the exception of The Village common room) and must agree that other residents of the building can be in that space at any time if they choose to be, as it is a common space for all residents to utilize. Reservations for the courtyard areas of Edwards Residential Village (volleyball and grill area), The Village (common area, grill, and fire pit), and East Campus Commons (volleyball court and grill) should be made through Coursedog.

Conduct Infringing on Others

All pranks and/or careless, irresponsible behavior is unacceptable, especially if the behavior causes or has the potential to cause damage to university or personal property, or causes personal injuries or infringes on the rights of others. Such behaviors include but are not limited to water fights and shaving cream fights as well as throwing, kicking or bouncing balls, Frisbees and other similar items inside or against residence halls. Throwing objects against the exterior of any university building is prohibited.

Activities that could endanger the safety of persons and/or damage property are prohibited within the residence halls. This includes, but is not limited to, playing floor hockey, throwing a Frisbee or football, use or storage of hoverboards, or playing any other sports in the residence halls including bouncing a basketball, roller skating, roller blading, skateboarding, riding bicycles, water fights, using toy guns that use hazardous projectiles, throwing objects from windows, entering or exiting from windows, etc. Activities that could endanger the safety of persons and/or damage property are also prohibited on the grounds of the residential communities.

Displays

Posters, signs, flags, decorations, including seasonal decorations, and other displays or exhibits (“Display” or “Displays”) facing outward from a residence hall or residence hall

room are prohibited. Exceptions to this policy are: white boards for informational purposes, Res Life-issued decor such as door name tags, and participation in University-sponsored decorating contests.

Electrical Appliances, Cords and Multi-Plug Adaptors

Major Appliances

A major appliance is defined as any appliance that draws 4 or more amps of electricity when in use; the amount of amperage is usually stated on the appliance. (Area coordinators can assist students who are unsure about a particular appliance.) All major appliances such as coffee pots, mini-refrigerators (2 amps or less), microwaves (1000 watts or less), hair dryers, curling irons, curlers, etc., must be directly plugged into wall receptacles; extension cords may not be used in the halls. All appliances must be energy star compliant.

No major appliances such as refrigerator (more than 2 amps), cooking range, washing machine, clothes dryer, dishwasher, air conditioning equipment, deep freeze units or other appliances, regardless of size, may be installed or brought into any residence hall without prior written consent from the Director of Residence Life or Designee.

University provided appliances, water heater/plumbing, range, air vents, or any other existing fixtures must be utilized only for their intended purpose and must not be removed or modified in any way.

Because of high voltage and/or exposed heating elements, the following appliances are not permitted in residence halls:

- electric blankets
- halogen lamps, lava lamps
- hot plates, toaster ovens, crock-pots, electric fry pans, bread machines, George Foreman grills or any item with an open heating element
- window air conditioner units, portable heaters, open burners
- including but not limited to, power tools, saws, large moving blades, etc.
- irons may be used only on ironing boards.

Extension Cords

Extension cords are prohibited in all residence halls.

Multi-Plug Adaptors

1. No more than one (1) power-bar adapter with surge protectors are to be plugged in per wall outlet. Power-bar outlets with surge protectors are not to be plugged into each other.
2. Power-bar adaptors with surge protectors may not exceed 6-feet in length and must be “heavy-duty.” Heavy duty is defined as a cord with no less than 14-gauge wire.
3. Only one major appliance may be plugged into any wall-type multi-plug-in adapter.
4. Electrical wires may not run through doors, windows and/or holes in the floor, ceiling or walls. Wires may not be nailed or tacked into any surfaces.
5. Electrical wires may not run around or under bed frames, mattresses, furniture, carpeting, file cabinets or any other fixtures that can conceal or damage the cords.

General Safety

1. Electronics should be evenly distributed around a room.
2. All wires must be clear of foot traffic routes and not placed under beds, furniture or other items.
3. Wires should never be taped to metal beds.
4. Frayed cords and lamps without shades should not be used.

False Fire Alarms

Virginia 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 Campus Safety. Any student found responsible for falsely pulling a fire alarm will incur severe conduct sanctions, potential hall re-location or removal from housing and a disciplinary fine.

Fire Drills

Fire drills are scheduled throughout the 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 immediately evacuated. Refusing to evacuate constitutes a hazard to fire

officials and results in disciplinary and/or legal action, including a minimum $25 fine and an educational sanction.

Fire Safety Regulations

Residence Life staff are fully prepared to support and encourage all students in promoting fire safety. Students should present their concerns or ideas for 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, lighter fluid, gunpowder 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 buildings. Bicycle racks on campus are for students' use.
5. Parachutes, sheets, fish nets, tapestries and other large flammable items are not allowed to be suspended from residence hall ceilings.
6. Access to windows, doors and corridors must be kept clear for emergency egress.

Furniture (University Owned)

University-owned furniture from common areas should never be placed in students' rooms. Furniture from vacant residence hall rooms may not be moved into another room; this includes mattresses. Residents who are found in possession of university-owned furniture not assigned to their rooms 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 a room. Missing furniture will be charged to the resident(s) at full replacement cost.

Holiday Decorations

1. All decorations must be made of fire-resistant materials.
2. Live Christmas trees or greenery are not 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 life staff.
6. Residence life staff will inspect rooms to ensure 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 a housing application/housing contract by June 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 still attending class but dropped or withdrawn from a class making them less than full-time status need approval from the director of residence life to continue living in their residence hall.

Students removed from residence halls for violations of university conduct policies will still be held to the financial obligations for the housing contract for the remainder of the current academic semester.

Shenandoah University reserves the right to change or cancel any room assignment in situations in which the health, community and/or good order is jeopardized, as deemed by the dean of students.

When only one person occupies a double occupancy residence hall room, consolidation will be required and Residence Life reserves the right to fill the vacancy. A resident who engages in conduct designed or intended to dissuade or intimidate another student from moving into a room, or who otherwise attempts to manipulate the housing assignment process, will face disciplinary action.

Shenandoah University is not liable for the personal property of its students. The university's property insurance does not cover students' personal property; it is each student's responsibility to obtain personal property insurance. Students should consult with their parent(s) or guardian(s) 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.

Students are responsible for damages in university-owned residence halls or other rented/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 and judicial action may be taken.

Housing Requirement

All new first-year undergraduate students are required to live in on-campus housing for the duration of their first two years at Shenandoah University. After completing their two-year residency requirement, undergraduate students are welcome, but not required, to live on campus, based on availability.

Transfer students who enter the university with less than 54 completed credit hours are required to live on campus until they've completed no fewer than 54 credit hours.

Students may request an exemption to this policy if they meet one of the following criteria:

- Living with parents, legal guardians, or relatives and commuting to campus within a 30 mile radius.
- Married, living with their spouse.
- Living with dependent family member(s).
- Twenty-two years of age or older (on the first day of the semester of application).
- Religious needs that cannot be reasonably accommodated by the University.
- Serious medical conditions that cannot be reasonably accommodated by the University.
- Veteran/Active Duty Military.
- Transfer student with 54+ credit hours.

Students seeking a housing exemption must apply through the housing portal. Once submitted, requests may take up to 30 calendar days to process, and students will be notified of the final decision via their university email.

The SU Housing Contract is binding for the full academic year. Students who move out of their assigned housing prior to the end of the academic year are not eligible for a refund of room and board charges unless you are graduating. In addition, a one-time fee of $500 will be assessed as liquidated damages (not as a penalty) and is due immediately.

Students required to live on campus pursuant to this policy, but who do not apply for housing or have an approved exemption, will be assigned to a room and billed for a 19-meal plan for the upcoming academic year.

Key Duplication, Lock-Outs and Possession of Master Key

Shenandoah prohibits students from duplicating keys. Students who lose keys should immediately contact a member of the Residence Life staff for replacements. When a student loses their residence hall room key, the lock cylinder must be re-cored for safety reasons and a new key issued as soon as possible. The cost to the student is $100.

Any student who needs access to their room after two previous lock-outs is charged $10 for each additional lockout.

Any student found with an unauthorized master key or building key is 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 is 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, each residential student is responsible for reporting maintenance concerns by submitting an electronic work order. If a repair is not made within 48 hours of filing a report, contact the RA to submit a second request. If a repair is still not made, contact the area coordinator.

The university provides electrical power, heat and water and maintains these utilities under controllable conditions. Residents must understand that, as a condition of this policy, the university is not responsible or liable for any damage or loss to students' personal property caused by the failure of such utilities, no matter the reason. Moreover, Shenandoah University is not 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 alternative housing if it is available.

Noise Policy

Students are expected to use discretion with regard to noise in residence halls. Consideration of others is expected at all times. Stereos, TVs and radios must be kept at volumes that cannot be clearly heard outside a room. In general, musical instruments

may not be played inside residence halls; the exception is instruments that can be played with the use of earphones. Practice rooms are available in conservatory buildings for vocal and instrumental practice. A violation of Quiet Hours is cause for disciplinary action.

Quiet Hours ensure an environment conducive to student learning and wellbeing. Quiet Hours are:

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

Whenever Quiet Hours are not in effect, Courtesy Hours are enforced in each residence hall. Courtesy Hours encourage each student to be responsible for their hall 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.

Room Changes

The Residence Life Office (RLO) reserves the right to consolidate any room spaces and/or re-assign placement due to housing needs. Should RLO need to change a student's room assignment for any reason, the student will be informed via email. SU will use reasonable efforts to make any accommodation it deems necessary based on the change(s) timely submitted, but SU cannot guarantee it will be able to provide an accommodation based on such change(s). All housing assignment information will be communicated through SU email accounts and the SU housing software system (StarRez). All residents are privy to the name and email address of their assigned roommate as released by the RLO.

Students may request to change roommates after the second week of each semester. Residence Life will first try to help the roommates repair their relationship through mediation. If mediation is unsuccessful, the area coordinator may recommend a room change.Each roommate is required to obtain permission prior to the change. Once a room change is approved, the move must occur within 48 hours unless the director of residence life (or designee) grants special permission. A minimum fine of $50 may be levied against any student who changes rooms without receiving proper approval. Students may not request room changes during mid-term and final examinations week.

Room Entry, Inspection and Search Policy

Shenandoah University reserves the right of entry by authorized personnel to any room to protect the health and welfare students and the Shenandoah community. University

officials will exercise this right in any emergent situation or when there is reason to believe that Shenandoah University or civil laws are being broken. The Residence Life Office and Department of Campus Safety staff may enter or search a room without the permission or presence of a resident during scheduled health and safety inspections or if there is reasonable belief of an imminent and serious threat to the safety and well-being of persons or property, or violation of law or policy. Other University staff or agents may assist Residence Life and/or Campus Safety in situations connected with fire, chemicals, explosives, weapons, or other circumstances that could cause serious personal trauma or injury. See Student Handbook for more details on policy and procedures.

Room Search

Shenandoah University reserves the right to enter and search residence hall rooms when there is just cause, provided such entry and search are not conducted in an arbitrary or capricious manner that would deprive a student of fundamental fairness. The intent of this policy is to balance the rights of each Shenandoah student with the University's obligation to maintain a safe and educational environment. This authority enables Residence Life, the Department of Campus Safety, and University administrators to preserve the integrity of the living-learning community and support the University's mission.

Authorized Entry and Search

When reasonable cause exists to believe that a student has violated Shenandoah University policy and that prohibited or relevant materials remain in a room or suite, an authorized entry and search may be initiated. In collaboration with Residence Life, Department of Campus Safety Supervisors and above are authorized to approve a search.

In instances involving multiple rooms, or in situations of greater complexity, the DCS Supervisor will consult with the Watch Commander, Assistant Director, or Director of Campus Safety for further assessment and review prior to proceeding.

If prohibited weapons, illegal substances exceeding personal-use amounts, or any other uniquely prohibited items or relevant materials are discovered, the DCS Supervisor shall immediately notify the Director of Campus Safety or their designee. Law enforcement may be contacted depending on the amount and nature of the items found.

Health & Safety Inspections

Health & Safety inspections are held once a month by residence life staff. Inspections are announced either by email or printed fliers at least 48 hours in advance. The primary objective is to maintain a safe and healthy living environment. When health or safety risks are discovered, or prohibited items are found, those items are removed. Confiscated items will not be returned to the student or guest. Some items may be retrieved by the student and taken home during their next university break. Resident assistants will show residents the proper methods to correct potentially problematic situations. If the resident is not present for the inspection, the situation will be corrected and an email will be sent to the resident. Repeated health and safety failures will result in a conduct meeting. Health and safety inspections are also opportunities for residents to make staff aware of needed repairs.

Prohibited Items Include but are not limited to: ceiling fans, chain and deadbolt locks, outside antennas, George Foreman Grills, Toasters, waterbeds, candles, incense, items with an open heating element, items with an open flame, combustibles such as gasoline, explosives to include firecrackers and fireworks, extension cords, hoverboards, power tools, saws, large moving blades.

Prohibited Items

- Decorations must be at least 2 cinder blocks down from the ceiling or 34 centimeters to ensure rooms are within the fire marshall standards.
- Items not permitted in all rooms, flats, suites, or apartments include non-UL approved electrical items, halogen lamps, microwaves larger than 1,000 watts (microwaves less than 1,000 watts are permissible), kerosene lamps, space heaters, propane and other flammable liquids or harmful chemicals, window air conditioning units not provided by the University, mercury thermometers, fog and smoke machines, and any items otherwise prohibited by University policy.
- Deep-fat fryers, toaster ovens, waffle makers, gasoline stoves or open-flame cooking appliances, sternos, immiscible heaters and open-coil hot pots and hot plates are not permitted in rooms.
- Coffeemakers with hot plates, or similar warming plates, are not permitted. Coffeemakers with internal heating devices, such as ©Keurig or ©Tassimo, are permissible.
- UL-approved surge protected power strips and plug adapters with reset switches are permitted but cannot be connected to another similar item to add length to an outlet. Power strips, extension cords, and plug adapters without surge protection are prohibited.
- The possession or use of any type of firearm, ammunition, gunpowder, fireworks, air rifle, air pistol, spring-powered pellet (or “BB”) gun, paintball gun, orbeez gun

or pellets, gel blaster guns, water guns or toy guns of any kind, blade-based weapon, knives over four inches in length, sword, chukka stick, throwing star, brass knuckles, slingshot devices, chemical/biological weapon, or any other substance or device designed to harm or incapacitate, is prohibited.

Violations of Break Closings, Health and Safety Inspections and Missed Hall Meetings

Written warning letters may be issued for minor break closing violations, monthly health and safety violations and missed building meetings for first time offenses. Repeated violations will result in official conduct conversations or conduct hearing processes for any subsequent violations. Please note in the above warning letters, the student is given the option to meet in person with a conduct officer if there are any questions, concerns and if a student does not accept responsibility. The student must notify the conduct officer if they would like to do so by the deadline indicated in the warning letter.

Custodial and Maintenance Room Entry

Shenandoah University reserves the right of entry by custodial and maintenance personnel in performance of necessary repairs and/or improvement to the residence hall. Custodial and maintenance staff will leave hang tags giving notice that they have performed work in a room if no residents are present.

Emergency Entry

Residence Life and Department of Campus Safety staff members 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 that call for immediate entry.

Any unauthorized or illegal items observed in a room during an emergency entry may result in an investigation after the emergency has passed. If vandalism, arson, assault or other violations of Shenandoah policy are suspected in a room, appropriate Shenandoah officials may be called upon to conduct an investigation. The results of such an investigation may result in disciplinary action and/or criminal prosecution.

Room Responsibility

Students are responsible for behaviors which are in violation of University Policies that occur in a student room, apartment, or common area.

Single Rooms

For the first two years, most residential students live in a double-occupancy room. Single-occupancy rooms are limited. When available, single rooms are assigned first by need such as documented medical need, and then others may be available during the housing lottery process. When a student does not have a roommate in a double-occupancy room, Shenandoah University reserves the right to fill the vacancy.

Storage

Storage space beyond what is provided in each residence hall room, 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 roommates agree to the visitor and the length of the visit does not violate the guest policy. If visitation privileges are abused, the residential student may lose this privilege and no longer be permitted to have any guests in their room.

- Minors are not permitted in University housing without prior written permission from the Director of Residence Life or designee, unless the minor is visiting briefly with a parent or legal guardian. Babysitting in University housing is prohibited.
- Guest Policy

Residents may host overnight guests. Residents must have prior permission from their roommates to have overnight guests. Guests may not reside on campus for more than three nights per month unless the director of residence life grants special permission. Guests include other Shenandoah University students who do not reside in the room. Parking permits for guests can be obtained from the Department of Campus Safety. Guests must adhere to Shenandoah regulations while on campus. The residential student with whom the guest is visiting must escort their guest through the residence hall. Guests may not be in a residential room without their student host present. Residents are responsible for the conduct of their guests, regardless of the length of the visit. Guests may not use the community kitchen without being accompanied by their host. Living in a single room does not exempt residential students from this guest policy.

- Access

- Residential students will only have ID access to their assigned residence hall or residential facility. They would need to be the guest of another student and escorted to gain access into another residential facility.

Religious Observance Policy

Purpose

Shenandoah University is committed to nondiscrimination, diversity, inclusiveness, and support for its students, faculty, employees, and staff regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. Shenandoah will not permit religious discrimination in accordance with the US Equal Employment Opportunity Commission (EEOC). As part of this commitment, the University makes good faith efforts to provide reasonable religious accommodations to those whose religious observances conflict with a University policy, procedure, or other academic or employment requirement unless such accommodation would create undue hardship to the faculty, staff, school, program, or the University at large.

Reason for the Policy

Shenandoah University is a United Methodist Church-affiliated institution of higher education. The United Methodist Church-affiliation of Shenandoah University and the Christian influences on the popular culture of the United States cause the schedule and design of the university to operate on a model that inherently privileges Protestant Christian patterns of life. Because of its United Methodist Church-affiliation and its welcoming spirit, Shenandoah University seeks to be a hospitable and supportive community for students from all religious traditions. The university environment is enriched by the religious diversity of its faculty, staff, and students. For this reason, the university needs a Religious Observance Policy to support all students in requesting accommodations for religious observances.

Definitions

Religion is a way of being in the world that includes attitudes, practices, beliefs, and social organizations. Religious observances perform ways of being religious that may be personal or communal, private or public, daily or occasional.

A reasonable accommodation is any adjustment to the work environment that will allow an employee or student to practice his or her religion. This may mean any adjustment in attendance requirements and/or the academic environment that will not result in undue hardship to the University. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives,

requirements and prerequisites as defined by the course coordinator/instructor and by the University.

Examples of reasonable accommodations for student absences may include:

1. Providing a time and/or place to pray
2. Rescheduling an exam or giving a makeup exam for the student in need of a religious accommodation
3. Altering the time of a student's presentation
4. Allowing assignments to substitute for missed class work. Note: the alternative work must not be more difficult than the missed class work.

Undue Hardship is a request, practice, procedure, or financial cost, which faculty determine unreasonably interferes with academic requirements or essential job functions at the University. Faculty will be required to provide a rationale whenever an undue hardship is determined.

Request Procedure

Below are the steps involved in requesting a religious accommodation. If the instructor/coordinator and/or students have questions about the process, they should contact director/dean of their school.

Step One

Student submits the Religious Observances Request Form located in the Academic Catalogue and on the Spiritual Life website to his/her coordinator/instructor before the end of the drop/add period. Requests submitted after this date will be considered, but approval cannot be guaranteed due to the potential short notice given by the student. If the student involved is a pharmacy or health professions student, the form must also be shared with whomever approves absences for each respective school. Retroactive accommodations will not be approved.

Step Two

The instructor/coordinator will evaluate the undue hardship of the request. If the coordinator/instructor has questions about the appropriateness of a request, he/she must contact the Office of Spiritual Life. It is expected that the coordinator/instructor will respond to the request in a timely manner, normally within ten (10) class days. This is intended to provide sufficient time for thoughtful consideration of all pertinent information. However, this timeframe can be extended by mutual agreement between the student and coordinator/instructor involved. If a timely response does not occur, the student should contact the appropriate department or division chair.

Step Three

If the instructor/coordinator approves the absence(s), the accommodation granted for any missed work will be added to the Religious Observances Request Form. If instructor/coordinator denies the request, reasoning must be provided and the student may start the appeal process (see below). Students with an approved accommodation must be provided with a reasonable alternative to complete missed work. Students may be required by the course coordinator/instructor to complete and submit assignments prior to the day of absence. Students may also be asked to make up the missed work and are responsible for the material covered on that missed day of class.

Step Four

A copy of the completed written request and its approval status will be maintained by the course coordinator/instructor until the end of the semester at which time it will be destroyed.

Additional Information

Absences due to an approved religious observance will be considered an excused absence and will not result in penalty. For example, absences due to a religious observance will not count against a student's attendance record in the class. Reasonable accommodations for travel will also be excused for the religious observance. Students engaged in experiential learning (ex. clinical rotations, internships, preceptorships, student teaching, etc.) may not be able to be accommodated. It is expected that the student will follow the policy of the facility or organization where he/she is completing the rotation/internship.

Appeals Procedure

If a student is denied religious accommodation and the student believes that this was done in error, the student may start the appeals process. It is expected that each step described below will be completed in a timely manner. At each step in this process, the student may request to meet directly with the person hearing the appeal. The person hearing the appeal may meet with the student or seek the counsel of faculty members or others who may have pertinent information.

Step One

Within three (3) business days of the notice of denied accommodations, the student should make an appointment with the coordinator/instructor to discuss the grievance and to seek resolution.

Step Two

If dissatisfied, the student should schedule an appointment with the appropriate department or division chair to seek a resolution.

Step Three

If dissatisfied, the student should schedule an appointment with the appropriate dean or director to seek a resolution.

Step Four

If dissatisfied, the student should make a written grievance to the provost. The letter must be submitted within three (3) business days of notice of the denied appeal by the student's dean or director and should be submitted via e-mail. The letter should outline the need for a religious accommodation and include a description of an accommodation the student believes to be reasonable; additional supporting materials may also be included. If the provost sees merit in the grievance, she will review the request. If there is no merit, the student will be notified that this ruling is final.

Submit a Religious Observance Request

CAMPUS CLOSURE POLICY

This policy addresses closure of Shenandoah University physical locations as well as delays and cancellations of instructional, administrative and other in-person activities related to inclement weather. Unless otherwise announced, when a Shenandoah University location is closed for inclement weather, instructional activities for that location *may* continue virtually. As described in further detail below, employees with certain job responsibilities that need to be performed on campus will still be expected to report to work at the closed location, provided they are able to get there safely. Other employees will be expected to work remotely. For natural disasters or other major events that may require the closing of campus or cancellation of classes, refer to the *Crisis and Emergency Management Plan*.

This Campus Closure Policy applies to all Winchester locations (main campus, Health and Professions Building, John Kerr Building, Bowman Building and Feltner Building); SU Child Care, Shenandoah Loudoun (SL) and Cool Spring.

The Vice President for Administration and General Counsel is responsible for decisions regarding campus closure and staff work responsibilities. The Provost is responsible for decisions regarding instructional activities and faculty work responsibilities.

Notice of campus closure and any adjustments to instructional activities or work responsibilities will be made through the Emergency Alert System and will be placed on the SU Web site and the university phone system. Specific information is listed at the end of this memo. If no closures, cancellations or other changes are announced, it

should be assumed that campus is open and classes and other activities are being held as originally scheduled.

Timing of Announcements

When possible, notification of the campus closings or delays or related changes will be made by the following times:

- Morning cancellation or closing—by 6 a.m.
- Afternoon cancellation or closing—by 10 a.m.
- Evening cancellation or closing—by 2 p.m.

When a Location Is Closed

When an announcement states that a particular SU location is closed, the following will apply for that location:

- Unless otherwise determined by the Provost, instructional activities will take place virtually in keeping with the Virtual Learning Policy. (See Appendix A.)
- Administrative offices may operate virtually utilizing employees who will be expected to work remotely. Supervisors should be in touch with employees in their areas with any special instructions.
- Most library services will be provided virtually.
- Residence halls, the Brandt Student Center and an appropriate level of food service will remain open.
- Physical Plant and Campus Safety services will continue utilizing employees who will still be expected to work on location *provided they can get there safely.* In general, employees who are routinely expected to work in person when a location is otherwise closed will have this provision noted in their job description and/or in the provisions of their IWA (if any).
- All other in-person activities and events will be canceled or held virtually with the following exceptions:
  - Shenandoah University Child Care Center may follow a different schedule from the rest of the university. In most cases it will open one hour before and close one hour later than the university, but specifics will be announced with each event.
  - Athletics may follow a different schedule from the rest of the university. Inclement weather announcements for athletics will be communicated via suhornets.com and social media outlets. See Appendix B.
  - Public events, including lectures, Conservatory performances and Admissions events will continue in person unless a separate announcement is made. The decision as to whether to hold in-person, hold virtually, or cancel such events will be made by the dean or director of the school or department holding the event in consultation with the Director of Physical Plant and the Director of Campus Safety.
  - University-sponsored group travel (e.g., GEL or GCP) will continue

as scheduled unless a separate announcement is made.

When Campus is Not Closed

When SU locations remain open during inclement weather, faculty, staff and students should make their own decisions as to whether it is safe to drive, as conditions at their locations may be different from those at campus.

When a student determines that it is not safe for them to travel, they may usually participate in instructional activities virtually, provided they notify their instructor at least an hour ahead of the class or activity. Such virtual participation may be synchronous or asynchronous at the discretion of the instructor and may not be available for some instructional activities, including but not limited to clinical assignments. In those cases, students should be given an opportunity to make up the work if possible.

When an instructor determines that it is not safe for them to travel and that a usually in-person class must be held virtually, they should notify students at least an hour ahead of time, as well as their department chair and dean.

When a staff member determines that it is not safe for them to travel, they should contact their supervisor. Depending on the needs of the unit and/or the provisions of the member's IWA (if any), the supervisor may allow the individual to work virtually, to make up time at a later date, or to take personal leave.

When Virtual Activities are Canceled

In the unlikely event that an extreme weather event dictates that Shenandoah University or a particular location temporarily halt even virtual activities, this will be specified in the announcement:

"All classes at SL are canceled for tomorrow."

Media and Campus Announcements

Emergency Alert System (Omnilert Alerts) — Students, faculty and staff are automatically signed up to receive text and email notifications from SU Alerts (Omnilert). Closings, delays and related changes will be announced using the following media:

■ Omnilert Alerts via text and email

■ SU website (www.su.edu), social media accounts, and mobile app

■ Campus Phones: Notice of campus status will be recorded on the Shenandoah University main line (540-665-4500)

Virtual Learning Policy

For purposes of this document, the term "classes" refers broadly to university-scheduled classes, labs, rehearsals, and similar activities. Individual experiential learning activities such as clinicals, field placements and internships are addressed separately.

When a Shenandoah University location is closed while classes are in session, the following policies will apply unless otherwise announced:

1. Classes that were previously scheduled to be held virtually will continue as scheduled unless otherwise determined by the instructor in accordance with 2.b. below.
2. Classes that were previously scheduled to be held in person will meet as follows:

a. By default, such classes will meet virtually at the usual time using Zoom or another communication mechanism specified by the instructor.
b. Alternatively, the instructor may notify students that the class material will be made up a) in-person at another time determined by mutual agreement, b) online, synchronously at another time determined by mutual agreement, or c) asynchronously.
Guidelines for contact hours and activities are available through the Center for Transformative Teaching and Learning.

Delayed Opening or Early Closing

When a delayed opening is announced, the following procedures will apply:
1. Classes that were previously scheduled to be held virtually will continue as scheduled.
2. Classes that were previously scheduled to be held in person will meet as follows: a.) By default, classes scheduled to meet before the delayed opening time will meet entirely virtually; b.) Alternatively, the instructor has the discretion to begin the class in person at the time the location opens, ending the class at the usually scheduled time and making up any missed time as described above. Students must be notified at least one hour ahead of time of such a change; c.) Classes that were previously scheduled to begin at or after the delayed opening time will meet as regularly scheduled (in person or virtually). When an early closing is announced, the following procedures will apply
1. Classes that begin at or after the early closing time will meet virtually.
2. Classes that begin before the early closing time but end after that time will meet as regularly scheduled (in person or virtually) until the early closing time, after which the remainder of the class will be made up as described above. Alternatively, the instructor may elect to hold the entire class virtually. Students must be notified at least one hour ahead of time of such a change. For classes that meet at or shortly after a delayed opening or early closing time, instructors should be aware that students may need to travel to campus from their virtual learning location, or vice versa.
Students whose schedules require that they travel during a class meeting time due to an inclement weather closure should notify their professors at least an hour ahead of time.

Rescheduling Exams

In the event of a campus closure during the week of final exams, instructors have several options:
1. Instructors may offer the exam virtually at the regularly scheduled time.
2. Instructors may offer the exam as a take-home exam or otherwise asynchronously.
3. Instructors may offer the students the option to take the final either on the date for make-up that appears in the closure notice or within another mutually defined time through consultation with the deans/director to be no later than the add/drop period of

the following semester. Instructors will have to coordinate with their department to find exam locations for returning students who wish to take the exam at the beginning of term.
4. Instructors may change the final exam assignment to a different assignment that can be done through digital means, such as a paper or a podcast.
5. Instructors may offer their classes the option of reassigning different weights to already completed coursework (e.g., quizzes, exams, papers, portfolios, projects, presentations, etc.), thereby forgoing the final. However, if a student wants to take a final exam, Instructors must grant that request and offer the student the option to do so within the time specified in #3.
Education cohorts meeting off-site will follow the cancellation/closure policies of the local school system in which the class is held.
Clinical experiences, field placements, internships and other experiential learning activities will follow the policies identified for each experience.
Athletics Inclement Weather Policy
In the event the University closes and practice or athletically related activity is scheduled, the following procedure should be followed:
1. The practice or activity must be approved by the Director of Athletics or designee in consultation with the Director of Physical Plant, Head Athletic Trainer and other personnel as deemed necessary.
2. The practice will be voluntary and no repercussion to the student-athlete will be assessed if they are unable to attend due to safety concerns.
3. Safety is always paramount. In the event that the University closes and an athletic competition is scheduled, the following procedure should be followed:
1. If it is a home competition rescheduling will be considered. If a visiting team has already arrived in town, all efforts should be made to hold the competition.
2. If it is an away competition, the Director of Athletics or designee in consultation with the Head Coach, the Director of Physical Plant, and Director of Campus Safety will determine whether the team should travel.

Motor Vehicle Regulations

These regulations govern the registration, parking, operation, use and removal of motor vehicles, any vehicle that is powered by an internal combustion or electric engine and is legally able to be driven on a roadway, on property owned or under the control of Shenandoah University. They are designed to ensure the safe and orderly movement and parking of vehicles. All individuals who operate vehicles on campus are required to comply with these regulations.

Motor vehicle laws of the Commonwealth of Virginia are recognized on all Shenandoah campuses. Shenandoah University assumes no responsibility for the theft, loss or damage to any vehicle operated or parked on university property. Any university employee or student with a registered vehicle on campus shall be held presumptively responsible for any violation involving his/her parking permit. If any vehicle is found on university property in violation of regulations and/or not displaying a university decal permit, the owner or person in whose name such vehicle is registered shall be held responsible.

All university students, whether full-time or part-time, who park motor vehicles on university property owned or under the control of Shenandoah University shall register upon arrival on campus. Parking enforcement to include failure to register a vehicle, failure to properly display a valid permit, or failure to park in an assigned area, will begin on the first day of classes. All properly registered vehicles must be parked in designated RED student parking areas on campus consistent with the residential designation on their decal or in any lot designated generally for those with RED parking decals and properly display an authorized permit as outlined in this policy.

SECTION 1: MOTOR VEHICLE REGISTRATION

All university students, faculty or staff members or full-time contractors who park motor vehicles on property owned or under the control of Shenandoah University must register their vehicles with the Department of Campus Safety (DCS). This requirement applies whenever a motor vehicle is used on property owned or under the control of Shenandoah University, in connection with any university function or activity, including job-related duties, classes and/or athletic, cultural or social events.

All properly registered student vehicles may be parked in designated RED student parking areas on campus consistent with the residential designation on their decal or in any lot designated generally for those with RED parking decals. Certain parking spots throughout main campus and other locations may be designated for specific purposes or individuals and are clearly marked by signage. Any vehicle parked in any of these designated spots by unauthorized persons shall be ticketed and may be subject to towing at the owner’s expense.

Address and license plate changes: Students are responsible for reporting any address and license plate changes to DCS. Failure to do so may result in a violation.

Student Parking Registration Procedure

In order to register your vehicle, you must provide your vehicle registration and payment information at the following: Parking Permit Shopsite. For those on main campus, you may obtain the physical parking permit from DCS located in the Wilkins Administration Building. For other locations, please reach out to your building coordinator and/or DCS for pick-up dates and times for your respective location. The registration process is not considered complete until you have received and placed the decal permit on your vehicle. A decal permit must be placed on the lower left rear windshield of the vehicle. Registration stickers for motorcycles, motor scooters and motorbikes must be affixed to the left front fork. Any vehicle not displaying such a permit shall be considered unregistered. Damaged or stolen decal permits must be promptly replaced. Failure to replace such permits will be considered a violation. There is no charge for replacement permits, upon proof of damage to or loss of originally issued permits. Replacement permits are issued by the Department of Campus Safety. Stolen permits should be immediately reported to the Department of Campus Safety.

The annual fee amount is due in full regardless of the date you purchase your permit. All sales are final.

Disability Permits

Vehicles parked in designated handicapped parking spaces must display authorization from the motor vehicle administration agency of the state in which the vehicle is registered. Individuals who need accommodation until such authorization is acquired may obtain a special permit from the Department of Campus Safety that allows parking in areas otherwise prohibited, e.g., faculty/staff parking.

This special permit does not authorize parking in handicapped parking spaces, and it does not take the place of an official authorized permit from a state motor vehicle administration.

Temporary Permits

Drivers who must use any vehicle other than the one with an issued permit decal may apply for a temporary permit at the Department of Campus Safety. Temporary hanging permits are free of charge, are valid only for the date issued and entitle the holder to park in any parking lot designated on the permit. These permits may also

be used for visitors and entitle the holder to park in any legal, unreserved parking space.

SECTION 2: DRIVING

The posted speed limit on university property is 15 miles per hour on roadways and 10 miles per hour in parking lots. Drivers must stop for pedestrians crossing roadways or walking through parking lots. Drivers must also obey all stop signs, yield signs and any other traffic control devices or they may be charged for a violation.

SECTION 3: PARKING

Vehicles must be parked in assigned lots. Lots are designated by a color coding that matches the decal permit color: RED for all students, BLUE for faculty and staff employees. In addition, RED student parking permits are designated to reflect the particular campus residential assignment held by the student using the vehicle. Those designations are: RFY (Residential First Year), VIL (Village), and standard red permit parking. Only visitors are allowed to park in designated visitor spaces, and only vehicles with appropriate permits may be parked in accessible parking spaces. The responsibility for finding a parking space rests with the motor vehicle operator. The fact that a lot is full does not constitute a valid justification for violation of the regulations. In all cases in which a motor vehicle is parked, the position of the automobile shall be such that the whole of the vehicle is located within the boundaries of the parking space. Parking is permitted in marked spaces only. The fact that other vehicles are parked improperly shall not constitute an excuse for parking in a manner such that part of the vehicle extends over or beyond the parking space boundaries. No parking is allowed within 15 feet of a fire hydrant, in a fire lane or where “No Parking” signs are posted. Certain spaces have been reserved for service vehicles. Service vehicles are defined as any vehicle owned by Shenandoah University, contractor vehicles and delivery vehicles of licensed businesses during the execution of their duties. Motor vehicle operators are responsible for obeying all parking and traffic signs as posted. It is impractical to mark with signs all areas of university property where parking is prohibited. Parking or driving is definitely prohibited on grass plots, tree plots, sidewalks, construction areas or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with

the use of university facilities, hinder the free movement of pedestrian or vehicular traffic, or impede the use of emergency equipment.

During periods of time such as winter, spring, fall and summer breaks, all vehicles must be removed from Shenandoah property unless prior arrangements are made with the Department of Campus Safety. Vehicles parked in violation of these provisions may be subject to towing at the owner's expense. The fact that a person parks in violation of any law, ordinance or regulation and does not receive a citation does not mean the law, ordinance or regulation are no longer in effect. Parking regulations are in effect 365 days a year.

Repairing Vehicles on Campus

Repairing vehicles, other than official university-owned vehicles, with the exception of emergency repairs, is prohibited on Shenandoah University property.

Mopeds & Bicycles

Motorized bicycles, commonly referred to as mopeds, shall not be parked in buildings, parked so as to block entrance ways or driven on lawns or sidewalks. Individuals may not secure bicycles to fire hydrants, poles, light poles or devices on which notice has been posted by the appropriate authorities forbidding the securing of bicycles, or any place where the securing of a bicycle would obstruct or impede vehicular traffic or pedestrian movement, including handrails, exit discharge areas and handicapped ramps or access ways. A bicycle parked in a manner which restricts emergency egress or handicapped access may be impounded or immobilized pending the identification of the owner and the issuance of a violation notice. Abandoned bicycles will be removed and discarded. An abandoned bicycle is any bicycle left locked or unlocked on campus after spring graduation and not being used or owned by any university employee or summer school student.

Towing

Towing is at the owner's expense and liability. Contact DCS to see what wrecker service was used.

Vehicles may be towed for the following violations:

- Vehicle improperly parked in an accessible or reserved space
- Vehicle parked in a fire lane
- Vehicle interfering with traffic flow

- Abandoned vehicle, vehicle left unattended for more than two weeks (unless previously approved)
- Vehicle parked in Feltner Building lot without authorization
- Any vehicle that has been cited for three or more violations that remain unpaid

SECTION 4: VIOLATIONS

Violations and fines are the responsibility of the person to whom the permit is registered. The following are violations of the Shenandoah University Parking & Driving Policy:

- Parking unregistered vehicles on main campus and other university locations
- Parking a vehicle in a lot assigned to another classification of users, including students who are related to faculty or staff members using the employee permit to park in faculty/staff areas
- Improper display or failure to display registration decal permit
- Ignoring or disobeying any posted sign, traffic device or barricade
- Parking in “No Parking” zones, including:
    - loading docks
    - service and access areas
    - within 15 feet of a fire hydrant
    - intersections
    - roadways or vehicular areas in such a way as to obstruct traffic
    - designated pedestrian walkways
    - grass or lawn areas
    - accessible parking areas (unless authorized)
    - fire lanes
    - yellow-painted curbs
- Unauthorized display of a visitor’s permit by a university employee or student
- Display, possession, creation or distribution of any fraudulent parking decal
- Display or possession of a parking decal that has been reported stolen or lost
- Unauthorized parking in reserved parking spaces
- Abandoned motor vehicle
- Parking in an EV charging spot while not charging a vehicle
- Using private property (property not owned, leased or rented by Shenandoah University) as a thruway to or from campus

Fees and Fines

- Unauthorized parking in an accessible parking space $100

- Unauthorized parking in a reserved space $50
- Unauthorized parking an unregistered vehicle $175
- Displaying or possessing a lost or stolen decal permit $175
- Displaying, possessing, distributing or manufacturing of any fraudulent parking decal $175
- Failure to obey traffic control devices $50
- Parking in unauthorized lots, fire lanes, and other non-authorized areas $30
- Failure to park the entirety of the vehicle within the boundaries of the parking space $30
- Other

Payment

All fines must be paid online within 30 business days of issuance of a violation (Saturdays, Sundays and holidays excluded), unless you appeal. Failure to appeal said violation or pay the fine within 30 business days will result in an additional fee of $5. To purchase a valid parking permit or to pay a fine, please visit Parking Registration Shopsite.

Appeals

Any driver who wants to appeal a violation may do so within 14 days after the issuance of the parking ticket.If you have not filed an appeal within 14 days, the responsible party has waived their right to appeal. All appeals must be submitted electronically via the Parking/Driving Violation Appeal Form. The committee will reply within 10 business days after receiving the appeal.

Revocation of Parking Privileges & Collection of Fines

Failure to pay all fines and fees for any outstanding parking violation(s) within 60 days will result in a Post Enrollment Requirement Checking (PERC) hold being placed on the student's academic account. With a PERC hold, registration for future semesters will not be permitted until all fines and fees are paid by any student who has outstanding violations. Additionally, failure to pay fines may affect a student's ability to graduate. With just cause, the privilege of having a vehicle on campus may be revoked by the director of campus safety.

SECTION 5: PARKING ASSIGNMENTS

Students are permitted to park motor vehicles in designated RED parking areas. RED parking permits include a standard red parking permit, a VIL red parking permit, and a RFY red parking permit. Employees are permitted to park motor vehicles in designated BLUE parking areas.

All vehicles must have a parking permit to park on campus at any time. All parking permit types are monitored from 8 a.m.-5 p.m. Monday through Friday (peak hours). You may only park in the lots assigned to you during this time. However, from 5 p.m.-8 a.m. Monday through Friday and at any time on weekends, you must have a registered permit but may park in any lot on campus without concern for the color of the lot. The VIL, Feltner, and other reserved spots and lots are reserved 24 hours a day, seven days a week, 365 days a year.

The only place that RFY red permits are able to park from 8 a.m.-5 p.m. Monday through Friday is the Parking Garage-Wilkins Athletics and Events Center (G-WAEC).

The VIL red parking permits are able to park in any red lot and the VIL lot.

- A Lot (south of Parker Hall), red & blue permits
- A Lot (in front of Gore on L.P. Hill Drive), blue permits only
- B Lot (east of Wilkins), blue permits and visitors only
- C Lot (between Shingleton and Wilkins along University Drive), blue permits and visitors only
- D Lot (near Armstrong & Brandt Student Center), red & blue permits
- D Lot (parking garage), red & blue permits
- E Lot (west of Pruitt Health & Life Sciences and Smith Library buildings), blue permits only
- F Lot (Aikens Athletic Center), red & blue permits (no VIL permits ever)
- G Lot (Allen Dining Hall), blue permits only
- H Lot (west of University Inn, along Millwood Avenue), red & blue permits
- I Lot (Halpin-Harrison Hall), red & blue permits
- I Lot (Halpin-Harrison Hall garage), blue permits only
- J lot (Henkel Hall), blue permits only
- K Lot (University Inn), red permits only
- L Lot (Ruebush Hall and Ohrstrom-Bryant Theatre), red & blue permits
- M Lot (Hazel-Pruitt Armory), red & blue permits
- N Lot (Edwards Residential Village), red & blue permits
- O Lot (East Campus Commons), red & blue permits
- P Lot (Health Professions Building), red & blue permits
- Q Lot (Bowman Building), red & blue permits

- T Lot (child care center), red & blue permits
- U Lot (Vaden Campus Commons), red & blue permits
- V Lot (Vickers Communication Center), red & blue permits
- Loudoun lot, red & blue permits
- The Feltner Building lot is reserved for Shenandoah University employees from 8 a.m.-5 p.m. Monday through Friday; red & blue permits after hours and weekends.
- George Washington Parking Garage (downtown), Solenberger residents only/red permit
- Garage-Wilkins Athletics and Events Center (G-WAEC)/red & blue permits; RFY permits must park in this garage during peak hours

Emotional Support Animal Policy

Title IX Policy

Student Code of Conduct

Introduction

Shenandoah University has a campus culture of compassion, responsibility, advocacy and justice which students are inspired to replicate in communities beyond Shenandoah.

Shenandoah University is also 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, the 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: descendants of the stars.

General Guidelines

1. The Office of the Dean of Students, through its various departments, is responsible for administering the Student Code of Conduct. The vice president for student affairs /dean of students (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 affairs/dean of students (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. This includes times when classes are not in session such as summer and breaks. Being under the influence of alcohol or drugs, or both, or the existence of other mitigating circumstances, 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 their 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 registered 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 registration status of the student club or organization may be temporarily or permanently rescinded by the university.

5. For student conduct matters, Shenandoah University electronic mail (email) 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 email every day, all conduct notifications will be electronically communicated. Failure to check email or open communications sent will not serve as justification for missed meetings and incompletion of deadlines or sanctions.
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 associate vice president for student affairs/dean of students. The functions of the student conduct process may be delegated to designees who are members of the university administration and who shall exercise the necessary functions on behalf of the vice president of student affairs/dean of students. All references to the vice president for student affairs/dean of students in these procedures include such designees. University conduct outcomes are determined by preponderance of evidence that it is more likely or more likely than not that a conduct violation occurred.
8. Students with complaints involving sexual misconduct and other forms of discriminatory harassment are encouraged to report their concerns to the university's Title IX Coordinator. Please refer to the Sexual Misconduct Policy section of this catalog for comprehensive policy and procedures including definitions, the complaint policy and the appeals process.

Student's 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/or place of the alleged violation in the form of a charge letter;

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; however, there are times when an expedited hearing may occur. 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 the student's physical or emotional safety or well-being or disrupts the educational process of the community, the vice president of student affairs/dean of students (or designee) may initiate an expedited hearing. (Please see expedited hearing section for full details);
4. review of the reported information (redacted of personally identifiable information) that serves as the basis for the allegation(s) .Please note that students do not receive copies of reports or accompanying documentation within reports to retain for their records;
5. assistance from an adviser who can serve as an advocate (any faculty, staff or student currently affiliated with the university); and
6. written notice of the hearings and appeals decision from the conduct official.

Students and student organizations can expect privacy to be respected regarding the outcome of their hearing and any subsequent appeal except that the university may disclose the final result of a disciplinary hearing to a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.

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

1. at least 48 hours notice of the time and place of a hearing if their presence is needed in a hearing process as deemed appropriate by the conduct official; except in cases where extenuating circumstances have resulted in an expedited hearing;

2. assistance from an advocate (any faculty, staff or student currently affiliated with the university);

3. a consultation with an additional conduct official (other than the one assigned to hear the case). This additional consultation helps the student understand and prepare for the conduct process. Request for consultation can be made through the dean of student's office;

Definitions of Inappropriate and 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 Honor Code under Academic Policies. Academic dishonesty is actionable through the Academic Integrity Code.

Accessory – Aiding another person or being involved in any violation of the Student Code of Conduct. Aiding includes the following: being present or failing to immediately leave a situation in which a violation is occurring or is about to occur or abetting, conspiring, hiring, encouraging or being an accessory to any act prohibited by the Student Code of Conduct. A student charged as an accessory may be subject to the same sanction(s) as a perpetrator of the actual violation.

Alcohol – *See Alcohol and Other Drugs Policy, above*

Animals/pets –

Possessing any animal in a university building is prohibited. The exceptions to this provision include service animals for individuals with disabilities, approved emotional support animals, fish in tanks holding 10 gallons of water or less or animals used for university programs. There is also an exception for those approved to have a pet on-campus per the Shenandoah University Residential Pet policy. There may be no more than two tanks per residence hall room and the combined gallons of the tanks may be no more than ten gallons. Outdoors, all pets are to be properly leashed and attended to while on campus, and all solid waste must be disposed of properly. The only exception is that pets may be unleashed while at the pet parks located behind the Brandt Student Center and the Vaden Campus Commons pet park. 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. Owners are responsible for their animal's behavior, including property damage and injury to other people or animals.

Balconies/rooftops (unauthorized use of) – Climbing on, jumping off of or utilizing rooftops or the elevated balconies of campus property is prohibited.

Breaking the law – Violating any federal, state or local law may result in being charged by law enforcement and under the terms of the university's Code of Conduct. We expect all Shenandoah students to report any criminal charges they may receive to the Dean of Students Office within 10 business days following the charge, throughout one's duration as a student with Shenandoah University.

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

Bullying – Any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, which is intended to cause physical or mental distress to one or more individuals, or the behavior is demeaning, degrading, frightening or causes injury, including fighting, stalking, etc. An act is repeated if it occurs on two separate occasions. Bullying includes but is not limited to: intimidation or menacing acts that may, but not need be, based on the individual's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. Bullying is an elevated charge of harassment and/or verbal abuse as it is a repeated course of conduct directed at another individual.

Conduct Unbecoming of a Shenandoah University Student - Enrollment at Shenandoah University presumes a responsibility on the part of the student to act at all times in a manner in congruence with the university's mission, vision and values. Students are expected to uphold standards of the community in regard to their personal conduct and academic integrity. Students are expected to respect the rights and privileges of all members of the Shenandoah community.

Criminal record (acknowledging one's) – Failing to report one's federal or state probation, felony criminal charges or conviction of a felony to the Dean of Students Office within 10 business days following the charge throughout one's duration as a student with Shenandoah University may result in dismissal from the institution.

Discriminatory Harassment/Bias - Discrimination and incidents of bias on the basis of any protected class in the university's nondiscrimination statement is prohibited and is addressed through a separate policy and procedures. Please use the link to view the complete Non-Discrimination and Bias Policy and Procedures: https://www.su.edu/campus-life/shenandoah-universitys-non-discrimination-and-bias-policy-and-procedures/

Disruptive behavior – 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 prohibited.

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 from the student communications and marketing coordinator is prohibited.

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

Failure to inform guests – Failing to inform guests of university policies is prohibited. Shenandoah University students are required to escort their guests at all times and are responsible for their guests' actions while on campus. If a guest of a student violates university policy, the Shenandoah University student may be charged accordingly under our Code of Conduct as students are responsible for their guest's behavior. Guests may be banned from the university for failing to abide by the Student Code of Conduct.

Failure to report health and/or safety violations – Failing to immediately report any serious health or safety risk to the Department of Campus Safety, Residence Life, Dean of Students Office or, when the danger is immediate and severe, the Winchester City Police, is a violation. Engaging in a health and safety risk to the community may include failure to keep a residence hall room as a clean and safe environment.

Fire and/or emergency threat – Starting a fire, arson, creating a fire hazard, setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind are prohibited. Tampering with fire alarms, smoke detectors, extinguishers or any emergency equipment is prohibited.

Fire Safety - Students are not allowed to have any of the following in the residence halls including common spaces and any unauthorized university areas at any time due to the potential fire hazard that they pose: candles, candle warmers, incense, fireworks, incendiary devices including blowtorches, lighter fluid, gunpowder, gasoline, power strips/extension cords/plug adapters without surge protection, air fryers, hot plates, George Foreman type grills, crock pots, halogen lamps, space heaters, and anything with an open flame. This includes hazardous chemicals that could pose a health risk either by themselves or in conjunction with other chemicals. Please note that this list is not exhaustive. Blocking paths of egress in a residence hall is prohibited. Exceptions to some of the prohibited items listed may be made for residential apartments that have a kitchen.

Gambling – Gambling is prohibited. Gambling is the making, placing, or receipt of any bet or wager of money or anything else of value, made in exchange for a chance to win a prize of money or anything else of value, dependent upon the result of a future event the result of which is uncertain.

Hall Sports - Athletic activities are not permitted in the inside of any residence hall. The following are prohibited but not limited to riding anything with wheels, throwing a ball or playing any sports in the residence halls.

Harassment – Abusive physical written and verbal conduct, 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. Harassment is an elevated charge of verbal abuse as the conduct creates potential or present danger of violence and/or breach of the peace.

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.

Health and Safety violation- Engaging in a health and safety risk to the community may include but is not limited to failure to keep a residence hall room as a clean and safe environment, overcrowding/exceeding occupancy limits, blocked or restricted exits, propping exterior doors, and blocked electrical panels.

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. Incidents concerning drugs and/or paraphernalia that are illegal under Virginia law may require notice to local law enforcement.

The following are deemed illegal drug violations of Shenandoah University’s Code of Conduct:

1. Possession, consumption, purchase and/or distribution of any drug and/or controlled substance.
2. Possession or use of drug paraphernalia. This includes possession of drug paraphernalia that has never been used for drug consumption or use. Paraphernalia includes but is not limited to scales, bowls, pipes, bongs, rolling papers, and any other device that is, or has been adapted, to smoke and/or consume drugs. Marijuana packaging that is empty but once contained marijuana is also considered paraphernalia.
3. Possession with intent to manufacture, distribute and/or sell any drug or other controlled substance.
4. Misuse or abuse of consumer products (ex. medications, bath salts, etc).
5. The term “illegal drugs” includes those that may be legal in Virginia but are prohibited on college campuses by the federal Controlled Substance Act or other applicable federal law or regulation.

Infringing on the rights of others – All pranks and/or careless and irresponsible behavior that cause, or have the potential to cause, damage to university or personal property, cause personal injuries or infringe on the rights of others are unacceptable. Such behaviors include, but are not limited to: water fights, shaving cream fights or tampering with another's property. No objects are permitted to be thrown or projected against the exterior of any university building.

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. Invasion of privacy as explained here can include but is not limited to posting images or recordings on social media outlets such as Facebook, Snapchat, X (formerly known as Twitter), Instagram, TikTok, etc.

Lewd, obscene and/or indecent behavior – Conducting one's self in any way that is offensive to accepted standards of decency is prohibited. Examples include, but are not limited to, indecent exposure, public nudity, public urination and defecation.

Littering – Improperly disposing of trash of any kind – including tobacco products and recyclable material – is inappropriate.

Lying – A misrepresentation or distortion of the truth that misleads another person(s) is prohibited. Furnishing false information, verbally or in writing, to any university representative with the intent to deceive, or altering or misusing any official documents is violation of university policy. Dishonesty includes the transfer of an identification card to another person or the alteration of an I.D. card. Possession or presentation of a false I.D. card to a student or university official is also a violation.

Noise – Violating the noise policy while on campus is prohibited. Please see the Residence Life Noise Policy for additional information.

Non-compliance – non-compliance with a directive by a university official and non-compliance of a conduct sanction. Three charges of non-compliance may result in suspension.

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

https://www.su.edu/parking

Physical abuse – Any action that causes physical injury or physical discomfort to another is prohibited

Prohibited acts – prohibits the use of language or behavior that threatens physical violence or has the effect of intimidating, frightening, coercing, or provoking others. Prohibited acts include threats communicated verbally or nonverbally, in writing, by way of mouth, through gestures or by any other means, including by electronic transmission. These include threats communicated directly to an intended victim or to/through a third party. Persons communicating threats may be subject to disciplinary action by the institution, including referral for criminal prosecution if the behavior constitutes a violation of Virginia law. Persons identified engaging in threatening language or behavior may be subject to suspension or removal from the institution. Persons who are identified as engaging in threatening language or behavior may be required, as a

condition of continued enrollment, to participate in a behavioral health assessment as part of the threat assessment process.

Prohibited items – Possession of any item prohibited by existing University policies on campus property.

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

Retaliation - is any materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under university policy or procedures.

Sexual misconduct – Sexual misconduct covers all forms of sex discrimination and is prohibited; it includes, but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Examples of sexual misconduct include specific demands for sexual favors, sexually suggestive comments or jokes, nonconsensual sexual encounters, violence or threats of violence in relationships, and repeated conduct that causes substantial emotional distress (i.e. stalking).

Sexual misconduct that meets the definitions in the university's "Sexual Harassment Policy and Procedures" will be processed according to the procedures in that document, which complies with federal regulations on Title IX. Sexual harassment that violates Title IX includes sexual harassment that is severe, pervasive, and objectively offensive that deprives a person from fully participating in Shenandoah's programs and activities (i.e. going to class, eating at the dining hall, living in a residence hall, taking advantage of any of Shenandoah's student organizations, etc.). Title IX sexual harassment includes the offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Sexual misconduct that must be procedurally dismissed under Title IX may still be processed under the university's "Non-Discrimination and Bias Policy and Procedures", which prohibits conduct on the basis of sex that acts to, or results in, denying, depriving, or limiting the educational, employment, residential, and/or social access, benefits, and/or opportunities of any member of the Shenandoah University community, even if the conduct is not "severe, pervasive, and objectively offensive" or the student code of conduct.

Students with complaints involving sexual misconduct are encouraged to report their concerns to the university's Title IX Coordinator. Please refer to the Sexual Misconduct Policy website for current policy and procedures: https://www.su.edu/campus-life/shenandoah-universitys-stance-on-sexual-misconduct/.

Smoking/vaping – Smoking or vaporizing tobacco or other substances inside buildings, in institutional vehicles, and within 30 feet of an entrance or window is prohibited. Smoking is defined as the lighting or burning of any pipe, cigar, cigarette, electronic cigarette (aka vaping), or other product.

Solicitation – Any type of door-to-door sale, solicitation or distribution that inconveniences, harasses or annoys members of the university community are prohibited. Solicitations not in accordance with federal, state or local law or without the permission of the vice president of student affairs/dean of students are prohibited. Organizations and/or individuals who are not affiliated with the university may not conduct solicitations or distribute information on campus or in any Shenandoah University building without permission from the director of student leadership and activities or the assistant dean for inclusion, diversity and equity.

Stealing and/or possessing unauthorized material – Taking property belonging to another person(s) without authorization or through unlawful appropriation or possession is prohibited. No student shall steal, attempt to steal, or assist in the theft of any service, money, property, or item of value not belonging to him or her. No student will illegally use or appropriate any property not belonging to him or her. Possession of the property of another, of the university, or of any organization or institution without proper authorization is a violation of this policy.

Student I.D. (failure to carry) – Failing to carry a valid Shenandoah University I.D. card at all times when on university property is prohibited. 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 their official duties.(See non-compliance.)

Tobacco Products, Nicotine Vapor Products, Alternative Nicotine Products, or Vapor Products of Any Kind - Virginia is one of several states that raised the legal age to purchase tobacco and nicotine products in an effort to reduce the number of people who become addicted to such products and to improve public health. Virginia Code Section 18.2-371.2 prohibits the use and possession of tobacco and nicotine products by people less than 21 years of age. In response, Shenandoah University now prohibits the use and/or possession of tobacco and/or nicotine products for people less than age 21. Violations of the tobacco/nicotine policy will fall under Shenandoah University's progressive discipline system in which succeeding violations entail more serious consequences, including possible suspension and dismissal from the university.

The following is Shenandoah University's policy on tobacco products and nicotine products, including nicotine vapor products, smokeless tobacco, alternative nicotine products, and vapor products of any kind for students, and other individuals on campus, less than age 21:

Tobacco Products, Smokeless Tobacco, Nicotine Vapor Products, Alternative Nicotine Products, or Vapor Products of Any Kind - use and possession: The use or possession of tobacco products, smokeless tobacco, nicotine vapor products, alternative nicotine products, or vapor products of any kind by any student, or other individual on campus, less than age 21 is prohibited. As a result, such products may not be stored anywhere on campus by those under age 21.

Tobacco Products, Smokeless Tobacco, Nicotine Vapor Products, Alternative Nicotine Products, or Vapor Products of Any Kind - paraphernalia:

Possession of tobacco products, smokeless tobacco, nicotine vapor products, or alternative nicotine products paraphernalia is prohibited for students, and other individuals on campus, less than age 21. Such items include, but are not limited to, empty tobacco/nicotine containers or packaging, rolling papers, vaporizers and accessories, cigarette butts, spit cups/bottles, etc. An exception to this paraphernalia policy may be made by university officials for artistic performances and/or other approved educational uses.

Providing tobacco products, smokeless tobacco, nicotine vapor products, or alternative nicotine products and/or paraphernalia to anyone who is less than 21 years of age is prohibited.

Exceptions:

This policy does not prohibit students, or other individuals on campus, who are 21 years of age or older, from using/possessing tobacco/nicotine products. However, such individuals are still bound by Shenandoah University's anti-smoking policy which

prohibits smoking and vaping in any university building, institution vehicle, or within thirty (30) feet of any entrance or window.

This policy does not apply to tobacco products, smokeless tobacco, nicotine vapor products, alternative products or related paraphernalia utilized by, or provided to, a student or other individual on campus, less than 21 years of age, in an on-campus performance, or for an educational purpose, permitted by a Shenandoah University faculty or staff member.

Trespassing – Refusing to leave an area as directed by an authorized university official is considered trespassing. Any unauthorized individual entering a university-operated building or area which has been closed or locked shall be guilty of trespassing. No student shall enter or remain in a private room, office, or restricted area under the control of another student, faculty member, or university official, except by permission or invitation of the resident student or the appropriate Shenandoah official or faculty member.

Vandalism – Graffiti, cutting, defacing or otherwise damaging personal or university property is prohibited.

Vehicles (inappropriate use of) – Motorized vehicles are restricted to roads and parking lots on campus. Exceptions may be made by the Department of Campus Safety and Physical Plant. Keeping an unregistered motor vehicle on campus is prohibited.

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 – The use, possession, carrying or storage of any firearm, dangerous weapon, explosive or other dangerous article is prohibited on any property, building, land, parking lot or vehicle owned, leased, rented or operated by Shenandoah University. This policy also applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any facility or within a vehicle on university property. Only certified and sworn law enforcement officers are exempt from this policy. 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. The following are prohibited including, but not limited to: bowie knives, hunting knives, butcher knives. Replicas of weapons are also prohibited.

Exemptions: Knives that are 4 inches and under are permitted and there can be no more than two knives per residence hall room. Exceptions may include culinary utensils

used in residential apartments that have a kitchen. Any knife that the university deems inappropriate is prohibited.

Conduct Procedures

Although most alleged violations are documented by the members of the Department of Campus Safety and/or members of the Office of Residence Life and the Dean of Students Office, any individual who is aware of a violation of the Student Code of Conduct may submit a report to the Office of Residence Life, the Dean of Students Office and/or the Department of Campus Safety. Reports should be submitted as soon as possible, but preferably within five (5) days of the incident.

Reports should contain a complete description of the incident with the names of all parties involved as participants or witnesses. The university may pursue a complaint when a violation of the Student Code of Conduct harms 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 dean of students (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 vice president of student affairs/dean of students (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 their physical or emotional safety or well-being or disrupts the educational process of the community, vice president of student affairs/dean of students (or designee) may invoke an interim suspension. An interim suspension is an immediate temporary suspension from the university pending a hearing.

No-Contact Orders

The vice president of student affairs/dean of students (or designee) issues no-contact orders. A no-contact order prohibits a student from having any direct or indirect contact or contact via a third party with a particular person. No-contact orders may be enacted prior to, during and/or after an investigation of violations of the code of conduct. Once issued, no-contact orders are in place indefinitely unless the vice president of student affairs/dean of students (or designee) issues a notification of removal.

No-contact orders do not ensure that parties will not see each other on campus nor be in close proximity to one another. No-contact orders serve to limit potential interactions between parties.

A request for a No-contact order does not automatically result in the issuance of a No-contact order. There may be instances where parties are referred to other forms of conflict resolution, such as mediation.

Direct and Indirect Contact

The following is a non-exhaustive list of behaviors that are and are not covered by an No-contact order.

Behaviors that are permissible:

- Two parties being in the same location as one another including the dining hall, elevator, club/organization, or other area on campus;
- Attending the same events on or off-campus (athletic events, speaking events, university or private gatherings);
- Attending the same class;
- Parties may request to not be assigned group work with one another
- Discussing the situation that led to the No-contact order privately with a faculty or staff member or trusted advisor;
- Participation in online class discussions boards.

Behaviors that are prohibited:

- Entering any residential or shared living spaces that the other occupies, whether or not the other party is present;
- One party speaking directly to the other, regardless of tone or content;
- Using a third party to communicate with one person on the other's behalf;
- Making social media posts that identify or target another party, by name or other cues that clearly indicate the other party, in a manner that may reasonably be perceived as harassing, threatening, retaliatory, or intended to circumvent a no-contact order;
- Texting and/or calling the other party for any reason, including using a blocked number;
- Discussion of the No-contact order or the alleged acts that lead to its issuance with other students, in a manner that may reasonably be perceived as harassing, threatening, retaliatory, or intended to circumvent a no-contact order.

Notification of Charges

A student will receive written notification of alleged violations of the Student Code of Conduct in the form of a charge letter. 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 email accounts. Students are responsible for reading and responding to email from university officials. Failure to respond, and/or attend the scheduled meeting may result in an additional charge of noncompliance. The hearing may also proceed without the student present if they fail to appear. Three or more non-compliance charges may result in suspension (the definition section of this document explains non-compliance).

Methods of Resolution

The director of student conduct and community standards will review cases submitted for the conduct resolution process. If the director of student conduct and community standards (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:

1. Conduct Conversation
   A Conduct Conversation may be offered for first-time minor offenses for which a mediation or discussion 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 Conversation. During the Conduct Conversation, 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. In addition, the conduct official may determine the student is not responsible for a violation during the conversation.
   If, during the course of the Conduct Conversation, 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 student conduct and community standards (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 educational tasks, written warnings, conduct probation, fines, community service, community restitution, referral for resources, suspension or dismissal from the university.

   Students have the right to appeal decisions made during a Conduct Hearing via

the vice president of student affairs/dean of students (or designee), who will serve as the appellate officer. (See the Appeal Process for more details.)

3. Community Conduct Council

   In some cases, the director of student conduct and community standards (or designee) may determine the most appropriate process is a Community Conduct Council, which consists of three students, one staff member, and the director of conduct and community standards (or designee) serves as the chair. A full range of sanctions is available in this procedure, including recommendations for suspension and/or dismissal from the university. (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.)

4. Expedited Hearing

   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 the student's physical or emotional safety or well-being or disrupts the educational process of the community, the vice president of student affairs/dean of students (or designee) may initiate an expedited hearing. An expedited hearing may convene immediately and may void a student's 48-hour notice of a hearing.

5. Alternative Resolution

   Students may be given the option of entering into an alternative dispute resolution process. The director of student conduct and community standards (or designee) 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 Dean of Students Office.

Community Conduct Council Procedures

1. All parties involved in a hearing may review available written evidence in the case file with personally identifiable information redacted at a pre-hearing meeting with the presiding conduct official.
2. The Community Conduct Council chair will conduct the hearing according to the following procedures:
    1. The chair will inform the accused student(s) of the alleged violation(s).
    2. The accused student(s) may acknowledge whether they are responsible or not responsible for the violation(s).
    3. The person(s) reporting the violation(s) and witnesses (if any) may have an opportunity to make opening statements and offer their account of the incident.
    4. The accused student(s) and their witnesses (if any) will have the opportunity to make opening statements and offer their account of the incident.
    5. The reporting person(s) and the accused student(s) may question each other through the hearing chair and any witnesses.
    6. The chair and Community Conduct Council members may question the reporting person(s), the accused student(s) and/or any witnesses.
    7. 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 charge(s) against him/her, be given a fair opportunity to refute the charges and have the opportunity to appeal the decision. Any conduct official who feels they cannot be impartial in a given case shall recuse himself/herself and shall be replaced by another Community Conduct Council member.
4. The director of conduct and community standards (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 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.
5. Audio recordings will be made of full hearings. Written summaries of findings will be maintained with the case file. Recordings of the hearing are to be used by the council during deliberations and/or an appellate review. Recordings will be destroyed after the appeal process is complete.

Additional Information for Each Method of Conduct Resolution

1. Student conduct records are confidential and are available only to persons who have permission from the students. Limited conduct information may be shared with other Shenandoah University administrators and faculty members who have a legitimate need to know.
2. All hearings are closed to the general public.
3. If an accused student fails to appear for a scheduled hearing, the hearing may be decided in the student's absence. The director of student conduct and community standards (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 from the university).
4. An accused student may bring an adviser to a hearing. The adviser must be a member of the university community and can be a student, faculty or staff member. 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.
5. The conduct official makes decisions about responsibility and sanction(s). These decisions 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.
6. The university requires the conduct official(s), Community Conduct Council members and administrative staff to 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 may be shared with reporting parties as deemed appropriate by the director of student conduct and community standards (or designee). The vice president of student affairs/dean of students (or designee) may share information about conduct charges, findings and sanctions with university personnel who, at the discretion of the vice president of student affairs/dean of students (or designee) 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 based on one of the following:

1. insufficient information that a policy was violated or the availability of new evidence;
2. a serious procedural error in resolving the case; and/or
3. a sanction inappropriate for the violation.

A request for an appeal to the vice president of student affairs/dean of students (or designee) must be made in writing within 72 hours of receipt of the original written decision. Typically, an appeal decision will be rendered within 10 business days, unless the sanction includes suspension or dismissal. After review, the vice president for student affairs or vice president of student affairs/dean of students (or designee) may:

1. affirm the finding(s) of the original hearing authority;
2. reverse the finding(s) of the original hearing authority;
3. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe); or
4. refer the case to an appeal hearing.

A subsequent appeal, which is permitted only in cases in which suspension or dismissal are assigned, must be submitted in writing to the vice president for student affairs (or designee) within 48 hours of receipt of the appeal decision. The vice president for student affairs or vice president of student affairs/dean of students (or designee) may:

1. affirm the finding(s) of the original hearing authority;
2. reverse the finding(s) of the original hearing authority;
3. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe); or
4. uphold the appeal decision made by the vice president of student affairs/dean of students (or designee).

The decision of the vice president for student affairs (or designee) on all hearing appeals resulting in suspension or dismissal is the final decision for Shenandoah University. The decision of the vice president of student affairs/dean of students (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 its 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 fair consideration, and all circumstances involved in an incident will be considered in sanctioning as each individual case is unique. A student charged as an accessory may be subject to the same sanction(s) as the primary violator.

Repeat Violations

Shenandoah University employs a progressive discipline system in which succeeding violations entail more serious consequences, including 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 of student affairs/dean of students (or designee) may recommend the imposition of one or more of the following:

1. 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;
2. disciplinary probation for a time period established by the conduct official, implying the group's standing within the university is in jeopardy and further negligent or willful violations may result in suspension of university recognition. Disciplinary probation may include restrictions on the group's functions during the probationary period. The group is informed of corrective measures that must be undertaken during the probationary period and maintained after its conclusion; and/or
3. suspension of university recognition. A group that wants to reestablish a relationship with Shenandoah University must re-apply for recognition by the university through the associate vice president for student affairs (or designee).

Sanctions Related to Individual Behavior

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.

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

Campus ban: student is banned from being present on either the entire campus or specified areas of the campus.

Community restitution project: work projects on or off campus.

Conduct probation: period of self-reflection 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. In most cases, when a student is placed on conduct probation, parental notification will be part of the process to discuss a student's success plan.

Conduct suspension: a temporary cancellation of a student's enrollment at Shenandoah University with approval from the vice president of student affairs/dean of students (or designee). Once assigned this sanction, a student is immediately removed from classes and banned from university property. A student cannot enter university property during their term of suspension without prior permission from the vice president of student affairs/dean of students (or designee) nor graduate. Any classes taken at another institution while suspended cannot be transferred to Shenandoah University. If a student lives in campus housing, they have 24 hours to vacate their campus residence.

Dismissal from the university: a permanent cancellation of a student's enrollment at Shenandoah University with approval from the vice president of student affairs/dean of students (or designee). 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 of student affairs/dean of students (or designee) nor re-enroll or graduate from Shenandoah University.

Educational task: student must complete an assignment that benefits self, campus and community.

Fines: monetary sanctions.

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.

Other appropriate alternative sanction(s): determined by Dean of Students Office (or designee).

Referral: requires the student seek appropriate guidance or resources for their success.

Relegation to final room selection: student loses the opportunity to participate in the annual room selection (lottery) process.

Removal from university housing: required removal from university housing with final approval from the vice president for student affairs or vice president of student affairs/dean of students (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 vice president of student affairs/dean of students (or designee), after which the removed student cannot enter university housing without permission from the vice president of student affairs/dean of students (or designee).

Removal of property: required removal of property.

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

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.

University housing relocation: requires the student to move to another room, hall or quad with approval from the vice president of student affairs/dean of students (or designee) Student must relocate within 24 hours, after which they cannot enter the building from which they were removed throughout the term of the sanction without permission from the vice president of student affairs/dean of students (or designee).

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

Student Conduct Records

A record of conduct sanctions may affect a student's ability to be elected to or participate in university leadership roles. A conduct probation status will prohibit a student from participating in international study programs at least during the term of probation. Student records 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.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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 meant to assist all members of the Shenandoah community in understanding the provisions of the Act as they apply to Shenandoah University. FERPA rules are covered in greater depth under Academic Policies.

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 with legitimate educational interests in the record;
2. authorized federal and state officials who are in the process of administering educational programs;
3. requirements of the administration of the Financial Aid Program;
4. accrediting organizations carrying out their accrediting functions;
5. parents of a dependent student (Each student is considered financially dependent upon their parents if claimed as a dependent for federal income tax purposes. A certified copy of the parents' most recent federal income tax return verifying the student's dependency status must be provided to the Registrar's Office annually);
6. directory information (see Academic Policies section);
7. organizations that are 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 complying with the Patriot Act; and
10. in cases of a search warrant or subpoena from law enforcement or the court system, the university is required to comply with requests for students' records.

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 their student's academic record, the best approach is to talk with the student first. In most cases, they can show parents what they need to know. Another option is to ask the student to file blanket permission with the Registrar's Office. 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 the vice president for student affairs at (540) 665-4783 for immediate assistance, as different protocols apply to the release of student information in emergency situations.For more detailed information concerning FERPA, please refer to "Protecting Student's Privacy Rights" in the Academic Policies section.