

VIRGINIA UNIVERSITY OF LYNCHBURG



RESIDENTIAL LIVING MANUAL

2021 - 2023

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www.vul.edu

**Virginia University of Lynchburg
Is**

Certified by:

The State Council of Higher Education of Virginia (SCHEV)

Accredited by:

**Transnational Association of
Christian Colleges and Schools (TRACS)**

Member of:

**National Association for Equal Opportunities in Higher Education
Virginia Association of Collegiate Registrars and Admissions Offices (VACRAO)**

Affiliated with:

**The Virginia Baptist State Convention
The Lott Carey Baptist Foreign Mission Convention
The National Baptist Convention, Inc.
National Baptist Convention of America, Inc.
Progressive National Baptist Convention**

Non-Discrimination Policy and Procedures

Virginia University of Lynchburg does not discriminate on the basis of gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status in hiring and promotion, in the administration of its educational programs and policies, scholarship and loan programs, and athletic or other University administered programs, except as such conditions may constitute bona fide occupational or assignment qualifications. Discriminatory acts of any kind are strictly forbidden.

In keeping with the historical values of Virginia University of Lynchburg, the University endeavors to treat all students and employees with dignity, justice, and fairness. The University strives to provide equal opportunity and an atmosphere of nondiscrimination. This policy is to be implemented throughout the University and is the responsibility of all departments and personnel, supervisory and nonsupervisory.

Americans with Disabilities Act

Virginia University of Lynchburg will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual (as those terms defined in the American with Disabilities Act). If you have a disability which requires an accommodation, please contact Mrs. Rachel Richardson, Director of Disability Services 2058 Garfield Avenue, Lynchburg, Virginia 24501 or by telephone 434-528-5276 (Ext. 1114). Students and the Director will engage in an interactive process to determine reasonable accommodations.

Title IX

In compliance with Title IX of the Education Amendments Act of 1972, Virginia University of Lynchburg works to ensure that "no person shall...on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The University's Director of Disability Services is Mrs. Rachel Richardson, who can be reached at clarson@vul.edu or 434-528-5276 ext.1129. Inquiries about the University's compliance with and policies that prohibit discrimination on these bases may be directed to:

**United States Department of Education
Office for Civil Rights
400 Maryland Avenue, S.W.
Washington D.C. 20202-1475**

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OFFICE OF RESIDENTIAL LIFE

Welcome to Virginia University of Lynchburg Residence Life in Housing!

On behalf of the Housing & Student Affairs office, it is my pleasure to welcome you to Virginia University of Lynchburg. We are glad that you have chosen to live on campus and are looking forward to a great year. Our goal is to provide you with a safe, pleasant, and comfortable living environment where life outside the classroom encourages and supports the academic mission of the University. We are confident that the many individuals and experiences that you will encounter this year will make living in our campus community an exciting and enjoyable part of your college years.

Living in campus housing is a privilege that has many benefits and freedoms and, as all privileges, personal responsibilities. You are required to ***respect the property you have entrusted with the privilege to occupy***, to ***respect the residential policies and procedures***, to ***respect and treat with dignity the VUL administration, staff, and Residential Life staff including Resident Directors and Resident Assistants***, to ***respect the privacy of your fellow residents***, to ***encourage practices*** which create and support a ***healthy and safe learning environment***, and to do your part to ***promote a safe and secure community***.

We encourage you to become involved in our community. The students on campus represent a wide array of backgrounds, cultures, lifestyles, and attitudes. Our on-campus residences provide a rich and unique opportunity for you to learn more about yourself and others. We invite you to seek to make your stay at VUL a successful one.

Please take some time to review the VUL Residential Living Manual so you understand your responsibilities and enjoy your stay with us. The Manual contains general information, community standards, housing policies, procedures, and other important information. If you have any questions, do not hesitate to seek out the Housing staff.

Again, welcome, and best wishes for a successful year! We are glad you are here!!!

Sincerely,

Director of Housing

INTRODUCTION

This handbook is provided as a guideline for cooperation among the student residents, resident assistants, and the dorm director. In order for the dorm staff to communicate information regarding your whereabouts to those seeking you, it will be necessary for you to keep the dorm director informed as much as possible. A two-way communication between students and the dorm staff will be the objective of the program.

MISSION

Virginia University of Lynchburg seeks to recognize the possibilities in every human being and maximize the gifts of the individual within the context of a thoroughly Christian and nurturing environment, which offers students opportunities to develop into able leaders and scholars. The mission of the school is to provide a solid Liberal Arts and Christian Education program for all students. The University continues to embrace our African American heritage along with appreciation for other cultures and ethnic groups in our global community.

HISTORY

Virginia University of Lynchburg has, for the past 25 years, operated several teaching sites in the northeastern and mid-Atlantic regions. This effort is in keeping with VUL's historic missionary spirit of reaching out to the wider community beyond the University. This historical African American institution was founded in 1886 to meet the growing demands of our churches for better-educated and trained ministers, missionaries, and public school teachers.

GOALS

The primary goal of undergraduate education is to prepare the student for post-graduate pursuits. A second goal is to assure that students who seek employment after graduation will have developed the necessary skills, knowledge, and competencies to compete in both the public and private sectors. The University expects its graduates to demonstrate a mastery of those skills that are required for post-graduate education and workplace performance, including mastery of content, communication, research methods, and intellectual acumen.

RESIDENCY STATUS

Residents will be admitted and allowed to live in college-owned housing under the following conditions:

- They have signed the statement of acknowledgement and paid the \$125 per semester housing fee.
- They are in good standing regarding Virginia University of Lynchburg Code of Conduct, discipline, and academic requirements to be a VUL student.
- They follow all the requirements of the Residential Housing Manual.
- They have no prior residential housing violations.
- They have maintained all Rules of Occupancy, have no prior violations, have never received residential housing fines.
- They are respectful to the VUL administration and Housing staff.

- They are respectful and protect VUL property, facilities, equipment, and supplies.
- They are respectful of all others and treat all people with dignity.
- They have had no student violations.
- They have signed, respect, and abide by the On-Campus Student Housing Agreement.
- They are enrolled as full-time certificate or degree-seeking students and paid full tuition and fees for a minimum of twelve (12) credit hours.

RESIDENTIAL LIVING

General Policy

It is the general practice of the University to encourage Residence living as a privilege offered to its students. Students who live in resident halls generally achieve better scholastically and have a greater success record.

By living in the Residence Hall you will be afforded the opportunity to become an integral part of the University as a whole. Off-Campus students have a more difficult time making themselves a part of the University family.

Respect and Civility

Within the community environment of a residence hall, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the student/resident.

Rights such as privacy, rest, cleanliness, a safe environment, and a positive academic learning environment are important to the Residence Life Program. Residents must work with the Residence Hall Staff, as well as with peers, toward the protection of those rights by following the policies and procedures outlined in this manual.

Conduct of Residents

The housing director, resident assistants, the University campus security staff, and the maintenance personnel are employed by the University and are responsible for maintaining order in the VUL Residential Halls and on-campus students. The student residents are expected to be responsible individuals and conduct themselves in a manner that shows respect for the rights and privacy of others. Any vandalism to property, excessive rowdiness, insubordination to employees, or infringement on the rights of other residents will be subject to disciplinary action and removal from University Housing and subject to dismissal from the University.

Residence Hall

Room changes are usually allowed at semester break. All members of a room share a common bath, but only two share living and sleeping quarters. All sleeping areas are required by law to have a window and an outside door. Residents are to occupy only the room assigned to them by the Director of Housing, and ***not "sprawl out" into adjoining rooms!*** The University hopes to make it a pleasant experience, but at the same time, ask residents to please observe the housing regulations outlined in this HANDBOOK.

Furnishings

The bathroom consists of a sink, a toilet, and a shower. Each room is equipped with a bed, a closet, a desk, and a chair. Residents are **not** to remove any furnishings from the room, and they **must** have prior

approval before bringing their own furniture and or appliances.

Students are expected to provide their own sheets, blankets, pillows, pillowcases, towels, etc., and to keep them clean. **Fire regulations permit electric blankets, and hot pots (but not plates) and prohibit open flames (such as candles and incense).**

BURNING OF SUBSTANCES

The burning of any substances, including candles, incense, cigarettes/ pipes/cigars, and/or oil lamps, is prohibited in housing units or buildings. (Spray and stick air fresheners may be used instead of candles.)

ZERO-TOLERANCE

As a privilege of living on campus, I understand that Virginia University of Lynchburg has a zero-tolerance policy that may require me to immediately forfeit my ability to live in the residence hall for failure to abide by the Residence Living Manual, including each of the policies, procedures, requirements, and remain eligible for Residency Status.

ROOM CARE

Vacuum cleaners are to be checked out from Maintenance and are to be cleaned out and returned promptly. Other items such as brooms, toilet tissues, cleaning supplies, wax, light bulbs, etc., are to be provided by the occupants. **NO TRASH ALLOWED OUTSIDE RESIDENTS HALL DOORS AT ANYTIME!**

Waste containers must be of flame-resistant plastic or metal and are to be lined with plastic trash bags. The University will provide weekly trash collection. Cardboard boxes and large plastic containers should be recycled.

CLOTHES WASHING AND DRYING

University owned washers and dryers are installed for use by dorm residents. Students are to provide their own laundry products.

EXPLOSIVES, FLAMMABLES, AND WEAPONS

Firecrackers, firearms, ammunition, and other explosives or flammables such as gasoline and oil are forbidden in the Resident Halls. Paintball guns, blow darts, and BB guns are also not permitted on campus. ***Students found in violation of this rule will immediately be dismissed from university housing.***

STORAGE AND REPAIR OF VEHICLES

Motorcycles, tires, parts of cars, etc., may not be stored or repaired in University buildings or in resident hall walkways. Government regulations are such that **oil may not be changed on campus. Only one vehicle per student** may be parked on the campus property. Trailers or other such equipment are only to be parked by special permission. Owners of abandoned cars will face heavy fines added to their student accounts.

COOKING

For the safety of the dorm residents, electrical appliances, such as electric skillets, hot plates, toaster ovens, or griddles, are not permitted. Medium to small-sized microwave ovens are allowed in student rooms.

FOOD IN ROOMS

In the interest of hygiene, the following rules apply:

1. Small refrigerators may be kept in the rooms to conserve milk and soft drinks.
2. Snack foods may be kept in the rooms when sealed in metal, glass, or plastic airtight containers.
3. Food preparation in the Resident Halls is limited to microwavable items only.
4. Food or food containers may not be placed in the windows or walkways outside of your residence.

ROOM INSPECTION

Rooms will be checked every Tuesday by Residence Life in Housing Staff. Rooms should be kept clean and neat. In addition, the resident assistant will check for any violations of the Housing Manual, Student Handbook, or University Policy and Procedures Manual. Inspections are usually announced well ahead of time! ***If necessary, additional unannounced inspections will take place of rooms where repeated housing violations are documented.*** Personal belongings should be taken care of appropriately with closets in order. Our objective in calling your attention to matters which need correction is in part to help you acquire personal habits which will help, rather than hinder, your progress at the university. The administration reserves the right to conduct surprise inspections to make certain that regulations are being followed. **The University reserves the right to enter any residence hall rooms in the presence or absence of the resident for the purpose of making inspections to ensure that the residence hall regulations are being observed.**

During a room inspection, violations found by the Housing staff will be submitted in a written report to the Director of Student Affairs and a recommendation will be made and submitted to the Judicial Board for their review and a decision.

DAMAGE TO PROPERTY OR EQUIPMENT

Residents are responsible for any damage or loss of university property, which they or their guest cause either purposefully or accidentally. Any damage or loss should be reported immediately to the Resident Assistant.

- Each resident will be held responsible for all damage to the facility and furnishings. If individual responsibility cannot be determined, the cost of repair or replacement, along with possible monetary fines, will be assessed to all occupants in the hall or unit. Any damage to the facility or its furnishings should be reported immediately to the Dorm Director. Check out is not complete until the room is restored to its original condition.
- Malfunctioning equipment should be reported immediately on a Maintenance Request Form so repairs can be made. Maintenance Request Forms are available in the Administration Building or from the Head Resident. Do not attempt to make the repair yourself!
- When you occupy your room at the beginning of the semester, you are required to note on your inventory sheet any damage or exceptions observed. The University will use this record when you vacate your room to assess charges for damages.

GRIEVANCES

In order to assist the University's students with any concerns or grievances, a procedure has been implemented to provide students the opportunity to express their concerns. This procedure will ensure that all students' concerns are addressed and followed-up by the appropriate department or faculty/staff.

In the event a student wishes to file an official grievance report, the student is required to complete a grievance report explaining in detail the nature of their concern(s). The grievance forms can be retrieved from the Office of Student Affairs.

Upon completion of the form, students should submit it to the Director of Student Affairs in a sealed envelope (to ensure confidentiality). The envelope should be placed in the director's mailbox. The Director of Student Affairs will assess each grievance report and make certain that the appropriate department of faculty/staff addresses your concerns efficiently.

In the case of an urgent concern, students should not hesitate to contact the Director of Student Affairs at the school office (434-528-5276 ext. 1213).

EMERGENCY PROCEDURES

In the event of a minor medical infraction, there are two first aid kits available: One in the Administrative Office in Humbles Hall and one in the Resident Assistant's room. ***Any student who tampers with any alarms, cameras, etc. will be dismissed from the university.***

FIRE ALARM

1. ALL STUDENTS MUST EVACUATE THE BUILDING IMMEDIATELY!
2. The Fire Department will be called.
3. The Dorm Director and Resident Assistants will check each room to ensure that all students have evacuated.
4. No student may re-enter the building without the permission of the Housing Director or other designated employee. The Housing Director or designated employee will not give said permission until he or she has sought the advice of the Fire Department.
 - a. The Associate Director, or Dorm Director, of the Resident Assistant should ensure that all injured students receive medical attention.
 - b. The Associate Director of Residence Life in Housing with the Security Officer will conduct fire drills twice during the academic year. The dates and times of the fire drills will be left up to the discretion of the Director of Residence Life in Housing.
5. In the event of a fire alarm, students will move quickly but orderly to a designated location.

FIRE DRILLS

The fire alarm system is a critical safety measure. Anytime the alarm sounds, you are expected to vacate your room immediately and get away from the building. Know where your fire extinguisher is in your complex. Fire drills will be held at least twice during a semester. Students will gather at a specific assembly area for accountability purposes.

- Fire extinguishers and smoke detectors are installed in all buildings in compliance with state regulations. These fire extinguishers can be used to put out small fires, such as trash receptacles or burning mattresses. Misuse of fire equipment, theft, damage, or making equipment inoperative for immediate use is considered a ***“breach of college and state regulations,”*** and can result in suspension, expulsion from the dorm and an appropriate fine. Burning any substance indoors, i.e. candles, incense, etc., is prohibited.
- A fire extinguisher is designed to put out a small fire, not a big one. The fire extinguisher in your living unit is a multipurpose, dry chemical one, labeled ABC, which puts out most types of fire – wood, paper, cloth, flammable liquid, or electrical fires.

This is how your fire extinguisher works:

1. Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion, or other motion.

2. Aim the extinguisher nozzle (horn or hose) at the base of the fire.
3. Squeeze or press the handle.
4. Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the extinguisher.

The university reserves the right to discipline or dismiss any student for violations of housing regulations listed below.

Tampering with Fire Safety Equipment

All fire safety equipment on campus is vital in the case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

Sanction

Dismissal

Tampering with Smoke Detectors/Carbon Monoxide Detectors

Covering, removing, and/or damaging the heads of smoke detectors is extremely dangerous. In the event of a fire in a residence hall room, the smoke detector engages the sprinklers to contain the fire within that room. If a fire were to break out in a room with a covered or damaged smoke detector, the fire would likely grow to an unmanageable size before it was detected.

If a smoke detector in a common area or shared room is disabled, all occupants will be assessed the sanctions, regardless of who tampered with the smoke detector. In this case, not removing the cover or reporting that the smoke detector is disabled is as dangerous as covering the detector.

Covering, removing, disabling, or damaging carbon monoxide detectors is strictly prohibited. If a carbon monoxide detector in a common area or shared room is disabled, all occupants will be assessed the sanctions.

Sanction:

Dismissal

Blocking of Fire Exit and Propping Fire Doors

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e. hallways, entrances, and any area that leads to an outside door) or prop the fire doors that help contain a fire.

Sanctions:

- First Offense: \$50 fine
- Second Offense: \$75 fine
- Third Offense: \$100 fine

Failure to Leave a Building during a Fire Alarm or Fire Drill

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action.

Activating a False Fire Alarm (Malicious)

Intentionally activating a fire alarm when there is no safety emergency necessitating the alarm is a criminal offense and any student found to have done so is subject to criminal charges along with university disciplinary action.

Sanction:

Dismissal

VIDEO SURVEILLANCE POLICY

Virginia University of Lynchburg reserves the right to place cameras on its campuses where necessary and appropriate. VUL respects the privacy of university community members and takes appropriate steps to balance that privacy against safety needs on its campuses. Cameras extend the protection of University Security, even when personnel are not in an immediate area. Cameras are not a guarantee of safety, but are a tool that assists University Security. Cameras protect campus community members from dangers by serving as deterrents and alerting police to dangers.

Destruction or Tampering with Cameras

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system may be prosecuted in the criminal justice system as well as the campus judicial system.

Sanction:

Dismissal

CAMPUS EMERGENCY RESPONSE PLAN

The University shall have a Campus Emergency Response Plan in place to prevent and deal with crisis and emergencies on VUL's campus. All administrative, staff, and instructional personnel and students are expected to follow the procedures as specified in the plan. The President shall require University-wide drills to prepare for crisis and emergencies, should they occur. The University will also work with Lynchburg agencies and officials to ensure maximum effectiveness and coordination of preventive and remediation efforts. Financial support shall be provided to ensure that personnel, equipment, and materials are available to comply with and support the Campus Emergency Response Plan.

VUL POLICIES AND PROCEDURES

POLICY NUMBER: 4-10

Section: CAMPUS EMERGENCY RESPONSE PLAN

PURPOSE

The purpose of Virginia University of Lynchburg's Emergency Plan (VULEP) is to provide a structure whereby personnel at VUL can respond to emergencies in an efficient and timely manner. This plan serves as VUL'S emergency plan as required by the U.S. Environmental Protection Agency and the Virginia Occupational Safety and Health Administration (VAHOSHA).

SCOPE

This plan is applicable to all individuals of facilities and on grounds owned, operated and/or leased by Virginia University of Lynchburg. Visitors are expected to comply with the requirements of this section.

SITE DESCRIPTION

Virginia University of Lynchburg (formerly Virginia Seminary and College) is the oldest higher education institution in Lynchburg. The facilities are utilized five days per week by the students, administration, staff, and faculty and by members of the community. Individuals and organizations from the community and Central Virginia also utilize our facilities and grounds on Saturdays and Sundays. The campus is located at 2058 Garfield Avenue in Lynchburg (24501) and has programs leading to the Certificate of Ministry, Associate of Arts Degree (A.A.), Bachelor of Arts Degree (B.A.), Master of Divinity Degree (M.Div.), and Doctor of Ministry Degree (D.Min.).

On a typical day, the University may have as many as 100 people to either visit, attend classes, and/or report to work on Campus. The attached map provides visual information regarding the Campus and four Teaching Locations (Danville, Dawn, Petersburg, and Suffolk).

This Virginia University of Lynchburg Emergency Plan encompasses several types of crisis situations:

1. Fire
2. Explosions
3. Medical crisis
4. Major inclement weather conditions
5. Earthquakes
6. Violent, aggressive-disruptive, or criminal behavior (guns)
7. Power outage or another utility-related crisis
8. Other conditions

REPORTING A CRISIS-CREATING SITUATION OR EMERGENCY

Should VUL personnel, students, or visitors observe an emergency, please call 434-528-5276 ext. 1128 to report the emergency or potential crisis-creating situation. Please give the following information:

1. Your name
2. The location of the potential crisis-creating situation or emergency
3. Complete description of what is occurring at the location
4. Any other related and pertinent information
5. Your telephone number where you may be reached for more information, if necessary
6. Do not hang up the telephone until the person that you are notifying assures you that you have provided all the information that he or she needs to attend to the crisis-creating situation or potential emergency.

EMERGENCY NOTIFICATION AND WARNING PROCEDURES

The following systems will be used to notify persons of an emergency condition:

- Telephone
- Cell phone
- Fire alarms in all buildings
- E-mail
- Radio (if necessary)
- Television (if necessary)
- Telephone tree (personnel)

COMMAND POST

VUL will establish the Emergency Command Post (ECP) to deal with emergencies or potential crisis situations. The ECP Director will take charge and respond to emergency conditions with both preventive and remedial strategies. The ECP will cooperate with the Lynchburg Emergency Agencies, Fire Police, and Public Works Departments to maintain as much control over the situation as possible.

THE ECP DIRECTOR'S QUALIFICATIONS AND JOB DESCRIPTION

The Director of Business and Finance or Vice-President of Business and Finance shall serve as the ECP Director. The ECP director must have the following qualifications.

1. A thorough knowledge and orientation of the campus layout and operation.
2. Authority to make decisions to remediate or prevent the crisis through proactive and remedial procedures by committing financial, human, and physical resources, as necessary.
3. Professional training, experiences, and qualities for operating under crisis conditions.
4. Knowledge of the local government operations and emergency management.

The key responsibilities of the ECP Director are as follows:

1. Activates the Emergency Command Post (ECP).
2. Coordinates the procedures to implement protective activities.
3. Serves as VUL's representative in implementing directives to respond to the emergency and/or crisis.
4. Orders the evacuation of buildings or other areas as necessary.
5. Notifies appropriate government authorities of the emergency and ensures that the appropriate reporting procedures are followed.
6. Coordinates the volunteers and volunteer activities during and after the crisis.
7. Test the ECP procedures on a regular basis through planned drills.
8. Maintains and updates the ECP procedures with Board of Trustees approval.

DEPARTMENT EMERGENCY COORDINATORS (DECs)

The department heads select the Department Emergency Coordinator positions. They are responsible for notifying personnel in their respective and immediate area to evacuate or move to the closest protective shelter and for helping to implement emergency response activities.

Primary duties are as follows:

1. Notifies personnel with their area of the need to evacuate the building or seek shelter.
2. Coordinates shutdown and start-up procedures with the appropriate personnel, during drills and during actual emergencies.
3. Accounts for persons as much as humanly possible at the evacuation assembly areas in protective shelters and reports to the ECP Director of those accounted for.
4. Provides further instructions and updates to personnel as necessary.
5. Assists with disaster assessment and follow-up activities.
6. Keeps a record of the status of the areas of shelter to ensure that they are safe, should an emergency occur.

SAFETY AND HEALTH OFFICER (SO)

The Safety Officer (SO), or designee, will serve as the Safety and Health Officer in emergency situations and provide on-going assistance to the ECP Director. The SO will have the authority to stop response activities if the situation is beyond the scope of the University's ability to respond adequately. The primary responsibilities of the SO are as follows:

1. Discontinues operations if an imminent danger exists and cannot be controlled under normal conditions.
2. Develops and implements strategies to reduce danger or the crisis to personnel and facilities as they respond to the situation.
3. Prescribes the personnel protective materials and clothing needed for the emergency.
4. Provides advice to the ECP Director as to the crisis to students, personnel, and visitors on the campus.
5. Provides reports as necessary to the ECP Director.

PUBLIC INFORMATION OFFICER (PIO)

The Athletic Director will serve as the Public Information Officer (PIO). The primary responsibilities are as follows:

1. Reviews the crisis-related information as presented by the ECP Director.
2. Prepares and issues news release.
3. Establishes a media center as necessary on campus to respond to the crisis or emergency.
4. Provides a tour of the site, if possible, for interested media personnel and conducts media briefings.
5. Keeps the volunteers informed about the crisis, as directed by the ECP Director.
6. Cooperates with city PIO.

THE BUSINESS AND FINANCE OFFICER (BFO)

The Business and Finance Officer shall be responsible for providing funding for the crisis and/or emergency operations as needed by the ECP Director, and as the President's Designee, shall have the final authority in matters related to expenditures for the emergency operations.

THE CHAIN OF COMMAND

The chain of command during a declared crisis or emergency situation is as follows:

1. Chief Operating Officer
2. Director of Student Affairs

*The Chief Operating Officer, Student Affairs Director, and the President, with the assistance of applicable local government agencies personnel, will review all the information provided by the ECP and other sources and ensure that confidential and sensitive information is not released to the public.

DEPARTMENT RESPONSIBILITIES

The following responsibilities are applicable to any University's crisis or emergency:

Security Services

- Acts as Safety and Health Officer.
- Coordinates communication and provides site security during an emergency.
- Initiates spill response efforts to contain hazardous spills.
- Provides emergency access to locked and secured areas.
- Directs and oversees building evacuations and sheltering.
- Ensures that evacuation routes and emergency plans are posted and followed.
- Directs requests for volunteers for assistance in non-hazardous and dangerous activities.
- Develops and posts campus-wise evacuation maps.
- Routinely checks fire alarms and fire extinguishers.
- Routinely tests the crisis communication and emergency drill equipment.

Office of Academic Affairs

- The Vice-President of Academic Affairs shall act as the News and Information Coordinator during an emergency.
- Receives incident/emergency information from the ECP director and communicates the same to the President.
- Designates individuals or teams responsible for coordinating “department-specific” emergency or crisis instructions
- Ensures that adequate emergency procedure, training, personal protective equipment, and other related safety plans are developed and implemented.

EVACUATION PROCEDURES

In the event that a crisis or emergency occurs and personnel have to evacuate the building(s), the following procedures apply:

A. Building Evacuation

1. All occupants of a building shall evacuate the facilities when an alarm sounds or upon notification by Social Services or other personnel.
2. When the alarm is sounded, leave by the nearest marked exit and alert others to do the same.
3. Gather at specified assembly area for accountability purposes.

NOTE: Faculty and supervisors are required to begin evacuation of the building whenever the fire alarm is sounded.

Area leaders will advise the students, personnel, and visitors to:

- Remain calm. Do not run, panic, or cause others to panic.
 - Quickly gather in small groups of 3-4 people and use the “buddy system” when seeking protective shelter or evacuating the building.
 - Identify the assembly area for occupants to meet.
 - Assist any physically challenged individuals as needed.
 - Quickly and orderly go to the nearest exit. Do not use elevators!
 - Stay in a group, exit the building, and go to the assembly area.
4. Faculty and supervisors are encouraged to be the last personnel to leave their respective areas.
 5. Once you have safely evacuated the building, promptly proceed to your building’s assigned area (posted on emergency exit maps).
 6. It is essential that personnel and students do not walk away from the assembly area until they have been accounted for.
 7. Do not return to the evacuated area until you have been so directed by the ECP Director.

B. Medical Evacuations

If you require, or if you become aware of an individual who requires, emergency medical care, then quickly:

1. Call the Security Services.
2. Provide the following information to the Security Services:
 - Your name and telephone number.
 - The name of the individual requiring medical attention, if known.
 - Description of individual requiring medical attention.
 - Exact location of the individual (building and room number, if applicable).
 - Description of what has or is happening.
 - Any other relevant information.
 - Do not hang up the telephone until the Security Officer or other personnel have indicated that you have provided all necessary information

C. Universal Precautions and Blood borne Pathogens

Universal Precautions refer to treating all bodily fluids as if they are contaminated and can cause serious illness or death. Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies.

D. Waiting on Emergency Medical Assistance

While waiting for medical assistance, your first actions should be as follows:

1. Survey the area
 - Is it safe for you to approach the area? You cannot help a victim if you become a victim also!
 - Do not attempt to move the person unless the person is in immediate, life-threatening danger.
 - Introduce yourself to the victim, reassuring the person that help is on the way.
 - Keep the victim warm and as calm as possible.
2. Determine what happened, if possible.
 - Is the person bleeding?
 - Is the person breathing?
 - Is the person choking?
 - Does the person have a known medical condition, i.e., heart problems, diabetes, epilepsy, etc.? (Look for medical alert tag.)
 - Has the person fallen?
 - Was there a fire, chemical splash, spill, a vehicle accident, or another type of incident?
 - This information should be reported to the Security Officer immediately.

E. Arranging Transportation for Injured Persons

Security Services will arrange transportation for injured persons who are unable to provide their own transportation to and from an emergency room at the hospital. The means of transportation provided shall be at the discretion of the Security Services Shift Supervisor.

CAMPUS EVACUATION

Evacuation of all or part of the campus will be announced by the ECP Director. Persons are to vacate the area in question immediately and relocate to another part of the campus. The same procedures above will apply when vacating buildings. The ECP Director will notify you when it is safe to return to the buildings.

INCLEMENT WEATHER PROCEDURES

All personnel are expected to consider inclement weather conditions and take prudent and appropriate action regarding their work at the University. The following procedures shall be followed prior to and/or during times of inclement weather. The university status will be displayed on WSET 13.

DESIGNATED ADMINISTRATIVE PERSONNEL

The President, Provost, or Vice President of Academic Affairs shall confer regarding potential and/or imminent inclement weather conditions and the President or the President's Designee shall decide on the status of the operation of the University. If, and only if, these personnel are unable to confer, the President or his Designee shall decide. The options are as follows:

1. The University shall continue to operate on a normal schedule.
2. The University shall open on a delayed schedule (1 hour late or 2 hours late).
3. The University shall be closed for a day and/or night classes.
4. The University shall be closed (with administration and essential personnel reporting).
5. The University shall be closed (all personnel are advised to stay at home).

Responsibilities:

1. The Director of Buildings and Grounds shall provide the President or Vice President of Academic Affairs with a Status Report of the grounds, buildings, and highway conditions during the period of potential and/or imminent inclement weather conditions.
2. The President shall consult with the Provost or Vice-President of Academic Affairs and decide regarding one of the five options above (1, 2, 3, 4, or 5).
3. The President, or his designee, shall notify all essential and administrative personnel regarding the decision as soon as possible.
4. The President, Provost or the Vice President of Academic Affairs shall take appropriate action to notify all news media regarding the University's operation status (2, 3, 4, or 5).
5. Should option 2, 3, or 4 be selected, the President/Provost shall authorize the Director of Building and Grounds to provide all necessary personnel to clean the grounds and parking lots to provide safe conditions for personnel, and students and to take any other action to secure the buildings and grounds.

TRAINING, DRILL, AND EXERCISES

The ECP Director (Security) will ensure that personnel and students on campus will participate in at least one drill per semester, usually during the first week of the semester. Personnel and students will exit the building according to the fire exit plans and report to a specific location (See Evacuation Procedures above).

RESIDENTIAL LIFE ORGANIZATION

DIRECTOR OF RESIDENCE LIFE IN HOUSING

The Director of Resident life in Housing is a professional staff member who is responsible for the oversight of the Assistant Director Residence Life in Housing, Dorm Director and Resident Assistant (s) and the operations of the Residence Life program primarily during business hours. The Dorm Director is also a first line responder to emergency and crisis situations.

ASSOCIATE DIRECTOR OF RESIDENCE LIFE IN HOUSING

The Associate Director of Residence Life in Housing is part of the senior management team for residence life and housing, who lives on campus and is responsible for the management of residence hall operations.

RESIDENT ASSISTANT

Being a Resident Assistant (RA) is a privilege in the life of the campus but comes with serious responsibilities and dedication. They may assist with room inspections, fire drills and general resident supervision. If students have any problems and the Housing staff is not available, they are encouraged to visit with their Resident Assistant or contact the Dorm director. RA's are required to document *all* violations of university policy.

RESIDENCE HALL MEETINGS

The Dorm Director and Resident Assistant(s) will have informal meetings each semester with their residents. They shall post the time, date, and location of the meeting at least three days in advance. All resident students are responsible to adhere to the information presented at the meetings. Unless prior arrangements have been made with the Dorm Director, students are required to attend all Resident meetings.

It is the responsibility of all residents to help maintain a clean and safe environment. Students are encouraged to report residence violations they may witness to their RA, or the Dorm Director, Associate Director of Director of Residence Life in Housing.

GENERAL POLICY FOR RESIDENCE HALL

During their stay at VUL, we want students to feel that their residence is their "home". We believe in treating our residents as adults and respect their privacy. On the other hand, we also have a duty to all residents to maintain an environment which ensures their safety and well-being. All rules and regulations are designed to prevent and deter actions which may endanger the residents or the facilities. Students are encouraged to report any complaints or problems they may have to their Resident Assistant or to the Director of Housing.

At Virginia University we believe that our residence halls are an extension of the learning process that is facilitated by an on-campus residency. Policies and procedures are implemented to meet the housing needs of those students who desire to live on campus. These policies and procedures for residential occupancy have been instituted to facilitate an atmosphere conducive to academic pursuits, safety, welfare, and the comfort of all residents and visitors in the residence halls.

MAIL

All residential students are assigned a mailbox. For mailbox fees see page 28

Mail is delivered to the student mailboxes daily, Monday through Friday. Students that receive packages too large for the mailbox will receive package slips notifying them. Students must present package slip to pick up packages. Please be careful to address your mail correctly to ensure delivery.

MAILING ADDRESS FORMAT

Virginia University of Lynchburg

Student Name

Mailbox #

2058 Garfield Avenue

Lynchburg, VA 24501

CURFEW

All guests/visitors will adhere to the following rules:

VISITATION

The Virginia University of Lynchburg is dedicated to achieving and maintaining the mission, objectives, moral and ethical standards of a Christian based educational facility. Therefore, the following guidelines have been implemented in reference to the residence halls' visitation:

1. All guests/visitors to the residency halls must check in at the main office of the campus located in Humbles Hall between the hours of 11:00am and 5:00pm. After the hours of 5:00pm all visitors must check in via the Resident Assistant. Identification will be required from each guest/visitor of the resident hall.
2. Guests/visitors are allowed in the student common areas but are **not allowed in the resident halls or student residential rooms.**
3. All guests/visitors are subject to the rules and regulations of the University. Each student resident is responsible for his/her guest/visitor adhering to all rules and regulations of the University.

VISITATION HOURS

Resident students, as well as matriculated students' at VUL (not living on campus), guests of the same gender shall adhere to the curfew set for visitors:

1. Monday through Friday, visitation expires at 11:00pm.
2. Friday through Sunday, visitation expires at 1:00am.
3. Non-resident guests/visitors are not permitted in the residence halls but may visit with the student in the common areas during visitation hours Monday through Sunday after checking in with the Housing Office.
4. Immediate family members (parents and siblings) are encouraged to visit residential students at any time upon checking in with the Housing Office. A parent must accompany siblings under the age of 18 years of age.

COEDUCATIONAL VISITATION POLICY

Residential and non-residential matriculated students are allowed to conduct resident study groups that consist of a mixture of opposite genders. Any student assigned to a residence hall may host a study group in his or her residence in a manner consistent with the following guidelines:

1. Study groups are limited to a maximum capacity of five students.
2. Study group hours are Monday through Thursday from 12:00pm to 11:00pm. Friday through Sunday study hours are between the hours of 12:00pm and 1:00am. Common courtesy dictates that you check with your roommate/suitemate if you are planning to have a study session in your residence.
3. VUL reserves the right to refuse admittance to anyone in the residence halls.
4. VUL reserves the right to alter visitation and/or coeducational visitation privileges to ensure proper operation of the halls.
5. Consideration for the privacy and rights of roommates will be given priority. A roommate may not be denied access to his or her residence at any given time and may declare the residence off limits for any open visitation.
6. Violations of the roommate's rights of privacy will be considered a major violation of VUL's housing policy and the offending party may be referred for disciplinary action.

OVERNIGHT GUEST(S) NOT ALLOWED

Resident students are not allowed to have overnight guests.

VUL is not responsible and/or liable for injuries to or the personal property/belongings in the residence halls.

BABY SITTING

Baby-sitting is prohibited in all residence halls. Resident students of VUL must register infants and children in the main office located in Humbles Hall.

*VUL is not responsible and /or liable for the safety/welfare or care of visiting minors in the residence halls.

QUIET HOURS

Living in a University's residence hall near other students can produce noise disturbances. Because sound travels easily, all student residents are to exercise consideration for other resident students when playing music, watching television, engaging in conversation and during study groups. Quiet hours should be observed between the hours of 10:00 pm and 11:00 am Sunday.

through Thursdays and 11:00 pm to 11:00 am Friday and Saturdays. During quiet hours, students must not produce noise levels that can be heard outside of rooms including rooms above or below. During Mid-term and final exam periods, students should be considerate in maintaining an atmosphere conducive to concentrated studying.

CODE OF CONDUCT STANDARDS AND REGULATIONS

The University has identified some specific behaviors that are considered a violation of dorm policy. Included in these behaviors are burning candles/incense in your room, possession of alcohol, possession of illegal drug or drug paraphernalia, and possession of weapons. A more complete list of violations and a description of the related disciplinary action(s) are explained in this manual.

Dismissal is involuntary separation from the institution without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof even then lying with the student. Students who are involuntarily separated from the University may not return to campus during the time the sanction is in effect without advance written permission from the Dean of Students.

Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of the College Rules and Regulations. Probation is for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the University. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction.

Suspension is involuntary separation from the institution for a specified period of time, at the end of which the student is entitled to readmission, assuming no intervening misconduct has occurred. Students who are involuntarily separated from the institution may not return to campus during the time the sanction is in effect without advance written permission from the Dean. If the conduct of a student, prior to the date in which the sanction takes effect, is judged to be an immediate threat to himself/herself, to others, or to university operations or property, the student may be suspended for the remainder of the term, pending appeal.

Expulsion is a permanent severance of a student's enrollment and association with Virginia University of Lynchburg. A permanent notation is placed on the student's record.

Admonition is an oral statement that a student or group is violating the Rules of Conduct, and that further instances of misconduct may result in additional disciplinary action.

Letter of Apology is a formal letter of apology, either public or private, to an individual, an outside agency or the university.

Written Warning to the student filed with the housing director noting that further violations may result in additional disciplinary action.

Dorm Probation is for a student residing on campus. This is a serious warning status from the dorm director, which involves a written record being filed with the Dean of Student Services. Further misconduct during the probationary period may result in suspension or expulsion from the Dorm. Probation may also include other sanctions.

Dorm Suspension is the termination of the student's dorm contract for a specified period of time. A permanent notation of the suspension is filed with the Dean of Student Services. The student may apply in writing to the Dean of Student Services for re-admission. A student who is suspended from the dorm must vacate the dorm immediately until further investigation is conducted. Upon re-admission, the student may be subject to any of the other sanctions outlined in this section.

Trespass is a sanction restricting students from the dorm and or other facility; being totally restricted from the use of and entrance to any dorm or facility and the surrounding grounds. Failure to abide by a trespass sanction may result in other disciplinary action and/or criminal charges, including criminal trespass.

Restrictions and Requirements may involve specified conditions to be performed or completed at the expense of the student including, but not limited to:

1. Removal from or administrative withdrawal from class.
2. Removal from and/or restriction of access to specified facilities and/or programs.
3. Loss of privilege, including, but not limited to, loss of:
 - a. Participation in and/or attendance at any or all public events sponsored by the University.
 - b. Representation of the University in specified capacity.
 - c. The right to hold office in any or all approved organizations.
4. Institutional employment termination.
5. Required attendance at meetings and/or completion of projects.
6. Required participation in certain groups and/or programs.
7. A requirement of a counseling assessment or a recommendation for counseling.

VIOLENT CRIMINAL BEHAVIOR

Zero tolerance rule – immediate dismissal from university housing

Virginia University of Lynchburg will not tolerate any aggressive-disruptive behavior on its grounds and at university-related activities. All personnel and students share the responsibility of helping to make the campus a safe place. You are requested to assist us by reporting suspicious persons or situations.

If you are a victim of a criminal act or observe a suspicious act or person on campus, please call the University office or the Lynchburg Police Department immediately. Please provide the following information:

1. Nature of the incident
2. Location of the incident
3. Description of the persons involved
4. Description of property involved

In all cases, the University Administration will report all criminal behavior to the Lynchburg Police Department.

Restitution is a full and complete reimbursement for damage, destruction, or misappropriation of the property of Virginia University of Lynchburg or of others. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.

Use of Weapons:

Using of or threatening to use a weapon or any object as a weapon in any building or on any property owned or operated by the University, except as required for classroom instruction will result in disciplinary action. The use of or possession of any weapon or firearm (pistol, rifle, shotgun, pellet gun, BB gun, knives, etc.) or any explosives (fireworks, ammunition, etc.) on the

FSCC Campus is prohibited and is a violation of Federal Law Title 18, U.S.C., Section 922. Violations will result in dismissal from the Dorm and may result in prosecution in Federal Court and dismissal from the University. The use or possession of paintball guns is also prohibited.

Distribution of Drugs:

Distributing an illegal drug or possessing an illegal drug with the intent to distribute as defined by the Drug Control Act of the Commonwealth of Virginia.

Possession of Drugs:

The possession or using an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Possession is defined to include any area or property for which the student is responsible. The possession of alcohol or drinking alcohol on University property is also considered possession of or using drugs, as defined by the University.

Explosives:

Possessing or using explosives—including, but not limited to, ammunition, fireworks, firecrackers, etc.—in any building or on any property owned or operated by the College, except in instances where such possession is required for classroom instruction or the Dean has provided written permission.

Weapon Possession:

Possessing a weapon (including, but not limited to, firearms, air guns, slingshots, knives other than non-spring pocket knives, martial arts weapons, and bows and arrows) in any building or on any property owned or operated by the University, except as required for classroom instruction.

Violence to Persons:

Engaging in any form of physical violence directed toward another person or group of people, except when such response constitutes legitimate self-defense, is a violation of university rules. Students found responsible for violating the following should receive a minimum sanction of **DISCIPLINARY PROBATION**.

Alcohol Policy Violations:

1. Violating state law in regard to the legal age for consumption, purchase, or possession of alcohol.
2. Being drunk in public.
3. Possessing an open container of alcohol in public.
4. Serving alcohol to an under-aged or intoxicated drinker.
5. Violating other aspects of the alcohol policy not noted elsewhere in the Conduct Standards and Regulations.
6. Driving while impaired or under the influence of alcohol or other drugs.

Property:

1. Damaging property owned, operated, or controlled by the University or one of its members (i.e., students, faculty, staff, or visitor).
2. Vandalizing property owned, operated, or controlled by the University or one of its members (i.e., student, faculty, staff, or visitor).
3. Tampering with property owned, operated, or controlled by the University or one of its members

i.e., student, faculty, staff, or visitor).

Attempted Violence/Abuse to Persons:

1. Attempting or intending to engage in any form of violence directed toward another person or group of people, except when such response constitutes legitimate self-defense.
2. Harassing or abusing (e.g., verbally, graphically, or electronically) any student, guest, faculty, or staff member of the University community.
3. Violating any aspect of the Sexual Harassment Policy.

Drug Paraphernalia:

Possessing drug paraphernalia (including, but not limited to, “roach clips,” “bongs,” or any item or device associated or used in conjunction with illegal drug activity).

Obscene or Indecent Behavior:

Committing obscene or indecent acts.

Physical Well-Being:

Endangering another’s or one’s own physical well-being.

Trespassing:

Unauthorized presence on, in, or within any building or property owned or operated by the University.

VIOLATION AND PENALTIES

Virginia University of Lynchburg reserves the right to immediately remove from the residence hall any student who has committed a violation that jeopardizes the health or safety of resident himself/herself or fellow residents. The University also retains the right to contact the police in the event of any breaking of Resident Halls Policy and Procedures.

If a resident is found in violation of the Student Handbook, Housing Manual or University Policy, the following procedures will be in effect:

1st Offense- If a student is found in violation of any rules or regulations the student will be given a warning (depending on the severity of the violation, the student may be expelled). In addition, a written report will be submitted to the Director of Student Affairs and the Director of Housing. The report will be placed in the student’s official file.

2nd Offense- If a student is found in violation of any rules or regulations, a written report will be submitted to the Director of Student Affairs, Director of Housing, and the Dean of the College. A recommendation will be made and submitted to the Judicial Board for review and a decision. Depending on the severity of the matter, the student, upon recommendation of the Director of Student Affairs, Director of Housing, Dean of the School and the Resident Assistant(s), may be immediately expelled.

Disciplinary action(s) for violations outlined in the Virginia University of Lynchburg Incident Report are listed below: Any offense after the 2nd Offense is grounds for dismissal from Residential Housing and permit restriction from residential living.

Violation	1st Offense	2nd Offense	3rd Offense
Littering	Warning	\$25	\$50 & Expulsion from Residential Housing**
Excessive Noise	Warning	\$25	\$50 & Expulsion from Residential Housing**
Open windows used for entrance/exit	Warning	\$25	\$50 & Expulsion from Residential Housing**
Visitation Curfew	Warning	\$25	\$50 & Expulsion from Residential Housing**
Unregistered Guest	\$500 & Expulsion from Residential Housing**	N/A	N/A
Burning candles or incense	\$50	\$100	\$150 & Loss of Residential Housing privilege **
Alcohol-possession	\$5,000 fine & immediate Expulsion from Residential Housing**	N/A	N/A
Illegal Drug Possession	\$5,000 fine & immediate Expulsion from Residential Housing**	N/A	N/A
Illegal Drug Paraphernalia	\$5,000 fine & immediate Expulsion from Residential Housing**	N/A	N/A
Threatening physical harm and/or engaging in physical altercations	\$5,000 fine & immediate Expulsion from Residential Housing**	N/A	N/A
Weapons possession	\$5,000 fine & immediate Expulsion from Residential Housing***	N/A N/A N/A	N/A N/A N/A
Violation	1st Offense	2nd Offense	3rd Offense
Dorm Property Damage	Cost of repairs*	Cost of repairs*	Cost of repairs & Expulsion from Residential Housing**

Room Inspection	Warning	\$50	\$100.00 & Expulsion from Residential Housing**	
RA/Dorm Director/ Security Staff Verbal Abuse	\$250*	Expulsion from Residential Housing**	N/A	*
Dogs/Pets	NOT ALLOWED UNDER ANY CIRCUMSTANCES			
Changing key code	\$25	\$50	\$75 + \$25 multiplied by future each occurrence.	
(Replace keypad)	\$100	\$125	\$150 + \$25 multiplied by future each occurrence	
Lost/stolen access card/ mailbox key	\$75	\$100	\$125+ \$25 multiplied by future each occurrence.	
Unauthorized room change	\$100	\$100 & Expulsion from Residential Housing**	N/A	
Smoking/Tobacco Use	\$50	\$100 & Expulsion from Residential Housing**	N/A	
Violation of Quiet Hours	Warning	\$25	\$50	\$ 50 & Expulsion from Residential Housing**
Restroom Cleanliness	Warning	\$25	\$50	\$ 50 & Expulsion from Residential Housing**
Improper checkout	\$100	\$250 & Expulsion from Residential Housing**		

Referred to the Dean of Student Services.

***** Students who are expelled from the dorm are restricted from visiting the dorms and/or using the dorm parking lots. Violators are subject to trespassing charges. Additional disciplinary action (including suspension/expulsion from the University) may be administered by the Dean of Students.***

SUBJECT TO CHANGE AT DISCRESSION OF UNIVERSITY WITHOUT NOTIFICATION

Termination of Agreement (See Incident Report)

Sexual Misconduct

Policy on Student Sexual Harassment, Sexual Misconduct, and Sexual Assault

Virginia University of Lynchburg is an intellectual community founded on mutual respect and is committed to providing a living, learning, and working environment that is free from sexual harassment, sexual misconduct, and sexual assault. Such offenses can impair or limit the educational and occupational opportunities of any person at VUL and have no place in this community. This policy applies to all VUL students, both undergraduate and graduate. A similar policy for VUL College employees (faculty, staff, and student employees) can be found in the Policy and Procedures Manual .

Sexual offenses are prohibited under Virginia state and federal laws and may be prosecuted in the criminal justice system. Legal definitions may vary from definitions used by the VUL community as outlined here. Pursuing campus resolution does not preclude one from pursuing legal action or seeking the assistance of law enforcement authorities now or in the future; similarly, the pursuit of legal action and/or reporting the conduct to the police does not preclude pursuit of campus resolution under this policy and the corresponding Student Discipline Process.

Anyone can experience sexual harassment, sexual misconduct, or a sexual assault regardless of gender or sexual orientation. Perpetrators also can be anyone: a stranger, someone you have known for a long time, or someone you have just met.

The University has a Title IX coordinator; her role is to oversee University compliance with Title IX regulations. Ms. Romena Morgan is the Title IX Coordinator. The Title IX Coordinator will:

1. Serve as a resource for students wishing to report any acts of sexual violence or sexual harassment, i.e., violations of Title IX.
2. Provide oversight for all Title IX complaints and identify patterns, issues, or problems re: those same complaints. Note that as Title IX coordinator, Mrs. Larson is a resource and facilitator, but does not have a role in the sexual assault/harassment investigation, hearing, and/or discipline process, which is described in the Sexual Assault Reporting Procedures and in the Student Handbook.
3. Review and support the informational initiatives enabling students, staff and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate the community about university policy and procedures.

Ms. Morgan's office is in Humbles Hall. Her extension is 1129 and her e-mail address is rmorgan@vul.edu.

Definitions of Prohibited Conduct

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests, or conduct is made, either explicitly or implicitly, (i) a term or condition of educational benefits, privileges, or placement services or as a basis for the evaluation of academic achievement of a student or (ii) a term or condition of employment or a basis for employment decisions concerning any employee.

Sexual harassment is also defined as unwelcome sexual advances or requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with a student's education or an employee's work performance or of creating an intimidating, hostile, humiliating, or sexually offensive educational, living, or working environment, when judged by the standards of a reasonable person.

Sexual harassment also includes stalking, as defined by the Violence Against Women Act (VAWA). The definition of stalking as set forth in the VAWA law is discussed below, in the second section entitled "2013 Violence Against Women Act Section 304 Definitions."

Sexual harassment does not refer to compliments or other behavior of a socially acceptable nature. It does not refer to discussions of material with a sexual component which might offend some but which was introduced in class or conference for intellectual purposes.

Sexual Misconduct: Sexual misconduct is the deliberate contact with an intimate body part of another person without that person's consent. Intimate body parts include the genitalia, the anus, the groin, the buttocks, or the breasts.

Sexual misconduct includes domestic violence and dating violence, as defined by the Violence Against Women Act, if the violence involved fits the definition below. The definitions of domestic violence and dating violence as set forth in the VAWA law are discussed below, in the section entitled "2013 Violence Against Women Act Section 304 Definitions."

Sexual Assault: Sexual assault is the penetration, however slight, of another person's vagina or anus with any object or body part, or of the mouth with a penis or sexual object, without that person's consent.

Sexual assault also includes dating violence and domestic violence, as defined by the Violence Against Women Act, if the violence involved fits the definition below.*

*2013 Violence Against Women Act Section 304: The Violence Against Women Act and its proposed regulation also require the inclusion of certain Virginia definitions in a campus' Annual Security Report and that those definitions be provided in campaigns, orientations, programs, and trainings for employees and students. Definitions required include consent, dating violence, domestic violence, sexual assault, and stalking.

Dating Violence: the term "dating violence" means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by the current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domestic violence is defined as an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching of blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of 16, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

Stalking: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Consent

A critical factor that distinguishes acceptable sexual behavior from unacceptable sexual behavior is the consent of the parties involved. Note that the definition of consent at VUL may differ from, and be more specific than, definitions of consent under relevant criminal or civil laws. Consent is informed, and freely and actively given. Consent is communicated through mutually understandable words or actions which indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way.

Clear and open communication is an essential element to conveying and understanding consent. Any person who contemplates initiating any form of sexual activity is strongly encouraged to talk with all involved parties before engaging in such activity. While it is the responsibility of the initiator of a specific sexual activity to obtain consent, individuals should communicate as clearly and verbally as possible with all parties about what they do and do not want.

Elements of Consent:

Consent cannot be freely given if the person's ability to understand and give consent is impaired. Examples of those who are impaired and therefore cannot give consent include but are not limited to:

- Any person who is incapacitated due to the use of alcohol and/or other drugs.
- Any person who is unconscious or for any reason is physically incapacitated.
- Any person who is mentally impaired.
- Any person less than 18 years old.
- Any person who has experienced the explicit or implicit use of force, coercion, threats and/or intimidation.
- Ideally, consent is given verbally. However, consent (or lack of consent) may also be expressed through gestures, body language, and/or attitude. For example, active reciprocation could express consent, and pushing someone away, or simply moving away, could express lack of consent.
- Silence does not equal consent.
- Consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Consent may be given for specific activities and not for others.
- Any party has the right to change their mind and withdraw consent at any time. Once consent is

withdrawn, the sexual activity occurring must cease.

- A prior sexual history between the participants does not constitute consent.
- A person's ability to freely give consent may be jeopardized if the initiator is in a position of power over the person. Examples might include if the initiator is a faculty member or supervisor of the person.

RULES OF OCCUPANCY

The opening and closing of the Resident Halls follow the Virginia University of Lynchburg academic calendar. VUL reserves the right to modify this schedule in accordance with officially announced changes in the calendar.

Special Residence Halls Policy:

- There is a \$100.00 fee for altering a Residential contract. Students must submit a written request to the Director of Housing to alter their residential contract.
- Students receive one free “reminder of code” per semester. A charge of \$5.00 per code reminder will be charged thereafter for each additional code.
- The dormitory reservation fee is \$125.00. (non-refundable)
- Three unexcused absences from mandatory hall meetings may result in the student’s removal from the dormitory.

CHECK IN / CHECK OUT PROCEDURES

CHECK IN PROCEDURES

Upon arrival to Residence Hall, staff will assist student with a checklist indicating the conditions of the room. The student is then responsible for inspecting the room verifying the condition of the room. If a problem beyond those listed on the check-in sheet, the student should bring that problem to the attention of housing staff. The problem will be checked by housing staff or RA and recorded on the Check-In Form, thus relieving the student of any room discrepancies prior to their occupancy. This form should then be signed by the student and returned to the Housing staff.

1. The student should be advised that the University expects the room to be in the same condition when he or she leaves as it was when he or she arrived; if not, charges will be accrued for all damages.
2. Each student shall be given a Residential Living Manual containing pertinent information along with the Rules and Regulations regarding living in the Resident Hall. Students will be required to sign an acknowledgement of receipt, understanding an agreement of Rules and Regulations outlined in this Residential Living Manual.
3. The student will be assigned a key to his/her room as well as a roommate assignment.
4. Any request for roommate changes must be cleared through the Director of Housing.

CHECK OUT PROCEDURES

When residents leave their room, move to another room, withdraw from school, are suspended, or terminated from the dormitory, they must check out properly. At the conclusion of each semester, students are required to vacate the building within 48 hours after their last exam or by the designated time on the final day. Students who have been terminated or released from their residence hall commitment must vacate the hall within 24 hours after the student has received written notification or by the designated time given. It is the student's responsibility to complete the check-out procedure properly. Students are not permitted to reside in the dormitory during the break periods. Any person who has gained illegal access to the dormitory when it is closed will be subject to disciplinary and/or legal action. For check-out, please follow these guidelines:

1. The student is required to remove all personal belongings from the room. The resident students are responsible for conducting a complete and thorough cleaning of their rooms.
2. Students are required to return mailbox keys.
3. Each student must check out with the Housing Inspection Director.
4. The room shall be checked for cleanliness and property damage. The cost of repairs for property damage will be charged to the occupant.
5. Any discrepancies found during final inspection will be annotated and assessed for charges to the student's account. The student will receive a copy of the assessment.
6. Any possessions left in the rooms will be discarded.

Students who break their residence contract and move out of the residence hall prior to the end of the school year must also check-out.

*******Failure to properly check out through the Housing Inspection Director will result in loss of housing privileges.***

VIOLATION AND PENALTIES

Virginia University of Lynchburg reserves the right to immediately remove from the residence hall any student who has committed a violation that jeopardizes the health or safety of resident himself/herself or fellow residents. The University also retains the right to contact the police in the event of any breaking of Resident Halls Policy and Procedures.

If a resident is found in violation of the Student Handbook, Housing Manual or University Policy, the following procedures will be in effect:

1st Offense- If a student is found in violation of any rules or regulations the student will be given a warning (depending on the severity of the violation, the student may be expelled). In addition, a written report will be submitted to the Director of Student Affairs and the Director of Housing. The report will be placed in the student's official file.

2nd Offense- If a student is found in violation of any rules or regulations, a written report will be submitted to the Director of Student Affairs, Director of Housing, and the Dean of the College. A recommendation will be made and submitted to the Judicial Board for review and a decision.

Depending on the severity of the matter, the student, upon recommendation of the Director of Student Affairs, Director of Housing, Dean of the School and the Resident Assistant(s), may be immediately expelled.

Zero-Tolerance Policy

Living in VUL Residence Halls is a privilege and am subject to the zero-tolerance policy, which may require the student's immediate expulsion from the campus housing and forfeiture of the continued privilege of living and occupying the residence hall for any violation of the policies, procedures, or procedures of the Residence Housing or University Code of Conduct, academic policies and procedures, and University policies and procedures including being a student in good academic standing.

CAMPUS SECURITY

Virginia University of Lynchburg is committed to providing a safe and secure environment for our residents.

Some general principles of safety in the dorms are as follows:

1. Report the presence of strangers in the Residence Hall to your RA or University faculty-staff.
2. Do not let strangers into the building: if someone tells you that he or she is visiting a friend, they should be redirected to follow the visitors check in procedures.
3. Report "maintenance items" to your RA immediately. (Water leaks, broken furniture, etc.).
4. If you see that a campus light is out or that a camera appears to have been tampered with, report it right away.
5. Post the sheet with emergency numbers in a convenient location for easy access.
6. Walk with someone else after dark.
7. Keep your money and valuables in a safe place. The University is not responsible for lost or stolen goods. Check with your insurance company about renter's insurance to protect yourself.
8. Never give your room code to another individual.
9. Know your emergency exits and evacuation procedures for your Residence.

COUNSELING SUPPORT AND REFERRAL

For Counseling Services: Contact the Office of Student Affairs.

Personal problems can range in seriousness from an inability to tolerate a roommate's taste in music to a feeling of alienation strong enough to lead to suicide. Sometimes merely having a friend—the resident assistant himself or herself—is adequate help; but other times, professional counseling is needed. RA's are expected to be omnipotent. The Counselor in Residence should be contacted before it is too late to assist a student. Here are some typical types of problems that may elicit professional counseling.

Homesickness

The student has moved from a situation in which they were of primary importance to become, what may seem to them, an ID number in a computer. Sometimes, a delicate family situation or a long-distance relationship will facilitate these feelings. Cases may involve a referral to DSA.

Family Crisis

This is a very sensitive area, but could have a serious negative impact on a student. The crisis could stem from family problems, such as alcoholism, abuse, ECT. Or it could be that the parents do not accept the fact that the student is now an adult. The second time will be discussed later. The relationship between the parents and the student is probably undergoing some repair. A serious family problem may result from disagreement over curriculum choice, especially where there is financial dependence.

Difficulties With A Partner

Most students are extremely sensitive in this area. The resident may not be able to ask a person out because they are shy, or possibly some deeper emotional problem may be the cause. A perceived pressure to have relationships (and pressure to have physical relationships) cannot be underestimated. Feelings of inadequacy can precipitate powerful self-destructive feelings, which can become violent.

Reaction To Freedom

This is, like most other problems, related to previous family relationships. Either an escape from controls which were unreasonable strict or a response to temptations for which the student were never prepared can result in anti-social behavior or self destructive practices, e.g. drinking or refusal to settle down to work. Questioning standards is normal, but these students must learn that his/her acceptance of most moral codes usually follows.

Financial Problems

This could easily be confused with introversion in some instances. A student may not go out simply because he/she doesn't have any money. This problem can be confronted directly when it is outside the emotional-personal realm (if it doesn't seem like the student has changed emotionally). Help with budgeting or employment (discussion of sources may be referred to the Office of Financial Aid).

Religious Concerns

These are usually problems due to a student's search for identity and security, or interpersonal relationships. They sometimes reflect deep conflicts. A counselor can help the student reach the underlying issues manifested in his/her conflict.

Conflicts With Roommates or Others

Usually, roommate difficulties can be worked out. However, neither an easy escape nor forced endurance of a serious problem is likely to be harmful. No changes should be made without exploration; but some students are totally unsuited for rooming together and the room is, after all, a student's last place of refuge in some ways.

Introversion or Extroversion

Extreme withdrawal may accompany academic achievement and fairly good adjustment. On the other hand, the individual that spends all his/her time with others may be afraid to be alone. The impact on the student's schoolwork is usually detrimental.

Illness

Two possible complications are the possibility of resistance to treatment due to a desire to maintain a "tough" image or to avoid loss of time.

Academic Adjustment

Scholastic difficulties range from problems on one assignment or examination, to course difficulties, to need of assistance with planning an entire program. Faculty members can help, and referral to them is most important. Accurate information regarding requirements must from the faculty.

Vocational Problems

The vocational plans of most students are not fully developed or very stable. Frequently, an individual has no realistic plan for exploring possibilities or discovering his or her own interest and desires.

*Other areas of counseling referrals include but are not limited to:

- * Death of a student or Guest
- * Emotionally distressed students
- * Suicidal Students
- * Victims of Several misconducts

**** If you are experiencing any of these issues, please contact the Office of Student Affairs.

STATEMENT OF ACKNOWLEDGEMENT

I, _____ *[student's printed name]*
 certify that I Have received the [Virginia University of Lynchburg Residential Living Manual](#) and
 acknowledge that I am responsible for its contents. I understand that failure to follow specified rules
 and regulations may result in my immediate dismissal from the Resident Hall, may involve the
 notification of my parents or guardian, and will prohibit me from obtaining University Residential
 Housing in the future.

I also agree that I am subject to the conditions of occupancy as outlined in the Resident Hall contract
 agreement. I also agree to adhere to the policies and procedures published in the University's
 Academic Catalog, the Safety and Security Manual, Student Handbook, and other VUL publications
 published on the VUL.edu website.

I agree to adhere to all rules and regulations of Virginia University of Lynchburg and abide by and
 respect the University's doctrinal and ethical standards.

**I understand that living in the VUL Residence Halls are a privilege and am subject to the zero-
 tolerance policy, which may require my immediate expulsion from the campus housing and
 forfeiture of the continued privilege of living and occupying the residence hall if I fail to abide
 by the policies and procedures published in the Residence Living Manual
 (www.vul.edu/index.php/about-vul/catalog-calendar-manuals).**

Student Signature _____ Date _____

Parent/Legal Guardian Printed Name _____

Parent/Legal Guardian Signature _____ Date _____



Virginia University of Lynchburg Important Residential Hall Check-in Information

I agree to follow all housing guidelines, policies, and procedures published in the Residential Housing manual (www.vul.edu/index.php/about-vul/catalog-calendar-manuals) including but not limited to the following requirements.

- Not to adhere or put anything on the walls
- NO DORM ROOM VISITATION AT ANY TIME. This will result in immediate dismissal from your dorm room.
- No moving of beds/furniture in your room
- I cannot switch rooms or dorms at any time unless cleared by the Housing office.
- Respect your dorm, roommate, and suite mates.
- Respect your Dorm Resident Assistant (RA).
- All food must be in closed containers.
- No drugs, smoking or alcohol is permitted on the VUL campus at any time.
- I will keep my room clean and safe and submit to regular, weekly, and unannounced room inspections.
- I will attend, participate, and be responsible for information conveyed in every mandatory dorm meeting.
- Respect quiet time (see the Residential Housing Manual)
- I agree to understand my responsibilities to comply with all requirements published in the Residential Housing Manual, and as amended through written and verbal notices.
- Respect VUL campus by removing trash at least once each day from my room to the commercial waste containers located outside the residential hall.
- Do not leave VUL without checking out properly through the housing office (weekends, holidays, intentions of not returning at the end of the semester or academic year, etc.).
- Follow the Rules of Occupancy.
- All student manuals are on-line for your convenience.
- If you need assistance, I will contact my Resident Assistance, or in their absence, the Housing Director.
- There are no visitors allowed in my room due to local occupancy codes, fire codes, insurance requirements, University policy and violation will result in immediate expulsion from VUL Residence Housing.
- I understand that living in the VUL Residence Halls is a privilege and am subject to the zero-tolerance policy, which may require my immediate expulsion from the campus housing and forfeiture of the continued privilege of living and occupying the residence hall if I fail to abide by the policies and procedures published in the Residence Living Manual (www.vul.edu/index.php/about-vul/catalog-calendar-manuals).

Signatures Attesting to the Terms and Conditions of living in Virginia University Residential Housing

Student Printed Name _____

Student Signature _____ Date _____

Parent/Legal Guardian Printed Name _____

Parent/Legal Guardian Signature _____ Date _____



Virginia University of Lynchburg Rules of Occupancy for VUL Students - Most Common Occurring Offenses

These Rules of Occupancy are not inclusive but are the most commonly occurring offenses specifically provided to you so that you will be attentive to these to retain your residential housing privileges.

Please refer to the Residential Housing Manual (www.vul.edu/index.php/about-vul/catalog-calendar-manuals) for all policies and procedures.

Rules	Charges/Fines (1 st offense unless otherwise indicated)	Repeat Offenses
Absolutely nothing is allowed on dorm walls.	\$100.00	\$150 + Residential Housing Expulsion
All food must be kept in closed/sealed containers. Each incident will result in a fine and/or the cost of extermination. Excessive violation (3) will result in dismissal from the dorm	\$50.00 \$75.00	\$100 + Residential Housing Expulsion
Students will be charged for unsatisfactory room inspection (unsafe, unhealthy, unclean). After being charged for two unsatisfactory room inspections, the student will be dismissed from the dorm. You may attend classes, but you will be asked to leave the dorm within 24 hours. These conditions affect the health of yourself and your roommate/suitemate	1 st offense \$50.00 2 nd offense \$75.00	\$100 + Residential Housing Expulsion
Unauthorized movement from your assigned /dorm room may result in an immediate dismissal from the dorm. Students are expected to remain in assigned rooms throughout each semester for safety reasons.	\$100.00	\$100.00 + Residential Housing Expulsion
Failure to move to another room/dorm as directed by the Housing Office for reasons deemed necessary within the required timeframe. Failure to do so, may result in an automatic dismissal from the dorm.	\$250.00 for each hour or fraction thereof for delinquency	Residential Housing Expulsion
Students will be charged a \$125 non-refundable fee to secure a room.	\$125.00/per semester	Ineligible for residential housing
Students will receive one free chance to redeem a room code. A \$25 fee will be charged thereafter. Students cannot share dorm room codes. Code sharing will result in an automatic dismissal from the dorm. This is dangerous to the safety of all campus students.	1 st request \$25.00 2 nd request \$50.00	\$75 + \$25/per each future each occurrence
Three unexcused absences from mandatory scheduled hall meetings may result in the student's removal from the dormitory. All hall meetings will be announced/posted. Please attend all meetings.	1 st offense \$25.00 2 nd offense \$50.00	\$75 + Residential Housing Expulsion
Please check the list of items to bring on campus. All restricted items found will result in a fine and/or disposal. (Items will be taken)	\$50.00	Possible Residential Housing Expulsion
Students are not allowed to move beds, dressers, desks etc. Any scratches or damage to the floors will result in a fine.	1 st offense \$100.00 2 nd offense \$200.00	\$250 + Residential Housing Expulsion

Rules	Charges/Fines (1st offense unless otherwise indicated)	Repeat Offenses
Any tampering with smoke detectors, fire alarms, fire extinguisher will result in automatic dismissal. This includes taping smoke detectors etc.	\$500.00 and Residential Housing Expulsion	N/A
All students must read and sign an on-campus housing agreement, housing contract, housing inspection contract, personal data sheet and statement of acknowledgement	Ineligible for Residential Housing	N/A
Please check with the Housing office if you need supplies or toiletries and do not have funds to purchase them.	All bedding given to a student by Housing must be returned at the end of the academic year	Loss of future residential housing privileges
When students leave their room, move to another room, withdraw, suspended, or terminated from the dormitory, they must check out properly. Failure to properly check out through the Housing Department will result in loss housing privileges and fine.	\$250.00 + Residential Housing Expulsion	N/A
All personal items must be removed from a student's room within an allotted time. If items are not removed within the allotted time, items will be discarded, and students will be fined.	\$100.00 + cost to remove items and clean room, and Residential Housing Expulsion	N/A
All students must vacate the campus dorms when instructed before 5:00 PM. (holidays, end of semester check -out, etc.) Please make arrangements to have someone pick you up on or before the given date and time. The campus codes to each room will be recoded after 5:00 after each scheduled checkout time. No one will be allowed to stay or enter the dorms. All items left in the room will be discarded. There will be a minimum \$100.00 fine plus the cost to remove and clean the room for any item/s left in the room.	\$100.00 + cost to remove items and clean room, and Residential Housing Expulsion	N/A

NO DORM ROOM VISITATION AT ANY TIME. This will result in immediate dismissal from residential housing and permanent loss of all residential housing privileges.

Guest/visitors are not allowed in residential halls but may be visit students in common spaces on camps. All guest/visitors to the campus must check in at the Student Affairs Office between the hours of 11:00am and 5:00pm. Identification will be required from each guest/visitor. All guest/visitors are subject to the rules and regulations of the campus.

Guest/Visitor Hours are Monday-Thursday 9:00 a.m. until 11:00 a.m.

Friday – Sunday 9:00 a.m, until 1:00AM

Immediate family (parents and siblings) any welcome anytime but must check in with the Housing Office. A parent must accompany siblings under age 18 years of age.

VUL IS NOT RESPONSIBLE FOR INJURIES OR PERSONAL PROPERTY.

Signatures Attesting to the Terms and Conditions of living in Virginia University Residential Housing

I understand that living in the VUL Residence Halls is a privilege and am subject to the zero-tolerance policy, which may require my immediate expulsion from the campus housing and forfeiture of the continued privilege of living and occupying the residence hall if I fail to abide by the policies and procedures published in the Residence Living Manual (www.vul.edu/index.php/about-vul/catalog-calendar-manuals).

Student Printed Name _____

Student Signature _____ Date _____

Parent/Legal Guardian Printed Name _____

Parent/Legal Guardian Signature _____ Date _____