
STUDENT GOVERNANCE

CODE OF CONDUCT

Expectations The College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the academic community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be condoned. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the authority to maintain order within the College and exclude those who are disruptive of the educational process.

Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and elsewhere. For student conduct which is outside the jurisdiction of the Honor Court but which tends to discredit or injure the College, the Chancellor is authorized by the President of the University of Virginia to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Vice Chancellor for Administration and the Campus Judicial Board. The College reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the Standards of Conduct. Generally, prohibited conduct for which a student is subject to discipline is defined as, but not limited to, the following:

1. Physical and/or emotional abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
2. Sexual misconduct, including sexual assault or sexual intercourse without consent.
3. Unauthorized entry/exit or occupation of College facilities which are locked, closed to student activities, or otherwise restricted as to use.
4. Intentional disruption or obstruction of teaching, research, administration or other College activities, or of other authorized activities on College property.
5. Possession, distribution and/or use of illegal narcotics or drugs, or drug paraphernalia; public intoxication on college property; illegal/underage use of alcohol and/or tobacco products.
6. Falsely pulling or tampering with fire alarm or fire safety equipment.
7. Possession, storage, or use of any kind of firearms, air rifles or air pistols, BB guns, brass knuckles, ammunition, firecrackers or fireworks, nunchakus, gasoline, explosives or other combustible materials, and knives with a blade longer than six inches, other than ones used as kitchen tools. *Please consult the Campus Police Department for additional information.*
8. Theft, vandalism, destruction, or unauthorized movement of college property or personal property of other students, faculty, employees, or visitors.
9. Intentionally providing false identification or information to College officials.
10. Failure to exit the building or returning to the building before being told to do so by a College official during a fire alarm.
11. Failure to comply with the reasonable directions of a college official, including Campus Police officers, acting in performance of their duties.
12. Violations of published College policies or College regulations (Such regulations include the Residence Hall Agreement, see policies section).
13. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
14. Conduct that is detrimental to the College or conduct that reflects negatively on the College community.
15. Every user of the College's computing resources, including but not limited to the email system, has the responsibility to use them in an ethical, professional, and legal manner. The primary use of these resources is to support the academic program; any other use may be inappropriate. Inappropriate uses may include but are not limited to the following:
 - sharing your account or password with anyone;

- attempting to modify or access files or accounts without permission;
- using resources for commercial or criminal purposes;
- sending threatening, harassing, or obscene messages to any person, sending chain letters, or representing yourself as another user when sending messages;
- using a machine or other resource (such as a modem) for non-academic purposes when other academic users are waiting; and
- using resources for illegal copyright infringement activities.

16. Violations of the College Alcohol Policies.

17. Violations of the College Drug Policies.

18. Entry into designated construction/work zones.

HONOR SYSTEM

UVa-Wise adopted an Honor System in 1956 under which all students pledge to cooperate in acting honestly and honorably. The Honor System is administered by an Honor Court composed of two representatives from each class. Upperclass representatives are elected by the student body each spring and freshman representatives are elected after the start of the fall semester. It is the job of the Honor Court to enforce the Honor System and to adjudicate violations. The Honor Court office and conference room are located in the Student Leadership Center on the third floor of the Slemp Student Center.

CONSTITUTION

WE, the students of The University of Virginia's College at Wise of the University of Virginia, in order to insure a position of trust among ourselves, faculty, staff and community-at-large, do hereby institute this Honor System at The University of Virginia's College at Wise. It is to be understood that this system is completely student-administered and serves as a vital component of the comprehensive standards of conduct. The Honor System is designed to address inappropriate behavior arising in the academic realm of student life. The University of Virginia's College at Wise Honor System (hereinafter referred to as the Honor System) will be established in accordance with these articles.

ARTICLE I: Purpose

- A. The Honor System of The University of Virginia's College at Wise expects that a student shall act honorably in all phases and relations of student life. It requires honorable behavior in the academic realm. Violations of the Honor System shall include:
1. **LYING:** Lying shall include, but is not necessarily limited to, the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. Forgery and willful false testimony shall be considered acts of lying.
 2. **CHEATING:** Cheating shall include, but is not necessarily limited to, giving aid to any student or receiving aid without the consent of the instructor on tests, quizzes, assignments or examinations.
 3. **STEALING:** Stealing shall include, but is not necessarily limited to, taking anything of academic value that belongs to another without right or permission. The act of plagiarism is an act of academic stealing and is considered a violation of the Honor System.
- B. The Honor Pledge shall read: I certify on my honor as a student of The University of Virginia's College at Wise that I have neither received nor given aid on the _____.
- C. Ignorance of the above statements and Honor Pledge shall not constitute a defense for a violation of the Honor System.

ARTICLE II: Membership

Section 1

The judicial power of the Honor System is vested in The University of Virginia's College at Wise Honor Court (hereinafter referred to as the Court) by the Board of Visitors of the University of Virginia.

Section 2

- A. The Court shall consist of two members from each of the four academic classes (freshman class, sophomore class, junior class, senior class).
- B. These members shall be elected in the following manner. By the third week of April, elections for two representatives to the court from each of the sophomore, junior, and senior classes for the following year shall be held. Their terms shall begin on the first day of June. By the third week of September, two representatives from the freshman class shall be elected. Their terms shall begin immediately. Only members of the respective classes shall vote for the representatives from their class.

- C. The Court will have the right to elect up to two sitting members from the current court to continue on the court for the following year. When a person is elected in this manner, the representatives for that academic class elected in the general election shall be reduced by one.

Section 3

- A. Before any student may become a candidate for a position on the Court, the student must sign a declaration of candidacy to be filed with the Provost and Senior Vice Chancellor of The University of Virginia's College at Wise no later than five school days prior to the election day.
- B. In the event that not enough students file declarations of candidacy, two candidates for each vacancy will be designated by the Chairperson of the existing Court with the concurrence of the majority of that Court to be a candidate in the general election.
- C. All candidates for positions on the Court must be in good standing with the College and have a minimum **GPA of 2.5 at the time of election and throughout their terms in office.**

Section 4

A plurality of the vote is necessary for election of each representative to the Court.

Section 5

A permanent Chairperson of the Court shall be chosen from those Court members to be elected in April. The Chairperson shall be elected by a majority vote of the Court members. The Chairperson shall have the same voting powers as the other members of the Court. The Chairperson shall be a returning member of the Court.

Section 6

- A. A prosecutor shall be chosen by the Court from the student body at large. The prosecutor shall be elected by a two-thirds majority vote of the Court.
- B. The prosecutor's duties will be to act as counsel for the student body in cases involving alleged violations of the Honor System.
- C. The prosecutor shall have the power to select an assistant from the The University of Virginia's College at Wise student body with the approval of the Chairperson of the Court to aid in confidential investigations of alleged violations.
- D. The prosecutor shall have the power to subpoena any member of The University of Virginia's College at Wise student body and request the testimony of others. Request for subpoena should be submitted to the Office of Student Affairs. Failure to comply with a subpoena will be considered a violation of the standards of conduct. The Chairperson may grant exceptions.
- E. The prosecutor shall have the power to examine and/or subpoena any material evidence relating to the alleged violation.
- F. For just cause, the Court shall have the power to remove the prosecutor by a two-thirds vote of the Court.

Section 7

- A. A defender shall be chosen by the Court from the student body at large. The defender shall be elected by a two-thirds majority vote of the court.
- B. The defender's duties shall be to act as counsel for the accused students in all cases involving alleged violation of the Honor System.
- C. The defender shall have all powers that are delegated to the prosecutor except for the investigative powers granted to the prosecutor in Art. III, Sect. I, Para. C and D.
- D. For just cause, the Court shall have the power to remove the defender by a two-thirds vote of the Court.

Section 8

A quorum shall consist of five of the existing members of the Court.

Section 9

- A. When a vacancy occurs on the Court, the Chairperson shall nominate a qualified student to the vacant seat, subject to a two-thirds vote of the Court.
- B. If a vacancy occurs in the position of Chairperson of the Court, a new Chairperson shall be elected by a majority vote of the members of the Court. If a temporary vacancy arises in the position of Chairperson of the Court, the Court by a majority vote of its members shall appoint a temporary Chairperson.
- C. Any vacancies that occur during the summer sessions shall be temporarily filled in accordance with Sect.9, Para. A.

- D. If a temporary vacancy occurs in the position of prosecutor and/or defender, the vacancy shall be filled in accordance with Art.II, Sect. 6 and 7.

Section 10

The Court shall complete an adequate training period before its first hearing. Mistrial Courts shall also complete an adequate training period before the hearing.

Section 11

The role of the Honor Court Faculty Advisor shall be to work in conjunction with the Court and the Provost and Senior Vice Chancellor insuring proper training of the Court and to act as an advisor on questions of procedure. The Court shall annually recommend to the Provost and Senior Vice Chancellor a faculty member to serve as Honor Court Advisor.

ARTICLE III: PRE-HEARING PROCEDURES

Section 1

- A. To insure the rights of all involved parties, the basic tenets of due process shall be observed.
- B. The Honor System of The University of Virginia's College at Wise requires that students and all other members of The University of Virginia's College at Wise community cooperate by notifying the prosecutor of the Court of knowledge or suspicion of any Honor System violation on the part of any member of The University of Virginia's College at Wise student body.
- C. The alleged violation must be reported to the prosecutor within eight (8) scheduled class and examination days of the alleged violation.
- D. If the prosecutor finds sufficient evidence of a probable violation and that the accused student should be charged with an Honor System violation, the prosecutor will make this finding known in writing to the Chairperson of the Court within five (5) days of the reported violation.
- E. The Chairperson of the Court shall then inform the accused student by notifying the student in writing of the charge(s) filed against the student; inform the student of the right to a hearing; and set a hearing date.
- F. Upon receipt of the statement of the alleged violation(s) charged, the student and defender will also receive names of the expected witnesses, copies of material evidence, and hearing procedures shall be provided by the prosecutor to the accused student and the defender. The accused student shall then have the right to refuse counsel from the defender and may select another student as counsel.
- G. Upon being informed of the charges, the accused student shall either voluntarily withdraw from The University of Virginia's College at Wise or request a hearing within five scheduled school days.
- H. If the accused student chooses to voluntarily withdraw from the College prior to a hearing, the Chairperson shall notify the Provost and Senior Vice Chancellor of the withdrawal. The Provost and Senior Vice Chancellor shall give notification to the Admissions Office that the accused student withdrew with charges pending.
- I. If the accused student requests a hearing, the student shall be given at least ten scheduled school days to prepare his/her case.
- J. If the accused student does not request a hearing before the Court within five scheduled school days or fails to appear at a scheduled Court hearing, after being notified in writing of the alleged violation(s) of the Honor System, and the date of the Court hearing, and has not been granted a continuance by the Court Chairperson, then the Chancellor or Provost and Senior Vice Chancellor of The University of Virginia's College at Wise shall administratively withdraw the accused student from enrollment at The University of Virginia's College at Wise.

Section 2

- A. Any student who is accused of a violation of the Honor System shall have the right to student counsel by the Honor Court defender or one chosen by the accused student. Counsel chosen by the accused student, however, shall be a student chosen only from the student body of The University of Virginia's College at Wise.
- B. An accused student shall not be compelled to testify, nor shall the student be tried twice for the same violation, except as stated in Article V.
- C. To insure that a just outcome is reached, only those justices who are unbiased shall sit at the hearing. If the accused student, the prosecutor or other involved parties believes a member of the Court to be biased the accused, prosecutor, or other involved parties must present a written statement to the Court giving the reasons why they believe a member of the Court to be biased.

- D. Allegations of bias against more than one (1) Court member shall be considered separately. A Court member may be declared biased by a majority vote of the members of the Court (excluding the member of the Court alleged to be biased).
- E. If a Court member is found to be biased by the Court, the Chairperson of the Court shall remove the biased member from the case.
- F. If the Chairperson is found to be biased, then he/she shall be banned from voting on the guilt or innocence of the accused student, or on any sanctions imposed. The Chairperson shall remain on the Court to preside over the hearing.
- G. If more than three (3) members of the Court are removed, then the Chairperson shall select three qualified students from the student body to fill the vacancies.
- H. An accused student shall have the right to present not more than two (2) character witnesses in the hearing. With the consent of the accused student, spectators may be present at the hearing.
- I. Spectators except witnesses shall take no part whatsoever in the hearing and may be removed by a majority vote of the Court for good cause.

ARTICLE IV: Hearing Procedures

Section 1

- A. For the Court to convene and hear an alleged Honor System violation seven (7) members must be present at the beginning of the hearing. A minimum of five (5) members must hear the case after any removals for bias.
- B. The testimony of a Court hearing shall be recorded.
- C. In the event of a finding of an Honor System violation, the record of the hearing shall be kept in the custody of the Chairperson of the Court and it shall be the Chairperson's responsibility to see that it is properly stored for three (3) years after the end of the academic year.
- D. The accused student shall be presumed innocent unless proven guilty.
- E. During the hearing, the accused student shall be present, unless the student is voluntarily absent from the hearing, shall have the privilege of examining the witnesses in the case, and shall be at liberty to present relevant evidence and testimony in defense of the alleged violation(s).
- F. If the accused student chooses to remain silent, this silence shall not be deemed as an admission of guilt.

Section 2

- A. After the presentation of evidence and summations of the prosecution and defense have been heard, the Court shall recess the hearing and deliberate in private; at which time the guilt or innocence of the accused shall be delivered.
- B. A finding of guilt can be decided only when all the members of the Court present are convinced beyond a reasonable doubt of the guilt of the accused student and so vote.
- C. In the event of a finding of guilt, the Court may suspend the accused student temporarily or permanently expel the accused student or pronounce any other reasonable and lawful sanction the Court may deem proper. Sanctions begin immediately at the trial's conclusion.
- D. A simple majority vote shall be required to determine the sanction(s) to be imposed except for expulsion of the accused student, in which event a vote of all the members of the Court present shall be necessary.
- E. All votes to determine a finding of guilt or innocence and the sanction(s) imposed shall be taken by secret ballot.
- F. In the event of a finding of not guilty, the Court records of the proceedings against the accused student shall be destroyed and the case shall be considered closed.

Section 3

- A. A public announcement of the decision of the Court will be made by the Chairperson of the Court through the College newspaper. The identities of the involved parties shall not be disclosed.
- B. In the event of a finding of guilt and expulsion from The University of Virginia's College at Wise, the student's record shall show **'enrollment discontinued.'**
- C. Failure to comply with sanctions will result in expulsion.

ARTICLE V: Appeals Process

Section 1

- A. A hearing resulting in a finding of guilt may be reopened only upon the written request of the guilty student accompanied by the presentation in writing of new and recently discovered evidence bearing directly upon the question of guilt.
- B. Any person seeking to reopen a case shall then appear before the Court and state the nature of the recently discovered new evidence.
- C. The Court shall then determine whether the evidence is sufficiently relevant to warrant a new hearing. If a case is reopened, it shall be entirely retried.

Section 2

- A. A mistrial may be declared by the Chancellor of The University of Virginia's College at Wise for procedural error only.
- B. If a mistrial is declared, the student's defense counsel and the prosecutor shall go to the Registrar of The University of Virginia's College at Wise, who will at random select eight (or more if needed) full-time students from The University of Virginia's College at Wise student body to hear the case.
- C. Any student selected to hear the case may, on motion of counsel for the defense or prosecutor, be disqualified for just cause shown. The finding of just cause to disqualify shall be determined by the Chairperson of the Court. This procedure shall continue until eight students are chosen. These students shall constitute the Court and will conduct a new hearing and make findings and impose sanctions in accordance with the procedure set forward in Article IV. The Chairperson of the Court shall preside over the new hearing.

ARTICLE VI: Amendments and Ratification Process

Section 1

- A. Amendments to this constitution may be proposed by any student of The University of Virginia's College at Wise. The Court must approve any new amendments by a majority vote.
- B. Upon the approval of the Court, the amendments will be posted in the College newspaper for two (2) consecutive weeks or posted prominently, in writing, in not fewer than three (3) public places for not fewer than ten (10) scheduled school days.
- C. On the scheduled election day, The University of Virginia's College at Wise student body shall vote on the amendment(s) by secret ballot. The amendment(s) shall be adopted if ratified by a 60 percent majority of the voting students of The University of Virginia's College at Wise.

Section 2

The ratification and establishment of this constitution shall require approval by not less than 60 percent of The University of Virginia's College at Wise student body voting.

Section 3

This Constitution shall succeed the Constitution of the Honor System written in the 1979 academic year and shall take effect August 14, 1995.

JUDICIAL SYSTEM

Purpose The Judicial System of UVa-Wise is designed to support the purpose and mission of the College. A fundamental premise of the system is that students are expected to act responsibly so that each student has the opportunity to grow intellectually, spiritually, physically and socially. The System also is designed to encourage accountability by stressing the relationship inherent between individual action and consequences. The System is intended to be educational in nature, rather than punitive. Due process is a fundamental ingredient of the system, yet this principle should not be confused with the legal restrictions associated with criminal courts of law. The principles of fairness and reasonableness serve as foundations for the system.

All judicial offenses accumulate during a student's time at the College. Student Judicial records are maintained for a minimum of five academic years or longer in the case of more severe or repeat offenders.

Structure The Judicial System of UVa-Wise is comprised of three levels. These levels are:

1. Administrative settlements

Administrative settlements (in lieu of a hearing) may be offered to students for minor offenses. The student may choose a hearing rather than sign an Administrative Hearing Form. If a student chooses to accept an administrative settlement, there will be no opportunity for appeal.

2. Hearings

Hearings will be arranged to adjudicate all offenses not handled by administrative settlements. The Dean of Students will assign each case to a hearing (administrative or Campus Judicial Board). An Advisor can be present but may not participate in hearings. Every effort will be made to consider the individual circumstances of each case to determine which type of hearing would best serve the student and the College in the judicial process. The judicial process is designed to be educational rather than punitive. Factors weighed in determining whether a case is heard by an administrative hearing or a Campus Judicial Board hearing include, but are not limited to: *need for expediency, severity of the alleged offense, sensitivity of the case, and judicial history of the charged student.*

1. Administrative hearings

Administrative hearings will be provided when, in the judgment of the Dean of Students, there is a clearly demonstrated need to conduct an administrative hearing. Examples include cases involving alleged misconduct at the beginning or end of an academic semester when the Campus Judicial Board cannot be convened or due to the expediency that may need to be exercised as a result of the severity of the alleged offense.

The Director of Residence Life, the Assistant Director of Residence Life, the Dean of Students, the Vice Chancellor for Administration, or their designees may conduct administrative hearings.

2. Campus Judicial Board hearings

The Campus Judicial Board shall be composed of five members. Membership shall consist of the following:

- a) Three on-campus students nominated by the Director of Residence Life and approved by the Vice Chancellor for Administration;
- b) Two off-campus students nominated by the Student Government Association and approved by the Vice Chancellor for Administration; and
- c) The Dean of Students shall serve as advisor to the Board. He/she participates in discussions, but does not vote. The student Chair shall be elected by the student membership of the Board.
- d) *Note: Two alternates may also be selected, one from on-campus and one from off-campus using the process as described above.*
- e) *Members must be in good academic and social standing with the College.* Board members shall serve for one year and are eligible for re-nomination. A minimum of three Board members, not including the Dean of Students, is necessary to conduct a hearing. The Board shall meet regularly to hear cases.

3. Appeals process

A. For all decisions *except* suspension or expulsion:

1. All judicial hearings decisions may be appealed. Decisions made by the Director of Residence Life may be appealed to the Dean of Students. Decisions made by the Campus Judicial Board or the Dean of Students may be appealed to the Vice Chancellor for Administration.
2. Requests for appeal must be initiated in writing within **48 hours** of the decision and must state just cause for the appeal. The student may or may not be granted a hearing during the appeal process. With the exception of suspension and expulsion appeals, any decision rendered may only be appealed to the next higher level.

B. For suspension and expulsion appeals:

1. Requests for appeal must be initiated within **48 hours** of the decision.
2. Unless the original decision is rendered by the Vice Chancellor for Administration, the student has the right of two appeals. The first appeal would be heard by the Vice Chancellor for Administration (or designee) and the second appeal would be heard by the Chancellor (or designee).

C. If the student is suspended or expelled by the Vice Chancellor for Administration, the student may appeal only to the Chancellor.

Judicial sanctions Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a Code of Conduct violation. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional charges.

1. **Oral Reprimand** An oral statement to a student that he or she is violating or has violated institutional rules. No admonition shall be entered as a permanent part of a student's record unless issued by an appropriate judicial body.
2. **Written Reprimand** Notice in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action.
3. **Forced Change of Residency** Requires the movement of the student from one residence hall area to another.

4. **Removal from Campus Housing** Requires the student to vacate campus housing by a designated time.
5. **Trespass Warning** The student is prohibited from visiting or returning to a part or all of any designated area of campus. If the student returns, he/she is subject to arrest and additional judicial action.
6. **Fines** An appropriate fine may be levied for policy violations or damages incurred.
7. **Restitution** Restitution of loss encumbered by the individual or College as a result of the student's disciplinary violation.
8. **Community Service** Community Service and/or participation in educational programs or projects may be assigned. *There will be a \$25.00 per hour fee for community service hours not completed.*
9. **Loss of privileges** Restricting use of stereo, television, radio, amplifying equipment, other sound-creating device or loss of parking privileges.
10. **Disciplinary Probation** May include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation for a period not exceeding one school year.
11. **Minimum Sanctions Applicable for Alcohol Violations**

First Offense - A letter of written reprimand placed in the student's disciplinary record explaining that the behavior is unacceptable and specifying possible future sanctions, a \$50 fine, minimum of 7.5 hours of mandatory community service, and a screening session with a College counselor (plus any additional sessions the counselor deems appropriate). *Note — the \$50 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Dean of Students to satisfy the fine.*

Second Offense - A \$100 fine, 15 hours of mandatory community service, mandatory attendance in four individual or group counseling sessions (or additional sessions if the counselor deems appropriate) with a College counselor, and probation for one year. *Note — the \$100 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Dean of Students to satisfy the fine.*

Third Offense - Minimum \$150 fine, 30 hours of mandatory community service, mandatory completion of a community-based alcohol or counseling program, suspension until written notification of successful completion of the community-based program is received by the Dean of Students, and probation for one year upon reinstatement. *Note — the \$150 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Dean of Students to satisfy the fine.*

Fourth Offense - Suspension or Expulsion

NOTE: Discretion may be used in applying sanctions in cases where violation is of such a nature to warrant additional or more severe actions.
12. **Minimum Sanctions Applicable for Drug Violations**

First Offense - A \$100 fine, 15 hours of mandatory community service, one mandatory screening session with a College counselor (plus any additional sessions the counselor deems appropriate), and probation for one year. *Note — the \$100 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Dean of Students to satisfy the fine.*

Second Offense - Minimum \$150 fine, 30 hours of mandatory community service, mandatory completion of a community-based substance abuse or counseling program, suspension until written notification of successful completion of the community-based program is received by the Dean of Students, and probation for one year upon reinstatement. *Note — the \$150 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Dean of Students to satisfy the fine.*

Third Offense - Suspension or Expulsion
13. **Interim Suspension** Temporary suspension by an official of the College for a designated period of time. Students who are interim suspended are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense.
14. **Suspension** Exclusion from classes and other privileges or activities or from the College, as set forth in the notice of suspension, for a definite period of time.
15. **Expulsion** Termination of student status for an indefinite period of time.

NOTE: *Students that are suspended or expelled are trespassed from all College property and College-sponsored events without prior approval from the Division of Student Affairs Office.*

Rights of students in judicial hearings These rights include:

1. Right to written notice of all charges against the student (The notice must be received at least 48 hours prior to the scheduled hearing. The student may have the option of waiving the 48-hour notice. It is the student's responsibility to appear at the scheduled hearing. Failure to appear may lead to additional charges. The case will be heard if the student does not appear and he/she has received the proper notice.);
2. Right of due process within the structured Judicial System, except within the last ten (10) days of each semester and during the summer sessions, during which the Vice Chancellor for Administration or his designee will address judicial matters;
3. Right to be presumed not responsible until proven responsible;
4. Right to refuse to answer questions that tend to be self-incriminating;
5. Right to a hearing conducted in a timely manner;
6. Right to present material and character witnesses from the College community (Material witnesses are those possessing direct knowledge of the case under consideration or those having technical or expert information relevant to the case. The student may present two character witnesses at a hearing.);
7. Right to a separate hearing upon request;
8. Right to face the accuser (The College may act on behalf of the accuser.);
9. Right to question any material witnesses or evidence;
10. Right to subsequent appeal(s) as outlined in the appeals section of the Judicial System; and
11. Right to waive any of the above rights provided it is done of the student's own free will and in writing.

Hearings procedures The hearing procedures for the Campus Judicial Board will generally be as follows:

- The chair will introduce him/herself, the other Board members, and the Advisor.
- The accused student will be asked to enter a plea (responsible or not responsible).
- The case will be discussed. The complainant and the accused will be given the opportunity to call witnesses and each may ask questions of any witnesses.
- The Board will meet in closed session to determine if the accused is responsible or not responsible. The accused will then be informed of the decision.
- If the accused is found responsible, the chair will ask for character witnesses and for any previous disciplinary record(s). The Board will again meet in closed session to determine the sanction.

RESIDENCE HALL GUIDELINES

Statement of Policy

The University of Virginia's College at Wise is first an academic institution. The goal of the Residence Life program is to support the academic program by providing a living and learning residential environment that is conducive to the growth and development of liberally educated students so they become full participants in a democratic society and the world at large.

In keeping with the policy of The University of Virginia's College at Wise, housing assignments are made without discrimination by reason of age, citizenship, color, handicap, political affiliation, race, religion, sex, sexual orientation, national origin, or status as a disabled veteran or veteran of the Vietnam era.

The College reserves the right to make additional regulations necessary for the protection of property and for the safety, health, comfort, and convenience of all residents at any time.

The occupants and/or Residence Life staff are encouraged to recommend changes in the Terms and Conditions section. Recommended changes must not be contrary to established College policy and must be approved by the proper authority.

The Office of Housing & Residence Life staff reserves the right to move students at any point during the year.

For additional policy and/or campus information, consult the online Student Handbook.

First-Year Residency Requirement

All UVa-Wise first-year students are required to live in on-campus housing, unless they are permanent residents of Wise County or the city of Norton.

First-year students who are permanent residents of Wise County/City of Norton are exempt from the residency requirement and are not required to live in on-campus housing.

First-year students include:

- first-time freshmen, including students with dual enrollment credit from high school, and/or
- transfer students with less than 30 transferrable hours

Two halls, Culbertson and McCrary, are designated for first-year students. Non-traditional first-year students may be assigned to a hall for upperclass students. In the event that first-year housing needs exceed Culbertson and McCrary Halls, additional spaces may be assigned in Henson Hall.

Exemption requests Any first-year student who is not a permanent resident of Wise County or the City of Norton wishing to be exempted from the residency requirement must submit the online Residency Exemption Request Form by August 1 to the Office of Housing & Residence Life.

For consideration, the Residency Exemption Request Form must be accompanied by the housing application and application fee (\$150 received or postmarked by 5:00 pm on May 1; \$250 after May 1). The decision rendered will be provided in writing to the student.

In the event a student is exempted from the residency requirement, the full application fee will be refunded.

Any first-year student, who does not meet exemption guidelines, who fails to apply for housing or who is not granted an appeal will automatically be assigned a campus housing space and the student's account will be billed the housing application fee, and room and meal (board) plan rates.

Exemption requests are reviewed by the Housing Appeals Committee (HAC) which is comprised of faculty, staff and student members. The HAC submits recommendations to the Dean of Students who makes the final decision.

Applying for Housing

The Housing Agreement is a binding agreement between the residents of a campus housing facility and UVa-Wise. Unless otherwise stated, this agreement is for one academic year, including fall and spring semesters. Please review the Housing Agreement Terms and Conditions for the events that may cancel an Agreement.

Every student seeking campus housing must apply with the Office of Housing & Residence Life in the Division of Student Affairs.

Each applicant must:

- Read and understand the entire Housing Agreement, including the First-Year Residency Requirement (p. 1) and the Release from Housing Agreement section (p. 6).
- Complete and sign the Housing Application. Applicants under 18 years of age must also obtain the signature of a parent or guardian. Signing the application indicates agreement to abide by all terms and conditions.
- Return the Housing Application with the appropriate application fee (\$150 prior to May 1; \$250 after May 1). The entire application fee will be applied toward the student's room bill for the fall semester.

Housing Assignments

Housing assignments are made as follows:

- Current students: Students currently residing in campus residence halls who participate in the spring semester Housing Lottery (see Lottery section) will receive housing assignments in March for the coming academic year.

After these March assignments, priority will be given to new upperclass (transfer) students applying for housing over any returning students who did not participate in the Housing Lottery.

- First-year and transfer students: First-year and transfer students entering in the fall semester who have completed the housing application process will begin receiving housing assignment letters in February. Assignments are mailed on a weekly basis.

- Spring-only students: Any students, first-year or transfer, who plan to enroll in the spring semester will receive housing assignments in early January.

Every reasonable effort will be made to accommodate students' roommate requests if housing applications and application fees for all roommates have been submitted to the Office of Housing and Residence Life, have included the same request, and space is available.

Room changes will be allowed two weeks after the first class day of each semester.

Any and all room changes must be pre-approved by the Director of Residence Life or an appointed designee. Room changes not approved by the Office of Housing and Residence Life are subject to a \$25 improper room change fee at the discretion of the Director of Residence Life.

Terms & Conditions

The University of Virginia's College at Wise reserves the right to change or amend any items herein to remain consistent with the goals of the College.

Alcohol Illegal or irresponsible use of alcohol will not be tolerated. The official College alcohol policy can be found in the online Student Handbook. *Culbertson Hall, McCraray Hall, and all Houses are alcohol-free facilities. If first-year students are assigned to other halls, those assigned rooms will also be alcohol-free.*

Application fee The Housing Agreement application fee is \$150 received or postmarked by 5:00 pm on May 1 and \$250 thereafter. The appropriate fee must be included with the Housing Application for an assignment to be made.

Break/Holiday Periods The residence halls close for Fall Break, Thanksgiving, Spring Break and between semesters. Dining hall operations also cease during these breaks. Residents may not return to the halls during these periods, and also are encouraged to take valuables home.

Due to special circumstances, however, students may request to stay in the halls by submitting a letter to the Director of Residence Life. If the request is granted, a pro-rated, per night charge will be assessed to the resident's bill. Students are responsible for their own meals during this period. Students that are permitted to stay during breaks may not entertain visitors.

Additional information will be provided prior to each break.

Business Operations Residence hall rooms are to be used solely for residential purposes. Residents may not operate businesses out of individual rooms/apartments or publicly list residence hall rooms or telephone numbers in advertisements or other business announcements and publications.

Buy-out After May 1, any enrolled upperclass student may buy-out of his/her Housing Agreement for \$600. He/she must complete the Release from Campus Housing Form which is available in the Office of Housing and Residence Life. First-year students are not eligible to buy-out of their Agreements.

Students may not buy-out of Housing Agreements for the fall semester after August 10 or for the spring semester after January 5. Students may appeal to cancel or buy-out after these dates.

Appeals will be reviewed by the Housing Appeals Committee (HAC). The HAC makes recommendations to the Dean of Students who makes the final decision.

Check-in Procedures Once a student checks into his/her assigned room with a Resident Advisor (RA), he/she will be held financially responsible for an entire year of housing and meal charges unless released by the Dean of Students.

Upon assignment of his/her residence hall space, each student will receive a letter outlining check-in procedures, including the importance of verification of room condition at check-in.

As a student checks into his/her assigned room or apartment, he/she accepts responsibility for the condition of the room. It is imperative that students take their copy of the Room Condition Report (RCR) and check the room condition. This record will be used at check-out to determine damage(s). If a student does not report any discrepancies to the Resident Advisor (RA), he/she has agreed to the condition of the room.

Check-out Procedures When leaving housing at the end of the Agreement period, students must:

1. Schedule a check-out appointment with his/her RA.
2. Remove all personal belongings from the room.
3. Restore all furniture to its original location.

4. Meet RA at his/her room for your check-out appointment and:

- Return key to the RA.
- Assess room condition with the RA and sign the Room Condition Report (RCR).

Failure to follow these check-out steps will result in an improper check-out fine and forfeiture of any rights to appeal damages.

Damage Fee and Public Damage Assessment The DRL and ADRL review RCRs for individual rooms and assess conditions for all common/public areas at the end of each semester. Any damage not determined to be normal 'wear and tear' will be charged to the student or divided equally among the residents of the room or apartment.

There are times when damages and/or vandalism occur in the public areas. When this occurs, every effort is made to find the person or persons responsible. When this is not possible, all students of that particular building or area will be billed. Students should talk with their fellow residents about damages to their surroundings. If a student needs assistance with this, he/she should contact a Residence Life staff member.

Every resident has the right to appeal any bill that he/she receives, unless that resident checks out improperly and thus waives his/her rights.

Appeal of a bill must be received in writing no later than 30 days of receipt of the bill. Appeals should state the reason a waiver or reduction of the bill has been requested. Appeals will be decided by the Director of Residence Life.

Electrical Appliances The following appliances are allowed in residence hall rooms:

- popcorn popper that does not have open coils
- coffee pot
- ceramic heater
- floor fan
- vacuum cleaner
- electric razor
- television
- refrigerator
- crock pot
- toaster
- iron
- lamp
- radio
- stereo
- clock
- hair dryer
- small microwave

NOTE: For those items not allowed, see Prohibited Possessions section.

Refrigerators may not exceed four (4) cubic feet, and microwaves may not exceed 800 watts. All microwaves and refrigerators must be plugged into power strips with both surge protection and reset buttons.

Food should be kept in a refrigerator or, if a refrigerator is not required, food should be kept in a closed container. Food odors and/or food scraps attract pests and insects. Violations in regards to room sanitation may be considered as health & safety violations and treated as such.

UVa-Wise offers rental Microfridges which contain both a microwave and refrigerator. The rental form is available online.

Eligibility All full-time students are eligible to reside in the residence halls. A full-time student is one that is registered for an academic load of at least 12 hours per semester.

Should a residential student need to drop below 12 hours per semester (i.e. full-time status), a letter requesting to stay in campus housing must be submitted to the Director of Residence Life. The letter must state the reason(s) for the request. Requests of this nature are usually only granted once during a student's enrollment at the College.

No refund of housing charges or application fees will be made to students dismissed for disciplinary and/or academic actions.

Entry of Your Room The College reserves the right to enter a student's room for the purpose of room inspections, maintenance and repairs, renovations, medical emergencies, policy enforcement, or any other purpose consistent with the mission of the College.

1. Inspection of student rooms for the purposes of ascertaining damages, needed maintenance, and insuring safety and sanitation standards will be conducted as needed. The day and approximate time period of inspection will be posted and announced on the floor at least twenty-four (24) hours in advance.

In addition to scheduled room inspections, an inspection of every room will be conducted by a member of the Residence Life staff when each occupant vacates the room and during official College breaks.

2. Entry of a student room for other than room inspections may occur when the Residence Life staff has reason to believe that established policies are being violated, when emergency conditions exist, or when it is necessary to check on utilities, handle maintenance requests or the closing/locking of doors and windows prior to the closing of the building for an extended period.
3. No Residence Life staff member shall enter a student room alone in the absence of occupant(s), except a) when emergency conditions exist that make entry necessary; or b) when showing a visitor a student room if the occupants have agreed that their room may be entered for this purpose.
4. A Residence Life staff member desiring to enter a room for any of the above stated reasons will, in the absence of an emergency, knock and announce his/her identity. If no response is received or if an occupant fails to open the door within a reasonable period, the staff member may open the door and enter the room.
5. If there is reason to believe that a student has violated UVa-Wise regulations, the Dean of Students or his/her designee, after reviewing the circumstances, may authorize an inspection of the student's possessions.

Entry of student rooms for the purpose of searching a student's possessions should only occur at the direction of the Dean of Students or, in the case of his/her unavailability, his/her authorized representative.

Except in cases in which circumstances make it impossible or impractical for the student to be present, any inspection of a student's possessions shall be made in the presence of the student.

6. Police officers desiring to conduct a search of a student's possessions in the residence halls must be able to present a search warrant authorizing their search before they proceed, or have consent given to search by the residents.

The presentation of a search warrant by a police officer nullifies the need for approval from any Student Affairs representative.

Exam quiet hours During exam week, special quiet hours have been established to provide all residents with the environment necessary for sleep and study. The quiet hours for this period will be posted in advance of exam week and will be in effect 24 hours per day until the last scheduled exam.

Exterior Decorations All exterior decorations other than message boards must be approved by the Director of Residence Life. The Director of Residence Life must also approve all window decorations.

Fire Alarms Fire alarms and extinguishers are located on each floor in the halls.

There are many dangers and risks to residents, fire fighters and hall staff associated with false fire alarms, intentionally set fires, and vandalizing or tampering with fire equipment. Any of these actions or tampering with smoke detectors, including removal of batteries, will result in judicial action.

Residents must check that their room/suite's battery-operated smoke detector is working properly and initial the form provided on the back of the room entry door each week. If residents find that the detector is not working, please notify your RA immediately. Failure to complete these will result in a Health & Safety Violation.

Fire Drills Fire drills will be conducted by the Residence Life staff at least six times per academic year. Failure to leave at any time for any alarm will result in disciplinary action.

Firearms & Weapons The possession, storage, or use of any kind of firearms, air rifles or air pistols, BB guns, brass knuckles, ammunition, firecrackers or fireworks, nunchakus, gasoline, explosives or other combustible materials, and knives with a blade longer than six inches, other than ones used as kitchen tools is prohibited. Please consult the Campus Police Department for additional information.

Fireworks & Combustibles The possession, storage or use of any kind of ammunition, firecrackers or fireworks, gasoline, or any other explosives or combustible materials are not permitted.

Floor or Facility Meetings Floor or facility meetings will be scheduled by the Resident Advisors or the Director of Residence Life. Notice of all meetings will be posted twenty-four (24) hours in advance. All residential students must attend these meetings. Any residents not in attendance are subject to judicial charges.

Food Service All students living in a campus housing facility must purchase a meal (board) plan.

Students living in campus housing without kitchen facilities are required to purchase a 19-meal plan. Residents of Asbury & Thompson Halls, Houses, or the Townhouses may choose a 19- or 12-meal plan.

Health & Safety Inspections The UVa-Wise Housekeeping Staff is responsible for keeping public areas clean. Students are responsible for all space(s) within their individual rooms, apartments, or suites.

All residential facilities will be inspected on a monthly basis and prior to the end of each semester. Advance notice will be given to residents regarding when and where the inspections will take place. The areas that will be given special attention are the bathrooms, kitchens and other common living areas.

The Office of Housing & Residence Life reserves the right to conduct a Health and Safety Inspection if deemed necessary.

Health & Safety Violations The following are health & safety violations:

1. Keeping animals other than those that are fully aquatic and non-poisonous (which must be kept in a properly maintained aquarium of not larger than 10 gallons in size);
2. Failure to pass Health and Safety inspection (Examples include uncovered food items and excessive trash or untidiness);
3. Placement of common area furnishings in your room, apartment or suite;
4. Failure to use power strips with reset buttons;
5. Use of non-permissible electrical equipment;
6. Covering more than 10% of the walls, including the doors; and/or
7. Failure to check operability, notify RA of inoperability and/or initial form for battery-operated smoke detector weekly.

Health & Safety violations will result in the following: first offense - written warning; second offense - \$50 fine; and third offense - \$100 fine and referral to judicial process. Any animals not permitted must be removed immediately.

Appeals concerning Health & Safety violations will be reviewed by the Director of Residence Life.

Holiday Decorations Only artificial trees are permitted. For fire safety purposes, wires should be kept away from metallic parts on artificial trees. Decorative holiday lights are not allowed. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed.

All decorative materials should be flameproof, fireproof, flame retardant or rendered as such by treatment solutions. Materials unlikely to be rendered flameproof by ordinary treatment include natural leaves, tree branches, cornstalks, hay, cotton batting, and similar objects.

Decorations must be removed before the winter break. Under no circumstances should trees remain in the halls over the holidays. Individual students or floors will be charged if Residence Life staff or Facilities staff have to remove trees or other items.

Keys/Entry of Residence Halls All campus housing facility keys are the property of UVa-Wise and must be returned to the RA when a resident checks out of a room or facility.

Duplicate keys are not to be made for any reason. Any duplication of keys may result in removal from campus housing and referral to the campus judicial process.

For any lost key or key that has not been returned, the charge is \$40 for replacement of the lock and key in McCraray, Culbertson and Henson Halls, and \$60 in all other facilities since both bedroom and exterior doors must be re-keyed. Re-keying costs will be charged to the student who lost or failed to return his/her key to the RA.

If a Residence Life staff member must key a student into his/her room more than five times per semester, the student will be charged \$25 for each additional lock-out.

All exterior doors of residence halls with common/community entrances are locked each evening. Students utilize their room keys for entry to the halls (Culbertson Hall residents use their Cavs Card ID rather than room key).

Laundry Facilities There are laundry facilities located in Asbury, Culbertson, Henson, and McCraray Halls, plus the Houses and the Townhouses.

Washers and dryers are coin and/or CAVS Card ID operated. The 2008-09 rate for each machine was \$1.25 per load, however future rates are subject to change. Machines are maintained and serviced by Caldwell and Gregory, who also process any refund requests, and their contact information is posted in each laundry facility.

Length of Agreement This Agreement is for one academic year – fall & spring semesters. If a student enters in the spring, the Agreement is for the spring semester only.

This Housing Agreement will be in effect immediately upon its signing and terminated at noon on the day after the student's last exam at the conclusion of the academic year or when the student otherwise terminates enrollment at the College (i.e. December graduation, mid-year transfer, etc.).

Any student who terminates enrollment after the start of the fall semester will also terminate his/her Housing Agreement and will be assessed a \$150 service charge.

Liability - College The College assumes no liability for the loss, theft or damage to personal property.

Students are encouraged to consult with their parents/ guardians regarding insurance coverage. Students may purchase renter's insurance from many local insurance companies.

Liability - Student Students assume responsibility for all the furnishings in their rooms at the time of check-in. Students also agree to pay for damages to the furniture or room not caused by normal use.

At the time of check-out, all furniture listed on the Room Condition Report at check-in must be in the room in its original location. If it is not, the student agrees to pay replacement costs.

The College does not provide storage of furniture not wanted in individual rooms.

Damage to the building and/or common area furniture may be charged to each student. When damages and/or vandalism occur in the public areas, every effort is made to find the person(s) responsible. When this is not possible, all students of that particular building or area will be billed.

Every resident has the right to appeal damage charges unless the resident checks out improperly.

Lofts A loft allows you to raise your bed and maximize space in your residence hall room. By lofting your bed, you are able to use the space below for your desk and dresser, thereby increasing your living space.

Only those lofts rented from the Office of Housing & Residence Life are permitted. Loft kits are provided at the Townhouses and are available for rent in all other halls, except Henson Hall. The Rental Agreement is available online.

Lottery Each spring semester, current residential students may participate in the Housing Lottery. Each student will draw one number and based upon that number, attend housing sign-up day, select a space and eligible roommate, and/or choose to be placed on the waiting list (if all spaces have been filled). A limited number of residential spaces will be available through the lottery process.

Maintenance Requests Students should report any maintenance concerns in writing to their RA. In turn, RAs will then report problems to the College's Facilities staff. Emergencies will be attended to as quickly as possible. Non-emergencies will be reported to the Facilities staff each weekday as requests are received.

Any maintenance request that has not been fulfilled within seven (7) days should be reported to the RA so that he/she can follow-up on the initial request.

Medical Emergencies/Injuries In the event of an injury or illness which requires immediate attention, call Campus Police at 328-COPS (2677). Be prepared to give name(s), location and nature of incident.

Noise Policy Every student has the right to live and study without undue interference in his/her room. As a residential student, it is important to understand that what may be acceptable in other settings may be inappropriate in a residential environment and will not be permitted.

Specific limitations have been established for acceptable volumes for individual stereos, televisions, radios and amplified music devices. The following minimum standard will be used by the Residence Life staff in determining unacceptable volume — a stereo, television, radio or other device creating sound that can be heard from two doors away will be considered too loud. Violations may result in judicial action.

Overnight guests Guests of the same sex may stay overnight in UVa-Wise campus housing facilities provided the visit is agreed upon by the roommate(s) and the guest is registered with the Office of Housing and Residence Life at least 24 hours prior to the visit.

The student sponsoring the guest is responsible for the behavior and actions of the guest and is liable for any violations or damages that might occur.

No more than one (1) guest is allowed per student per night and a guest may not visit more than two (2) consecutive nights in a week, or more than ten (10) nights per semester.

Opposite sex guests may not stay overnight under any circumstances. Violations of this policy may result in judicial sanctions.

Guests under the age of 18 may not stay overnight without approval of the Director of Residence Life. The Director of Residence Life has the authority to deny overnight guest visitation or trespass a guest from campus housing.

Period of Occupancy A student's occupancy begins the day the halls open and ends at noon on the day after the student's last exam at the conclusion of the academic year or when the student otherwise terminates enrollment at the College (i.e. December graduation, mid-year transfer, etc.).

Students must claim their spaces before 5:00 pm on the first day of classes. Students arriving after that date must notify the Division of Student Affairs Office in writing to make arrangements to keep their assigned space. Failure to do so may result in the reassignment of the student's space.

Prohibited possessions The College reserves the right to prohibit certain possessions in campus housing facilities. The following items are prohibited. Other items may be prohibited at the discretion of the Director of Residence Life.

- Candles/incense
- Empty alcohol bottles/ cans or other alcohol paraphernalia
- Extension cords (only power strips with reset buttons are acceptable)
- Exterior radio aerials
- Gas/charcoal grills
- George Foreman grills
- Halogen lamps
- Heaters - open coil
- Holiday lights
- Hunting bows/rifles
- Illegal drugs/narcotics including any drug-related apparatus (bongs, water pipes, roach clips, etc.)
- Kegs of beer
- Pets
- Toaster ovens
- Weaponry including all weapons classified as illegal by law or not permitted by UVa-Wise Housing & Residence Life (see Firearms & Weaponry and Fireworks & Combustibles)
- Window air conditioners and other fans/units that install into windows

Quiet hours All residential areas, including living and community spaces, halls, lobbies, etc., will have quiet hours in effect from 10 pm - 9 am, Sunday - Thursday, and midnight - 9 am on Friday and Saturday. These hours will be strictly enforced.

Courtesy hours are in effect 24 hours per day, 7 days per week. Students should request that any neighbors who are too noisy lower their noise levels, and, in turn, reciprocate respect by honoring such requests by neighbors. Continued violations may result in disciplinary action.

Refund of Housing Application Fee Any student that withdraws his/her housing application by notifying the Office of Housing and Residence Life in writing by May 1 of the application year, will be refunded \$100 of the \$150 housing application fee. After May 1 of the application year, the entire application fee is forfeited.

Release from Housing Agreement Students may request a release from this binding Agreement for fall & spring semesters by completing a Release From Campus Housing Request Form available from the Office of Housing and Residence Life.

After May 1 of the application year, the entire deposit is forfeited, even if the student is released from the Housing Agreement.

A student may be released from the Housing Agreement without the buy-out penalty for the following reasons:

1. A student is not registered for classes;
2. A student is required to live elsewhere due to student teaching assignment;
3. A student is married during the period of the Agreement;
4. A student graduates before the period of the Agreement is over;
5. A student is academically dismissed from the College.

However, any student who terminates enrollment after the start of the fall semester will also terminate his/her Housing Agreement and will be assessed a \$150 service charge.

All other requests to be released from a Housing Agreement are heard by the Housing Appeals Committee (HAC). The HAC makes recommendations to the Dean of Students. Financial hardship is not just cause to be released from a Housing Agreement. If a student's request is not granted and the student moves off campus anyway, the student will be billed for housing and meals.

If the student is released from the Agreement, the student's account will be pro-rated for housing and meals at a rate consistent with the College's published refund policy.

A student who is released from his/her Housing Agreement must vacate his/her room within twenty-four (24) hours of the date indicated on the release form.

A student also has the option to buy-out his/her contract. See Buy-Out.

Room/Roommate Changes Prior to the start of the semester, students who wish to request a room or building change, after they have received a housing assignment, must do so in writing to the Office of Housing & Residence Life.

Once a written request has been received, every effort will be made to process the request when/if space becomes available. Requests will be made in the order they are received, as space becomes available. If a request cannot be processed immediately, the student's name will be added to the appropriate waiting list.

If a student changes his/her mind before a room/roommate change has occurred, he/she must notify the Office of Housing & Residence Life in writing to withdraw the earlier request.

Any remaining waiting lists will be dissolved as of the first day of classes for the semester.

After the start of the semester, room, roommate and/or housing facility changes are handled on an individual basis among the student, the RA, and the Director of Residence Life during the room change period that begins two weeks after the start of each semester.

A student may not move from one campus housing facility and/or room to another without the written permission of the Director of Residence Life. A \$25 fine will be assessed for making an improper room change.

Should the need arise, the Director of Residence Life will consolidate rooms.

Single Room After room changes (see above) and any consolidations have been completed, students who do not have an assigned roommate may complete a Single Room Request Application for their current room or for any vacant campus rooms. Remember, first-year students may only reside in Culbertson & McCrary Halls. Upon approval, the room will remain a single room until the end of the current semester. The fee for a single room is an additional one-half of the hall's room rate.

Any and all single room assignments must be pre-approved by the Director of Residence Life.

Skateboards Skateboarding is prohibited on all campus sidewalks, stairs and plazas.

Smoking/Tobacco-use Smoking and the use of all tobacco products is prohibited in all residence halls. Smoking also is prohibited in all campus buildings, within 20 feet of building entrances, and within the seating areas/stands of all college outdoor athletic facilities

Special Accommodations Any students who require special needs (i.e., service animals, live-in Personal Care Attendants, etc.) may visit the College's Disability Support Services webpage for additional information.

Storage Small suitcases and bulky items may be stored in each room. All personal property must be removed when the period of occupancy ends.

A charge will be made to cover the cost of extra custodial service required to remove personal property left in rooms, suites or apartments.

Telephone & TV Services Each unit has local telephone and cable TV service provided at no additional cost (costs are included in residence hall fee payment). The wall outlet for each is located in the main living space for each room/suite/apartment; there are not individual outlets in the bedrooms of suites and apartments.

Each student is responsible for providing his/her own phone. Phones should have touch-tone capability and include the # (pound) and * (star) keys. The telephone number for the unit is imprinted on the wall outlet. Long distance service is available through use of a student's personal calling card. Students are prevented from accepting collect calls on any campus telephone. Placing an operator-assisted call billed to any other campus telephone number also is prohibited.

Televisions should be cable-ready.

Thefts Thefts should be immediately reported to Campus Police and to the Director of Residence Life.

Unclaimed Possessions It is the responsibility of the student to remove all personal possessions from his/her residence hall room upon the end of the occupancy period. Failure to do so could result in an improper checkout charge. All remaining items not claimed within seven (7) days of notification by the Office of Housing and Residence Life will be forwarded to UVa-Wise Procurement Services as surplus property.

Vending Machines Vending machines that are coin and/or CAVS Card ID accessible are located in Asbury, Culbertson, Henson, and McCrary Halls and the Townhouses, as well as around campus.

Vending concerns should be reported to the UVa-Wise Bookstore located on the lower-level of the Slemp Student Center.

Violations of the Agreement The following, in addition to non-compliance with the Agreement's Terms and Conditions, constitute violations of the Housing Agreement and may result in disciplinary action, termination of Agreement, and/or removal from housing:

- Failure to claim space by 5:00 pm on the first day of classes.
- Failure to pay charges for housing and meal plan when due.
- Failure to complete check-in procedures (i.e. pick up key).
- Possession or storing of gasoline, kerosene, combustible materials, motorcycles, mopeds, or any explosives anywhere in the residence halls.
- Disturbing normal activities, damaging housing facilities, or interfering with other residents.
- Permitting students/non-students to reside in a space not assigned to them.
- Intentionally setting fires; intentionally causing false fire alarms; and vandalizing or tampering with any fire protection equipment, alarms or security devices. Tampering, including removal of batteries, from battery-operated fire alarms will result in a \$25 fine.
- Failure to maintain a full academic load of at least 12 hours.
- Failure to remove personal possessions at the end of the occupancy period.
- Smoking/use of tobacco in non-permitted areas (see Smoking/Tobacco-use Policy section).
- Hosting overnight minors (under the age of 18) and visitors of the opposite sex.
- Operation of a private business from your room.
- Violation of College disciplinary rules as listed in the online Student Handbook in the Student Code of Conduct, or violations of federal, state or local laws.

Visitation Hours All residence halls will begin the fall semester with the following visitation hours: Sunday - Thursday, 8 am - midnight and Friday - Saturday, 8 am - 2 am. Members of the opposite sex are prohibited at all other times. Violations will result in judicial action.

Freshman halls will maintain opening hours listed above until fall break. A vote is taken by freshman residents at the fall break closing meeting from the options listed below. The chosen hours will be implemented following fall break and will remain in effect for the remainder of the academic year.

RAs from upperclass residence halls will schedule a floor meeting two weeks into the semester in order to allow residents of each hall to democratically select their own visitation hours for the remainder of the year from the following three options:

- Sunday-Saturday, 8 am - midnight
- Sunday-Thursday, 8 am - midnight & Friday-Saturday, 8 am - 2 am
- Unlimited (24 hours)

Use of opposite sex bathrooms is prohibited and is considered a violation of the visitation policy.

Unauthorized entry into the residence halls during a break period is also considered a visitation violation.

Wall/room decorations Only 10% of a residence hall room or apartment may be covered with pictures, photos, posters, and/or other material. Curtains are not permitted and no decorations may be placed or hung from the ceiling.

All exterior door and window decorations, visible from outside, must be approved by the Director of Residence Life.

Violation of this policy will result in being charged with a Health & Safety violation.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the student body in matters affecting student life and affairs of the College, promotes and supervises student organizations and activities, and promotes improvement of community conditions. All students enrolled for six or more semester hours are voting members of the SGA.

OFFICERS

President – Travis Brannon
Vice President – Luke Parks
Secretary – Stephanie Lawson
Treasurer – Clint Tipton

CONSTITUTION

Preamble

Under the charter of The University of Virginia’s College at Wise, all powers and responsibilities are vested in the Chancellor and through that Office certain privileges and powers have been delegated to the Administration, Faculty, Staff, and Students.

We, the Students of The University of Virginia’s College at Wise, realizing the necessity for an effective student government for the purpose of articulation and implementing the views of the Student Body and of furthering the general welfare of the Student Body and of the College, do hereby establish this Constitution of the Student Government Association.

TITLE I: NAME AND MEMBERSHIP

ARTICLE I: Name

Section 1 The name of this organization shall be the Student Government Association of The University of Virginia’s College at Wise; referred to hereinafter as the Student Government Association or abbreviated as SGA.

ARTICLE II: Membership

Section 1 All persons enrolled for six or more semester hours at The University of Virginia’s College at Wise are considered members of the Student Government Association during the time of their enrollment and shall be entitled to all the rights and privileges thereof.

TITLE II: LEGISLATIVE BRANCH

ARTICLE I: Name and Purpose

Section 1 The legislative body of the Student Body shall be the Senate of the Student Government Association.

Section 2 The Senate shall have the following expressed purpose:

- A. to express the concerns and interests of the Student Body.
- B. to facilitate communication between the Administration, Faculty, Staff, and Students;
- C. to promote and supervise student organizations and activities, in conjuncture with the Office of Student Activities.
- D. to promote the improvement of the College community; (College is always in Caps is refers to UVa-Wise)
- E. to encourage student involvement in campus life;
- F. to recognize student organizations.

ARTICLE II: Membership

Section 1 The members of Senate shall be elected from the Student Body of the College. All Senators must be fulltime students with a GPA of 2.0 and no Honor Court or judicial violations with the College at the time of the election and during their term in office.

Section 2 No member of the Senate shall hold office on the Honor Court.

Section 3 The sixteen seats on the Senate shall be appointed in the following manner:

- A. three Senators elected from and to represent the Senior class;
- B. three Senators elected from and to represent the Junior class;
- C. three Senators elected from and to represent the Sophomore class;
- D. three Senators elected from and to represent the Freshman class;
- E. three Senators elected from and to represent the Student Body at Large; one in the fall term
- F. one international senator may be chosen and appointed by the Senate.

ARTICLE III: Enumerated Powers of the Senate

Section 1 The Senate shall have the following powers:

- A. to interpret this Constitution;
- B. to approve, and recommend to the Office of the Vice Chancellor for Administration, all student organizations and clubs on the College campus and keep a list of approved organizations;
- C. to debate and approve all financial expenditures of the Student Government Association and maintain a balanced budget;
- D. to review and make recommendations regarding all Student Organization fund requests;
- E. to investigate any matter affecting the welfare of the Student Body and the College and to make recommendations that will foster the best interests of the College and the Student Body;
- F. to maintain an open relationship with the College community at all times through the Student Government Association's Office
- G. to ratify by two-thirds vote of members all appointments made by the President of the Student Government Association or those that require Senate approval. Less than two-thirds majority constitutes a rejection
- H. to hear impeachment charges brought about by the Student Body;
- I. to have certain designated meetings of the Senate closed to the College public, NO vote may be taken in such meeting;
- J. to approve, instate, and amend the SGA Policy Book.

ARTICLE IV: Duties and Powers of Senators

Section 1 Senators shall act as voting delegates of their constituencies. (period at end of all for continuity)

Section 2 Senators shall perform such other duties as the President or Senate may direct.

Section 3 Senators shall not allocate or disperse funds from the Student Government budget without the consent of the President and the Treasurer.

Section 4 Senators shall be present and assist with working all SGA sponsored events.

Section 5 Senators shall complete two office hours per week in the SGA Office.

Section 6 Senators shall perform all duties and powers set forth in the SGA Policy Book.

Section 7 Senators shall attend all SGA meetings.

Section 8 Senators shall serve on at least one SGA committee per semester.

ARTICLE V: Removal From Office

Section 1 The Senate shall have the power to regulate the behavior of its members while they are conducting the official business of the Student Government Association and may impeach any member for misconduct, misuse of authority, neglect of duties, and violations of this Constitution.

Section 2 The Senate shall have the power to impeach any member of the Executive Board for misconduct, misuse of authority, neglect of duties, and violations of this Constitution.

Section 3 Three tardies, meaning arriving after roll call, in any academic semester are equivalent to one absence without an excuse. Two unexcused absences in an academic semester from regularly called meetings of the Senate without compelling reasons acceptable to the Executive Board shall make such a member subject to impeachment proceedings. Three excused absences in a semester are equivalent to one absence without an excuse. The President or Secretary must receive written notice, at least twenty-four hours in advance, for absences to be excused. The President does have discretion of excusing absences in cases or emergencies. Failure to complete the weekly SGA Office hours will result in one unexcused absence per violation.

ARTICLE VI: Special Committees

Section 1 The Senate shall have the power to establish for itself special committees.

Section 2 Senate special committees shall have the power to investigate matters placed before them, call persons to appear before them to testify, to formulate resolutions and motions for recommendations to the Senate, and to carry out such business as they may be authorized to do by the Senate as a whole.

TITLE III: EXECUTIVE BRANCH

ARTICLE 1: Purpose

Section 1 The Executive Board of the Student Government Association shall serve the following purposes:

- A. to serve as the chair of the Senate for the exercise of official business;
- B. to serve as representatives of the Student Body before the Administration, Faculty, and the community at large;
- C. to oversee the day to day operations of the Student Government Association;

D. to see that all provisions of this Constitution are faithfully executed.

ARTICLE II: Membership

Section 1 The officers of the Executive Board shall be elected by the Student Body of the College. All officers shall be full-time students with a GPA of 2.0 and no Honor Court or judicial violations with the College at the time of their election and during the term of office, and shall have been enrolled as full-time students for two full semesters at the College.

Section 2 The President shall be classified by the College as a junior or senior during his/her term of office and shall have the intention of serving throughout the following fall and spring semesters.

Section 3 The Executive Board shall consist of the President, the Vice-President, the Secretary, and the Treasurer of the Student Government Association.

ARTICLE III: President

Section 1 The head of the Executive Board shall be the President of the Student Government Association.

Section 2 The President shall be an ex officio member of the Senate and all of its committees and shall reserve the right to vote except in the case of a tie.

Section 3 The President shall be the chairperson of the Senate.

Section 4 The President shall have the power to appoint members of Senate standing committees.

Section 5 The President shall complete at least two office hours per week.

Section 6 The President shall have the power to appoint a replacement for the Executive Board members should there occur a vacancy or absence in the office or to fill all vacancies of the Senate not otherwise provided for in this Constitution, subject to a two-thirds confirmation vote by the Senate. The Senate shall have one week after the announced nomination by the President to familiarize themselves with the nominee, and be provided time to formulate questions, before a confirmation vote is held.

Section 7 The President shall report to the Faculty at their monthly meeting.

Section 8 The President shall have the power to call and preside over convocations of the Student Body.

Section 9 The President shall have the power, by executive order, to send a question, which is before the Senate, to the Student Body as a referendum. In this event, voting on the question by the Senate shall be tabled until the results are known. This referendum shall be conducted by the Election Committee.

Section 10 The President shall not allocate or disperse funds from the Student Government budget without the consent of the Treasurer.

Section 11 The President, in cooperation with the Executive Board, shall see that all provisions of this Constitution are faithfully executed.

ARTICLE IV: Vice-President

Section 1 The Vice-President of the Student Government Association shall be an ex-officio member of the Senate.

Section 2 The Vice-President shall serve as the chairperson of the Senate in absence of the President and shall be the successor to the office of the President should the President be removed from office for any reason.

Section 3 The Vice-President shall act as a liaison between standing and special committees and the Senate, and as such shall serve as an ex-officio of all SGA committees.

Section 4 The Vice-President shall withhold the right to vote at all times.

Section 5 The Vice-President shall complete at least two office hours per week.

Section 6 The Vice-President shall have the power to create special committees to serve in a temporary capacity and to appoint members to said committee.

Section 7 The Vice-President shall appoint special committee chairs upon Senate approval.

Section 8 The Vice-President shall perform such other duties as the President or Senate may direct.

ARTICLE V: Secretary

Section 1 The Secretary of the Student Government Association shall be an ex-officio member of the Senate.

Section 2 The Secretary shall be responsible for maintaining comprehensive minutes of all official business transpiring in regular or special meetings of the Senate and of the Executive Cabinet.

Section 3 The Secretary shall be responsible for maintaining records of meeting and event attendances, absences, and weekly office hours.

Section 4 The Secretary shall conduct the correspondence of the Senate, send out notices, keep a list of members, and be responsible for the upkeep of the SGA website.

Section 5 The Secretary shall be responsible for confirming the eligibility of all members of the Senate to serve each semester based on attendance and, through the Office of the Vice Chancellor for Administration, academic and judicial eligibility.

Section 6 The Secretary shall complete at least two office hours per week.

Section 7 The Secretary shall perform such other duties as the President or Senate may direct.

Section 8 The Secretary shall withhold the right to vote at all times.

ARTICLE VI: Treasurer

Section 1 The Treasurer of the Student Government Association shall be an ex-officio member of the Senate.

Section 2 The Treasurer shall have charge of all funds of the Senate and must keep accurate records of expenditures. All funds must be expended through the proper channels, as directed by the Vice Chancellor for Administration.

Section 3 The Treasurer shall present a full financial report at each meeting of the Senate.

Section 4 The Treasurer shall not allocate or disperse funds from the Student Government budget without the consent of the President.

Section 5 The Treasurer shall complete at least two office hours per week.

Section 6 The Treasurer shall perform any other duties as the President or the Senate may direct.

Section 7 The Treasurer shall withhold the right to vote at all times.

TITLE IV: SENATE PROCEDURE

ARTICLE I: General Provisions

Section 1 All meetings of the Senate shall be open, unless a closed session is designated by a two-thirds vote by the Senate. No formal vote may be taken at a closed meeting. Any student shall be permitted to participate in discussion although only Senate members may make motions and vote. Any person requesting to be placed on the agenda must make such request at least three days in advance of the meeting.

Section 2 At the discretion of the President, all resolutions, motions, or proposed amendments shall be submitted in writing to the Secretary before a vote may be held.

Section 3 The Senate shall meet weekly at a time and place which it shall designate with the exception of the last week of classes each semester.

Section 4 Special meetings may be called by the President by posting time, place, and nature of the meeting at least forty-eight hours prior to the special meeting.

Section 5 A quorum must be present to hold an official vote in accordance with Robert's Rules of Order. Two-thirds of the voting members of the Senate (11) shall constitute a quorum, but no official vote can be taken. The Senate may meet in informal session with less than a quorum, but no official vote can be taken. Those abstaining from voting shall not be included in the final vote tally as either for or against. A simple majority of those voting is needed for any motion or resolution of the Senate to pass, so long as quorum is present for an official vote to be taken.

Section 6 The Senate meetings shall be conducted professionally. Student conduct during the said meetings shall be cordial and professional; this includes verbal and non-verbal conduct. The Senate may address professionalism issues by establishing a Code of Conduct in the SGA Policy Book.

Section 7 The roll shall be called at the beginning of each meeting. Failure to answer any roll call shall count as an absence unless tardy.

Section 8 In the absence of the President and Vice-President, the Treasurer shall preside over the meeting. In the absence of the aforementioned officers, the Senate may meet but only in informal session and no official vote may be taken.

Section 9 In the absence of the Secretary, the presiding officer shall appoint a temporary Secretary.

ARTICLE II: Installation

Section 1 The installation of Senators and executive officers shall take place in special session immediately after the last regular Senate meeting of the spring semester.

Section 2 The installation of Senators elected in the Fall shall take place on the first meeting following elections.

Section 3 The installation oath administered to the newly elected Senators shall be as follows and administered by the President: "I (state your full name) do solemnly swear that I will fulfill the duties of the office entrusted to me to the utmost of my ability and to support and uphold the Constitution of the Student Government Association and the honor of The University of Virginia's College at Wise."

Section 4 The installation oath administered to the newly elected executive officers shall be as follows and administered by the Chancellor of the College or his designee: "I (state you full name) do solemnly swear that I will fulfill the duties of (state office) entrusted to me to the utmost of my ability and to support and uphold the Constitution of the Student Government Association and the honor of The University of Virginia's College at Wise."

ARTICLE III: Committees

Section 1 Standing committees shall be those committees which shall continue from semester to semester and year to year until altered by the constitutional amendment.

Section 2 The Standing committees of the Senate shall be as follows:

- A. Communications Committee
- B. Election Committee

Section 3 All special committees formed by the Senate or by the President shall continue from semester to semester and from year to year until the committees complete their assigned functions or until they are formally abolished by vote of the Senate.

Section 4 Any issues between committee members may be brought before the Senate for resolution.

Section 5 Any member of a standing or special committee may be removed for neglect of duties by a two-thirds vote of the Senate.

Section 6 No committee shall consist of less than five people.

Section 7 The President shall have the power to appoint the chairpersons of the standing committees unless otherwise provided for by the Constitution.

Section 8 The Vice-President shall have the power to appoint the chairpersons of the special committees unless otherwise provided for by the Constitution.

Section 9 Committee chairpersons shall be empowered to call meetings of their committees.

ARTICLE IV: Communications Committee

Section 1 The Communications Committee shall be charged with the responsibility of informing the College public and the Student Body of activities and actions of the Senate through printed and electronic media in a timely fashion.

Section 2 The Secretary shall be the chairperson of the Communications Committee.

Section 3 The leaders of the Senate recognized student media or their designees shall be ex-officio members of the Committee.

Section 4 The Communications Committee shall be charged with the task of taking the appropriate measure to document, via written and photographic means, all the activities and events of the Student Government Association. This record shall be included in the College newspaper and the Student Government Association Website.

ARTICLE V: Election Committee

Section 1 The Election Committee shall be charged with the officiating of all campus elections and referenda. All committee members must be approved by the Senate.

Section 2 The Election Committee shall be composed of no less than ten members.

Section 3 A member of the Election Committee may not be a candidate for office.

Section 4 All members of the Election Committee shall be qualified voters and students with a GPA of 2.0 and no Honor Court or Judicial violations with the College.

Section 5 The Chairperson of the Election Committee shall also be known as the Election Commissioner.

Section 6 The Election Commissioner and the Election Committee members shall be empowered to assist in the enforcement of campaign rules.

Section 7 All meetings of the Election Committee shall be held open to the College community with notice given in a public forum at least 48 hours in advance of the meeting.

Section 8 Any resigning member of the Election Committee shall give immediate notice of their vacancy to the Election Commissioner, who will report their resignation to the Senate.

Section 9 The Election Commissioner or a Committee member shall give Committee reports to the Senate as the President deems necessary.

ARTICLE VI: Impeachment and Removal Proceedings

Section 1 Any member of the Student Body who is a qualified voter may file a motion to begin impeachment proceedings. Such a motion to begin an investigation must be sponsored by a Senator and a one-third vote to approve said motion. Any student who shall deliberately present false charges for impeachment shall be forwarded to the Honor Court for investigation.

Section 2 An investigating committee shall be appointed by the President or the Senate charged with responsibility of deciding whether or not there is evidence to impeach and to formulate the charge(s) and specifications if the committee finds it desirable to proceed with a hearing.

Section 3 Following investigative report, the Senate may agree by majority vote to continue the proceedings, the presiding officer shall set a time and a place for the hearing.

Section 4 The impeached officer or Senator shall receive a formal notice of the intent to remove at least one week before the hearing. The impeached member shall have at least one week to prepare a defense.

Section 5 The Senate shall meet in special session for the hearing and this meeting shall be in addition to the regular meeting of the week.

Section 6 The President shall preside over the hearing if a Senator is being impeached, while the Chair of the Honor Court shall preside if an Executive Board Officer is being impeached.

Section 7 The formal charge of the impeachment shall be read at the beginning of the hearing.

Section 8 The Senators or officers who initiated the motion for the hearing shall present reasons for the motion to impeach and remove. The aforementioned person or persons may call witnesses in support of the removal action.

Section 9 The impeached Senator or officer shall have the opportunity to cross examine all witnesses brought against them and shall have the opportunity to present witnesses on their behalf.

Section 10 Following the presentation of arguments from both sides, the Senate shall be allowed to question any witness and to examine any evidence presented.

Section 11 The Senate shall then be allowed to deliberate in private session and to vote by secret ballot. The accused and the accuser shall be excluded from the deliberation and voting process.

Section 12 The presiding officer, Secretary and Advisor shall tally the votes. A two-thirds vote shall be necessary for removal from office.

Section 13 During the impeachment and removal proceedings, all voting members of the Senate must be present.

ARTICLE VII: Vacancies in Office

Section 1 If the President of the Student Government Association is removed from office for any reason, the Vice-President shall automatically become President.

Section 2 If both the President and the Vice-President are removed from office for any reason, the Treasurer shall serve as interim President until a special election can be held to elect a new President and Vice-President. Said elections shall be held no more than three weeks from the vacancy.

Section 3 Officers or Senators who are impeached and removed from office may not be candidates to fill their vacant seats.

TITLE V: ORGANIZATIONS

ARTICLE I: Classification

Section 1 Any Student Organization at the College that desires to be recognized by the College as an Official Student Organization, must be initially chartered by the SGA and the Office of Student Activities. The process for which shall be defined by the Office of Student Activities and included in the SGA Policy Book.

ARTICLE II: Requirements

Section 1 Membership in Student Organizations is subject to the specific membership requirements stated in their constitutions and to the provisions of the College's nondiscrimination policy.

Section 2 All Student Organizations must have a University of Virginia's College at Wise faculty or staff member as an advisor.

Section 3 If a Student Organization has an affiliation with an academic department, the organization must secure the approval of the department chairperson.

Section 4 All Student Organization officers must be in good standing with the College.

Section 5 All Student Organizations must be re-chartered annually through the Office of Student Activities and all Student Organizations are subject to periodic review by the SGA.

ARTICLE III: Registration, Organization, and Evaluation

Section 1 Student Organizations may exist without Senate approval, but are not eligible for any College benefits or privileges as may be determined by the Senate and the Office of Student Activities.

Section 2 Any group desiring to organize a Student Organization should seek permission to form through the Office of Student Activities. The Office of Student Activities will work with the SGA to serve as the repository and record keeper for all student clubs and organizations.

Section 3 The Office of Student Activities shall assist the group in forming and at such a time as they have met the necessary requirements will forward their complete application to the Senate for approval. At a minimum the group should have 5 active members, a viable constitution, a list of officers and a UVa-Wise faculty or staff member serving as an advisor.

Section 4 Any group seeking to form a Greek Letter Organization must first seek the approval and recommendation of the appropriate Greek council for recognition and acceptance. Each Greek council reserves the right to accept or reject any newly formed Greek Letter organization and to make a recommendation to the Student Government Association. Greek Letter organizations will not be approved as a Greek Letter Organization by the Senate without approval and acceptance by the appropriate Greek council.

Section 5 After the Senate has voted to approve an organization, it shall recommend to the Vice Chancellor for Administration that said organization should be approved by the College Administration as an official College recognized Student Organization with all the rights and privileges thereof.

Section 6 Any group seeking to reactivate a Senate approved student organization which has lost their recognition for whatever reason must follow the same steps as those of a newly formed Student Organization.

Section 7 All Senate approved organizations are subject to annual review by the Senate and may be removed from the approved list at any time by a three-fourths vote of the Senate. Appeals to cases of removal from the approved list may be made to the Vice Chancellor for Administration.

Section 8 All Student Organizations should provide a current copy of their organizational constitutions including any constitutional amendments and an updated roster of members and officers to the Office of Student Activities by the second week of the fall semester before the Senate will continue to approve the group as a student organization.

ARTICLE IV: Relationship of Student Organizations with the Student Government Association

Section 1 Being that the SGA is not the only College sponsored Student Organization, the SGA understands that additional College sponsored Organizations shall be self governing and in a co-sovereign relationship with the SGA.

Section 2 These Organizations will comply with the same guidelines for registration and recognition but shall operate outside of the Student Government Association's jurisdiction and shall be free of SGA oversight in day to day operations.

Section 3 In matters of conflicting jurisdiction, the Student Government Association shall be supreme.

TITLE VI: ELECTIONS

ARTICLE I: Conduction of Elections

Section 1 The Senate shall have the power to set and hold elections for membership, referendum, amendments, and such other business as it may deem necessary to bring before the Student Body as a whole.

Section 2 The Senate shall hold its general election each spring semester by the third week in April to elect Senators and officers of the Executive Board. The exact date for holding the election shall be set by the Senate. Freshman Senators and any other positions not filled in the spring election shall be elected in the fall semester by the third week in September.

Section 3 All officers of the Executive Board: the President, Vice-President, Secretary, and Treasurer, shall be elected by the plurality vote of the Student Body. Senators shall be elected by plurality vote of their respected class. Senators at Large shall be elected by plurality vote of the Student Body.

ARTICLE II: Voter Eligibility

Section 1 All persons taking six semester hours or more at the College at the time of the elections shall be entitled to vote in all elections set by the Senate and conducted by the Election Committee.

Section 2 Students may vote for their own class Senators as they are listed in the most recent notification from the Registrar's Office. All students who are qualified voters may vote for officers of the Executive Board and the Senators at Large.

Section 3 Any student who knowingly violates the above clause with the intent to defraud the elections shall be guilty of lying under the Honor System and shall be referred to the Honor Court for investigation.

ARTICLE III: Voting Stations

Section 1 The official Voting Stations of the Election Committee will be in the Slep Student Center. On the day of the Election there will be a table set up in order to accommodate the voting station, be it online or paper ballot.

Section 2 The station(s) for holding elections shall be published in the College newspaper or other authorized College media at least ten days prior to the elections.

Section 3 *Email/Internet voting* Any students who wish to do so will receive an e-mail that will lead them to another website into which they will cast their vote and their name will be put on a list of people who have already voted.

Section 4 Absentee ballots may be obtained from the Election Commissioner upon the Commissioner's discretion. The absentee ballot must be returned to the Commissioner before the closing of the polls.

ARTICLE IV: Ballot Laws

Section 1 If a candidate for President, Vice-President, Secretary, or Treasurer obtains the signatures of fifty qualified voters, he/she shall be qualified to run provided he/she meets all the other qualifications according to the Constitution. If a candidate for Senator obtains the signature of thirty qualified voters, he/she shall be qualified to run provided he/she meets the other qualifications according to the Constitution. Petitions shall be made available seventeen days before the election. Petitions shall be in the Office of the Student Government Association no later than 4:30 p.m. ten days prior to the election date. Failure to turn in the petition by that time will result in disqualification. It shall be the responsibility of each candidate to see that his/her petition is filed properly.

Section 2 No candidate can run for two offices simultaneously.

Section 3 Voting shall be by secret ballot.

Section 4 The SGA, with assistance from the IT Department, will establish a voting link/portal that will be open for 72 hours. Students may vote through the portal either via the link which will be provided in an email to the student listserve or on the SGA webpage.

Section 5 The votes shall not be counted until the polls are closed.

Section 6 No one except the Election Committee may count the votes.

Section 7 Only the candidates and the President shall be allowed in the room as observers.

Section 8 Counting shall be conducted behind closed doors and once counting has commenced, it shall not stop until the official count is recorded.

Section 9 The voting results must be published in the following ways:

- A. Highland Cavalier newspaper (earliest edition possible)
- B. A student-wide email needs to be sent to every student
- C. Posted in the Slemp Student Center

ARTICLE V: Recall and Contested Elections

Section 1 By a petition signed by fifteen percent of a Senator's constituency, the Senator's electorate may recall any elected Senator for a vote of confidence. Thirty percent of the Senator's constituency must vote no confidence in order to remove a Senator from office.

Section 2 By a petition signed by thirty percent of the Student Body, the electorate may recall any elected President, Vice-President, Secretary, or Treasurer for a vote of confidence. Thirty percent of the Student Body must vote in the recall and two-thirds of those voting must vote no confidence in order to remove any of those officials from office.

Section 3 Any Senator or Executive Board officer brought up for recall vote shall have no less than one week between the time he or she is given the completed petition and the time of the recall vote.

Section 4 Any candidate has forty-eight hours to contest, in writing, any election to the Elections Commissioner. The Election Commissioner must immediately bring this contest to the attention of the President. The candidate must show just cause to call for a new election. The Senate has forty-eight hours to rule on the matter by majority vote. If just cause is shown, a new election for that office must be held within one week of the Senate's decision.

ARTICLE VI: Referendum

Section 1 The Senate must hold a referendum on any issue upon presentation of a written petition signed by five percent of the Student Body or by executive order of the President. This referendum must take place at or before the next Senate elections. The referendum shall be declared adopted upon an affirmative plurality vote and the results shall be binding on the Senate.

TITLE VII: AMENDMENTS AND RATIFICATION

ARTICLE I: Amendments

Section 1 Amendments to this Constitution may be proposed to the Senate by any member of the Student Body submitting a petition containing the signatures of fifteen percent of the Student Body or by a two-thirds vote of the total membership of the Senate.

Section 2 The proposed amendment shall be posted ten days around campus and published in the College Media prior to the election.

Section 3 Voting on proposed amendments will take place during the spring elections conducted by the Election Committee, unless another time is specified by a two-thirds vote of the Senate. The amendment shall be considered ratified upon two-thirds affirmative vote by the Student Body and shall go into effect immediately. It shall be declared adopted provided it is not contrary to the administrative policy of the College.

ARTICLE II: Ratification

Section 1 This Constitution of the Student Government Association shall be considered ratified upon a two-thirds affirmative vote.

Section 2 The officers and representatives elected to the Student Council in the 1994 Spring elections shall be considered the Charter members of the Senate and shall assume their equal positions in the Senate upon the date this Constitution shall take effect.

Section 3 This Constitution shall succeed the Constitution of the Student Government Association written in the 1976-1977 academic year and shall take effect July 1, 1998.

Section 4 This Constitution shall be amended and reenacted into effect by the ten amendments adopted by the Student Body and 2002-2003 Student Government Association Senate and shall take effect September 17, 2002.

Section 5 This Constitution shall succeed the Constitution of the Student Government Association which took effect on September 12, 2002 and shall itself take effect on September 21, 2006.

Section 6 This Constitution shall succeed the Constitution of the Student Government Association which took effect on September 21, 2006 and shall itself take effect on July 1, 2009.

VEHICLE RULES & REGULATIONS

*** As our many campus construction projects continue to evolve, we will be required to adjust designated parking areas. Please visit the News & Updates section of the College's construction webpage at www.uvawise.edu/construction/ for more information.***

VEHICLE REGISTRATION & PARKING DECALS

All vehicles (auto, motorcycle, scooter, and/or bicycle) parked on campus must be registered at the Campus Police Department. A valid parking decal must be properly displayed on the vehicle. Vehicles that fail to properly display a valid parking decal will be cited.

All decals are valid for one year, from August 31 - August 31. Decals are not transferrable to other individuals, but may be transferred to the holder's new/other vehicle upon request.

Vehicle decals (bicycle decals are provided at no charge) may be purchased at the Campus Police Department. A proper vehicle registration form must be shown for each vehicle registered. The following annual fees are applicable to faculty, staff and students:

Full-Time.....	\$60
Part-Time.....	\$24
Secondary/replacement decal.....	\$ 5

NOTE: Multiple employee and/or students within the same household must pay full decal amount for all primary use vehicles. A limit of three vehicles per person may be registered.

All vehicles must be registered & a new decal properly displayed by the first week of class at the start of each academic year. Vehicles brought to campus after the first week of classes must be registered within two working days.

Vehicles which are not registered and do not properly display a valid decal are subject to being ticketed with a parking fine of not less than \$20.00, and/or being towed from campus at the owner's/operator's expense.

Each individual vehicle must properly display the current valid parking decal on the back of the rearview mirror (or on the handlebars of bicycles/motorcycles).

A lost or defaced decal must be replaced at the Campus Police Department. A fee of \$5.00 will be charged for each replacement decal.

Only the current parking decal should be displayed on the vehicle. All changes to the vehicle (ex. license plate number) or changes in residence address should be reported to the Campus Police Department immediately.

PENALTIES, VIOLATIONS & FINES

Upon arrival to campus, individuals are expected to follow all vehicle rules and regulations; no warning tickets will be issued.

Fines are issued to the person in whose name the vehicle is registered with the Campus Police Department.

All fines are to be paid immediately at the Cashier's Office located in Crockett Hall, Monday - Friday from 8:00 am to 4:30 pm.

Fines are recorded on the student's financial account and must be paid in order to receive aid checks/refunds. Registration for future semesters may be denied pending payment of the fine(s). After receiving the 5th ticket, a repeat offender fee of \$20.00 will be added to the original fine for each additional ticket received. The vehicle may also be subject to towing.

A fine for parking in a reserved space that is paid within a 24-hour period will be reduced by \$5.00.

The parking fines and amounts are as follows:

Parked in ADA Space	\$100
Boot Charge	\$ 50
Tampering with Boot	\$ 50
Parked in Fire Lane	\$ 25
Parked on Grass	\$ 25
Parked in No Parking Zone	\$ 25
Blocking Traffic	\$ 20
Parked in Service Area	\$ 20
Parked in Reserved Space	\$ 20
Improper Parking/Not in Designated Space	\$ 20
No/Improperly Displayed Decal	\$ 20
Speeding	\$ 20
<i>6+ offenses – original fee + \$20 repeat offender fee</i>	

DISPUTING TICKETS

Any individual who receives a parking ticket may submit an appeal to the Parking Appeals Committee if he/she feels that the ticket was issued in error or that he/she did not commit a violation. Financial considerations and stating that no sign was present to indicate one could not park in a particular location are not valid reasons and will not be accepted in the appeals process.

The Parking Appeals Committee (members include faculty, staff and students) will review all appeals.

Appeals for a parking or decal violation fine must be submitted within five (5) working days in writing on the Appeals Form available from the Campus Police Department.

PARKING REGULATIONS

Parking regulations must be followed at all times — 24 hours per day, seven days per week.

The College does not guarantee a parking space to any individual student or employee.

Permits are issued to correspond with the noted parking lot colors. Students may not use faculty and staff decals or other decals different than their own student status. Vehicles parked in lots other than those assigned are subject to ticketing/ booting/towing.

- RED.....Faculty and Staff
- GREEN.....Commuter & Townhouses
- BLUE.....Residential Junior/Senior
- BROWN....Residential Freshman/Sophomore

Bicycles must be parked in the racks provided at various locations on campus. Bicycles parked at locations other than those designated are subject to removal, storage and a fine for improper parking.

Any person with a physical disability (temporary or permanent) which impedes walking may apply, with the authorized documentation, for a special disabled hangtag or permit. Wheelchair-bound registrants are entitled to a reserved disabled parking space. All spaces designated for the disabled are reserved 24 hours per day. Unauthorized vehicles parked in disabled spaces will be ticketed and are subject to booting/towing.

Vehicles larger than the parking space allocated must be parked in the upper-campus commuter lot. Vehicles may also not be parked outside of the marked spaces (i.e. entrances, exits, and roadways).

The person in whose name the vehicle (auto/ motorcycle/bicycle) is registered on campus (not actual vehicle ownership registration) is held liable and responsible for compliance with all parking and operation regulations and rules.

The College neither assumes nor accepts any responsibility for the care or protection of any vehicle operated or parked on campus. Further, the College does not assume responsibility for the protection of the contents contained in the vehicle. The College is not liable for any damage or losses resulting from larceny or vandalism to any vehicle parked on the campus.

Students who have access to faculty or staff vehicles must not park in faculty or staff parking lots. Students must park in designated student lots while on campus.

A limited number of visitor/guest parking spaces are available on campus. Campus members who park in these spaces are subject to citations.

Students who wish to leave their vehicles on campus over any break period must provide the Campus Police Department with emergency contact and length of absence information prior to leaving campus.

ON-CAMPUS OPERATION RULES

Motor vehicles must be operated in a safe and careful manner at all times in accordance with the laws of the Commonwealth of Virginia and Wise County.

Traffic signs, signals, and instructions of the Campus Police Department shall be obeyed. It is unlawful to remove, alter, or change any traffic control device, sign, barricade, or traffic cone. It also is unlawful to drive around barricades or traffic cones in the roadway of parking lots that are closed by the Campus Police Department.

Traffic rules, regulations and directive signs governing the use of motor vehicles are in effect 24 hours per day, all year.

All vehicles are required to follow the posted 25 mph speed limit on campus. Individuals ticketed for exceeding the speed limit may be referred to Municipal Court in addition to any action taken by the College.

Motorists shall yield the right-of-way to pedestrians within a crosswalk.

Driving or parking on the grass, walkways or shoulders of the road is prohibited.

Accidents that occur on campus involving personal injury or property damage must be reported immediately to the Campus Police Department.

Unattended and/or inoperative vehicles on campus are subject to towing/storage at the owner’s expense. Owners of such vehicles are required to immediately notify the Campus Police Department for assistance.

DESIGNATED PARKING AREAS

DUE TO CURRENT & PENDING CAMPUS CONSTRUCTION PROJECTS, DESIGNATED PARKING AREAS ARE SUBJECT TO CHANGE. ANY CHANGES WILL BE COMMUNICATED TO THE CAMPUS COMMUNITY VIA THE WEBPAGE AND LISTSERVES.

ADA PARKING AND VISITOR PARKING — ADA spaces are located at various campus lots. Visitor spaces are also provided. All visitors desiring to park a vehicle on College property must register the vehicle with the Campus Police Department. A temporary parking permit will be issued to the visitor at no cost. Visitors must comply with the College's Vehicle Rules & Regulations. A visitor who receives five parking tickets will lose parking privileges and will be towed without warning.

FACULTY AND STAFF PARKING — The following lots are designated for faculty and staff weekdays until 5 pm – Center for Teaching Excellence, Greear Gymnasium, McCraray Hall, Resource Center, and first lot on left of the upper campus Commuter Lot (designated with red striping). Zehmer Hall lot is designated for faculty & staff weekdays until 7 pm.

RESIDENTIAL FRESHMEN AND SOPHOMORES must park in the designated area of the Upper Campus Lot during weekdays. Their vehicles are permitted on the main campus only after 5 pm on Friday and must be moved back to the above designated lots by Monday at 7 am.

RESIDENTIAL JUNIORS AND SENIORS (excluding Townhouse residents, see below) may park in the Culbertson Hall lot, Martha Randolph Hall lot, McCraray Hall gravel lot, and the softball lot. Faculty and staff lots are available evenings after 5 pm; Zehmer lot after 7 pm; however vehicles must be returned to designated lots each morning by 7 am.

TOWNHOUSES RESIDENTS must park in the commuter student parking areas when on campus. Faculty and staff lots are available evenings after 5 pm; Zehmer lot after 7 pm; however vehicles must be returned to designated lots each morning by 7 am.

COMMUTING STUDENTS — Commuter students may park in the green-striped designated area of the Upper Campus Lot (upper campus above Science Center, excluding first lot on left), as well as the gravel lot behind McCraray Hall, the softball lot, and the Pool/Tennis lot. Faculty/staff lots are available evenings after 5 pm; Zehmer lot after 7 pm; however vehicles must be returned to designated lots each morning by 7 am.

COMMUNITY PARKING AREAS — Designated visitor spaces are available at Crockett Hall, Greear Gym and the upper-campus Commuter Lot. Faculty and staff lots are available evenings after 5 pm (Zehmer lot after 7 pm).

The Crockett Hall lot is designated for visitors and ADA parking. Spaces will be designated temporary parking to accommodate brief business in surrounding buildings. Booting of violators in these spaces will be enforced.

VEHICLE REMOVAL AND IMMOBILIZATION

Campus Police are authorized to tow or have put into storage any vehicle parked in a tow-away zone, loading zone, disabled person's space, or on the grass. A vehicle that is disabled or abandoned for three or more days, or is obstructing vehicular or pedestrian traffic will be towed at owner/operator's expense. A vehicle that receives three or more parking tickets within the academic year also is subject to being towed.

Cost of immobilization or towing and storage will be the responsibility of the operator or the person in whose name the vehicle is registered on campus or whose name the state registration is issued.

Vehicles may not block specific areas on campus. Emergency and fire department access areas, loading zones, handicapped access areas, and entrance and egress areas of roads and parking lots must remain clear. Campus Police is authorized to immobilize or tow any unattended vehicle that blocks these areas. The cost of such action is charged to the owner/operator and must be paid in order to retrieve the vehicle.

COMMENTS/SUGGESTIONS

Please note that emergency phones are located conveniently throughout campus that provide immediate contact with an officer. Your cooperation in providing a safe campus is appreciated by all members of the campus community.

Comments or suggestions about parking may be directed to the Campus Police Chief or the Vice Chancellor for Administration.