



Student Handbook

2016-2017

An Office of Student Life publication
The University of Virginia's College at Wise
1 College Avenue | Wise, Virginia 24293
276-328-0214 | www.uvawise.edu/student-life

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CAMPUS SECURITY-CLERY ACT: UVa-Wise is committed to helping the campus community provide for their own safety and security. The Annual Security and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at www.uvawise.edu/ASR. *A copy is available upon request by calling 276-328-0190 or 276-376-3451.*

The University of Virginia's College at Wise is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Virginia's College at Wise.

In this Student Handbook, you will find information regarding policies and procedures that govern student rights and responsibilities at UVa-Wise. Please also consult the College Catalog for additional information regarding academic policies and regulations.

WELCOME

Welcome to UVa-Wise

It is my great pleasure to welcome you back to the University of Virginia's College at Wise. If this is your first year with us, welcome to our family.

As the Student Government Association president, it is my great honor to serve you. Speaking on behalf of the Student Government Association we are passionate, innovative, and dedicated to eliciting change on your behalf. I would like to invite you to check out our webpage at www.uvawise.edu/sga. To highlight a few items that may be of interest to you on our website, you will find: Events hosted by SGA, the senators for your class, and an opinions or ideas page where you can submit your concerns about the campus.

The resources and opportunities offered to you here as a student are plentiful so I urge you to take advantage of them. One of the many opportunities is student leadership. I know personally that most of the amazing experiences and memories of my college experience have come from my involvement in leadership positions. In these positions you have the ability to help make our community grow and flourish every year.

Remember SGA is here to serve you. If you have any concern or idea of what you would like from UVA-Wise, be sure to let us know. Besides our online opinions form, you're always welcome to our weekly meetings on Friday in the Dogwood Room on the 5th floor of the student center at 1pm. I have a section specifically for you called public expression. This is where you can come before SGA any time you wish throughout the year. Don't be afraid of new opportunities, go fearlessly after them and never give up on what you're passionate about.

The Student Government Association wishes you success, prosperity and a fantastic college experience.

Cassidy Strange
SGA President

INSTITUTIONAL MISSION, GOALS & VISION

OUR MISSION

The University of Virginia's College at Wise, a public liberal arts institution, provides students with learning experiences that offer opportunities to develop the insight, competence, sensitivity, and integrity necessary for living enriched lives and for enriching the lives of others. Established in 1954 as a college of the University of Virginia, it is guided by the values of citizenship and altruism. Proud of its Appalachian heritage, the College continues to honor its commitment of service to Southwest Virginia, the nation, and the world. The College is guided by a legacy of teaching and scholarly excellence and by a dedication to quality in both the arts and sciences and professional programs. Above all, The University of Virginia's College at Wise is a diverse community of people who believe that information can be transformed into knowledge and that teaching and learning create a foundation for wisdom.

Approved by the University of Virginia Board of Visitors on February 4, 2004. SCHEV staff reported approval to SCHEV Board on January 11, 2005. Re-affirmed by the University of Virginia Board of Visitors on June 5, 2014.

OUR GOALS & VISION

- To provide its students the finest possible education in the public liberal arts tradition that has guided the College since its inception.
- To give students the ability, confidence and initiative to use their undergraduate educational experience as a springboard for greater accomplishment.
- To encourage critical thinking among our students and enable them to make decisions based on research and evidence while retaining their commitment to fairness and compassion.

Through these goals, UVa-Wise students will be introduced to the concept of personal and professional excellence. By inculcating in them an appreciation for the benefits of lifelong education and teaching them the skills necessary to carry that habit forward, UVa-Wise is helping lay the foundation for the success of future generations. Through these habits, they will develop leadership skills based in honor, integrity, effort and knowledge. As a result, graduates of UVa-Wise are globally aware, prepared for the responsibilities of citizenship and poised to become stewards of their community, state, nation and world.

With these goals in mind, The University of Virginia's College at Wise is striving to become an outstanding liberal arts college recognized for its commitment to and expansion of the College's traditional liberal arts foundation. In order to achieve this, the College is committed to a series of endeavors that will strengthen the institution and its mission. UVa-Wise will continue to strengthen its liberal arts core in ways that will make it a regional leader in interdisciplinary education, engaged learning and community service. The College will increase its commitment to experiential learning through international study, guided research and internship opportunities. The College will utilize the liberal arts as a way to enhance and expand STEM-H programs. The student body will be better qualified, more inspired and possess greater diversity as primary elements in our path toward excellence. To fulfill our mission, the College will expand its outreach and service efforts within our local community and region. These interconnected elements will provide a transformational impetus to existing programs and encourage the development of new initiatives.

Approved by the University of Virginia Board of Visitors on June 5, 2014.

ACADEMICS

ACADEMIC SUPPORT SERVICES

Academic Support Services at UVa-Wise on the lower level of Zehmer Hall is comprised of three offices serving students. Please call 276-328-0177 or stop by Zehmer Hall for more information and/or applications.

Student Support Services is a federally funded grant program offering academic assistance to students who meet any of the following criteria: first generation, low-income or having a disability.

Tutor Connection serves all students who request tutoring. Peer tutors, working under the supervision of UVa-Wise faculty and staff, provide free tutoring in most subject areas.

Disability Services is available to all students who received services during high school or who are interested in receiving accommodations based on a disability. Eligible students who are interested in receiving services must provide current documentation and will be contacted for an initial consultation. In compliance with Section 504 and ADA legislation, UVa-Wise provides services for students with disabilities to assure their access to both facilities and educational programs.

COLLEGE CATALOG

The College Catalog is the official resource for all academic information and policies. It outlines information including, but not limited to, advising, courses, enrollment, semester calendars, and withdrawal. The College Catalog is available online at www.uvawise.edu/academics/college_catalog.

RELEASE OF STUDENT INFORMATION

UVa-Wise complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act restricts the information concerning the students that the college can make available without the student's consent. A complete review of the Release of Student Information Policy and an informational brochure may be obtained from the Registrar's Office or online at www.uvawise.edu/registrar/FERPA. The University of Virginia's College at Wise maintains the confidentiality of education records; neither such records, nor personally identifiable information contained therein, except for directory information, shall be released without student permission except as authorized by the Act. Exceptions to this policy are only made under the conditions specified by the Family Educational Rights and Privacy Act. They are:

- a) directory information (*Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released by the University unless the student requests the restriction of its release. Directory information includes the student's name; home and school address; home and school telephone number; e-mail address; UVA computing ID; date of birth; place of birth; country of citizenship; major field of study; school of enrollment; location of attendance; full-time/part-time status; level and year in school; participation in officially recognized activities and sports; weight and height of the members of athletic teams; dates of attendance; candidacy for degree; degrees, honors, scholarships, and awards received; the most recent previous educational agency or institution attended; the names of a student's parents or guardians; any unique identifying number created for the purpose of compiling, releasing, or transmitting directory information; and photographic images of the student.*)
- b) release of information in an emergency where such information is necessary for the protection of the health or safety of the student,
- c) release of information to other College staff members who have a legitimate educational need for the information,
- d) in connection with financial aid for which a student has applied,
- e) under court order or subpoena.

The College, of course, recognizes that parents are very much interested in the progress and welfare of their sons and daughters, and the staff is anxious to address parents' concerns. Parents and students are encouraged to discuss their feelings about the need to receive information the College would otherwise consider confidential and arrive at an understanding about this important matter.

In compliance with House Bill No. 1058, effective July 1, 2008, UVa-Wise has developed a policy and procedure providing for the release of educational records of dependent students to a parent at his/her request. This shall be implemented as follows:

1. The UVa-Wise Office of Information Technology shall electronically solicit dependency status from all incoming and returning students and shall store such data on the College's central student system of record; and
2. A parent also may provide his/her tax records to the University to demonstrate a student's dependent status to ensure that such status is accurately recorded in the central student system of record; and

3. The College's Provost and Vice Chancellor for Academic Affairs shall designate the office within his/her division as being primarily responsible for collecting and responding to requests from parents of dependent students for academic records; and
4. The Associate Vice Chancellor for Compliance & Conduct or designee shall designate the office within his/her division as being primarily responsible for collecting and responding to requests from parents of dependent students for non-academic (conduct) records; and
5. Appropriate personnel in the offices charged hereunder shall consult the College's central student system of record to confirm a student's dependent status prior to furnishing educational records to parents under this policy; and
6. The foregoing is subject at all times to the authority and direction of the College officials charged hereunder to develop and implement specific procedures as may be desirable or necessary including designating other College offices or personnel to respond to requests for records under this policy as may be necessary or appropriate under the circumstances.

Please also note that according to the *Family Educational Rights and Privacy Act* (FERPA), "When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent." *See the Parental Notification Policy in the UVA-Wise Policies section for more information.*

STUDENT LIFE

Student life at The University of Virginia's College at Wise extends far beyond the classroom. Exciting athletic events, hearty intramural competition, leadership and mentoring opportunities, and a variety of clubs and organizations all contribute to the rich UVA-Wise experience.

The units of the Office of Student Life — C. Bascom Slemp Student Center, Center for Student Development (Career & Professional Development, Counseling Services, Health Services and Multi-Cultural Affairs), Collegiate Ministries, Greek Life, Intramurals, Leadership, Outdoor Recreation, and Student Activities — work together to offer students a wealth of extracurricular activities that support the academic experience.

Additional opportunities for student involvement and/or assistance are provided through Athletics, Campus Mail Services, Campus Police, Dining Services, Housing & Residence Life, and Student Support Services.

OFFICE OF STUDENT LIFE

C. BASCOM SLEMP STUDENT CENTER

The C. Bascom Slemp Student Center effectively bridges the upper and lower campus while providing varied recreational spaces. In addition to the offices of Student Activities, Intramurals, Greek Life, Outdoor Recreation, and Conferences & Events, it offers office and meeting areas for the Student Government Association, Highland Cavalier, Honor Court, Jimson Weed, Student Activities Board, Greek organizations, and other student organizations.

The Slemp Student Center houses the Bookstore, racquetball courts and locker rooms, the Winston Ely Health & Wellness Center, a game room, fitness center, aerobics room, Student Leadership wing for club and organizations, Coyote Jack's and Mondo Subs eateries, Post Office (Mail Services & Cavs Card IDs), the Jefferson Lounge, the Honor Court Conference Room and offices, and the Dogwood and Rhododendron Rooms (conference meeting facilities). The 3rd floor check desk provides equipment check-outs and towels for usage in the recreational areas of the building.

WINSTON ELY HEALTH AND WELLNESS CENTER

The goal of UVA-Wise Wellness is to offer a wide variety of health & wellness related programming and opportunities to help establish and maintain healthy lifestyles that will last beyond a student's time in the classroom. At the Winston Ely Health & Wellness Center, students can participate in group exercises classes such as Zumba®, Yoga, and Insanity® taught by highly trained and certified instructors as well as take advantage of state-of-the-art cardio and selectorized weight equipment. The Slemp Fitness Center was recently updated and now houses over \$60,000 worth of brand new free weight equipment, including power stations, bumper plates and a crossfit(r)-style rig. In addition, students can enjoy open swim time at Greear Pool as well as take part in aqua exercise classes. Regardless of a student's fitness level, UVA-Wise Wellness facilities have something to offer everyone!

CENTER for STUDENT DEVELOPMENT

The Center for Student Development promotes positive choices regarding physical, mental, and social well-being by fostering the

development of insights, values, and ideas toward implementation of each individual's personal, academic and professional goals.

Counseling Services

All students have concerns from time to time. Counselors offer free, confidential, counseling services to all enrolled students in a safe and non-threatening environment. Counseling assists students with a wide range of issues that may be affecting academic, social and personal success. These issues may include, but are not limited to, adjustment to college, stress, anxiety, time management, self-esteem, roommate conflict, grief and loss, relationships, and depression. Services include individual and/or group counseling, faculty/staff/student consultations, referrals, and educational workshops on topics such as time, stress and conflict management, alcohol awareness, healthy eating, safe spring break, etc. A variety of educational and interactive programs are also offered throughout the academic year, which promotes overall student health and wellness.

Health Services

Student fees provide health care services to students through our contract provider — Norton Community Hospital/Mountain States Health Alliance. A Registered Nurse is available on-campus Monday-Friday, 8 am – 5 pm. Assessment by the nurse, basic first aid/wound care, educational materials, and over-the-counter medications are available in Health Services at no charge. Additionally, a Nurse Practitioner is available on-campus to students one day per week.

After regular Health Services office hours, students may seek health care at NCH's Community Physicians Services (Wise, Norton and Coeburn) or the NCH Emergency Room. Any and all expenses incurred are the responsibility of the student or the student's insurance.

All students are required to have insurance coverage. A copy of the insurance card and a completed Pre-Entrance Health Form (medical history/immunization record) must be on file in Health Services.

The Wise County Health Department also provides family planning and consultation services to students in the Center for Student Development each Wednesday on the lower-level of Cantrell Hall. Fees are income-based for these services for those students without insurance. For an appointment, call Health Services at 276-376-1005.

Multi-Cultural Affairs

Multi-Cultural Affairs at UVa-Wise provides students opportunities for leadership development, academic and personal growth, added awareness of their own cultural histories, and the experience of enriching the knowledge of cultural and ethnic diversity to all. Trips, dinners and other campus events are only part of Multi-Cultural Affairs' agenda for enriching the campus community.

Campus student organizations, such as the Multi-Cultural Alliance (MCA), are open to all students, and offer the chance to share knowledge of cultures and traditions with the entire campus community.

Professional & Career Development

Professional & Career Development offers programs, services and information to students and alumni to assist in developing and implementing career goals. Individual advising is available to help students decide on a major, choose a career, learn job search techniques, research graduate schools, and more. A variety of workshops are offered each semester on topics relevant to professional development and helping students transition into their post-UVa-Wise studies and careers.

Opportunities for part-time and full-time openings, summer employment, and internships are shared with students and alumni through the department's portal group page (my.uvawise.edu), Facebook, Twitter, and our Cantrell Hall bulletin boards. Job and networking fairs bring prospective employers and graduate schools to campus throughout the year.

COLLEGIATE MINISTRIES

Although non-denominational, UVa-Wise offers students many opportunities for spiritual growth and development. Collegiate Ministries seeks to provide and assist with the varied religious activities and opportunities available to students at The University of Virginia's College at Wise.

Campus ministers from the Baptist Collegiate Ministries, Catholic Student Ministry, and Wesley Fellowship offer pastoral counseling, friendship, and programming for students of all faiths. The BCM and Wesley have buildings adjacent to campus that are available daily for recreation, study or to just 'hang out.' Additional student organizations, including Tupos and the Landing by Mount Olive Church, offer diverse opportunities for involvement.

Churches representing almost every expression of faith are represented in Wise County. Many world religions also are practiced in Southwest Virginia. Contact one of our campus ministers for more.

GREEK LIFE

The Greek Life system at UVa-Wise seeks to cultivate a community of excellence among its member fraternities and sororities. Additionally, members seek to positively impact the College community through dedication to philanthropy and member contributions.

The UVa-Wise Greek Life system is comprised of national fraternities and sororities which belong to governing councils and/or report to the Office of Greek Life. Most sororities are members of the Panhellenic Council (PHC) and fraternities are members of the Interfraternity Council (IFC). IFC members include: Kappa Sigma, Pi Kappa Phi, Pi Lambda Phi, and Phi Mu Alpha Symphonie (associate member). Panhellenic Council members include: Alpha Sigma Tau, Phi Sigma Sigma, Sigma Alpha Omega (national Christian sorority and associate PHC member), and Theta Phi Alpha.

The Greek Judicial Council (GJC) is the judicial body of the Greek community and exists to advance the general interests of the Greek community in connection with the welfare of the student body and the College as a whole, as well as to exercise such judicial controls as might be necessary to accomplish such ends. The GJC hears judicial matters pertaining to Greek organizations as a whole; it does not handle individual violations of the UVa-Wise Student Code of Conduct. Greek organization issues and/or complaints should be directed to the Office of Greek Life.

LEADERSHIP

The Office of Student Life promotes the development of student leadership through a variety of initiatives including leadership retreats and other leadership trainings, Q&A luncheon forums, club sponsors & presidents appreciation luncheons, the Outstanding Student Leadership Award, the Emerging Leader Award, club and organization officer training programs, and lectures and other resources.

It also sponsors the annual Student Leadership Banquet honoring student leaders from clubs and organizations, Expedition, Housing and Residence Life, Multicultural Affairs, Student Government Association, Honor Court and Greek Life, the C. Bascom Slemp Student Center, Student Activities, Intramurals and Outdoor Recreation, and Who's Who in American Colleges and Universities.

STUDENT ACTIVITIES, INTRAMURALS & OUTDOOR RECREATION

The University of Virginia's College at Wise offers students and employees a wide range of social and recreational opportunities through the Student Activities, Intramurals and Outdoor Recreation programs. The programs boast more than 15,000 annual participants. For more information about individual events and schedules, consult the current Student Activities Calendar that is available around campus and on-line (www.uvawise.edu/studentactivities) at the start of the fall and spring semesters.

Student Activities The Office of Student Activities enhances the educational experience through exposure to programs and activities that promote intellectual, cultural, social, recreational, and personal growth. Through Student Activities, the student-led Student Activities Board (SAB), plans, promotes, and implements a variety of programs designed to meet the needs of a diverse student body through both contracted and 'home-grown' events. Weekly SAB meetings are open to all students. Campus participants enjoy musicians, comedians, magicians, hypnotists, a movie series, grocery bingo, talent for textbooks, as well as events such as making their own street signs, lip balm, Valentine bears, and more. A Student Activities Calendar is distributed each fall and spring semesters to the campus community to promote the many campus activities available.

Sixty+ clubs and organizations provide students with academic, political, service, Greek, social leadership, and fellowship opportunities. The Student Organization Handbook, annually published online by the Office of Student Activities, provides students and advisors guidance for establishment of new organizations, management of current organizations, policies and procedures, available campus resources, and a directory of current organizations and their leadership contacts.

Intramurals UVa-Wise, a registered NIRSA member, offers one of the best small college intramural programs in the country with facilities which include lighted recreational fields, as well as Greear Gymnasium and Greear Pool. Seasonal and single day events fill the campus calendar with a multitude of traditional and nontraditional sports and table-top competitions including soccer, flag football, volleyball, indoor soccer, basketball, softball, 4x4 flag football, spikeball, dodgeball, wallyball, kickball, sand volleyball, Xbox 360 and Playstation 3 tournaments, billiards, table tennis, corn hole, disc golf, recfest, zombie run 5K, ironman fitness challenge, homerun derby, football skills challenge, bowling, racquetball, golf tournaments, horseshoes, swim meets, Greek Games, badminton, fantasy sports and much more. Available recognitions for participation include the Cavs Cup Competition (All-Campus IM event for year) and Intramural Athlete of the Week.

Outdoor Recreation The Outdoor Recreation program takes advantage of the opportunities afforded by the natural surroundings of the Southwest Virginia mountains. The Outdoor Recreation Club assists with planning, organizing, and executing 3-5 trips per semester. Events include ski trips, overnight camping, white water adventures, skydiving jumps, professional sporting events, obstacle courses/fun runs, ziplining, and more. The program also has various camping and outdoor equipment available for students to use on their own weekend treks.

ADDITIONAL INFORMATION

ATHLETICS

UVa-Wise offers every student an opportunity to engage in sports as both a participant and a spectator. UVa-Wise, is an NCAA Division II school competing in the Mountain East Conference. UVa-Wise sponsors the following sports:

Women's sports: basketball, cross country, golf, lacrosse, softball, tennis, and volleyball
Men's sports: baseball, basketball, cross country, football, golf, and tennis

Students and employees with a valid Cavs Card ID are admitted without charge to all home athletic events, excluding post-season tournaments.

BOOKSTORE

The UVa-Wise Bookstore is a College-owned and operated non-profit organization. All Bookstore endeavors focus on support and enhancement of the College's educational mission. We strive to provide appropriate goods and services at a reasonable and competitive price while helping to develop and maintain an effective learning environment.

We provide new and used textbooks for purchase, with some titles available for rent. The Textbook Rental Program provides students the opportunity to rent selected titles at a reduced rental price compared to the purchase price.

The UVa-Wise Bookstore is the official retail outlet for all student needs. We offer: school, office and computer supplies; a great selection of officially-licensed collegiate apparel for men, women and kids; graduation items such as diploma frames, class rings and announcements available from the College and Balfour; gift cards and campus print cards; convenience items such as drinks, snacks and toiletries; and special order of items not currently in stock.

The Bookstore accepts cash, personal checks, Visa, Mastercard, Discover, Cavs Card, and Student Charge (deadlines apply) as forms of payment. Hours of operation during the academic year are 8 am to 5 pm Monday through Friday. We are closed on weekends, except for select athletic events or special campus events. Visit www.uvawise.edu/bookstore for more details.

CAMPUS POLICE

The UVa-Wise Campus Police Department is a state certified Virginia Department of Criminal Justice Services (DCJS) agency. It maintains a 24-hour, seven-day-a-week service to the College community. The Department consists of nine full-time sworn law enforcement officers who are responsible for the safety and security of all visitors, students, faculty, and staff, as well as a full range of public safety services including all crime reporting, investigations, medical and fire emergency response, and traffic control. The Department is responsible for the enforcement of all laws within the Commonwealth of Virginia, with special attention to the statutes regarding underage alcohol consumption and possession of controlled substances, and sex offenses.

UVa-Wise officers have jurisdiction in all of Wise County and any location otherwise that the College owns or maintains. Each officer continually undergoes training with the DCJS to maintain state certification and professional skills. The Department also maintains an excellent working relationship with the Virginia State Police, Wise County's Sheriff's Office, and the Town of Wise Police Department. This includes, but is not limited to, the agencies assisting one another with criminal investigations, emergency response, and information sharing.

Our UVa-Wise Campus Police Department officers are: Chief of Police and Director of Public Safety Ronnie Shortt; Sergeant and Special Events Coordinator Beau Boggs; Sergeant Mike Mullins; Sergeant/Investigator and Clerical Officer Kevin Yates; Officer Jeremy Price; Officer Jerry Miniard, Officer Mark Harmon, Officer Jason Stine, and Officer Jerry O'Dell.

The Office of Campus Police is located in Cantrell Hall and is open each weekday from 8 am-5 pm. Contact information includes:

- Cantrell Hall Office — 276-328-0190 or 276-328-COPS, 8 am-5 pm
- Online — www.uvawise.edu/campuspolice
- Patrolling Officer — 276-328-3756, after hours, non-emergencies
— 911, all emergencies

The Campus Police Department and its officers provide the campus community with a variety of services. Whether it is a campus patrol or an informational program in the residence halls, Campus Police is available and visible throughout campus.

Campus Patrols Officers provide patrols of campus grounds and facilities 24 hours per day, 365 days per year.

Emergency Call Boxes Emergency call boxes are located on campus, primarily in parking lots, and may be activated by pushing a button. The activated call box will automatically notify Campus Police. The caller should give the necessary emergency information to the officer and, if possible, remain at the call box until an officer arrives. Tampering with these units or making false emergency calls is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges.

Educational Programming The Campus Police Department offers a variety of educational programs for the campus community and in the residence halls. Topics include drug and alcohol awareness, crime prevention and safety, internet awareness and safety, personal safety, travel safety, etc.

Operation ID Participants are given the opportunity to label personal property and valuables brought to campus with hand-held engravers. The Department maintains records of these items.

Emergency Alerts (Immediate Notification) In the event of an emergency, the **Siren Alert System** will be activated by the UVa-Wise Campus Police Department, unless issuing a notification will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The public address information will identify the emergency and will include actions to be taken to ensure personal safety.

The **Emergency Alert System** provides immediate notifications via telephone and/or email. Multiple numbers may be registered and may be completed at home.uvawise.edu/emergency-alert-system.

Uniform Crime Report The UVa-Wise Police Department monitors all on-campus activities and reports all crimes to the FBI's Uniform Crime Reporting System. The College does not monitor or record statistics for crimes involving UVa-Wise students that occur in other jurisdictions and that are investigated by other police agencies. All such offenses are recorded by that jurisdiction as part of their Uniform Crime Report. Visit the Campus Police website at www.uvawise.edu/campuspolice/resources.

Vehicles & Parking All employee and student vehicles parked on campus must be registered with the Campus Police Department and display a valid parking decal. Decals are valid for one year (August 15 to August 15) and are available for purchase in the Campus Police Department. See the *Rules & Regulations* brochure which is provided at the time of registration, the Student Governance section of this handbook, or the Campus Police website (www.uvawise.edu/campuspolice) for more information.

CAVS CARD — your official student ID card

The Cavs Card is the official UVa-Wise student identification card. Cards are issued in the Post Office located on the 4th floor of the Slemple Student Center. Each card is \$5.00. Cavs Cards are automatically validated each semester in the Cashier's Office after students have paid their tuition and fees. Replacement Cards are available for \$15.00 each. Cavs Cards are non-transferable and expire when a student is no longer enrolled at the College.

Additionally, the Cavs Card serves as library card, athletic pass, student center pass, meal card, campus debit card, laundry card, vending card, and for door access in certain locations.

The Debit System allows students, faculty and staff to deposit monies on their card either online at <https://uvawise.managemyid.com> the value port located on the 4th floor of the Slemple Student Center, or at the Cashier's Office. Funds added to a student's declining balance account can be used to make 'just like cash' purchases in The Bookstore, Papa Joe's, Post Office, Coyote Jack's/Mondo Subs, laundry rooms, and all concession stand locations. Dining Dollars can be purchased, but these funds can only be used in Smith Dining Commons, Papa Joes, Coyote Jack's/Mondo Subs, and concession stand locations.

If you have questions about account balances or adding monies to your card, please visit <https://uvawise.managemyid.com>.

CLUBS AND ORGANIZATIONS

UVa-Wise provides a variety of clubs and organizations to enhance student life. Students also are encouraged to explore the creation of clubs and organizations not currently on campus. A list of current UVa-Wise campus clubs and organizations can be found on-line on the Student Activities office webpage at www.uvawise.edu/studentlife/clubs.

Please contact the Assistant Director of Student Activities and Recreation on the 3rd floor of the Slemple Student Center for current advisor information. Additionally, student groups desiring to organize on campus must first consult the Assistant Director of Student Activities and Recreation to initiate the process of establishing a new organization. Final approval of establishment of a new organization lies with the Senate of the Student Government Association.

CULTURAL ACTIVITIES

UVa-Wise demonstrates its commitment to the liberal arts by fostering a variety of cultural and artistic experiences for students including the Glenn & Jere Noel Blackburn Humanities Fund events, Alfred & Shirley Wampler Caudill Lecture in Entrepreneurship Series, Cohen-funded lectures and concerts, Colgate Darden Lecture Series, and Pro-Art Association plays, concerts, dance performances and lectures. These events also offer students the opportunity to earn required cultural activity credits. For more information about events approved for cultural activity credit, visit www.uvawise.edu/academicaffairs/cultural_activity_requirement.

DINING SERVICES

Dining Services provides convenient dining options in three campus locations. The **Smith Dining Commons**, named for long-time benefactor Hunter J. Smith, is located on the lower campus and serves as the College's primary dining space. The Dining Hall is located

on the upper level and provides a variety of all-you-can-eat menu options in a cafeteria-style setting for three meals per weekday and two on weekends. **Papa Joe's**, downstairs in Smith, offers an additional on-campus dining location bringing **Papa John's**, the only national brand on campus. Yet another campus eatery on the fourth floor of the Slemp Student Center offers two fast food style options, **Coyote Jack's Grill and Mondo's Subs**. Coyote Jack's offers burgers, chicken and fries while Mondo's offers a variety of hot or cold subs, wraps & salads. The **Books & Brew Café** in the Wyllie Library provides espresso drinks, coffee, muffins, pastries, hot grilled panini sandwiches, salads & other snacks.

All residential students are required to purchase a meal plan — plans include the Cavalier Red, Cavalier White, and Cavalier Gray. Residential students are automatically enrolled in the Cavalier Red plan, but may choose to purchase the Cavalier White plan if more meals are desired. If they prefer, all upperclass residential students have the option to purchase the Cavalier Gray plan which would provide more Bonus Dollars and less block meals. Three meals per weekday and two on weekends are provided in the Dining Hall at Smith Dining Commons. Meal plans may also be used at Concession Stands during events (where available). Each time a meal is used, it is subtracted from the semester balance. Students may upgrade meal plans by contacting the Cashier's Office at 276-328-0108.

Commuting students, faculty and staff may purchase a block meal plan consisting of 25, 50 or 80 meals to be used throughout each semester. Block meal plans provide the flexibility of carrying remaining meals over from week to week throughout the semester. Block plans are only good for one semester and may be used in the Dining Hall at Smith Dining Commons, the Slemp Student Center eatery and Papa Joe's Cafe.

For even more flexibility, add Dining Dollars to your Cavs Card. Dining Dollars work much like a debit account. Simply add Dining Dollars to your Cavs Card and each time you make a purchase, the balance declines. There is a \$25 minimum purchase and you may add more Dining Dollars any time throughout the year. Dining Dollars carry over from semester to semester but not year to year.

Visit www.dineoncampus.com/uvawise for more information. Please note: the Cavs Card ID serves as the meal card for all plans.

HOUSING & RESIDENCE LIFE

UVa-Wise is first and foremost an academic institution. The goal of residence life 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.

A variety of campus living options – traditional, apartment and suite – are available to accommodate more than 500 residential students. UVa-Wise has a freshman residency requirement for all new students who live outside the Wise County/City of Norton area. Commonwealth and McCraray Halls are designated for freshmen. Upperclass students reside in Asbury, Culbertson, Henson, Martha Randolph, and Thompson Halls.

For more information, visit the *2016-17 Housing Agreement* online at www.uvawise.edu/reslife.

INFORMATION TECHNOLOGY

The Office of Information Technology (OIT) provides access to the UVa-Wise campus network. Wireless network access is available in each residence hall, as well as specific areas across campus. There are also network ports available in publicly accessible areas of specific academic buildings across campus. This network & Internet access is through the College's network security systems, so certain access restrictions may apply.

Connecting to the UVa-Wise network means that you have read and agree to abide by the rules and policies outlined by the Office of Information Technology (www.uvawise.edu/oit).

For technical support, contact the Helpdesk at Helpdesk@uvawise.edu or 276-376-4509 or stop by Darden 110. If you have a computer security issue or concern, contact 276-376-4641. To report computer abuse, send an email to abuse@uvawise.edu or call 276-376-4641.

Campus residents should report all other computer-related issues to their Resident Advisor (RA).

MY UVA-WISE PORTAL

The MY.UVAWISE.EDU portal provides all members of the campus community with many helpful online features. Students can access course schedules, unofficial transcripts, grade reports, and course searches, as well as print their own enrollment verification forms by going to the Reports for Students link on the Student Tab. Additionally, the portal provides roommate information for on campus residents, financial information, events calendars, and a variety of links and other essential information.

The Portal is linked from the College's homepage (www.uvawise.edu) or may be accessed directly at <https://my.uvawise.edu>.

POST OFFICE

Each student, residential or commuter, may register for a free campus mailbox number in the Campus Post Office located on the 4th floor of the Slemp Student Center. For more information, contact Mail Services at 276-328-0209. A campus mail address would read as follows:

STUDENT NAME
UVa-Wise
1 College Avenue # _____
Wise, Virginia 24293-4412

SOCIAL EVENTS AND MEETINGS

Student organizations wishing to sponsor a public social event must complete an Event Planning Form, which requires approval of the Office of Student Activities or appropriate college personnel at least seven (7) business days in advance of the event. Forms are available in the Leadership Wing on the third floor of the Slemp Student Center, or online at www.uvawise.edu/studentlife/clubs. Contact the Assistant Director of Student Activities and Recreation for more information.

It is also the responsibility of the student organization to schedule the necessary facilities. For events in the Slemp Student Center, Greear Gymnasium, Greear Pool, Lawn by the Lake, Cantrell Hall, Chapel of All Faiths, or intramural fields, contact the Coordinator of the Slemp Student Center at 276-376-4651. All other campus facilities are to be scheduled with the Facilities Coordinator at 276-328-4522.

STUDENT PUBLICATIONS

Major student publications include a newspaper, *The Highland Cavalier*, and a literary publication, *The Jimson Weed*. Students who wish to publish, distribute, or sell any other publication must first obtain approval of the Vice Chancellor for Enrollment Management & Student Life. The issuance, distribution, or sale of anonymous publications is forbidden.

TOWN AND GOWN COLLABORATION

The College co-sponsors a series of performing programs with the Pro-Art Association. Each year concerts and other special events, including operas, ballets, orchestras, choirs, plays, vocal recitals, visual arts workshops, and lectures are hosted on campus and in various regional locations. Many performances are by renowned groups such as Symphony of the Mountains and Barter Theatre, as well as international performers. Admission to Pro-Art programs is free to all UVa-Wise students and culture activity credit is available.

The *Big Glades Community Square* in downtown Wise is also the site of many unique performances open to those in the Wise and UVa-Wise communities. For more information, visit the Town of Wise website at www.townofwise.net.

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/she may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Clery Compliance & Student Conduct Administrator and the Student Conduct 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 others.
2. Sexual misconduct, including but not limited to: sexual assault, rape, fondling, harassment, stalking, domestic violence, and dating violence. *Please note that all cases involving sexual misconduct will be adjudicated according to the Sexual Misconduct & Interpersonal Violence Policy. The full policy is available at www.uvawise.edu/compliance/sexualmisconduct.*
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; 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 weapons, firearms, fireworks or explosives. Please refer to the Weapons and Firearms Policy in the Student Handbook for the full policy and definitions. *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 Housing Agreement, see Terms and Conditions section).
13. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code or engaging in retaliatory behavior.
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.

In accordance with the Higher Education Opportunity Act (HEOA), the College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim if so requested.

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 Slemple Student Center.

The Honor Court constitution is available online at www.uvawise.edu/academics/HonorSystem.

RESIDENCE HALL GUIDELINES

The 2015-16 Housing Agreement outlines policies, terms and conditions for UVa-Wise students who are residents of an on-campus housing facility. Students are responsible for reading and understanding the entire Housing Agreement available online at www.uvawise.edu/reslife. Students' signatures on the Housing Application indicate agreement to abide by all terms and conditions.

STUDENT CONDUCT SYSTEM

Purpose The Student Conduct 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, as outlined in the Code of Conduct, 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. The principles of fairness and reasonableness serve as foundations for the System, using a preponderance of the evidence to determine responsibility.

All student conduct violations accumulate during a student's time at the College. Student conduct records are maintained for a minimum of seven academic years to facilitate compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

Structure The Student Conduct System of UVa-Wise is comprised of:

A. Administrative settlements

Administrative settlements (in lieu of a hearing) may be offered to residential students for alleged minor offenses in the residential community including, but not limited to, Health and Safety, noise, and visitation violations. Administrative settlements will be conducted by the Director of Residence Life or designee. 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.

B. Hearings

Hearings will be arranged to adjudicate all alleged offenses not handled by administrative settlements. All hearings are closed to the public and only those individuals with a legitimate role in the hearing will be permitted to attend or participate.

The Clery Compliance & Student Conduct Administrator will assign each case to a hearing (administrative or Student Conduct Board). 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 student conduct process. Factors weighed in determining whether a case is heard by an administrative hearing or a Student Conduct Board hearing include, but are not limited to: *need for expediency, severity of the alleged offense, sensitivity of the case, and student conduct history of the charged student.*

1. Administrative hearings

- a) Administrative hearings will be provided when, in the judgment of the Clery Compliance & Student Conduct Administrator, 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 Student Conduct 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.
- b) The Director of Residence Life, the Clery Compliance & Student Conduct Administrator, the Associate Vice Chancellor for Compliance & Conduct, and/or their designees may conduct administrative hearings.

2. Student Conduct Board hearings

The Student Conduct Board shall conduct hearings and be composed of five members. A minimum of three Board members, not including the Clery Compliance & Student Conduct Administrator, is necessary for quorum to conduct a hearing. The Board shall meet regularly to hear cases.

Board membership shall consist of the following:

- a) Three on-campus students nominated by the Director of Residence Life and approved by the Associate Vice Chancellor for Compliance & Conduct;
- b) Two off-campus students nominated by the Student Government Association and approved by the Associate Vice Chancellor for Compliance & Conduct; and
- c) The Clery Compliance & Student Conduct Administrator 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) Two alternates may also be selected, one from on-campus and one from off-campus using the process described above.
- e) Members must be in good academic and social standing with the College.
- f) Board members shall serve for one year and are eligible for re-nomination.

C. Appeals process

1. For all decisions **except** suspension or expulsion:
 - a) All student conduct hearing decisions may be appealed in writing to the appropriate party within **48 hours** of the decision and must state just cause for the appeal.
 - 1) Decisions made by the Director of Residence Life may be appealed to the Clery Compliance & Student Conduct Administrator.
 - 2) Decisions made by the Student Conduct Board or the Clery Compliance & Student Conduct Administrator may be appealed to the Associate Vice Chancellor for Compliance & Conduct.
 - b) The student may or may not be granted an appeal. If the student is granted an appeal, the hearing will be completed within seven (7) business days of receipt of the appeal request.
2. For **suspension and expulsion** appeals:
 - a) Unless the original decision is rendered by the Associate Vice Chancellor for Compliance & Conduct, the student has the right of two appeals.
 - 1) The first appeal would be heard by the Associate Vice Chancellor for Compliance & Conduct (and/or designee) and the second appeal would be heard by the Chancellor (or designee).
 - 2) If the student is suspended or expelled by the Associate Vice Chancellor for Compliance & Conduct, the student may appeal only to the Chancellor (or designee).
 - b) Requests for first appeal must be initiated in writing to the Associate Vice Chancellor for Compliance & Conduct (or to the Chancellor (or designee) if suspended/expelled by the Associate Vice Chancellor for Compliance & Conduct) by the student within **48 hours** of the decision and must state just cause for the appeal. Upon review of the appeal request, the student may or may not be granted a hearing. If the student is granted a hearing, it will be completed within seven (7) business days of receipt of the appeal request. If a hearing is granted, it may be audio recorded and maintained as part of the student conduct record.
 - c) Requests for second appeal are only available to those students who had a first appeal hearing with the Associate Vice Chancellor for Compliance & Conduct (and/or designee). This appeal request must be initiated in writing to the Chancellor (or designee) by the student within **48 hours** of the first appeal decision and must state just cause for the appeal. Upon review of the appeal request, the student may or may not be granted a hearing. If a hearing is granted, it may be audio recorded and maintained as part of the student conduct record.

Sanctions Any of the following sanctions, or combinations of sanctions, may be imposed on a student found responsible for a Code of Conduct violation. All sanctions are noted in a conduct record. 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 student conduct 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 student conduct action.

6. **Fines** An appropriate fine may be levied for policy violations or damages incurred.
7. **Restitution** Reimbursement for damage to, or misappropriation of, property, or damage or harm to any person or the College.
8. **Community Restitution** Assigned service and/or participation in educational programs or projects in the College community. *There will be a \$25.00 per hour fee billed to the student's account for community restitution hours not completed by the assigned deadline.*
9. **Loss of privileges** Restriction or loss of the benefit of use of College equipment, programs, and/or extracurricular activities.
10. **Disciplinary Probation** Exclusion from participation in leadership opportunities and/or 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 \$100 fine, 15 hours of mandatory community restitution, 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 Clery Compliance & Student Conduct Administrator to satisfy the fine. See also #8 above.*

Second Offense - Minimum \$150 fine, 30 hours of mandatory community restitution, and probation for one year. Students may additionally be required to complete a community-based alcohol or counseling program, with suspension until written notification of successful completion of the community-based program is received by the Clery Compliance & Student Conduct Administrator,. *Note — the \$150 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Clery Compliance & Student Conduct Administrator to satisfy the fine. See also #8 above.*

Third 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 \$150 fine, 24 hours of mandatory community restitution, and probation for one year. *Note — the \$150 fine may either be paid at the Cashier's Office or campus working arrangements may be made with the Clery Compliance & Student Conduct Administrator to satisfy the fine. See also #8 above.*

Second 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 (including online) and other privileges or activities or from the College, as set forth in the notice of suspension, for a definite period of time. *Students that are suspended are trespassed immediately from all College property, classes (including online) and College-sponsored events without prior approval from Campus Police. A disciplinary hold will be placed on the student's record.*
15. **Expulsion** - Termination of student status for an indefinite period of time. *Students that are expelled are trespassed immediately from all College property, classes (including online) and College-sponsored events without prior approval from Campus Police. A disciplinary hold will be placed on the student's record.*

NOTE: *Students who have active/incomplete conduct sanctions are not considered to be in good standing with the College. A disciplinary hold will be placed on the student's record until sanctions are complete. Student Athletes involved in the Conduct process need to also contact the UVa-Wise Assistant Director of Athletics for Internal Operations for Compliance and Student Athlete Service at 276-376-3436 for NCAA eligibility advisement.*

Rights of students in student conduct hearings Students have the following rights:

1. To written notice of all charges against the student at least 48 hours prior to a scheduled hearing. UVa-Wise email is the official communication method used for conduct communications.
2. To be presumed not responsible until proven responsible.
3. To plead responsible or not responsible.

4. To refuse to answer questions that tend to be self-incriminating.
5. To present witnesses and/or evidence. *Submit names to the Clery Compliance & Student Contact Administrator at least 24 hours in advance of the hearing.*
 - Material witnesses are those possessing direct knowledge of the case under consideration.
 - Character witnesses speak to their knowledge of the student outside of the alleged incident. The student may present two character witnesses at a hearing.
6. To be accompanied by an advisor in the hearing. An advisor may have no other role in the hearing (such as witness). An advisor may only provide the student assistance and support. An advisor may not speak or otherwise participate in the hearing. Violation of these limitations may result in the removal of the advisor from the hearing. *Submit name to the Clery Compliance & Student Contact Administrator at least 24 hours in advance of the hearing.*
7. To a separate hearing upon request when multiple students are charged.
8. To face the accuser (The College may act on behalf of the accuser.).
9. To subsequent appeal(s) as outlined in the appeals section of the Student Conduct System.
10. To waive any of the above rights, provided it is done of the student's own free will and in writing.

Expectations of students in student conduct hearings Student expectations include:

1. To give truthful testimony (not construed to violate Right #4 above). Providing false information is a violation of the Code of Conduct.
2. To inform approved witnesses on your behalf of the date, time and place of the hearing, and to ensure that they appear at the hearing.
3. To bring all information pertinent to your case available at the time of the hearing.
4. To appear at any proceedings in which notice was given. Note: The hearing will proceed even if the student chooses not to attend.

Hearings procedures The hearing procedures for the Student Conduct Board will generally be as follows:

- The chair will introduce self, the other Board members, and the Advisor.
- The accused student will introduce self.
- The accused student will be asked to enter a plea (responsible or not responsible) for charges.
- 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 responsibility, and any resulting sanctions. The Board will use the preponderance of evidence (i.e. more likely than not) standard.
- The hearing will be reconvened and the accused will be informed of the decision and, when applicable, the right to appeal.

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. The Vice Chancellor for Enrollment Management & Student Life serves as SGA advisor.

The 2016-17 executive officers are:

<u>President</u>	Cassidy Strange
<u>Vice President</u>	Sharmae Stringfield
<u>Secretary</u>	Natalie Chapman
<u>Treasurer</u>	Gray Hamilton

The Student Government Association constitution is available online at www.uvawise.edu/sga. SGA meetings held each Friday at 1 pm in the Dogwood Room of the Slemp Student Center are open to the public.

VEHICLE RULES & REGULATIONS

*** As our many campus construction projects continue to evolve, we may 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 ticketed.

All decals are valid for one year, from **August 15 - August 15**. Decals are not transferrable to other individuals, but may be transferred to the holder's new/other vehicle upon request.

Vehicle decals may be purchased at the Campus Police Department; bicycle decals are provided at no charge. A proper vehicle registration form must be shown for each vehicle registered. The following annual fees apply:

Students

- Full-time (12+ hrs.) \$80
- Part-time (<12 hrs.) \$30
- Supplemental vehicle*/replacement decal \$10

Employees (Faculty & Staff)

- Full-time (<\$40,000 salary) \$80
- Full-time (\$40,000-\$70,000 salary) \$95
- Full-time (>\$70,000 salary) \$120
- Adjunct & Temporary \$30
- Supplemental vehicle*/replacement decal \$10

*A supplemental vehicle is an occasional use, not a primary use, vehicle. Multiple employees 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 and a new decal properly displayed prior to the first day of class at the start of each academic year.

Vehicles which are not registered and do not properly display a valid decal are subject to being ticketed and/or being towed from campus at the owner/operator expense.

Each individual vehicle must properly display the current valid parking decal on the **back of the vehicle's rearview mirror** (on the handlebars of bicycles/motorcycles). Only the **current** parking decal should be displayed on the vehicle.

A lost or defaced decal must be replaced at the Campus Police Department (defaced decal must be returned) for a fee of \$10.

All changes to the vehicle (i.e. 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 in Crockett Hall weekdays from 8 am to 4:30 pm.

Student fines are recorded on their financial accounts and must be paid in order to receive aid checks/refunds, register for future semesters, and to receive transcripts and/or diplomas.

Parking fines and amounts are:

Improper parking/not in designated space	\$ 20
No decal/improperly displayed decal	\$ 20
Parked in service area	\$ 20

Blocking traffic	\$ 35
Parked in no parking zone	\$ 35
Parked in reserved space or lot	\$ 35
Speeding	\$ 35
Parked in fire lane	\$ 50
Parked on grass	\$ 50
Parked in 20-minute space	\$ 50
Boot charge	\$ 75
Tampering with boot	\$100
Parked in ADA space	\$250

DISPUTING TICKETS

Any individuals who receive a parking ticket may submit an appeal to the Parking Appeals Committee if they feel that the ticket was issued in error or that they 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 **in writing within five (5) working days of receiving the ticket** on the Appeals Form available in the Campus Police Department and online at www.uvawise.edu/campuspolice.

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 assigned parking lots. Students may not use employee decals or other decals different than their own student status. Vehicles parked in lots other than those assigned are subject to ticketing, booting, and/or towing.

- RED.....Employees
- GREEN.....Commuter students
- BLUE.....Residential junior/senior students
- BROWN.....Residential freshman/sophomore students

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 ADA hangtag or permit. Wheelchair-bound registrants are entitled to a reserved ADA parking space. All ADA spaces are reserved 24 hours per day. Unauthorized vehicles parked in ADA spaces will be ticketed and are subject to booting and/or 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, roadways, including around the Crockett lot 'horseshoe').

The person in whose name the vehicle 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 employee vehicles must not park in employee 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 ticketing.

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, Visitor and Community Parking is designated at various campus lots. The Crockett Hall lot is designated for visitors and ADA parking. Visitor spaces are also designated at Greear Gym, and the Upper Campus/Commuter lot above the Sandridge Science Center. Employee lots are available weekday evenings **after 5 pm** (Zehmer Hall lot **after 7 pm**). Additionally, some spaces are designated temporary, short-term parking to accommodate brief business in surrounding buildings. Ticketing and/or booting of visitors in these spaces will be enforced.

All visitors desiring to park a vehicle on College property require a free temporary parking permit from the Campus Police Department. 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.

Employee Parking is designated in the following lots weekdays until **5 pm**: Center for Teaching Excellence, College Relations, Greear Gymnasium, McCraray Hall, Resource Center, and the first lot on left of the Upper Campus/Commuter Lot (designated with red striping). Zehmer Hall lot is designated for employees weekdays until **7 pm**.

Residential freshmen and sophomores must park in the designated area of the Upper Campus/Commuter Lot during weekdays. Their vehicles are permitted on the main campus ONLY after 5 pm on Fridays and must be moved back to the above designated lots by **Monday at 7 am**.

Residential juniors and seniors may park in the Culbertson Hall gravel lot, Martha Randolph Hall lot, McCraray Hall gravel lot, and the softball lot. *Employee 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 may park in the green-striped designated area of the Upper Campus/Commuter Lot above the Sandridge Science Center (excluding red striped spaces on left), as well as the gravel lot behind McCraray Hall, the softball lot, white spaces of Greear Gym lot, and the Pool/Tennis lot. *Employee 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**.*

VEHICLE REMOVAL AND IMMOBILIZATION

Campus Police are authorized to tow or have put into storage at owner/operator expense any vehicle blocking specific areas on campus, including but not limited to: parking in a tow-away zone, loading zone, ADA space/access area, or on the grass, emergency and fire department access areas, and entrance and egress areas of roads and parking lots.

A vehicle that is disabled or abandoned for three or more days, is obstructing vehicular or pedestrian traffic, or that receives three or more parking tickets within the academic year is also subject to being towed at owner/operator expense.

COMMENTS/SUGGESTIONS

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 Finance & Administration.

UVA-WISE POLICIES

ALCOHOL AND DRUGS POLICIES

UVA-Wise does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the College community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant College policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. To these ends, the College publishes the following information regarding College policies and sanctions; laws and penalties concerning substance use and abuse; health and behavioral risks of drug use; and resources for treatment and educational programming. UVA-Wise is committed to providing an environment free of alcohol and drug abuse in support of the Drug Free Schools and Communities Act.

In compliance with the Drug Free Schools & Communities Act, UVA-Wise publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state and local laws and College policy; a description of associated health risks; and available treatment programs and resources for UVA-Wise students and employees. More information about these topics, as provided in the College's annual notification to students and employees, is available online at www.uvawise.edu/DFSCA.

ALCOHOL POLICY

The College hopes the Alcohol Policy will encourage students to make responsible decisions about the use of alcoholic beverages. The policy is intended to promote safe, legal and healthy decisions related to alcohol and social interaction. We recognize that our students are responsible adults and believe that students should behave in a manner that is not disruptive or endangering to themselves or others and is in compliance with state and local laws regarding the possession, consumption, sale, and delivery of alcohol.

UVA-Wise does not encourage the use of alcoholic beverages and does not condone the illegal or otherwise irresponsible use of alcohol. In accordance with State and Federal law, the College prohibits the unlawful possession, sale, use or distribution of alcohol on College property or at College-sponsored functions. UVA-Wise Campus Police has primary responsibility for the enforcement of State underage drinking laws.

All members of the College community are expected to know and act in accordance with Virginia State laws concerning the purchase, possession, consumption, sales and storage of alcoholic beverages. In this connection, members of the College community are reminded of the following:

1. Any sale of an alcoholic beverage requires an ABC license.
2. Alcoholic beverages are not to be given or sold to persons who are under the legal drinking age, which is 21 years of age.
3. Alcoholic beverages are not to be given or sold to persons who are intoxicated.
4. State law prohibits drinking in unlicensed public places; possession of an alcoholic beverage by a person under the legal drinking age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under the legal drinking age. Violations of state alcohol laws are criminal misdemeanors punishable by fines of up to \$2,500, imprisonment for up to 12 months, and suspension of driver's license.
5. All persons on College property consuming or possessing alcohol must carry a valid driver's license or state identification card, military identification card, or passport. In addition, students must carry their CAVS ID Card at all times.
6. Being under the influence of any amount of alcohol while underage is considered a violation of the alcohol policy.
7. Unsafe or irresponsible behavior is defined as actions that are harmful or potentially harmful to one's self or others involving the use of alcohol. Unsafe behavior includes, but is not limited to, consuming through beer bongs, participating in or facilitating drinking games or progressive parties, taking shots of liquor, or consuming an excessive quantity in a short amount of time. Irresponsible behavior includes, but is not limited to, the use or attempted use of fraudulent identification in order to obtain alcohol or making alcohol available to underage drinkers.
8. It shall be a violation of the alcohol policy to engage in an action while under the influence of alcohol that is disruptive to the community. Such behavior includes, but is not limited to, vomiting in public, public urination, fighting, exhibiting disorderly conduct, damaging property, throwing bottles, blocking or lying across or otherwise preventing or interfering with access to or passage across an entryway or thoroughfare, or cursing or shouting at others.
9. In the residence halls, alcohol is only allowed in the rooms of legal age residents in facilities that have not been designated alcohol-free. It is the responsibility of those residents who are of age to ensure that underage drinking does not occur in their room or apartment.

10. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc., is prohibited.
11. The use of alcoholic beverages in games (e.g., quarters, drink-offs, "beer pong," etc.) is prohibited.
12. Only university-approved bartenders are permitted to distribute alcohol on campus, including alcohol from common-source containers.
13. Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to undergraduates.
14. Alcohol may not be brought in glass containers to BYOB events that require registration by submission of an Event Planning Form.
15. The College recognizes the value of group-sponsored social events. Groups are permitted to hold open or closed (by invitation only or through the use of guest lists) social events. Groups or individual group members may be held accountable for underage possession, unsafe or irresponsible behavior and/or violations of the risk management policy that occur during a group-sponsored event.
16. All club or organization events without alcohol require completion of the General Events Planning Form, and those events with alcohol require completion of the Alcohol Event Planning Form. The appropriate form must be submitted to the Office of Student Activities at least seven (7) days prior to the event. The event cannot move forward or be held until approval is granted. See the appropriate planning form for specifics.

Any member of the College community who violates state alcohol control laws is subject to prosecution. Whether or not criminal charges are brought, all students are subject to College discipline for any violation of state alcohol laws that occurs (i) on College-owned or leased property, or (ii) at College-sponsored or supervised functions, or (iii) under other circumstances involving a direct and substantial connection to the College. Any student found to have engaged in such conduct is subject to the entire range of sanctions, including suspension and expulsion.

UVA-Wise assumes no responsibility for any liability incurred at any event not sponsored by the College where alcohol is served and/or sold. Students and recognized student organizations are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and events. *See Student Conduct Sanctions in the Student Code of Conduct.*

Areas of Emphasis

1. The Chancellor and his/her designee approve all public areas on the campus of The University of Virginia's College at Wise where alcoholic beverages may be provided.
2. College funds may not be used for the illegal purchase of alcoholic beverages.
3. Alcoholic beverages purchased with College funds may be used only in compliance with State law.
4. Alcoholic beverages should not be served at any function or event sponsored by the College or held on College-owned or leased property without the permission of the Chancellor or his/her designee. Requests for permission must be made in advance to the Chancellor or his/her designee.
5. Non-alcoholic beverages and food items should be present at the College-sponsored events where alcoholic beverages are served.
6. Alcoholic beverages should not be mentioned in the advertising or publicizing of a College-sponsored event.
7. Organizations serving alcohol at College-sponsored events should not permit the entry or exit of persons with beverage containers.
8. Organizations must check for proper age identification of individuals attending events when alcohol is served. Organizations must submit an Alcohol Event Planning Form for approval at least seven (7) days before an event. The event cannot move forward or be held until approval is granted. See the appropriate planning form for specifics.
9. A student may not let another person use his/her student ID for the purpose of obtaining an alcoholic beverage.
10. Dining Services is the only organization eligible to obtain an ABC license for the purpose of selling alcoholic beverages on campus.
11. Any organization, as well as its leadership, sponsoring an event at the College will be responsible for following all State laws relative to the serving and/or selling of alcoholic beverages.
12. Members of the College community living on property owned or leased by the College, and their invited guests, who are lawfully permitted to purchase, possess and consume alcohol, may do so in the residence or on any immediately adjacent area devoted to residential use. They should not do so, however, in public places or in any area owned by the College which is devoted to common use. Public areas include, but are not limited to, hallways, lounges, patios or parking lots. The presence of underage family members, employees or guests does not preclude the serving of alcohol in College-owned or leased housing provided an appropriate-of-age family member and/or host is willing to assume the legal responsibility for insuring compliance with state law.
13. The possession of kegs, pony kegs, beer bongs, or any common source container is prohibited in College-owned residence facilities or at College organization events.
14. Possession of alcohol is prohibited in residence facilities where none of the permanent residents are of legal drinking age.
15. Intoxication is strictly prohibited.

DRUG POLICY

Unauthorized manufacture, sale, distribution and possession of "controlled substances" (illegal drugs), including marijuana, cocaine and LSD, are prohibited by both state and federal law and are punishable by severe penalties. The College does not tolerate or condone

such conduct. Students who violate state or federal drug laws may be referred by College authorities for criminal prosecution and, if convicted, may be subject to the penalties described herein. UVa-Wise Campus Police has primary responsibility for the enforcement of State and Federal drug laws.

Whether or not a criminal charge is brought, a student is also subject to College discipline for illegally manufacturing, distributing, possessing or using any controlled substance (i) on College-owned or leased property or (ii) at College-sponsored or supervised functions or (iii) under other circumstances involving a direct and substantial connection to the College. Any student found to have engaged in such conduct is subject to an entire range of sanctions, including suspension or expulsion.

Federal and Commonwealth of Virginia Penalties

Federal and Virginia law penalizes the unlawful manufacturing, distribution, use, and possession of controlled substances, including prescription drugs. Synthetic designer drugs such as "bath salts," "plant food," and "carpet cleaner," contain mixtures of many different chemicals, including those that resemble cocaine, methamphetamine, and MDMA or "ecstasy." Federal law makes the distribution of "analogue" substances marketed for human consumption illegal if those substances are chemically similar to a scheduled illegal drug and have the same pharmacological effect on a user.

The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and the denial of professional licenses or federal benefits, such as student loans. The punishment for the possession and/or distribution of a controlled substance analogue is up to twenty years in prison and a fine of up to \$1 million. Convictions under Virginia law may be misdemeanor or felony crimes with sanctions ranging from probation to life imprisonment and/or fines of up to \$1 million. Virginia law specifically prohibits the sale, gift, distribution, and possession of synthetic cannabinoids, which carry penalties as a Class 6 felony.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar Virginia law carries sanctions of between one and five years imprisonment and up to a \$100,000 fine for similar violations.

Drug-Free Workplace Policy

The use of alcohol by employees while on The University of Virginia's College at Wise owned or controlled property, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including removal. This policy applies to all employees (full-time, part-time, students, etc.)

Health and Behavioral Risks

The negative physical and mental effects of the use of alcohol and other drugs are well-documented. Use of these drugs may cause: blackouts, poisoning and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart and liver; inability to learn and remember information; and psychological problems including depression, psychosis and severe anxiety. Impaired judgment and coordination resulting from the use of drugs associated with acquaintance assault and rape: DUI/DWI arrests; hazing; falls, drowning and other injuries; contracting sexually-transmitted diseases including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to students and employees. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abuser, but can also have a negative impact on the affected students' academic work, emotional well-being and adjustment to college life.

Assistance is available both on-campus and off-campus for students and employees who are dependent on, or who abuse alcohol or other drugs. Licensed Professional Counselors in the College's Center for Student Development are available for treatment considerations (students only) and referrals for outside resources (students and employees). UVa-Wise LPCs may be contacted at 276-376-1005 or by visiting the Center for Student Development located on the ground floor of Cantrell Hall. For a full list of on- and off-campus resources, visit www.uvawise.edu/DFSCA.

INTELLECTUAL PROPERTY POLICY FOR STUDENTS

The College is committed to maintaining traditional incentives for scholarly work and its dissemination while protecting, within the framework of copyright law, the rights of individuals and the College.

Students shall retain all rights related to intellectual property of materials they have prepared on their own initiative. The copyright in an original work which a student develops in connection with course work and which is copyrightable shall belong to the student.

In the case of a work, either one covered by copyrights or an invention, which a student develops through significant use of College equipment, facilities, personnel, or resources, or a work which a student produces through the use of sponsor-provided resources administered and controlled by the College, the College may claim an ownership interest, particularly if

such works or inventions are not related to course work. In such a case, if the work generates royalty payments or if the work is of commercial value that can be realized by College marketing efforts, the College will share royalties with the author(s) or inventor(s).

Copyright and invention ownership issues may be more complicated where students are also College employees. In those instances, the College observes the following University policy to determine copyright and patent ownership:

<http://uvapolicy.virginia.edu/policy/RES-001>

<http://uvapolicy.virgiiia.edu/policy/RES-006>

The Academic Dean is responsible for administering this policy.

DEGREE REVOCATION

In the event a student is found responsible of some behavior through the Student Conduct Board, Honor Court, or Administrative Settlement or Hearing, possible sanctions can include denying the student further membership in the College community and therefore the student is not entitled to hold or receive a degree from The University of Virginia's College at Wise. In such cases a recommendation is made to revoke degrees awarded to students who have breached the Honor Code or Student Code of Conduct during their tenure as students, following proceedings consistent with due process of law.

DOMESTIC ANIMAL AND WILDLIFE MANAGEMENT

This policy is developed in the event a domesticated animal or wildlife needs to be removed from campus grounds. The following procedures should be utilized. Efforts should be made to remove any animal from campus in the most humane manner possible.

Removal of domesticated animals In the event the animal is domesticated (i.e., dog, cat, etc.) the Wise County Animal Control Officer will be contacted. The Animal Control Officer will assume primary responsibilities for the removal of the animal, unless there is clear and imminent danger and time is of the essence. The standard practice and procedures for capture, removal, and/or disposal of the animal will be the responsibility of the Animal Control Officer.

Removal of wildlife The Wise County Game Warden will be contacted to provide guidance on the best means for removal of the animal, unless imminent danger is present. The Wise County Game Warden will have responsibility for the removal, relocation, and/or subsequent disposal of the animal.

Any wildlife or domesticated animal that is inadvertently killed on campus as a result of vehicular traffic will be buried by Campus Police or Physical Plant personnel. In addition to consultation with the Wise County Game Warden, it may be prudent to consult with local rehabber(s) that are predetermined by Campus Police and recommended by the Wise County Game Warden.

Notification of the campus community On an annual basis, Campus Police will provide to the campus community a written reminder that it is ill advised for any employee or student to feed wildlife. The Chief of Campus Police will have the responsibility and duty of implementing this policy. The policy will be issued as standing orders.

GRIEVANCE PROCEDURES

Academic Grievance Procedure

Students who have a grievance relating to a faculty member, department chair, or dean are invited to discuss their academic grievance in the following manner:

- Concerns related to a faculty member that cannot be resolved between the two parties should be discussed with the Department Chair on a person-to-person basis;
- Should the concern be related to the Department Chair, the grievance would be filed with the Academic Dean;
- Should the concern be related to the Academic Dean, the grievance would be filed with the Provost;
- Should the level of concern relate to the Provost, appropriate documentation should be presented in writing to the Chancellor of the College.

For additional information about Academic Grievances, Complaints and Appeals, visit the College Catalog at

www.uvawise.edu/academics/college_catalog.

Student Life / Non-Academic Grievance Procedure

The respect for others and the value of diverse opinions and viewpoints is critical in resolving concerns. Informal, candid discussion should always be a primary goal. As part of the educational process, students are encouraged to mediate concerns themselves leading to amiable resolution of disagreements.

If informal, candid discussion is not successful in resolving an issue, the student should follow this procedure: A student may submit a formal written grievance within 30 calendar days of the event or encounter in question. The written grievance must contain the following: the date of the alleged incident, a statement indicating the college policy, regulation, or rule which the student alleges has

been violated and any individuals who are allegedly involved in the violation; a statement summarizing any action the student has taken to attempt to resolve the matter prior to filing the complaint and the results, if any.

The Vice Chancellor for Enrollment Management & Student Life or his/her designee will review the written grievance and schedule a meeting with the student within 5 (five) business days. The Vice Chancellor for Enrollment Management & Student Life or his/her designee will conduct an investigation if circumstances require additional information. The Vice Chancellor for Enrollment Management & Student Life or his/her designee will issue a response, either through a scheduled meeting with the student or a written response, within seven (7) business days of the initial meeting with the student who filed the written grievance.

If a satisfactory resolution is not achieved, the student may appeal in writing to the Chancellor. For concerns related to the Vice Chancellor for Enrollment Management and Student Life, consultation and written complaints should be directed to the Chancellor.

NOTE: Grievances related to the Student Conduct System are to be directed to the Associate Vice Chancellor for Compliance & Conduct using the procedure outlined above.

Title IX Grievance Procedure

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on gender in all academic, educational, extracurricular, athletic and other programs and activities of students and employees of educational institutions which receive federal financial assistance. Sexual harassment, sexual assault and other acts of sexual misconduct are forms of sex discrimination prohibited by Title IX. The prohibition against gender discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit or if sponsored at other locations. In addition to protecting UVA-Wise students, faculty and staff, Title IX and UVA-Wise policy protect third parties from sexual harassment or sexual misconduct in College programs and activities. The University of Virginia's College at Wise does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The College operates equal opportunity and affirmative action programs for faculty, staff, and students. UVA-Wise is an Equal Opportunity/Affirmative Action Employer.

The Title IX Coordinator at The University of Virginia's College at Wise is Tabitha Smith whose office is located in Cantrell Hall, 1 College Avenue, Wise, VA 24293. If an individual has a grievance related to a Title IX concern or for additional information, contact Tabitha Smith at 276-328-0131 (office), 276-870-5065 (cell) or tabitha.smith@uvawise.edu.

HAZING

Hazing is prohibited under the State statute on hazing (Virginia Hazing, Civil and Criminal Liability, Code of Virginia, 18.2-56) as well as by College policy. The College does not condone hazing in any form. The term "hazing" means any action taken or situation created by a member(s) of a student organization toward one or more organization members or toward prospective members (as a part of the new member selection process), that occurs on College-owned or leased property or at College-sponsored or supervised functions or at the local residence of any College student, faculty member, or employee, and that is designed to or produces mental or physical harassment, discomfort, or ridicule. Such activities and situations include, but are not limited to, creation of excessive physical or psychological shock, fatigue, stress, injury, or harm. Student organizations and/or individual members found to have engaged in hazing shall be in violation of College policy and may also be in violation of the State statute. See the Student Organization Handbook for more information.

INVOLUNTARY WITHDRAWAL

Students may be involuntarily withdrawn from the College for habitual delinquency in class, habitual idleness, through either a student conduct or honor court process, or any other fault that prevents the student from fulfilling the purpose implied by registration at the College. Students who have been involuntarily withdrawn must apply for re-admission to the Admission's Office in the same manner as a suspended student.

Students who display behavior that is disruptive to the educational process may be required to complete an assessment with a college counselor. Based on recommendations from the counseling staff and the Clery Compliance & Student Conduct Administrator to the Associate Vice Chancellor for Compliance & Conduct, a student may be involuntarily withdrawn from the College.

PARENTAL NOTIFICATION POLICY

According to the *Family Educational Rights and Privacy Act* (FERPA), "When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent." The decision to contact a parent or guardian and the subsequent phone call will be made and documented by the Associate Vice Chancellor for Compliance & Conduct or his/her designee and may occur in the following circumstances:

- ". . . if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance"
- ". . . if a health or safety emergency involves their son or daughter"

The decision to notify a parent or guardian in these circumstances is not intended as a punitive measure. Rather, the College will notify a parent or guardian in order to establish a supportive and encouraging network of resources for the student.

Note: All above-quoted material is taken from *Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Colleges and Universities*, published by the Family Policy Compliance Office of the U.S. Department of Education.

The Virginia General Assembly has enacted legislation (HB1005) which requires mental health providers to notify parents when dependent students receive mental health treatment if the student is found, by the professional counseling staff, to be in a state of psychological emergency, i.e. "there exists a substantial likelihood that, as a result of mental illness the student will, in the near future (i) cause serious physical harm to himself [herself] or others as evidenced by recent behavior or any other relevant information, or (ii) suffer serious harm due to his [her] lack of capacity to protect himself [herself] from harm or to provide for his [her] basic human needs."

The bill allows such notification to be withheld if the student's treating physician or treating clinical psychologist has made a part of the student's record a written statement that, in the exercise of his professional judgment, the notification would be reasonably likely to cause substantial harm to the student or another person.

The College's professional counseling staff in the Center for Student Development will notify the Vice Chancellor for Enrollment Management & Student Life or his/her designee when the professional counseling staff provides treatment to a student who meets the criteria for parental notification under this legislation. The Vice Chancellor for Enrollment Management & Student Life or his/her designee will contact the parent(s) or legal guardian of any student meeting the criteria for parental notification and document the contact.

PETS

Pets are not permitted in College buildings by state law. Pets may be walked outdoors on campus grounds, but must be appropriately leashed or caged and under the control of and accompanied by their owners. Pets must not be left unattended. Pet owners must clean up after their pets while on campus. Pet owners shall be held responsible for any personal injury or property damage inflicted by their pets.

Exceptions to this policy are limited to service animals; animals under the control of and used by academic departments for approved teaching and/or research purposes.

The police have the right to pick up and hold unattended pets and any pet, whether or not under an owner's control, constituting a public hazard or nuisance. Pets creating a nuisance may be banned from campus by the College Police.

The Office of Housing & Residence Life promulgates and administers policies governing pets in residential facilities.

SEXUAL MISCONDUCT & INTERPERSONAL VIOLENCE

UVA-Wise is committed to maintaining a respectful, professional and nondiscriminatory working environment for students, faculty, staff, and visitors. This includes having an environment free from sexual and gender-based harassment, sexual assault, intimate partner violence, stalking, sexual exploitation, complicity and retaliation ("Prohibited Conduct"). The College will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Notice of Non-Discrimination/Notice of Coordination

The College is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits specific forms of behavior that may violate Title IX of the Education Amendments of 1972 (Title IX); relevant provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964 (Title VII); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and the Virginia Human Rights Act. The College recognizes that it is important to coordinate the Sexual Misconduct & Interpersonal Violence Policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual's sex, sexual orientation, gender identity or gender expression can occur in conjunction with misconduct and harassment related to a person's race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. Therefore, when a report is made of harassment or discrimination based on sex as well as harassment or discrimination based on some other protected status, the College's response will be governed by the procedures referenced in this policy. Questions about which policy applies in a specific instance should be directed to the Title IX Coordinator.

Title IX Contact Information

The Title IX Coordinator at UVA-Wise is Tabitha Smith. Her office is located in Cantrell Hall, 1 College Avenue, Wise, VA 24293. She may be contacted at 276-328-0131 (office), 276-870-5065 (cell) or tabitha.smith@uvawise.edu.

The UVA-Wise Sexual Misconduct & Interpersonal Violence Policy is available at www.uvawise.edu/compliance/sexualmisconduct.

SKATEBOARDING POLICY

Skateboards may be used as viable campus transportation by students at UVa-Wise.

Skateboarding is allowed on sidewalks between the hours of 5:00 p.m. and 8:00 p.m. during weekdays (Monday-Friday) and from 10:00 a.m. to 9:00 p.m. on weekends (Saturday-Sunday). Skateboards are also allowed in empty/mostly empty parking areas and not in close proximity to any parked cars during the same periods as specified above. Skateboarders must possess a valid UVa-Wise Cavs card.

Operators should wear the appropriate safety equipment while using skateboards on campus.

Individuals may not engage in tricks, including but not limited to, grinding, ramp building, and jumps) anywhere on College grounds, including but not limited to, roadways, stairs, steps, railings, benches, tables, and entrances to buildings.

Skateboarding in all campus buildings, including residence halls, is strictly prohibited.

Individuals who operate equipment recklessly or without care or fail to follow the guidelines described above may be subject to disciplinary action under the Student Conduct policy.

SOLICITATION & SALESMEN

Solicitors and salespersons, except those on official business with the College, are not permitted on campus except with the permission of the Chancellor or designee. This includes any on-campus business operations and door-to-door sales.

STUDENTS EXHIBITING SUICIDAL TENDENCIES OR BEHAVIORS

UVa-Wise is committed to providing a living-learning environment for all members of the campus community.

UVa-Wise annually provides training opportunities and resources to assist students, faculty, and staff, including residence life staff members, in identifying and addressing the immediate needs of students exhibiting suicidal tendencies and/or behaviors.

Any member of the campus community who believes that a student is exhibiting behavior detrimental to their welfare should contact the Center for Student Development at 276-376-1005 between the hours of 8:00 am to 5:00 pm Monday through Friday. Campus Police should be contacted after hours at 276-328-3756, or if it is an emergency, call 911. Those desiring training or resources should contact the Center for Student Development office on the lower level of Cantrell Hall by phone at 276-376-1005 or visit their webpage at www.uvawise.edu/student_dev.

To fulfill its function 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. No UVa-Wise student shall be penalized or expelled solely for exhibiting suicidal tendencies and/or behaviors or seeking mental health treatment for suicidal tendencies and/or behaviors.

College personnel, if the situation so deems, may take appropriate action in requiring treatment or mental health evaluation (campus or community) as a requirement for continued enrollment of a student who has exhibited suicidal tendencies and/or behaviors.

This policy will be distributed annually to the campus community through inclusion in the Faculty Handbook, Staff Handbook and Student Handbook.

Adopted by Senior Staff, May 16, 2007

TOBACCO PRODUCTS USE POLICY

The University of Virginia's College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff, and students. Smoking and/or the use of other tobacco products pose a significant health risk to both individual members and the campus community at large. All members of the UVa-Wise community, as well as visitors on campus for events, receptions, and classes, are responsible for abiding by the tobacco products policy outlined below.

The College prohibits any tobacco product use within all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and College-owned vehicles. Tobacco product use is also prohibited within 25 feet of the entrance to campus buildings, residence halls and the seating areas/stands of outdoor athletic facilities.

For the purposes of this policy, "tobacco product" is defined as any substance containing tobacco leaf including but not limited to: cigarettes, cigars, blunts, bidis, pipe tobacco, hookah tobacco, chewing tobacco, dipping tobacco, snuff, nicotine vapor products (e.g. electronic cigarettes), alternative nicotine products and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco product use" includes smoking, chewing, dipping, or any other use of tobacco products.

The policy does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco addiction.

Adopted by Senior Staff, July 2014

USE OF COPYRIGHTED MATERIALS

It is the policy of the College to respect the copyright protections given by federal law to owners of intellectual property, including books, journals, music, art, multi-media materials, digital materials and software ("Copyright-Protected Materials") It is against College policy for faculty, staff, or students to use College equipment, services, or facilities to access, use, copy, reproduce, distribute, or display Copyright-Protected Materials except as permitted under copyright law. Application of the legal principle of "fair use" or other exemptions under the Copyright Act (Title 17 U.S.C) which protect many teaching and learning activities; obtaining the permission of the copyright holder; or receiving a license to use Copyright-Protected Materials; are ways to address the federal copyright requirements. It is the individual responsibility of faculty, staff and students to comply with this policy in all College programs and activities and in use of all College equipment, services, or facilities. The College Library and Information Technology can provide copyright guidance and information resources.

Copyright-Protected Materials include software, library, and other technology and information resources provided through the College for use by faculty, staff, and students. Such materials must be used for teaching, education, and research activities consistent with the licenses that have been entered into by the College.

Special requirements apply to public performance of motion pictures and videos. Federal law grants copyright owners the exclusive right to perform motion pictures in any "place open to the public or at any place where a substantial number of persons outside a normal circle of a family and its social acquaintances is gathered." (United States Code, Title 17, Section 101). Students should be aware that dormitories, clubs, fraternities and sororities may also be "semipublic" places. Further information regarding the showing of videotapes can be obtained by contacting the Assistant Director of Student Activities in the Slep Center at 376-3430.

Under federal law, violations of copyright law may result in civil and criminal penalties, including imprisonment. The College regards violation of its copyright policy as a serious matter. Any such violation is without its consent and is subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant College services, resources, or property (including computing privileges) to dismissal or removal from the College as determined by applicable employment or student disciplinary policies. For other policies related to computer use, consult www.uvawise.edu/oit/SecureComputing/Policies.

WEAPONS & FIREARMS POLICY

The University of Virginia's College at Wise provides rules and regulations concerning the possession of weapons on college owned property and all facilities in an effort to provide a safe and secure learning and working environment for the students, faculty, staff and visitors in accordance with the **University of Virginia Policy: Regulation of Weapons, Fireworks and Explosives**, available at <https://policy.itc.virginia.edu/policy/policydisplay?id=SEC-030>.

Weapons are defined as, but not limited, to:

1. any gun, bow, crossbow or other weapon designed or intended to propel a missile or projectile of any kind, including any pistol, revolver, rifle, musket, long gun, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; or any object similar in appearance whether capable of being fired or not, in such manner as to reasonably induce fear in the mind of another.
2. any stun weapon, including any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person;
3. any knife, including but not limited to any dirk, bowie knife, switchblade knife, ballistic knife, machete, or razor except a pocket knife having a folding metal blade of less than three inches;
4. any slingshot, spring stick, metal knucks, or blackjack;
5. any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
6. any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
7. any frame, receiver, muffler, silencer, missile, projectile or ammunition designed for use with a dangerous weapon, including any cartridge, pellet, ball, missile or projectile adapted for use in a firearm;
8. any explosive substance or explosive device, if such substance or device is intended to be used as a weapon that causes but not limited to bodily harm of another person; any person who constructs, uses, places, sends, or causes to be sent any hoax explosive device so as to intentionally cause another person to believe that such device is a bomb or explosive.
9. any tear gas, mustard gas, phosgene gas or other noxious or nauseating gases or mixtures of chemicals designed to, and capable of, producing vile or injurious or nauseating odors or gases, if such gas or chemical is intended to be used as a weapon to cause bodily injury to another person(s).

No student, faculty, staff, visitor or affiliate shall carry, possess, maintain, or conceal (concealed handgun carry permits included) on any property owned by The University of Virginia's College at Wise.

SANCTIONS A student who violates this policy will be subject to disciplinary sanctions under the student judicial code, up to and including expulsion. An employee who violates this policy will be subject to disciplinary sanctions under misconduct policies of the

college, up to and including dismissal. An affiliate or visitor who violates this policy will be subject to removal from campus and being trespassed from all college-owned property and special events.

EMERGENCY PREPAREDNESS

The UVa-Wise Crisis Management Team is tasked with the planning as well as the external and internal communication for UVa-Wise in the event of a crisis or emergency situation. Emergency protocol information sheets are posted in campus buildings and residential facilities. For more information about UVa-Wise emergency response planning and preparedness, visit www.uvawise.edu/emergency.

CAMPUS NOTIFICATIONS

Please take a moment to familiarize yourself with these UVa-Wise campus notification methods. Be sure that you take any notification from Campus Police or College personnel seriously. Note that the notification systems are tested periodically with advance notice provided to the campus community.

- **UVa-Wise Emergency Siren** – The College has an emergency siren that will sound in the event of a campus emergency. Please listen to the siren and the following loudspeaker announcement from Campus Police.
- **UVa-Wise Electronic Mail** – College email is one of the first places to look for alert notifications and instructions on what to do in the event of an emergency.
- **UVa-Wise Emergency Alert System (phone/text message)** – This system allows for phone and/or text messages to registered numbers. Visit <http://home.uvawise.edu/alertsystem> to update your information.
- **UVa-Wise Web Site** – Emergency notifications and additional information will be posted on the UVa-Wise main web site at www.uvawise.edu.
- **UVa-Wise TV Channel 55** - Emergency notifications and additional information will be posted on the local UVa-Wise Comcast television channel.

NOTE: Your contact information will NOT be used for any other use than campus emergency notifications (dangerous situations, weather warning events, and text messages will include College closure notifications.

LOCKDOWN/SHELTER IN PLACE

In the event that the campus is in lockdown, no one is permitted to leave the campus. Do NOT go to your vehicle, do NOT leave buildings, do NOT go to class/meetings, etc.

Immediately seek shelter in the nearest secure location, lock and barricade doors, and stay behind solid objects away from the door and windows. Stay quiet and calm. Minimize noise that may draw attention to your location – turn off lights, computers and radios, and put cell phones on vibrate.

If you have knowledge of an incident or assailant, call 911 when it is safe and provide as much detailed information as possible, including location, description, etc.

Follow all directions of authorities; do not challenge law enforcement.

THREAT ASSESSMENT TEAM

UVa-Wise has a Threat Assessment Team to help preserve the safety and security of the campus community in collaboration with other College services and in accordance with requirements outlined in the Code of Virginia (23-9.2:10).

The mission of the Threat Assessment Team (TAT) is to assess and to intervene regarding any individual whose behavior may potentially pose a threat to self, others, or the campus community. The team will plan and respond to potential threats or any act of violence in an attempt to prevent a critical incident and to maintain the safety of those involved as well as the safety of the campus community.

All members of the UVa-Wise community are responsible for preventing violence and supporting the safety of our campus community. The Threat Assessment Team depends on the referrals of the community – students, faculty, staff, and visitors – to keep UVa-Wise a safe and enriching campus for all who live, study, and work here.

Faculty, staff, and students may contact any member of the Threat Assessment Team at any time to report observations of unusual behavior, regardless of whether or not a conduct or behavior violation has occurred. TAT contact information is available online at www.uvawise.edu/threat_team.

Always in the event of an emergency or immediate safety concerns, contact Campus Police at 276-328-COPS weekday business hours; 276-328-3756 after hours, non-emergency; or 911 for all emergencies.