# Table of Contents

Non-Discrimination Statement ................................................................. 7  
Role & Participation of Students in Institutional Decision Making ................................................................. 7  
Board of Visitors .................................................................................... 8  
Keep up with Communication ................................................................... 9  
Statement of Student Academic Freedom .................................................. 9  
Longwood University: Standing on its Values ............................................. 9  
  Community Diversity and Individual Integrity ............................................. 10  
Community Standards and Disciplinary Jurisdiction .................................... 10  
  Overview .................................................................................................. 10  
  Jurisdiction ............................................................................................... 11  
    Conduct Standards for Students, Groups, and Organizations .................... 11  
    Statement Regarding On- and Off-Campus Student Conduct ...................... 11  
    Personal Responsibility for Residence Hall Room and Other Spaces ............ 12  
    Cooperative Agreement: Town of Farmville and Longwood University ........ 12  
    International Studies Program Rules of Conduct ....................................... 13  
    Statement Regarding the Intolerance of Bias Incidents at Longwood University ........ 13  
Hearing Bodies ......................................................................................... 14  
  Overview .................................................................................................. 14  
  Referral of Cases Involving Failure to Comply with Sanctions .......... 16  
  Definitions ............................................................................................... 16  
Procedures for Conduct Board and Honor Board ........................................ 17  
  Filing of Disciplinary Charges and Notification of Hearing ........ 17  
  Hearing Procedures ................................................................................ 19  
  Confidentiality ....................................................................................... 21  
  Postponement of Hearings ................................................................. 22  
The Rights of Students as Applied to Disciplinary Hearings ......................... 22  
Appeal Process ....................................................................................... 24  
Code of Conduct Standards and Regulations .............................................. 25  
  EXPULSION or DISCIPLINARY SUSPENSION .............................................. 25  
  DISCIPLINARY SUSPENSION ................................................................. 26  
  DISCIPLINARY PROBATION ................................................................. 27  
  ADMONITION ....................................................................................... 30  
The Longwood University Honor System .................................................... 32  
  Overview .................................................................................................. 32  
  The Twelve Points of Honor ...................................................................... 32  
  The Honor Pledge .................................................................................. 34  
  The Academic Pledge ............................................................................ 34  
  The Honor Creed .................................................................................. 34  
  Honor Code of Conduct Standards and Regulations ........................................ 34  
Sanctions for Conduct and Honor Violations ............................................... 37  
The Longwood University Greek Conduct System ....................................... 39  
  Overview .................................................................................................. 39  
  Greek Code of Conduct Standards and Regulations ......................................... 40  
  Fraternity Insurance Purchasing Group, Inc. (FIPG) Summary of Guidelines ................................................................. 40  
    Alcohol and Drugs ............................................................................... 40  
    Hazing ................................................................................................. 41  
  Greek Conduct Sanctions ........................................................................ 41  
Student Access to Disciplinary Records, Disclosure and Parental Notification ................................................................. 43
Disciplinary Records Retention Policy .......................................................... 43
Academic and Student Life Policies .................................................................. 45
  Acceptable Use of Technology Policy ......................................................... 45
    Maintenance of Student Computers/Network Security Violations ............. 47
Advertising Policy ....................................................................................... 47
Alcohol and Other Drug Policies, Procedures, and Information ..................... 48
  Introduction ............................................................................................... 48
I. Federal, State and Local Laws ................................................................. 49
II. Longwood Alcohol and Other Drug Policies ......................................... 50
III. Location ................................................................................................ 51
IV. Minimum Sanctions for Alcohol and Other Drug Violations ................. 52
    Sanctions for Alcohol Violations ............................................................ 53
    Sanctions for Possession, Distribution, or Use of Illegal Drugs and/or Paraphernalia 53
V. Longwood’s Alcohol and Drug Education Programs .................................. 54
VI. Event Planning on Campus Involving Alcohol ........................................ 54
    Approval Process for Events Involving Alcohol ...................................... 55
    Registration of Events/Functions with University-Authorized Vendors .... 56
    Guest List Guidelines and Expectations at Events/Functions Involving Alcohol 56
    Event/Function Management Procedures for Events Involving Alcohol ...... 57
    Managing Alcoholic Beverages and Restrictions ..................................... 57
    Non-alcoholic Beverages and Food ......................................................... 58
    Security at Events Involving Alcohol ..................................................... 58
    Promotion of Events Involving Alcohol ................................................... 58
Anti-Hazing Policy ....................................................................................... 59
Athletic Event Conduct Policy ....................................................................... 62
Bicycle, Skateboard, In-Line Skates, and Scooter Policy ............................... 63
Billing and Fee Payment ............................................................................. 64
  Managing the Student Account ................................................................. 64
  EBills ......................................................................................................... 65
  Payment Methods ..................................................................................... 65
  Student financial responsibilities .............................................................. 65
  Past due accounts ..................................................................................... 66
Campus Recreation Events .......................................................................... 67
Digital Millennium Copyright Act—Copyright Infringement ......................... 67
Longwood Dining Services Policies ............................................................ 68
Access for Students with Disabilities .......................................................... 69
Non-Discrimination and Reasonable Accommodation on the basis of Disability 69
Americans with Disabilities Act Grievance Procedure .................................. 71
Freedom of Expression Policy ................................................................... 73
Disruptive Behavior Policy ....................................................................... 75
Event Planning on Campus ....................................................................... 77
  Facilities Reservations .......................................................................... 77
    All Facilities (with the Exception of Lankford Union) ............................ 77
    Lankford Student Union ....................................................................... 78
    Additional Expectations and Guidelines for All Events in the Student Union 79
Funding For Events ................................................................................... 80
Additional Planning Guidelines ................................................................... 80
Activities during the Week Prior to Exams .................................................. 80
Facilities Management Department ........................................................... 81
The Longwood University Student Handbook contains information for students about available services, administrative policies and procedures, academic regulations, conduct standards and regulations, and governance structure. The goal in producing the Handbook is to help students take advantage of opportunities at Longwood University.

This handbook is effective for the 2013 - 2014 academic year, beginning August 15, 2013. Changes may be made in this Student Handbook whenever necessary, and shall be effective as of the date on which they are formally adopted, or on the date specified in the change. If major changes are made to the handbook, students will be alerted via email.

All students, including but not limited to undergraduate and graduate students, visiting students, online students, international students, study abroad students, English as a second language students and those attending summer school and special programs, are bound by the policies, procedures, and academic regulations contained herein.

Non-Discrimination Statement

Longwood University, an agency of the Commonwealth of Virginia, is an equal opportunity institution of higher learning. Longwood promotes equal opportunity for all prospective and current students and employees. Longwood University will not discriminate against any individual on the basis of race, color, religion, national origin, political affiliation, sex, sexual orientation, veteran status, age or disability status, except in relation to employment where a bona fide occupational qualification exists. Anyone with questions concerning access or accommodations should contact the Office of Disability Resources at 434.395.2391 (V); 800.828.1120 (TT Relay).

Role & Participation of Students in Institutional Decision Making

At Longwood University, students are encouraged to participate in decision-making. Students have much to offer and their participation enhances the University and allows students the opportunity to develop leadership skills. Students can participate in the decision-making process at the highest levels through involvement in the Student Government Association which strives to "achieve and maintain appropriate representation on all college, administrative and faculty bodies and committees that make decisions affecting the student body of Longwood University." (Article 1, Section 2 of the Student Government Constitution). The mission statement of the Student Government Association also provides that the Student Government Association (SGA) should "serve as the official voice of the student body through which student opinion may be expressed to the administration of Longwood University." For more information, please visit the Student Government web site at: http://lancer.longwood.edu/org/sga/
Board of Visitors

Longwood University Board of Visitors was established by action of the General Assembly in 1964 (House Bill 435). Since the University, including all land, buildings, and property, belongs to the Commonwealth of Virginia, the Board was authorized to oversee the operations of the institution on behalf of the State.

The Board of Visitors consists of thirteen members appointed by the Governor and approved by the General Assembly. Board members serve a term of four years without compensation. They can be reappointed for one additional four-year term. Board members generally represent various geographical areas of the Commonwealth and hold professional, managerial, and leadership positions in their respective communities. The terms of approximately one-fourth of the Board expire each year. For purposes of communication, a Faculty Representative, the President of the Alumni Association and the Student Government President sit with the Board.

The bylaws of the Board of Visitors call for four meetings a year. These meetings usually are held in the months of June, September, December and March, pending schedule arrangements of all concerned. Special meetings are held at other times as needed. Board officers include a Rector, Vice-Rector, and Secretary, and are elected by Board membership. Several committees have been established by the Board, including the Academic and Student Affairs Committees. In addition, the Board is represented on various other committees of the University throughout the year.

The Board of Visitors of Longwood is the policy-making body for the University. It appoints the President and approves appointments of all administrative and faculty members, sets tuition and fees and other necessary charges, and confers degrees.

The Board delegates to the President the responsibilities for the day-to-day operation of the University, within the policies established by the Board. Various components of the Longwood community also share in administering these responsibilities.

The Board recognizes the importance of communication and has established a policy of communication both to and from the many constituencies of Longwood University. Due to the statewide geographic spread of the Board members’ residences, their attendance on the campus and at campus events is somewhat limited. For this reason, and in order to facilitate communication to and from the Board, they have designated the President’s Office as the official channel for contacts with the Board of Visitors. Only when the proper channels have been utilized can the Board members react to the requests effectively and in the best interests of Longwood University.

For more information about Longwood University’s Board of Visitors, please visit www.longwood.edu/president/4565.htm.
Keep up with Communication

Longwood University uses student live.longwood.edu email addresses as the official means of communication with students. Important information such as campus crime alerts, billing, housing, etc. are sent to students through the University email system. All students are expected to use the Longwood University email system so they are aware of important information. When classes are in session all students are responsible for checking their live.longwood.edu email address and their postal mail on a daily basis. Continuing students are responsible for checking their live.longwood.edu email address on a regular basis during semester breaks.

All students are required to update their cell phone number(s) or contact numbers once each academic semester or when the number changes.

Statement of Student Academic Freedom

Longwood University endorses the principle of academic freedom, believing it essential to the development of citizen leaders for the common good. Since the search for truth requires the free exchange of ideas, the University protects the right of students to engage in unhampered academic inquiry and exposition. (Passed by the Board of Visitors, December 2002)

Intellectual Property of Students

The right of faculty, students, visiting faculty and staff to write and produce intellectual properties subject to copyright or patent, and to copyright or patent those properties and to receive royalties resulting from their use has long been recognized. The University encourages these activities.

While students ordinarily retain rights relating the publication and distribution of work they develop; faculty and the University shall have the right to make use of works prepared by students within the bounds of normal academic practice and fair use, including use for such things as ensuring academic honesty.

The full policy on Intellectual Property (University Policy 2110) is available at this link: http://www.longwood.edu/policies/2110.htm.
Longwood University: Standing on its Values:

Community Diversity and Individual Integrity

Longwood believes in the development of each individual as an integral part of a vastly diverse community. Members of the Longwood community embody a sense of self-esteem, responsibility, and integrity. The result is Longwood’s tradition of care, human kindness, and common courtesy. Longwood students learn from each other by presenting and sharing ideas, opinions, and beliefs. The students of Longwood work toward the appreciation of the values of Freedom, Rights, and Responsibilities for themselves, as well as for others. They strive to face their feelings and attitudes and accept them as their own, while respecting others’ differences with dignity and integrity. Longwood considers the values of individual diversity and uniqueness to be fundamental in fostering awareness and campus unity. (Composed by Longwood Students)

Community Standards and Disciplinary Jurisdiction

Overview

The Longwood University Community requires a system of order supportive of its programs and educational process. All students are expected to cooperate with the faculty, staff and student body of the University in pursuit of common educational goals. Behavior which impedes the educational goals of other students or interferes with the general operation of the University in carrying out its Mission is prohibited. Disciplinary regulations of the University are published in this Handbook in order to give students general notice of prohibited conduct.

The Longwood Disciplinary System consists of the Student Conduct and Honor System, and is administered by the Vice President for Student Affairs and Office of Student Conduct and Integrity. Longwood University has a long historic tradition of a student administered Honor Code and Student Conduct process. It is student involvement that forms the foundation for our community-based standards.

In harmony with the mission of Longwood University and basic to the University Disciplinary System is the concept of an educational disciplinary process. Accordingly, the Disciplinary System guarantees due process rights of students as defined in this Handbook, but does not necessarily reflect the philosophy, structure, or procedures of civil or criminal Courts of Law. The goal, where possible, is to allow a student found responsible for a violation the opportunity to reflect on his/her behavior and its impact on the community, and redirect his/her behavior in
the future. When appropriate, discipline will include educational assignments, community service, or reflection to serve as a learning experience for the student.

Areas covered in this and remaining sections include: the application of conduct standards to students, groups, and organizations; the University’s scope of authority; sanctions specific to the illegal and/or abusive use of alcohol and drugs; and the Student Conduct and Honor Systems. Questions, comments, and concerns are welcomed by the Vice President for Student Affairs, the Director of the Office of Student Conduct and Integrity, the Student Government Association President, and the Chairs of the Boards.

---

Jurisdiction

Conduct Standards for Students, Groups, and Organizations

Students, groups, and organizations are responsible for complying with all aspects of the Code of Conduct Standards and Regulations described herein, and will be subject to the applicable range of disciplinary sanctions in the event of violations. Greek communities, in addition to the general Longwood conduct and community standards, must also observe and abide by a special set of regulations and sanctions specific to fraternity and sorority life.

Statement Regarding On and Off-Campus Student Conduct

Students are defined as persons who have matriculated to Longwood University; they are expected to conduct themselves in a manner that supports the educational mission and function of this institution. Students have the responsibility to familiarize themselves and comply with Longwood’s Code of Conduct Standards and Regulations.

Students are also expected to comply with all federal, state, and local laws. Criminal activity by a student, whether it takes place on or off campus, may be cause for disciplinary action if such activity impedes or affects the learning climate or normal operation of the University. This principle also applies to other forms of off-campus conduct or behavior, especially in areas contiguous to the University, which would have an adverse effect on the institution or its educational effort.

Criminal activity is defined as personal behavior that violates the Criminal Code of Virginia.

Unacceptable behavior is behavior that would violate the Longwood Student Handbook or other student conduct policies. Off campus is outside the physical boundaries of the Longwood campus.
Personal Responsibility for Residence Hall Room and Other Spaces

Students are responsible for ensuring that the condition of and activities occurring within their assigned residence hall rooms are in compliance with all conduct standards and other expectations outlined in both the Student Handbook and the Longwood Housing Contract. Residents will be held accountable for any disciplinary infractions occurring within the confines of their designated living space, regardless of whether or not they were present at the time of the incident, if it can be established that their action(s), or lack thereof, contributed directly or indirectly to the violation. This responsibility also applies to other areas that include, but are not limited to, adjacent living spaces, shared room/floor spaces, lounges, residence hall entrances, and the residence hall community in general. Students should, therefore, use common sense and remember to lock their doors in order to prevent unwanted, prohibited or illegal intrusions, visitors, events or incidents; avoid giving their personal room key to others; avoid allowing anyone who should not be in the residence hall to enter; report all suspicious activities and/or security liabilities such as lost keys, propped doors, broken windows, etc.; and ensure that guests/visitors understand and abide by all Longwood conduct standards, policies, and regulations outlined in the Student Handbook.

Cooperative Agreement: Town of Farmville and Longwood University

Longwood and the Town of Farmville work together when there are student conduct situations relevant to students living off campus and to conduct situations occurring off campus. Longwood will assist with those matters that relate to student violations of: 1) Longwood’s Conduct or Honor Standards, 2) local, state, and federal laws, and/or 3) actions that have an adverse effect on the University or its educational mission. The Director of the Office of Student Conduct and Integrity will review documented incidents involving students that have occurred off campus on a case-by-case basis. If it is possible for the University to handle the matter given jurisdictional limitation, the following actions may be taken:

1. The Dean of Students or designated representative may schedule a meeting with the student(s) involved in the alleged incident to gather information and determine if there is cause for further campus action. If the situation does not warrant a disciplinary hearing, then this meeting will serve as a record of resolution.

2. Situations may be referred to one of Longwood’s Disciplinary Boards for resolution and sanction if responsibility is established. Records of off campus violations will be maintained by Longwood University.

Examples of Longwood Conduct Standards Applicable to Off Campus:

- Illegal Possession/Use of Weapons or Explosives
• Possession/Distribution of Drugs
• Possession of Drug Paraphernalia
• Sexual Misconduct
• Hazing
• Noise
• Alcohol (State Laws and/or Longwood Policies)
• Violence to Persons or Attempted Violence/Abuse to Persons
• Property (Damaging, Vandalizing, or Tampering)
• Obscene or Indecent Behavior
• Physical Well-Being
• Littering
• Student Rights and Privileges (interfering with another student’s rights as outlined in the Handbook)
• Stealing
• Lying
• Possessing/Using a False Identification
• Other Conduct Standards if applicable

International Studies Program Rules of Conduct

As representatives of the Longwood community, Longwood students participating in Longwood-sponsored study abroad programs are expected to follow proper rules of personal conduct while away from campus. While abroad, students are expected to abide by the Longwood Codes of Conduct Standards and Regulations, including the policies governing use of alcohol and drugs as outlined in the Longwood Alcohol and Other Drug Policies, Procedures and Information. Students must become familiar with cultural differences and appropriate standards of conduct within different cultures. To help accomplish this, students accepted into study-abroad programs must attend orientation sessions provided by International Affairs staff. These sessions are held each semester. Students must realize that the laws and rules of conduct of the country in which they study and/or travel bind them. On-site resident directors and administrators of Longwood’s study abroad programs will report any evidence of misconduct to the International Affairs Office at the University so that appropriate action may be taken, including recall from the program.

Statement Regarding the Intolerance of Bias Incidents at Longwood University

Longwood University seeks to foster a safe environment conducive to learning and the free exchange of ideas. In accordance with all the policies residing under the Conduct Code of
Conduct Standards and Regulations and the Honor Code of Conduct Standards and Regulations, any offense motivated by bias will not be tolerated. An offense motivated by bias is any offense wherein the accused intentionally selects a target based on political affiliation, sexual orientation, gender, age, marital status, or inclusion in any group protected by law. (Approved by the Board of Visitors December 2001)

**Hearing Bodies**

The disciplinary system is comprised of five hearing bodies that adhere to established guidelines for filing charges, processing cases, resolving appeals and observing the due process rights of students, groups, and organizations.

**Overview**

There are five different hearing bodies available to process alleged violations of the Conduct Standards and Regulations involving individual students: Residence Education Coordinator, Administrative Hearing Officer, Conduct Board, Honor Board, and University Disciplinary Board. (Note: Except for the Conduct Board, any of the above hearing bodies may also process Honor Code violations if circumstances warrant that a referral to the Honor Board would not be appropriate or possible.)

**Residence Education Coordinator**

The Residence Education Coordinator (REC) is the administrator responsible for overseeing all functions of a Longwood residence hall. Whenever possible, the REC processes disciplinary hearings stemming from alleged incidents occurring in or involving residents of his/her building, and has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood’s Drug and Alcohol Education Programs, alcohol/substance abuse risk assessment, admonition, or disciplinary probation. The Director of the Office of Student Conduct and Integrity has final approval authority for the sanction of disciplinary probation.

**Administrative Hearing Officer**

The Administrative Hearing Officer is a designee who hears cases where special circumstances are related to the individuals involved, the nature of the incident, or where the needs of the University warrant referral to this particular venue. The Administrative Hearing Officer has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood’s Alcohol/Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or expulsion. Students referred to an Administrative Hearing Officer agree to have their cases heard by this designated Longwood official. In cases of failure to complete a sanction (Conduct Charge 27a and Honor Charge, Section 3, A), the case will automatically be assigned to an Administrative Hearing.
Conduct Board

The Conduct Board is comprised of students elected by the student body through Student Government Association procedures, and hears cases that range from simple to very serious infractions of the Longwood Code of Conduct Standards and Regulations. This Board has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood’s Alcohol and Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or expulsion. The Director of the Office of Student Conduct and Integrity has final approval authority over the decisions of this Board. The advisors to the Conduct Board are appointed by the Director of the Office of Student Conduct and Integrity and the Conduct Board, subject to the approval of the Vice President for Student Affairs.

Honor Board

The Honor Board is comprised of students elected by the student body through Student Government Association procedures, and hears cases involving violations of the Honor Code and, if charges are filed concomitantly, the Conduct Code of Conduct Standards and Regulations. This Board has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood’s Alcohol and Drug Education Programs, alcohol/substance abuse risk assessment, admonition, disciplinary probation, suspension, or expulsion. The Director of the Office of Student Conduct and Integrity has final approval authority over the decisions of this Board. The advisor(s) to the Honor Board will be selected from the faculty by current members of the Honor Board, subject to the approval of the Vice President for Student Affairs.

University Disciplinary Board

The University Disciplinary Board is chaired by the Dean of Students or a designee and consists of two students (from a pool appointed by the Student Government Association), two faculty members (from a pool appointed by the Faculty Senate Executive Committee), and two administrative staff members (from a pool appointed by the Vice President for Student Affairs). All Board members are appointed annually and serve from October 1 - September 30. The University Disciplinary Board resolves allegations of the most serious and/or confidential nature, and has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, Longwood’s Alcohol and Drug Education Programs, alcohol and substance abuse risk assessment, admonition, disciplinary probation, suspension, or expulsion.

Special Sub-Panel of the University Disciplinary Board is formed for alleged violations of Sexual Misconduct. Given the nature and circumstances surrounding sexual misconduct, the adjudication procedures allow complainants and respondents to express a preference as to which hearing body, the University Disciplinary Board or a special sub-panel drawn from the University Disciplinary Board membership, should resolve the matter. The sub-panel, which is
chaired by a designee, consists of three voting members: one faculty member, one staff member, and one student. This panel is authorized to issue the full range of University Disciplinary Board sanctions listed above.

**Academic Integrity Appeals Committee**

The Academic Integrity Appeals Committee consists of the Vice President for Student Affairs (who serves as chair), one faculty member (from a pool appointed by the Faculty Senate Executive Committee), and one student (from a pool appointed by the Student Government Association). The annual term of service for the faculty and student members is October 1 - September 30. This three-person committee is responsible for reviewing and deciding on appeals stemming from academic cheating and plagiarism cases only.

---

**Referral of Cases Involving Failure to Comply with Sanctions**

Individual students, groups, organizations, and fraternity/sororities failing to complete or meet fully the requirements of an assigned sanction by a hearing body will be charged with non-compliance and referred to an Administrative Hearing Officer for a disciplinary hearing.

---

**Definitions**

For clarification, the terms associated with the Longwood student disciplinary system are defined below:

**Charge:** A specific conduct or honor violation.

**Complainant:** Individual responsible for filing the initial complaint and/or charges.

**Due Process:** Administrative procedures, as outlined in this handbook, intended to provide for fundamental fairness when dealing with disciplinary issues.

**Hearing:** A proceeding held to determine whether a student is responsible for an alleged violation of the conduct standards. A hearing may consist of one or more students charged with alleged infractions, and is processed by a hearing officer or a board.

**Respondent:** The student accused of an alleged violation.
Procedures for Conduct Board and Honor Board

Filing of Disciplinary Charges and Notification of Hearing

Any person alleging that a student has violated a Longwood policy, conduct standard, or regulation may file a complaint by completing a "Form to File Conduct and/or Honor Charges." These forms are available from the Office of Student Conduct and Integrity. This form is also available online at: http://www.longwood.edu/studentconduct/12706.htm.

Resident students are strongly encouraged to consult with their Residence Education Coordinator prior to filing charges. Any person with questions regarding procedures for filing complaints may contact the Office of Student Conduct and Integrity.

1. The University will not, in the absence of extraordinary circumstances, allow a complaint to go forward where the incident or incidents complained about occurred more than 30 working days prior to the date of the filing of the complaint. If the complaint is one of sexual misconduct, charges may be filed within 180 days of the incident. The University reserves the right, in its sole discretion, to make exceptions where violations are of a criminal nature, or where there is harm or threat of harm to a person or persons.

2. Any person alleging that a student has violated a Longwood policy, conduct standard, or regulation will present relevant details of the alleged violation (e.g., "Form to File Charges") to the Director of the Office of Student Conduct and Integrity.

3. The Director of the Office of Student Conduct and Integrity will review the charges to determine: the authenticity of the allegation(s); whether or not there are grounds for a formal charge and the initiation of disciplinary proceedings, and to which hearing body the case should be referred.

The referral of a case to a particular hearing body is a discretionary process based on:

   a. The nature of the case;
   
   b. The jurisdiction of the hearing bodies;
   
   c. The location of the alleged incident;
   
   d. The prior record of the respondent;
   
   e. The possible conflict of interest between a hearing body member and the respondent, and;
   
   f. The need for timely disposition of cases.
In instances where both the Honor Code and Conduct Code are allegedly violated, the Honor Board generally will hear the case.

4. Should the Director of the Office of Student Conduct and Integrity, based on these criteria, choose to refer the case to an Administrative Hearing Officer, the accused student must agree to this referral. Should the accused student not agree to the Administrative Hearing, the case will be referred to a Hearing Board. One exception to this is for failure to complete an assigned sanction. These cases will be referred to an Administrative Hearing Officer at the discretion of the institution.

5. If the review produces sufficient cause to believe that grounds for a hearing exist, the student will be notified by email to:
   a. Inform him/her of the specific charge(s) and of his/her rights as a student;
   b. Issue an invitation to meet with the Director of the Office of Student Conduct and Integrity to discuss the Conduct Standards and Regulations and the procedures involved in planning and presenting a case to a hearing body and;
   c. Inform him/her of the date, time, and location of the Hearing.

6. Once it is determined that grounds for a hearing exist, the hearing must be held. With the exception of sexual misconduct cases, charges may not be withdrawn or dropped after a hearing has been scheduled.

7. Proper notification shall consist of email to the student’s live.longwood.edu address on file with the University. Failure to read one’s email does not void the fact that the notice was delivered. This shall apply to all notifications of disciplinary hearings and decisions.

8. All disciplinary hearings will be closed to the public unless both parties (the respondent and the complainant) agree in writing, no less than 24 hours in advance, that their hearing will be open.

9. For students charged with conduct violations carrying minimum recommended sanctions of suspension or expulsion, withdrawal from the University prior to the formal disciplinary hearing will result in a disciplinary suspension until such time as the student may return to the University. Students leaving the University under these conditions will have a permanently active disciplinary file until they return to the University. Upon return to the University, a hearing will be held to resolve the outstanding disciplinary charges. This does not apply to withdrawals resulting from academic suspension/dismissal or a special medical condition.

10. The Office of Student Conduct and Integrity will inform complainant’s witnesses; and respondent’s witnesses upon request; of the date, time, and location of a scheduled
hearing. Witnesses are strongly encouraged to attend a hearing. However, the Office of Student Conduct and Integrity has no authority to require attendance; thus it is the responsibility of the complainant and respondent to communicate with and ensure attendance of witnesses.

---

**Hearing Procedures**

Note that hearings on charges of sexual misconduct use different procedures. These procedures may be found in the section on the [Sexual Misconduct Policy](#).

1. A disciplinary hearing generally will proceed in the following manner:
   
   a. The Hearing Board and/or Officer and all participants are introduced.
   
   b. Participants state any questions they have concerning rights or procedures.
   
   c. The statement of charges is presented.
   
   d. The respondent enters a plea of Responsible, Not Responsible, or No Plea.
   
   e. Information is presented.
   
   f. The Board Chair or Hearing Officer coordinates a dialogue between the respondent, complainant, any witnesses, and Board members, allowing all parties to raise their questions in the interest of having them answered and to attain clarity in all statements and information provided for the Board's deliberation.
   
   g. The complainant may present concluding remarks.
   
   h. The respondent may present concluding remarks.
   
   i. All persons are excused from the hearing room except the Hearing Board Members or Officer and/or the Director of the Office of Student Conduct and Integrity, the Student Rights Advisor, and the Vice President for Student Affairs or designee, so that the Hearing Board or Officer may deliberate.
   
   j. The Hearing Board or Officer considers information introduced in the hearing and deliberates in executive session until a decision of Responsible or Not Responsible is made.
k. Deliberations concerning sanctions take place in executive session without the presence of the respondent. If desired, the Board Chair or Hearing Officer may choose to recall the respondent to discuss possible sanctions.

2. Strict rules of evidence and procedure do not apply to disciplinary hearings. The Board Chair or Hearing Officer may allow minor changes in procedure that do not significantly detract from the respondent’s fundamental due process rights.

3. The Board Chair or Hearing Officer shall have the right to limit the length of statements from any witness or participant in the hearing if it appears to be irrelevant or cumulative and does not contribute to the fair and efficient hearing of the case being considered. However, the Board Chair or Hearing Officer must allow for a full and complete argument by the respondent and will not hasten the proceedings simply to expedite them.

4. If the Board Chair or Hearing Officer determines that any person is disrupting the hearing, the Board Chair or Hearing Officer may remove the person, recess, or reschedule the hearing.

5. The decision is based on a "preponderance of evidence" standard of proof and is decided by a simple majority vote. The complainant bears the burden of proof and meets the threshold necessary when a preponderance of the facts, statements, and evidence presented in the hearing demonstrate that the respondent is responsible for the offense as charged.

6. Any official prior disciplinary record of the respondent will be used in assigning sanctions.

7. If a respondent or complainant fails to appear at a hearing after being properly notified, the hearing officer or board shall hear the case on the basis of the available evidence.

8. Closing statements shall be specific to the incident under consideration.

9. Witnesses who appear during the testimony phase of the hearing must have knowledge relating to at least one of the charges.

10. Witnesses may be called by the Hearing Board, Officer, or parties involved.

11. The respondent and the complainant may question each other and all witnesses.

12. If the complainant or witnesses are no longer members of the Longwood community, written documentation may be presented on the complainant’s or witness(es)’ behalf.

13. If the respondent has not furnished the University with a current address, as required, the University will have fully discharged its responsibility by sending notification to the student's last address on file.
14. The rendered sanction is in effect as of the date identified on the Director of the Office of Student Conduct and Integrity sanction letter, or until an appeal is granted.

15. All disciplinary hearings will be closed to the public unless both parties (the respondent and the complainant) agree in writing, no less than 24 hours in advance, that their hearing will be open.

16. In a closed hearing, a person must have a specific role in order to partake in the proceedings and should be prepared to identify that role at the beginning of the hearing. The permissible roles are: the complainant; the respondent; an advisor; witness(es); the Board members (or Hearing Officer), including the non-voting chair; observers affiliated with the complainant or respondent; and those persons identified within the Longwood community as having an educational need to know. The Board Chair has the discretion to allow or limit observers.

17. All participants are bound by the rules of confidentiality.

18. Sitting members of the Honor or Conduct Boards may not serve as personal advisors for Respondents.

---

**Confidentiality**

1. Student disciplinary cases are part of the official educational record of the student and, hence, are confidential except as otherwise permitted by law. Examples include release of directory information and notification of victims of crimes of violence (such as crimes of sexual assault, or involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).

2. Except in situations as described in paragraph 1, complainants are not allowed to be present when the Hearing Board or Officer's findings and recommendations to the Director of the Office of Student Conduct and Integrity are read during the final phase of the hearing. Respondents may sign a release allowing complainants to be present to hear the findings and recommendations.

3. Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to cases involving academic violations will be informed of the outcome in writing.

4. When appropriate, other members of the Longwood community directly affected by the decision and/or sanction may also be informed of the final outcome.
This information may also be given to those persons essential for insuring compliance with the sanctions.

For further information, please see the section on Student Access to Disciplinary Records, Disclosure, and Parental Notification.

---

**Postponement of Hearings**

A respondent may request one postponement of a hearing by contacting the Director of the Office of Student Conduct and Integrity at least 48 hours prior to the scheduled hearing. Postponement will be allowed only under the following conditions:

a. The respondent has a class conflict;

b. The respondent is unable to produce necessary witnesses on his/her behalf on the scheduled date of the hearing;

c. The respondent has a family emergency;

d. The respondent is too ill to attend the hearing;

e. The advisor to the respondent is unable to attend because of illness, emergency, or legal court appearance; or

f. The respondent cannot attend because of a religious holiday.

The Director of the Office of Student Conduct and Integrity may require written verification of the reason claimed from the Office of the Registrar, affected witness(es) or advisor, family member(s), or Student Health Services, as appropriate.

---

**The Rights of Students as Applied to Disciplinary Hearings**

1. No disciplinary sanctions may be imposed upon any student under the authority of the University without a hearing provided by the appropriate hearing body or officer.

2. A student is presumed to be Not Responsible until proven otherwise.

3. The burden of proof shall rest on the complainant.

4. Each student has a right to a timely hearing. However, due to the nature of the academic year, if the incident occurs within the days before a closing, or if the appropriate hearing
body cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.

5. The respondent shall receive notification of the charges; the specific rule or policy violated; and the time, date, and place of the scheduled hearing at least 72 hours prior to the hearing (except when the respondent obtains a postponement of the hearing, following the procedures indicated under "Postponement of Hearings"). However, due to the nature of the academic year, if an incident involving a graduating senior occurs within the days before finals and/or closing, the case will be heard as soon as a hearing can be scheduled.

6. The respondent shall have access to an official record of the charges for the purpose of preparing a defense. Students who desire to see their disciplinary files must allow at least 24 hours notification.

7. The complainant and the respondent may, with just cause, challenge a Hearing Officer or Board member’s ability to be fair and impartial in adjudicating the case. The Board Chair and/or Director of the Office of Student Conduct and Integrity will consider the information presented to determine whether the person challenged may participate.

8. The complainant and the respondent are allowed one advisor each, provided those persons are willing to assist and advise the students. Advisors may be selected from the University community. This right shall extend to all disciplinary proceedings. The advisor may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the advisor cannot question witnesses or make statements during the hearing to the Hearing Board or Officer.

9. The respondent may refrain from providing a statement or answering questions. However, the hearing board or officer, in determining student responsibility, may consider such silence, along with all other evidence in record, to determine responsibility or non-responsibility and/or appropriate sanctions.

10. A student may be advised by an attorney if the Director of the Office of Student Conduct and Integrity is notified at least 48 hours before the hearing. An attorney may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the attorney cannot examine the witnesses or make statements during the hearing to the Hearing Board or Officer. The Hearing Board or Officer and the complainant will be notified about the intended presence of an attorney.

11. The respondent shall receive notification in writing of the decision within ten (10) working days of the hearing, provided that the student has informed the University of his/her current address and there are no unforeseen events or circumstances that interfere with the preparation or delivery of this correspondence.
12. The respondent shall have the option to select not to contest the allegations in the "Form to File Charges." This shall be called the "Responsible Plea Option." In such an instance, the student shall sign a waiver form provided by the Hearing Board or Officer. In cases where a waiver has been elected, the Hearing Board or Officer will forego the testimony stage of the hearing and allow the respondent and complainant to give a final statement. The Hearing Board or Officer will recommend an appropriate sanction to the Director of the Office of Student Conduct and Integrity.

Appeal Process

A request for appeal, should the respondent wish to make one, must be accompanied by a "Request for Appeal Form."

1. For cases heard by an Administrative Hearing Officer, the Conduct Board, Honor Board, and the Longwood University Disciplinary Board, the appeal is processed by the Vice President for Student Affairs.

2. For all Honor-related disciplinary hearings involving academic cheating and plagiarism only, appeals of case decisions will be heard by the Academic Integrity Appeals Committee: a special three-person board consisting of the Vice President for Student Affairs, one faculty member (from a pool appointed by the Faculty Senate Executive Committee) and one student (from a pool appointed by the Student Government Association). At the discretion of the Vice-President for Student Affairs, the chair of the original hearing may also be permitted to attend the appeal review and provide commentary and/or clarification regarding the case.

3. The Vice President for Student Affairs serves as the appeals officer for all other Conduct Code violations.

4. Appeals stemming from hearings adjudicated by a Residence Education Coordinator are reviewed by the Director of the Office of Student Conduct and Integrity or his/her designee.

5. All appeals must be submitted to the designated appeals officer within five working days of the date of the letter of sanction sent to the respondent unless, given the nature and timing of the case, the Hearing Board or Officer specifies an alternative deadline. Respondents have the right to one appeal request.

6. Appeals are submitted in writing and are not a "re-hearing" of the case. Appeals must address one or more of the following issues:

   a. Due process as defined in this handbook was violated;
b. Additional information has become available on behalf of the respondent that was not available at the time of the hearing; and/or

c. The sanction was excessive or disproportionate to the violation.

7. Respondents may contact the Director of the Office of Student Conduct and Integrity for information about the procedures for filing an appeal and/or to obtain a "Request for Appeal Form" or go online to the Office of Student Conduct and Integrity website at http://www.longwood.edu/studentconduct/12706.htm.

8. Tape recordings of hearings shall be the sole property of Longwood University and are not considered part of a student’s disciplinary file. Respondents may listen to the recordings in the Office of Student Conduct and Integrity for appeal purposes only. Information contained in hearing records is considered confidential and may be used only by the Respondent and those parties directly involved with the appeal process. Use of this information is further restricted to the preparation of the appeal, and may not be released to any person(s) not directly involved with the appeal process. Tape recordings shall be stored by the Office of Student Conduct and Integrity for the five (5) day period allowed to file an appeal or until the appeal process is completed, whichever comes first.

---

**Code of Conduct Standards and Regulations**

**EXPULSION or DISCIPLINARY SUSPENSION.**

Students found responsible for violating the following should receive a minimum sanction of expulsion or disciplinary suspension.

1. **Use of Weapons:**

   a. Using or threatening to use a weapon or any object as a weapon, except as required for classroom instruction.

2. **Distribution of Drugs** (see [Alcohol and Other Drug Policies, Procedures, and Information](http://www.longwood.edu/studentconduct/12706.htm)):

   a. Distribution of an illegal drug or possession of an illegal drug with the intent to distribute as defined by the Drug Control Act of the Commonwealth of Virginia.

3. **Sexual Misconduct** (see [Policy on Sexual Misconduct](http://www.longwood.edu/studentconduct/12706.htm)):

   a. Coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct), or when the victim is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness
4. Hazing: (see Anti-Hazing Policy):
   a. Hazing or otherwise mistreating so as to cause bodily injury.

**DISCIPLINARY SUSPENSION.**

Students found responsible for violating the following should receive a minimum sanction of Disciplinary suspension.

5. Possession/Use of Drugs (see Alcohol and Other Drug Policies, Procedures, and Information)
   a. Possessing or using an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia.

6. Emergency Evacuations, Fire Safety, and Security Equipment:

   Intentionally or negligently:
   a. Starting a fire or attempting to start a fire, except with written permission from the Vice President for Student Affairs.
   b. Tampering with or damaging fire, safety, or security equipment (including, but not limited to, setting off or pulling fire alarms, removing batteries from smoke detectors, setting off fire extinguishers, or breaking ID detectors, and moving road signs or traffic cones.)
   c. Blocking exits or stairways so that emergency exit is hindered.

7. Explosives:
   a. Possessing or using explosives including, but not limited to, ammunition, fireworks, firecrackers, etc., except in instances where such possession is required for classroom instruction or the Vice President for Student Affairs has provided written permission (see Weapons and Explosives policy).

8. Windows/Roofs:
   a. Dropping, throwing, or propelling any object or liquid from any window, roof, or balcony.
9. Weapon Possession:
   a. Possessing a weapon (including, but not limited to, firearms, air guns, slingshots, knives other than non-spring pocket knives, martial arts weapons, and bows and arrows) except as required for classroom instruction. (see Weapons and Explosives policy).

10. Violence to Persons:
   a. Engaging in any form of physical violence directed toward another person or group of people, except when such response constitutes legitimate self-defense.
   b. Responding to violence with violence, except when such response constitutes legitimate self-defense.

11. Sexual Misconduct: (see Sexual Misconduct Policy):
   a. Unwelcome touching - either of the victim or when the victim is forced to touch another person’s body, directly or through clothing.

DISCIPLINARY PROBATION

Students found responsible for violating the following should receive a minimum sanction of disciplinary probation.

12. Sexual Misconduct: (see Sexual Misconduct Policy):
   a. Unwelcome sexual propositions, invitations, or other pressure for sex.

13. Alcohol Policy Violation (see Alcohol and Other Drug Policies, Procedures, and Information)
   a. Public intoxication, and/or other use, consumption, possession or distribution of alcoholic beverages except as expressly permitted by law and University regulations.

14. Property:
   a. Damaging, vandalizing, and/or tampering with property.

15. Abuse to Persons:
   a. Harassment, threats, intimidation, coercion or abuse (e.g., physical, verbal, graphic, or electronic) directed toward any person or group of people.
b. Violating any aspect of the Anti-Hazing Policy up to but not including acts that induce bodily injury.

16. Flammable Items (No Candle/Open or Enclosed Flame Policy):

a. Possessing, lighting or burning candles, incense, oil lamps, lanterns, grills, or any item/device capable of producing an open or enclosed/contained flame in any residence hall or Longwood owned or controlled property, except when such use is consistent with existing policies or written permission is provided by the Vice President for Student Affairs.

b. Possessing or using any flammable liquid in any building or on any property owned or operated by the University, except when such use is consistent with existing policies or written permission is provided by the Vice President for Student Affairs.

c. Using or burning flammable substances or items that produce an odor.

17. Drug Paraphernalia (see Alcohol and Other Drug Policies, Procedures, and Information)

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

18. Emergency Evacuations and Fire Safety:

a. Failing to leave or stand clear of a building or area during emergency evacuation as stipulated in the Fire Evacuation Procedures for the University and the building (see Fire Evacuation Procedures).

b. Returning to a building or area without proper permission or notification.

c. Causing a fire on the campus because of negligence.

19. Identification:

a. Failing to identify oneself when requested to do so by an official. In such cases, the official will identify himself/herself and state the source of authority.

b. Failing to present a student ID when requested to do so by an official.

20. Interference:

a. Interfering with the duties of a student, faculty, or staff member.
b. Disruptive behavior in the classroom that interferes with the faculty’s ability to conduct the class or of other students to profit from the instructional program.  
(Note: All professors and/or course instructors retain the authority to remove students who disrupt the classroom process.)

c. Withholding information necessary to any investigation carried out by an authorized agent of the University or community official.

d. Interfering with Longwood security (e.g., propping open outside doors or exit ways, giving unauthorized access to others) or interfering with the normal operation of Longwood owned or controlled property.

21. Disorderly Conduct:

   a. Committing lewd or indecent acts, including urinating in public.

   b. Breach of peace, or aiding, abetting or procuring another person to breach the peace on University premises or functions.

22. Endangering another's or one's own physical well-being

   a. Conduct that causes medical emergencies, alcohol and/or drug abuse, and other harmful or self-destructive behavior that disrupts the ability of other students, faculty or staff to participate in and benefit from Longwood’s education programs, living environments or employment.

   b. Participation in, or soliciting others to participate in, pranks, stunts, or other dangerous behaviors that might result in physical injury to self or others.

23. Trespassing:

   a. Unauthorized presence on, in, or within any building or property.

   b. Using roofs, balconies, and other areas that are not designated as public (see Roofs/Sundecks).

24. Guests (see Overnight Guests and Visitation policies):

   a. Soliciting or allowing student or non-student guests to violate the Conduct Standards and Regulations without confronting the individual(s) or reporting the matter to an authorized Longwood official.

   b. Allowing the unauthorized occupancy of a room.
c. Allowing any non-resident of a student's residence hall who is not a guest to enter the building after visitation hours have ended.

d. Failing to take responsibility for the proper registration of one's guest(s).

e. Hosting an individual on the campus ban/no trespass list either on campus or at a University sponsored event.

25. Motor Vehicle Policies:

a. Bringing motor vehicles to campus or to the Farmville vicinity when not permitted to do so. Motor vehicles include, but are not limited to, automobiles, trucks, motorcycles and mopeds (Parking Regulations and First Year Resident Car Policy).

26. Computer Misuse:

a. Violating any aspect of the Longwood Acceptable Use of Technology Policy.

27. Failure to Comply:

a. Failing to follow through or complete any sanction (e.g., admonition, loss of privileges, work assignment, fines, restitution, disciplinary probation, suspension or dismissal) given by a hearing body or officer. Failure to comply with or complete any sanction will automatically be heard by an Administrative Hearing Officer.

b. Failing to comply with the requests of a Longwood and/or other official when such requests are deemed to be reasonable and consistent with Longwood policies, procedures, and regulations.

ADMONITION

Students found responsible for violating the following should receive a minimum sanction of admonition.

28. Noise Policy:

a. Violating any aspect of the Longwood Noise Policy.

29. Littering:

a. Disposing of refuse of any kind, except in receptacles provided for that purpose.

b. Overturning a receptacle used for trash.
30. Violation of Longwood University residence hall policies.

31. Violation of the Cooperative Agreement between the Town of Farmville and Longwood University.

32. Fire Code:
   a. Exceeding the capacity of a building or a room as dictated by the fire code.
   b. Smoking in areas not designated for such use in the Longwood Non Smoking Policy.
   c. Possessing room decorations that are not flush with the wall.
   d. Use of unauthorized electrical extension cords.

33. Solicitation, Distribution, and Advertising Policies
   a. Violating the Sales and Solicitation policy.
   b. Violating the Distribution Policy.
   c. Violating the Advertising Policy.

34. Raffles:
   a. Sponsoring a raffle without prior permission from the Director of the University Center and Student Activities.

35. Visitation:
   a. Violating the Visitation Policy.

36. Alcohol Policy Violation (see minimum sanctions).
   a. Possession of alcohol paraphernalia (see Alcohol and Other Drug Policies, Procedures, and Information).
The Longwood University Honor System

Overview

The Longwood University Honor System is comprised of the Honor Code, the Academic Pledge of Honor, the Honor Creed, and the Honor Code of Conduct Standards and Regulations. The three basic provisions of the Honor Code of Conduct, which strictly forbids lying, cheating, or stealing, represent the standards of integrity and moral responsibility that all students, groups, and organizations are expected to exemplify. As one of the most respected traditions at Longwood University, the Honor System promotes an atmosphere of trust, where students are presumed honorable unless their actions prove them otherwise. It also serves a higher-order set of moral standards and principles for all members of the community to follow and take with them wherever their lives may lead.

Further information is available from the Office of Student Conduct and Integrity.

The Twelve Points of Honor

The Twelve Points were a result of a re-ratification of the Honor Code by the Longwood student body in 1930. In 2010 the Twelve Points, as well as the Honor Pledge, were revised in celebration of the Honor System’s 100th year of existence. The spirit of Longwood is fostered by Honor; an intangible quality found in each student. The Twelve Points are intended to define the meaning of Honor at Longwood University.

Honesty

Honesty is the fiber from which any relationship is formed and is crucial to establishing personal competency and leadership. True honesty is practiced at all times, not just when convenient.

Scholarship

Scholarship is the essence of learning and growing, inside and outside the classroom. Like the Honor System, a commitment to academics is a valuable investment that pays dividends to both the individual and the community.

Responsibility

Responsibility is a state of mind whereby we commit ourselves to maintaining our integrity and ensuring that others do likewise. Our honor is tarnished by moments of indiscretion that cannot be reversed. Responsibility is vital to any thriving collegiate community. Without it, the masses succumb to apathy and progress stops. Without responsibility, the community suffers immensely.
Pride

Pride is significant to fighting the effects of apathy. Pride is a personal commitment to excellence and taking joy in one’s actions. Everything we do is a reflection of ourselves and our university; it is essential to make decisions in which we can take pride.

Perseverance

A steadfast persistence in spite of difficulties or obstacles, perseverance is necessary for good scholarship and maintaining one’s honor. Perseverance in achieving honorable goals is a quality to be admired.

Potential

As the future of our communities, we hold great potential which we are obligated to embrace. We must avoid decisions that diminish our potential, because there is nothing more damaging than a dishonorable reputation.

Character

Each individual has the undeniable right to establish their own character based on personality and life experience. Our combined personalities constitute the character of an honorable community.

Humility

In a climate of honor, humility is important because of the role it plays in grounding ourselves to not believe that we are invincible, but accountable to each other. Humility with self-confidence is hard to achieve, but ultimately desirable.

Integrity

The most encompassing point of our Honor System is Integrity. Integrity is the glue that holds our values of trust and respect together. Personal Integrity involves perseverance and establishing a trustworthy character. Community integrity is the pinnacle of any society, and it is what we strive for at Longwood. For honor is not merely just a personal journey, but a community expectation.

Civilility

A courteous and respectful manner towards others, which promotes an atmosphere where one can debate and argue differing points of view without fear of reprisal, civility is the mark of a true scholar.
Leadership

Leadership is a quality required to guide others to achieve. Anyone can lead in a self-serving manner, but as citizen leaders we must strive to lead with honor to achieve higher goals.

Service

In 1927, a Longwood alumna wrote, “I have prepared to lead, and in leading, to serve others.” Service to others is the other half of leadership. As citizen leaders, we must fulfill our responsibility to give back to our communities.

The Honor Pledge

I, ……………….., having a clear understanding of the basis and spirit of the Honor Code created and accepted by the student body of Longwood University, shall at all times govern my university life according to its standards and actively work to support its principles, thereby thoughtfully accepting my responsibility for preserving the honor and integrity of all past, present and future members of the Longwood University community of scholars. I will not lie, cheat, or steal, nor tolerate those who do.

The Academic Pledge

(Recommended statement for use on academic work.)

I have neither given nor received help on this work, nor am I aware of any infraction of the Honor Code.

The Honor Creed

We shall not lie, cheat, or steal, nor tolerate those who do.

Honor Code of Conduct Standards and Regulations

Section 1. Academic Cheating:

a. Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor.

b. Looking at another’s test paper or other material (i.e., texts, notes, or papers) with intent to gain or give unfair academic advantage without permission of the instructor.

c. Talking or signaling to a person while taking a quiz or examination, with intent to gain or give unfair academic advantage, without permission of the instructor.
d. Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor, in preparing written work.

e. Substituting for another person or permitting another person to substitute for one's self during an examination.

f. Turning in a paper or other work that has been previously written for another class or for another purpose, without prior permission from the instructor.

Section 2. Plagiarism:

a. Handing in as one's own a paper or assignment purchased from a term paper service or any other source.

b. Copying another's paper or work and handing it in as one's own.

c. Taking a paper or work from a file not one's own and handing it in as one's own.

d. Intentionally footnoting an incorrect source.

e. Appropriating passages or ideas from another and using them as one's own without proper documentation.

f. Quoting a written source on an exam, test, paper, or homework assignment without citation when it is requested by the instructor to present one's own work.

Section 3. Non-academic Cheating:

a. Failing to follow through or complete any sanction (e.g., admonition, loss of privilege, work assignment, fines, restitution, disciplinary probation, suspension or dismissal) given by a hearing body or officer. Violations of failing to follow through with a sanction will be sent to an administrative Hearing Officer for a disciplinary hearing.

b. Interfering with the disciplinary process (e.g., engaging in any activity which disrupts, unfairly influences, or obstructs the disciplinary process) of the University.

c. Attempting to influence, intimidate, or threaten any witness, board member, or other participant involved in the preparation or presentation of a case.

d. Distributing, announcing, or publicizing confidential disciplinary information, letters, or decisions without written permission of the accused, except as otherwise permitted.

e. Interfering or tampering with student elections, voting, vote counting procedures, or regulations for any election as set forth by the Student Government Association.
f. Cheating or attempting to gain unfair advantage in any formal or informal Longwood tournament, game, contest, or competitive event.

**Section 4. Cheating By Using Computers:**

a. Engaging in computer fraud, trespass, theft, embezzlement, changing of information, or invasion of privacy.

b. Tampering with computer files or information that belongs to someone else.

c. Using the computer to examine, modify, or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.

d. Attempting to degrade computer hardware or software performance or to circumvent its security.

e. Depriving or attempting to deprive other users of resources or access to a computer.

**Section 5. Cheating By Using Bribery or Coercion:**

a. Bribing or threatening a person to gain academic advantage for one's self or another.

b. Offering money, sexual favors, service, or items in exchange for better grades or any type of academic advantage.

c. Demanding some service, item, or condition through the use of physical or mental force from another student, faculty member, administrator, or staff member in order to obtain academic advantage, some material item, or some condition.

**Section 6. Stealing:**

a. Stealing or attempting to steal personal, Longwood, or other property.

b. Using personal, Longwood, or other property without authorization.

c. Possessing property that is known to be stolen.

d. Taking academic or library materials with intent to deprive another or gain unfair academic advantage.

e. Using equipment to reproduce materials that are protected by copyright.
Section 7. Lying or Falsifying Information:

a. Giving false information to any student, staff member, faculty member, administrator, or other official with the intent to lie, deceive, or conceal.

b. Falsifying information or falsifying official records (e.g., admission records, grades, parking decals, computer information, registration materials, or office records) in any manner.

c. Violating the Pledge of Honor by giving or receiving help on work, or being aware of a violation of any aspect of the Honor Code and not reporting it to a Longwood Official and/or the Honor Board.

Section 8. False Identification:

a. Altering a personal identification to read falsely.

b. Possessing or using another's identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any Longwood building.

c. Allowing another to possess or use one's personal identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any Longwood building.

d. Misrepresenting one's credentials.

Sanctions for Conduct and Honor Violations

Hearing boards have the authority, on a 2/3 majority vote, to lessen the recommended sanction. To lessen the recommended sanction, the Board must find unique mitigating circumstances that call for a lesser sanction. A simple majority vote is required to raise the recommended sanction.

Additional sanctions may be imposed at the discretion of the hearing board or officer.

Students who fail to fully comply with the terms of a sanction will have failure to comply charges filed against them and/or have a hold placed on the student’s registration and transcript pending compliance.

In addition to the sanctions listed with specific violations, the following will also be utilized, when appropriate:
Expulsion

Expulsion is involuntary separation from Longwood University without the possibility of future readmission. Students who are expelled may not return to campus, nor participate in any Longwood-related academic and social activities, functions, or events. If an expelled student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

Disciplinary Suspension

Disciplinary Suspension is involuntary separation from Longwood University for a specified period of time. Students who are involuntarily separated from Longwood may not return to campus during the time the sanction is in effect without advance written permission from the Director of Student Conduct and Integrity. This ban from campus continues until a student returns for classes after readmission.

If a suspended student has also been issued a criminal trespass warning by a police officer, he/she may NOT return to campus without advance written permission from the Director of Public Safety and Chief of Police. If a suspended student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

Upon a suspension/withdrawal date, access to all Longwood technology resources will be terminated. These systems include Longwood e-mail, portfolios, personal web pages, Blackboard, etc. If the conduct of a student prior to the date in which the sanction takes effect is judged to be an immediate threat to himself/herself, to others, or to Longwood operations or property, the student may be suspended immediately and/or for the remainder of the term, pending appeal.

In addition, whether or not a sanction is pending, should a student’s conduct on campus appear to present a direct threat to others, or where a student’s conduct significantly disrupts the ability of students, faculty or staff to participate in Longwood’s educational programs, living environments, employment opportunities, or significantly interferes with the general operation of the University in carrying out its mission, the student may be placed on an Disciplinary Suspension by authority of the Vice President for Student Affairs, or designee, pending a conduct/honor hearing within ten (10) working days. Students placed on Disciplinary Suspension may be required to immediately leave the campus upon notification of the Suspension. Written notification of the suspension will be mailed to the student’s permanent address within 24 hours of the decision, and the student will be offered an informal opportunity to discuss the basis of the suspension.

Students who have completed a suspension period must apply for readmission by contacting the Admissions Office at (434) 395-2060. The student’s application will be reviewed by the Office of Student Affairs. Assuming no intervening serious misconduct has occurred and all educational
and behavioral sanctions are satisfactorily completed, the student will be readmitted to the University. There is no guarantee, however, that the student will be issued a Housing Contract.

**Disciplinary Probation**

Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of the Code of Conduct Standards and Regulations. Probation is for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the University. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction. During the probationary period, the student will not be eligible to hold certain leadership positions on campus.

**Admonition**

Admonition is a written notice that a student has violated campus regulations and that future misconduct of any nature will be dealt with more stringently.

**Restitution**

Restitution is payment to the University or to other persons, groups, or organizations, by a student or a group, for damages incurred as a result of misconduct. Failure to meet the conditions of payment will result in the withholding of grades, diplomas, and transcripts.

**Loss of Privileges**

Loss of privileges is the removal of certain student privileges including, but not limited to, the following: visitation privileges, the privilege to live in a residence hall, the privilege to have stereos or other equipment, and the privilege to have a car on or in the vicinity of Longwood’s campus.

**Educational Assignment**

An educational assignment is a task that is related to the misconduct involved and designed to increase the student’s understanding of the regulation that was violated. The work assignment will be completed within a specified period of time.

---

**The Longwood University Greek Conduct System**

**Overview**

The Longwood University Greek Conduct System exists for the purpose of promoting appropriate conduct among Greek organizations. The Greek Code of Conduct Standards
establishes a level of acceptable behavior for the entire Greek community and complements the educational mission of Longwood University. Individuals who assume voluntary membership in a social Greek-Letter organization do not surrender their rights or escape their fundamental responsibilities as citizens, but instead acquire additional rights and responsibilities as members of both the Greek and Longwood communities. If a chapter or individual is accused of failing to maintain the standards of responsible community members by violating a rule or policy of the institution or the Greek system, conduct procedures will be enacted. A Longwood Hearing Board or Administrative Hearing Officer will then review the matter and, if the chapter is found responsible, determine the most appropriate means for assisting the organization and its members in realizing the impact of their behavior. Being accountable as a member of the Longwood community and modifying future behaviors are additional goals of the Conduct sanctioning process.

Greek Code of Conduct Standards and Regulations

Members of the Longwood Greek Community are expected to abide by the Basic Values of Brother/Sisterhood. The following behaviors and/or actions will not be tolerated in any manner:

1. Failure to comply with all requirements of the Conduct and Honor Codes.

2. Violating risk management policies established by FIPG, national organizations and/or Longwood University (summary of FIPG guidelines).

3. Failing to comply with Greek conduct sanctions.

4. Failing to take responsibility for the actions of chapter members, new members/associates, and guests.

5. Violating national and/or Longwood University policies as established in this handbook.

Fraternity Insurance Purchasing Group, Inc. (FIPG) Summary of Guidelines

The Risk Management Policy of FIPG, Inc. includes the provisions that follow and shall apply to all Greek Letter organizations and all of their membership.

Alcohol and Drugs

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
No alcoholic beverages may be purchased through chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, when alcohol is present, shall be forbidden.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

All new member education activities associated with any chapter will be alcohol free.

No member shall permit, tolerate, encourage, or participate in "drinking games."

No alcohol shall be present at any new /associate member/novice program, activity or ritual of the chapter.

Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. See the Anti-Hazing Policy.

Greek Conduct Sanctions

Records are maintained by the Office of Student Conduct and Integrity and the Associate Director for Fraternity and Sorority Life.

The following guidelines are to be used by the Hearing Boards or Officers for disciplinary sanctions.
Minimum Recommended Sanctions for Alcohol-Related Violations

1st Offense: $100.00 fine payable to the Office of Student Conduct and Integrity (to be used in support of Longwood’s alcohol education programs) and referral to Longwood’s Alcohol Education Program, First Round. A minimum of four members will be chosen to attend this training at the discretion of the Associate Director for Fraternity and Sorority Life.

2nd Offense: $150.00 fine payable to the Office of Student Conduct and Integrity (to be used in support of Longwood’s alcohol and drug education programs), six weeks of social probation, during which time 80% of the organization must attend a series of workshops designed to discuss chapter operations, TIPS/Alcohol Education or Last Call (Longwood’s Alcohol and Drug Education Program), and communication relevant to the violation. The organization will assume any additional costs associated with attendance at these programs.

3rd Offense: Suspension of chapter room privileges and social events for the remaining and following semester. The chapter will, however, be able to maintain its seat on Greek Council (but will not be allowed to vote) and take new members during the suspension.

4th Offense: Charter revocation.

Warning: A warning is a written or verbal reprimand to the offending individual(s) and/or chapter for the violation(s) specified, including notice that repeated violations will be cause for further disciplinary action.

Disciplinary Probation: Disciplinary probation is defined as a period of time during which a chapter must abide by all established policies and regulations, with the knowledge that more severe disciplinary action will be taken as a result of further misconduct.

Social Probation: Social Probation is defined as the restriction of all activities except for regular weekly meetings and formal recruitment efforts. Other restrictions may be imposed with the approval of the Director of the Office of Student Conduct and Integrity and the Associate Director of Fraternity and Sorority Life.

Educational Project: An educational project is an assignment that relates to the infraction and is determined by the Hearing Board or Officer.

Loss of Privileges: The removal of chapter privileges including, but not limited to, the following: chapter room use, event/function registration privileges, and participation in Greek events.

Restitution: The payment of any damages incurred including property and physical injury.

Suspension: The termination of chapter recognition from the Interfraternity Council, National PanHellenic Council, and/or National Pan-Hellenic Council (IFC/NPC/NPHC) for a period of time. Under this sanction, the chapter loses privileges of membership including, but not limited
to, voting rights, recruitment, participation in Greek-sponsored events, and loss of chapter room and hall. This sanction shall be a recommendation forwarded by the Hearing Board or Officer to the Director of the Office of Student Conduct and Integrity for final approval and to Associate Director of Fraternity and Sorority Life for review.

**Expulsion:** Expulsion is the loss of Longwood and IFC/NPC/NPHC recognition as an organization. This sanction shall be a recommendation forwarded by the Board to the Director of the Office of Student Conduct and Integrity and the Associate Director of Fraternity and Sorority Life for final approval.

Minimum Sanctions for Flammable Items: See [No Candle/Open or Enclosed Flame Policy](#).

---

**Student Access to Disciplinary Records, Disclosure and Parental Notification**

All students have the right to access their individual disciplinary records according to the procedure outlined in the Longwood University Policy on Student Records and Annual Notification found in the Longwood University Catalog.

No one outside the institution shall have access to the student's records nor will Longwood University disclose any information from these records without the written consent of the student.

Please note that the Office of Student Conduct and Integrity encourages students dependent on their parents for tax purposes to disclose to them disciplinary and other personal information; however, it is the policy of Student Affairs not to provide disciplinary and other personal information to parents without the student’s consent. The Office of Student Conduct and Integrity will, however, inform parents of students under the age of 21 years old about behavior associated with alcohol and drug abuse in order to provide support for the individual student and to facilitate appropriate intervention for that student.

Exceptions to this policy will be made when the University determines, on the basis of all circumstances, that disclosure to parents is warranted because of compelling academic, health, safety or disciplinary matters. When the University determines that disclosure is warranted, and there is no emergency, students will first be given a reasonable period of time within which to inform their parents and to request that their parents acknowledge such notification by contacting the appropriate University office.

**Disciplinary Records Retention Policy**

The disciplinary records for all students found responsible for violating the Longwood Conduct or Honor Codes of Conduct Standards and Regulations are maintained for a period of three years
after graduation. Following the last day of this specified time interval, these files will remain active until June 1 each year, whereby they will be expunged.

Disciplinary records for student organizations are maintained for a period of four years beginning on the date of the last formal hearing. Following the last day of this specified time interval, these files will remain active until June 1 each year, whereby they will be expunged.

Should there be any subsequent misconduct, the retention expiration date for each existing prior case in disciplinary file will be nullified and changed to meet the new deadline parameters established by the most recent disciplinary proceeding.

This policy applies to all cases involving sanctions up to and including suspension. For any student who is dismissed from the University for disciplinary reasons, all relevant case information and prior existing records will be stored permanently. If a student withdraws from Longwood with a pending case or an incomplete educational assignment, the records will be stored permanently.

Finally, for students who leave Longwood without graduating, disciplinary files are retained for three years subsequent to the date of their formal withdrawal and then destroyed.

The Office of Student Conduct and Integrity is responsible for administering the disciplinary records policy and overseeing the management and storage of case files. All conduct and honor records are confidential and excluded from a student's official academic transcript. Release of records to third parties requires the student's knowledge and written consent. For additional information regarding the handling and releasing of records, see Student Access to Disciplinary Records.
Academic and Student Life Policies

Acceptable Use of Technology Policy

I. PURPOSE

The purpose of this policy is to establish parameters for the use of Longwood information technology (IT) resources and systems.

II. DEFINITION

IT Resources and Systems: IT resources and systems include all computers, workstations, peripherals, networks, communications devices, switches, software programs and systems, as well as all related devices, hardware and software owned by Longwood University, covered under contract by the Commonwealth of Virginia or that are the responsibility of Longwood University through agreements with Longwood departments or employees.

III. POLICY

This policy covers all activities involving these IT resources and systems and applies to all individuals using these IT resources and systems. This policy does not cover activities solely involving personal property, but does cover activities which involve the use of personal property connected to or communicating with Longwood University IT resources and systems.

A. Intent of IT Resources and Systems: IT resources and systems are provided at Longwood and shall be used solely to support the mission of the University and its related academic, administrative and service activities. Activities involving Longwood’s IT resources and systems must be in accord with the Longwood University Honor Code, the Student Handbook, the Faculty Policies and Procedures Manual and the Administrative Policies and Procedures Manual, as well as, relevant local, state, federal and international laws and regulations.

B. Privileged Systems: Use of Longwood IT resources and systems is a privilege granted to individuals by the University and is restricted to the specific authorities granted. Access to the use of discrete IT resources and systems shall be explicitly granted by the owner of the IT resource or system or his or her designee.

C. Acceptable Use: For use to be acceptable, it must demonstrate respect for:
1. The intent of the individual authorities granted the user;

2. The usage privileges of other authorized users;

3. The rights of others to privacy;

4. Intellectual property rights (e.g., as reflected in licenses and copyrights);

5. Ownership, confidentiality, integrity and availability of systems and data;

6. System mechanisms designed to limit, monitor and/or record use or access (Longwood University IT resources and systems activity are routinely monitored and recorded by technical support staff.);

7. Current network topology and configuration; and

8. Individuals' rights to be free of intimidation, harassment and unwarranted annoyance.

D. Responsibility to Investigate Possible Misuse:

1. The University reserves the right to monitor, access and disclose all data created, sent, received, processed or stored on any University IT resource or system with or without cause.

2. When there is reasonable suspicion of misuse the University has the responsibility to investigate. Such investigations will only be undertaken by the CIO or his or her designee with the permission of the President or his or her designee.

3. The CIO or his or her designee has the right to temporarily suspend or modify access privileges.

E. Internal Audit Reviews: In the course of its work, Internal Audit has full and complete direct access to all University books and records (manual and electronic) relevant to the subject of review. All documents and information given to Internal Audit during their work will be handled in the same prudent manner that the University expects of the employees normally accountable for them.

IV. ENFORCEMENT

The University regards any violation of this policy as a serious offense. Violators of this policy are subject to appropriate disciplinary action such as prescribed in the Longwood University Honor Code, the Student Handbook, the Faculty Policies and Procedures Manual and the
Administrative Policies and Procedures Manual, in addition to possible cancellation of IT resources and systems access privileges. Users of IT systems and resources at Longwood are subject to all applicable local, state and federal statutes. This policy does not preclude prosecution of criminal and civil cases under relevant local, state, federal and international laws and regulations.

Maintenance of Student Computers/Network Security Violations

Keeping our network secure is everyone’s responsibility. You are expected to take responsibility for the maintenance of your computer in order to protect both your machine and Longwood University’s network. Failure to maintain your computer will result in loss of network privileges. Please visit the websites below to learn Longwood’s expectations of you:

Protecting your computer PC: [http://www.longwood.edu/infosec/protect_pc.htm](http://www.longwood.edu/infosec/protect_pc.htm)

Protecting your computer Mac: [http://www.longwood.edu/infosec/protect_mac.htm](http://www.longwood.edu/infosec/protect_mac.htm)

Advertising Policy

The amount and variety of printed materials and or electronic materials posted and/or distributed around campus is a concern to the University. Not only is indiscriminate posting and/or distribution unsightly, but it can also result in fire hazards and can be an invasion of the privacy of members of the Longwood community. Therefore, the following posting policy should be followed:

1. The University Center and Student Activities oversees the hanging of all posters in the Lankford Student Union and the Dining Hall. See Posting Policy.

2. In academic buildings, one piece of literature per event may be posted ONLY on designated bulletin boards. To use bulletin boards adjacent to administrative or faculty offices, individuals must receive permission from the faculty or staff members in that office. No posting is allowed on other areas, such as walls, windows, and doors. Such posting will be confiscated, and appropriate sanctions will be imposed on the individual or organization responsible. All posted material must be removed by the person or organization doing the posting within 24 hours of the event.

3. Requests for use of lawn signs to advertise events must be directed towards the University Center and Student Activities. Lawn signs may only be used for University sponsored events with support from a University office. A maximum of six (6) signs may be requested, and they may be in place 48 hours before the event, and must be removed 24
hours after the event. Use of signs is not allowed on the lawns on High Street. All signs must comply with the policy on [Use of Longwood University Identifiers](#).

4. Advertising must not violate Virginia Alcoholic Beverage Control regulations. Sale of alcoholic beverages cannot be advertised. Pictures depicting the use of alcoholic beverages or explicit pictures of bottles, cans, or glasses containing alcoholic beverages are allowed only when such material directly supports alcohol education programming efforts. Advertising should emphasize the event at which the alcohol may be present and NOT the specific presence of alcoholic beverages.

Concerns about the content of advertising should be directed to the sponsor. Questions about the advertising policy and concerns about violations may be directed toward the University Center and Student Activities. Advertising that does not comply with these guidelines could result in the cancellation of the immediate event and loss of privileges to sponsor future events.

---

**Alcohol and Other Drug Policies, Procedures, and Information**

It is the responsibility of every member of the Longwood community to know the risks associated with the use and abuse of alcohol and other drugs, and to assist Longwood University in creating an environment that promotes health-enhancing attitudes and activities.

**Introduction**

Longwood is dedicated to fostering and sustaining a meaningful learning environment where the highest academic and personal standards are affirmed. Because the campus community values and supports activities that are educationally purposeful; healthful and safe; and conducive to producing well-rounded and effective citizen leaders, the illegal use and/or abuse of alcohol or other drugs will not be tolerated.

All students, employees, guests, organizations, and sponsoring groups, therefore, are required to abide by the local, state, and federal laws and ordinances, and Longwood regulations governing the consumption of alcohol and control of illicit drugs. Violators will be held accountable for their actions and are subject to the full range of available legal penalties and institutional sanctions.

The University’s commitment to the total well-being of its students is also furthered through a broad array of prevention and intervention programs, services, and resources that encourage healthy lifestyles and the lawful, low-risk use of alcohol. These prevention and intervention programs, services, and resources are also intended to further Longwood’s commitment to preparing students to be active members of their chosen community by contributing to the common good by acknowledging their individual roles within their chosen community. The alcohol policy and related sanctioning are intended to help individuals acknowledge the impact
of their actions on others within the residential, academic, and local communities. Personal responsibility and responsible decision making skills are key to being a citizen leader within any community.

The Longwood Alcohol and Other Drug Policies information contained herein is distributed in partial compliance with the Federal Drug Free Schools and Communities Act. Areas covered include the following: federal, state and local laws and penalties; Longwood-specific policies; locations where alcohol use is permitted; and Longwood disciplinary sanctions. Information on health risks associated with alcohol and other drug use and resources for education and treatment are available from the Student Health and Wellness Center. Procedures for the registration of public/private events and social functions are reviewed in the Event Planning on Campus involving Alcohol section in this policy.

Questions pertaining to any aspect of this policy should be directed to the Office of Student Conduct and Integrity or the Office of the Dean of Students.

I. Federal, State and Local Laws

As a point of information, the following local, state, and federal laws and regulations apply to the possession, use, consumption and/or distribution of alcohol and other drugs for Longwood University students and the campus:

A. **Virginia Minimum Drinking Age Law**: Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is also illegal to give or sell alcoholic beverages to persons who are under 21 and/or intoxicated. For violations of the minimum drinking age law, the legal penalties include fines of up to $2,500, loss of license for up to one year, and possible jail time.

B. **Open Container/Public Consumption Laws**: The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, cans, cups, bottles, etc. Public area is defined as any space utilized or occupied by individuals that is not considered private or designated as a place in which alcohol consumption is permitted. Examples of public areas include, but are not limited to, building entrances, lobbies, elevators, hallways, lounges, residence hall rooms/suites/apartments with open doors, designated balconies, meeting rooms, indoor/outdoor recreation areas, campus mall areas, academic/study areas, etc. State law also prohibits the consumption of alcohol in unlicensed public places. Persons convicted of violating this law face fines of no more than $250.00.
C. **Driving Under the Influence:** The legal limit set by the Commonwealth of Virginia for the amount of alcohol that may be present in the blood of a person over the age of 21 while operating a vehicle is .08. Penalties for a first-time DUI violation for a person over the age of 21 include arrest, a fine of up to $2,500, loss of license for 12 months, referral to the Virginia Alcohol Safety Action Program (VASAP), and jail. The legal limit for the amount of alcohol that may be present in the blood of a person under the age of 21 while operating a vehicle is .02. Penalties for a first-time DUI for a person under the age of 21 include arrest, a fine of up to $500, loss of license for 6 months, referral to the Virginia Alcohol Safety Action Program (VASAP), and jail.

D. **False Identification Laws:** The possession, use, sale, and/or manufacture of false identification cards are strictly prohibited under Virginia law. Penalties for the possession of a false driver's license or the fraudulent/deceptive use of a driver's license to purchase alcohol can result in up to $500 in fines and loss of driver’s license for one year.

E. **Contributing to the Delinquency of a Minor:** In the Commonwealth of Virginia, it is illegal to purchase alcohol for those who are not of legal drinking age. The range of legal penalties can include a fine of up to $2,500 and one year in jail.

F. **Public Intoxication and/or Disorderly Conduct:** In keeping with local and state laws, Longwood will not allow public drunkenness or disorderly conduct of any kind. Possible penalties for such misconduct include a fine of not more than $2,500 and up to one year in jail.

G. **Drug-Free School Zones:** Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including: imprisonment, fines, loss of property, loss of professional licensure, and loss of financial aid. Penalties for violations occurring within 1,000 feet of a school or campus may be doubled with no possibility of parole.

II. Longwood Alcohol and Other Drug Policies

Alcohol and other drugs will not be allowed to interfere with classroom learning, residence hall living, co-curricular activities, or any other Longwood-related or sponsored event. The following regulations serve to protect, sustain, and further the academic and personal standards that collectively form and affirm the meaningful learning environment:

A. All Longwood University students are required to abide by local, state, and federal regulations regarding alcohol and drugs as described in Section I.

B. Alcoholic beverages must not be brought into or consumed within: 1) freshman residence halls/floors/apartments; 2) residence hall buildings designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment.
C. The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms if each of the residents assigned to live in the room (i.e., the total head count comprising the living space) is under the age of 21. This restriction does not apply if at least one of the room’s residents is of legal age. *Possession is defined as any area or property for which the student currently occupies or is responsible.*

D. The possession or use of "beer bongs" or other devices which dispense alcohol in a rapid manner are prohibited.

E. Alcoholic drinking games are prohibited at all times.

F. All membership recruitment functions (fraternity/sorority, special interest groups, and other student organizations/groups) are required to be alcohol-free.

G. Kegs or other common sources of alcohol (including, but not limited to, the serving or provision of cans or bottles of alcohol to others) are not allowed on Longwood managed property except for events managed by an authorized University vendor.

H. In addition to the alcohol regulations and procedures described in this policy, all registered Greek organizations will be subject to the additional expectations and standards of the Longwood-endorsed Fraternity Insurance Purchasing Group (FIPG). Note that national organizations may have, and require compliance with, stricter policies regarding alcohol and drugs.

I. The possession, use, and/or distribution of illegal drugs, as defined by the Drug Control Act of Virginia, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited. *Possession is defined as any area or property for which the student currently occupies or is responsible.*

III. Location

Residence Hall Room/Suite/Apartment: Limited to only those rooms where at least one of the assigned residents is over 21. The individual use of alcohol by persons 21 years of age or older is permitted as long as the residents' roommates/suitmates agree. Room/suite/apartment gatherings of more than one person must be in compliance with all Longwood policies, procedures, and regulations. This includes, but is not limited to, State alcohol laws, fire code/room occupancy standards, noise guidelines, and guest restrictions. It is the responsibility of the room/suite/apartment residents to insure compliance with all policies, procedures, and regulations. (see *Personal Responsibility for Residence Hall Room and other spaces*)
Alcohol will be allowed in fraternity chapter rooms under the following conditions:

1. The event is hosted as a Bring Your Own Beverage (BYOB) event in which there are no more than four alcoholic beverages per attendee of legal drinking age,

2. No attendee under the legal drinking age is consuming alcohol, \textit{and}

3. The number of attendees present is limited to double the number of undergraduate fraternity chapter members, which is equal to one guest per fraternity chapter member. One alcoholic beverage is defined as a 12 oz. beer, a 4 oz. glass of wine, or 1 oz. of hard liquor.

Note: This is intended as a limitation on the amount of alcohol available per person, not as a guideline for what is an appropriate or legal amount of alcohol to consume at a gathering. Information on alcohol use and abuse is available from the Student Health and Wellness Center.

For events and functions requiring registration see Section VI \textit{Event Planning on Campus involving Alcohol}.

Other Locations: By permission of the Vice President for Student Affairs see Section VI. \textit{Event Planning on Campus involving Alcohol}

\textbf{IV. Minimum Sanctions for Alcohol and Other Drug Violations}

Longwood University is dedicated to fostering and sustaining a meaningful learning environment where the highest academic and personal standards are affirmed. Because the campus community values and supports activities that are educationally purposeful and conducive to producing effective citizen leaders, the illegal use and/or abuse of alcohol and drugs by students will not be tolerated. All individuals, therefore, are expected to abide by the State laws and make responsible, informed choices.

When making referrals to an alcohol and drug education program, the hearing body or officer will determine which option best serves the educational needs of the student. Failure to comply with any of the above will result in the filing of additional charges and, if found responsible, a recommended sanction of Suspension from Longwood University.

Students who have been suspended for alcohol or drug violations are encouraged to use the time away for personal reflection and reevaluation of their academic and career goals. Upon formal readmission, the student will be expected to demonstrate that he/she is a responsible and contributing member of the academic community. In the event of another alcohol-related violation, both the case under review and prior record of the student will be carefully scrutinized to determine whether or not suspension or dismissal from the University is justified.
It is important to note that all alcohol and drug offenses and sanctions are cumulative. Sanctions do not revert to a lower sanction based on time or completion of a previous sanction.

Sanctions for Alcohol Violations

The minimum sanction of Admonition will be administered to students found responsible for possession of alcohol paraphernalia such as beer bongs, “trophy bottles”, etc. Repeated violations of this type will result in administration of the more severe sanctions listed below.

The following minimum sanctions will be administered to students found responsible for all other violations of the Alcohol Policy. Students found responsible for driving under the influence will receive a minimum sanction starting at the 2nd offense level.

1st Offense: Admonition and referral to Longwood’s Alcohol Education Program, First Round, at a cost of $75.00.

2nd Offense: One calendar year of Disciplinary Probation (effective immediately if the student is not on probation or at the conclusion of the current probationary period) and referral to Longwood’s Alcohol and Drug Education Program, Last Call, at a cost of $100.00. This is the minimum sanction administered for driving while impaired or under the influence of alcohol or other drugs.

3rd Offense: Suspension and a required formal alcohol/substance abuse risk assessment from a licensed substance abuse counselor prior to readmission for which the student is responsible for payment.

Sanctions for Possession, Distribution, or Use of Illegal Drugs and/or Paraphernalia

Consistent with Longwood’s commitment to maximizing academic and personal success, Longwood University maintains a Zero Tolerance Policy with regard to the illegal distribution, possession, or use of drugs. Any student found responsible for violating Longwood’s drug-related policies and/or conduct standards – regardless of the severity or nature of the incident – will receive the following minimum disciplinary sanctions:

Distribution of Drugs (Conduct Charge #2):
1st Offense: Immediate Expulsion from Longwood University

Possession/Use of Drugs (Conduct Charge #5):
1st Offense: Suspension from Longwood and a mandatory formal risk assessment conducted by a qualified alcohol/substance abuse counselor prior to readmission of which the student is responsible for payment. In addition, the student will be referred to Longwood’s Alcohol and Drug Education Program, Last Call, at a cost of $100.00.
2nd Offense: Immediate Expulsion from Longwood University

**Possession/Use of Drug Paraphernalia (Conduct Charge #17):**

1st Offense: One calendar year of Disciplinary Probation and referral to Longwood’s Alcohol and Drug Education Program, Last Call, at a cost of $100.00.

2nd Offense: Suspension from Longwood University

**V. Longwood’s Alcohol and Drug Education Programs**

Longwood’s Alcohol and Drug Education Programs, First Round and Last Call, are intended to help students explore their values and behaviors, and how their decisions today can affect their futures tomorrow. Issues of high and low risk drinking choices, the impact of alcohol and drug on the body and other aspects of their lives, addiction, and goal setting is highlighted.

**Alcohol/Substance Abuse Risk Assessment**

In order to help students gain increased insight into how their personal patterns of alcohol and other substance use may be putting them at risk for future violations, health concerns, academic problems, etc., a mandatory 90-minute assessment conducted by a qualified substance abuse counselor is included as a requirement for consideration of readmission for those students suspended as a result of violations of Longwood’s Alcohol and Other Drug Policies. Students may opt to have the assessment performed at Crossroads in Farmville or by an independent qualified substance abuse counselor of which the student is responsible for payment. Documentation must be provided to verify completion, with recommendations regarding the student being forwarded to the Director of the Office of Student Conduct and Integrity by the counselor conducting the assessment. Failure to meet the conditions of this sanction will result in a hold on registration, diplomas, and/or transcripts.

**VI. Event Planning on Campus Involving Alcohol**

The following guidelines for planning and registering public and private events involving alcohol apply to all Longwood community members and organizations.

All events/functions must be managed by a University-authorized third-party vendor.

Note: Longwood University reserves the right, at any time, to modify or revise these and other guidelines and restrictions governing the registration and management of events/functions.

**Locations**

All public/private events and functions held on Longwood-owned or -managed property must be registered at least fifteen (15) business days in advance when the following conditions exist:
1. **Residence Hall Common Areas**: Common areas are available for non-alcoholic events any night of the week. All events/functions held in residence hall common areas must be registered with the building REC. Only Longwood registered student organizations and the student members of a residence hall community (e.g., a Community Advisory Board, students living on a particular hall, etc.) are permitted to reserve residence hall common areas.

2. **Chapter Rooms**: Registration is required when alcohol is present in a fraternity/sorority chapter room for an event or function. When there is an event/function held in any residence hall fraternity/sorority chapter room, it must be registered with both the Office of Residential and Commuter Life and Associate Director for Fraternity and Sorority Life if alcohol plus non-members and/or alumni are present. All National Organization policies regarding alcohol must be followed.

3. **Lankford Student Union**: All events and functions, regardless of the presence of alcohol, must be scheduled through the University Center and Student Activities at [http://www.longwood.edu/studentunion/15538.htm](http://www.longwood.edu/studentunion/15538.htm). In addition, registered student organizations will be required to have their advisor present when deemed necessary by the University Center and Student Activities staff, i.e., for dances, events involving the community, and where alcohol is present, etc.

4. **Other Areas**: All events with the exception of those taking place in Lankford Student Union must be arranged through the Conferences and Scheduling Office.

**Approval Process for Events Involving Alcohol**

Individuals scheduling events or functions are designated as Event Managers. They, along with groups, organization officers, and advisors, assume full responsibility for ensuring that the event or function complies with all Longwood alcohol policies, event/function procedures and regulations, and conduct standards.

1. All events/functions are required to be scheduled by the Conferences and Scheduling Office, the University Center and Student Activities staff, or the REC/Office of Residential and Commuter Life (as appropriate to the space) at least fifteen business (15) days prior to the start of the event/function.

2. The number of registered fraternity/sorority events/functions with alcohol per weekend per residence hall may not exceed the number of chapter rooms in that building. (In other words, if Frazer Hall has three chapter rooms then Frazer Hall is allowed a total of three events/functions, with alcohol, per weekend.)
3. Consistent with established guidelines for third-party vendor events/functions, the REC or building/facility manager will approve the amounts and type of alcohol allowed and determine the time duration of the event/function.

4. At the discretion of the REC or building/facility manager, approval for the registration of events/functions can be denied for valid reasons.

5. Events in the Lankford Student Union that include alcohol are required to use a third-party vendor and Longwood approved security personnel.

Registration of Events/Functions with University-Approved Vendors

All planning and registration requirements outlined in Parts I-V of these guidelines apply to events/functions managed by third-party vendors; exceptions will be allowed only at the discretion of the University office or representative responsible for approving such requests. The sponsoring organization is responsible for all costs associated when utilizing third-party vendors. If you would like to have alcohol at your event in the Lankford Student Union or in the Dorrill Dining Hall, you must adhere to the following:

- The University contracted food service provider must be used as a third-party vendor.
- The alcohol is confined to the A, B, or C Rooms; or the Lancer Cafe in the Lankford Student Union and the Nance, Lewis or Lee Grand Dining Rooms in the Dorrill Dining Hall.
- The sponsoring organization is required to cover the cost for the police officer, the bartender, and the I.D. checker.
- Only wine or beer will be available.
- No open bars allowed.

Guest List Guidelines and Expectations at Events/Functions Involving Alcohol

1. Groups that use common areas or chapter room space for events/functions must submit a guest list to the REC/Office of Residential and Commuter Life or building/facility manager, and the Office of Fraternity and Sorority Life (if the sponsoring group is a fraternity or sorority), by five (5) business days prior to the event/function. Failure to submit a guest list may result in cancellation of the event/function. The guest list is restricted to members of the organization and their invited guests.

2. The individual registering the event/function is responsible for ensuring that the names and birth dates of members and invitees appearing on the guest list are accurate. Persons whose names appear on the guest list must actually be invited to the event. Deliberately providing inaccurate information and/or "padding" of guest lists is considered falsification of information and subject to action under the Longwood Honor and Conduct system.
3. A copy of the guest list must be kept at the entrance of the party for guests to sign in. This same list must also be submitted to the REC or building/facility manager or Office of Fraternity and Sorority Life within five (5) business days following the event.

**Event/Function Management Procedures for Events Involving Alcohol**

During all registered alcohol events/functions, the person identified as the "Event Manager" must be present at all times. The University will assume the Event Manager is the person registering the event unless otherwise noted on the registration form. The Event Manager is responsible for ensuring that all event/function management procedures, guidelines, and expectations outlined herein are fulfilled. The Event Manager may not be under the influence of alcohol during the event.

**Managing Alcoholic Beverages and Restrictions**

1. Event Managers and/or individuals sponsoring an event/function must ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age of 21 or to persons who appear intoxicated.

2. All alcoholic beverages at registered third-party vendor events/functions must be dispensed by approved persons, called "servers," who are 21 years of age or older. Direct access to alcoholic beverages is also limited to only the person(s) designated as the server(s). Servers must not be under the influence while serving alcohol.

3. All persons attending a registered alcohol event/function must be 18 years of age or older and, at all times, in compliance with state and federal laws and Longwood policies and regulations.

4. Consumption of alcoholic beverages is permitted only within the areas designated for the event/function.

5. Open containers of alcohol are allowed only in areas designated and approved for alcoholic events/functions. No open containers of alcohol are allowed in hallways, lobbies, study lounges, etc.

6. No event/function shall include any form of drinking games or alcohol/other drug themes in its activities or promotion.

7. Kegs (all sizes) or other common sources of alcohol are not allowed on Longwood-owned property except for University contracted food service provider sponsored events.
Non-alcoholic Beverages and Food

1. Non-alcoholic beverages (soft drinks or other alternatives) must be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are served. For additional details, see the guidelines available on the Common Area/Chapter Room Event/Function Registration Form.

2. When alcoholic beverages are served, food and/or snacks must be prominently displayed and available during the entire event.

Security at Events Involving Alcohol

1. Longwood-approved security personnel are required at all events/functions. The sponsoring group is responsible for contacting the Department of Public Safety and confirming the security arrangements at least fifteen (15) business days in advance of the scheduled event/function. One officer must be on duty for gatherings of up to 100 people (this includes members of the host organization). For every subsequent increment of 100 attendees, an additional officer is required. At the discretion of the Department of Public Safety and the REC or building/facility manager, the number of required security personnel can be increased or reduced if deemed appropriate. Detailed information regarding scheduling and costs can be obtained from the Department of Public Safety.

2. The University reserves the right to enter events/functions to confirm compliance with all procedures, guidelines, and expectations outlined in this policy.

Promotion of Events Involving Alcohol

1. Alcohol may not be used as an inducement to participate in a campus event.

2. Promotional materials, including advertisement of any Longwood event/function, shall not make reference to or include pictures of alcoholic beverages. Advertising materials must comply with the Solicitation and Advertising Guidelines in the Student Handbook.

3. It is against Longwood policy to invite the general public to any student-sponsored social events/functions held in residence hall space. This includes, but is not limited to, chapter rooms and the Curry/Frazer Commons Area.
Anti-Hazing Policy

1. New Member Development

Goals and Suggested Activities

Student organizations, clubs, Fraternities/Sororities, athletic teams, etc. are based on one or more common principles: Group Companionship, Scholarship/Academics, Leadership, Athletic Competition, Community Service, and Social Activities. The specific principles the group focuses on will depend on the purpose or goals of the group.

Any new member programs or activities should reflect these elements and have a balance of activities that will enhance and further develop the newest members. An even distribution of these components should be interwoven throughout the program. For example, Fraternities/Sororities might incorporate 25% companionship, 25% scholarship, 25% leadership and 25% social activities. An athletic club or team might incorporate 50% athletic competition, 25% group companionship, and 25% scholarship.

Suggested activities include:

- Campus or community service
- Ropes course activities
- Attendance at campus activities or events
- Participation in intramurals
- Leadership training
- Academic study halls
- National Organization or NCAA required educational programs or events
- Fundraisers
- Badge/Pin/Letter/Jersey days
- Healthy physical activities or NCAA recognized practice
- Balanced food consumption or diet
- Wearing of semi-casual or business attire
- Group retreat or overnight of reasonable length
- Other inclusive group activities with a constructive purpose.

The following offices can serve as resources for developing and scheduling activities:

- Athletics 2057
- Campus Recreation 2356
- Academic and Career Advising Center 2063
- First Year Experience and Family Programs 2414
- Fraternity and Sorority Life 2118
Requirements

All new member activities must 1) include both current and new members; 2) have a constructive purpose related to the group’s goals; 3) follow University, and national organization/NCAA policies; 4) be designed to develop one or more of the common principles listed above; and 5) be completed by the tenth week of classes.

When designing new member activities, the group members must ask themselves if their activities and behaviors could be publicly justified to University officials, Faculty Advisors, Coaches, parents, and legal authorities. Groups which are not certain if their activities meet these standards should consult with their advisors and the Office of Student Affairs for help in designing new member activities.

2. Definition of Hazing

Longwood University is committed to the belief that abusive behavior, harassment and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others.

Hazing is defined as any action taken or situation created intentionally, whether on or off Longwood property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Examples include, but are not limited to, the following:

- Personal servitude.
- A “boot camp” mentality.
- Sleep deprivation.
- Altering physical appearance, i.e., head or eyebrow shaving, branding, etc.
- Forced or required consumption of liquids, solids, or combinations, i.e., alcohol, massive quantities of water, spicy or unusual foods, or non-food items.
- Paddling in any form.
- Coerced physical activity that causes fatigue.
- Exposure to inclement weather.
- Confinement in any room or compartment.
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property.
- Physical or psychological shock.
- Publicly wearing apparel and/or partaking in stunts not normally considered to be in good taste.
- Participating in degrading or humiliating games and activities.
- Misuse, theft or destruction of property.
- Engaging in behavior that is in violation of Longwood University regulations or state and federal laws.

3. Enforcement

I. Hazing is a violation of Conduct Code #4 (Hazing or otherwise mistreating so as to cause bodily injury); and/or Conduct Code #15 (Violating any aspect of the Anti-Hazing Policy up to but not including acts that induce bodily injury).

According to the Code of Virginia 18.2-56, “It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any persons found guilty thereof shall be guilty of a Class 1 Misdemeanor, which carries a minimum of 12 months imprisonment or a $2,400 fine.”

Individuals and/or groups who haze are subject to Campus Disciplinary charges, criminal charges filed by Longwood University and/or injured parties, and civil liability from injured parties.

a. The organization President, Executive Officers, Captain, and/or person(s) "in charge" will be held individually accountable for ensuring full compliance with the policy.

b. If an act of hazing is alleged, then the President, Executive Officers, Captain, person(s) "in charge," and student(s) involved may be charged with a violation of the Hazing Policy.

c. If hazing is confirmed, then the student(s) will be assigned sanctions as outlined in the Student Handbook. The organization or group may also be assigned sanctions that may include but are not limited to educational assignment, loss of privileges, or loss of recognition status.

Student organizations or governance groups may develop additional policies and procedures that are more specific in order to prevent incidents of hazing within their memberships.

II. All student organization officers, current and new members shall sign a statement on the Club/Organization Registration Form each year indicating they have read and understand the Anti-Hazing Policy. New Member statements are due upon acceptance into the club, organization or new member program, but no later than the third week of classes. At the discretion of the University, failure to follow this procedure may result in penalties to the
organization that may include but are not limited to loss of Longwood University recognition, privileges, or permission to conduct recruitment/initiation activities.

Student Athletes will follow the procedure outlined in the Longwood University Student Athlete Handbook.

III. All student organizations that have an initiation/new member education process must submit copies of the program and activities to the University Center and Student Activities prior to recruitment for approval. Upon the completion of recruitment, an evaluation report must also be filed with the Office. At the discretion of the University, failure to follow this procedure may result in penalties to the organization that may include but are not limited to loss of Longwood University recognition, privileges, or permission to conduct recruitment/initiation activities.

4. How to report hazing incidents:

Any student who believes he or she is a victim of hazing is encouraged to report the incident.

Hazing may be reported to:

Associate Director for Fraternity and Sorority Life 2118
Director, Office of Student Conduct and Integrity 2490
Director, Department of Public Safety 2091
Director and Assistant Directors, Department of Athletics 2057
Hazing Hotline 2222

Hazing may also be reported to any Student Affairs or Athletic Staff member.

---

**Athletic Event Conduct Policy**

Longwood University is committed to creating a safe, comfortable, and enjoyable experience for all fans and event attendees. When attending an event, the following behaviors are prohibited:

- Behavior that is unruly, disruptive, or illegal in nature.
- Intoxication or other signs of impairment that result in irresponsible behavior.
- Foul or abusive language or obscene gestures.
- Interference with the progress of the event (including throwing objects onto the playing surface).
- Failing to follow instructions of event personnel.
- Verbal or physical harassment of participants, officials, fans or event personnel.

Event attendees are responsible for their conduct. Event staff will promptly intervene to support an environment where fans can enjoy the event free from the above behavior. Event attendees
that violate these provisions may be subject to ejection without refund and loss of ticket privileges for future events. Student attendees may be subject to disciplinary charges.

Bicycle, Skateboard, In-Line Skates, and Scooter Policy

I. PURPOSE

This policy is to ensure the safe operation of bicycles, skateboards, in-line skates, and scooters (not to include motorized scooters used by persons with disabilities) on the Longwood campus. This policy is also intended to protect Longwood property by prohibiting activity inherently destructive.

II. DEFINITIONS

A. Transportation Use: For the purposes of this policy, transportation use is defined as a means of conveyance while traveling from point to point on the campus.

B. Recreational Use: For the purposes of this policy, recreational use is defined as use of described devices for entertainment. Entertainment uses might include practicing tricks or stunts.

III. POLICY

The safe and reasonable use of bicycles, skateboards, in-line skates, scooters, and similar devices is permitted on university sidewalks and in parking lots, unless otherwise posted, for transportation purposes. Anyone using these devices on Longwood property shall give right of way to any pedestrian and those with disabilities and shall travel at a reasonable, safe, and prudent speed. Operators of such devices assume the inherent risks associated with such devices.

IV. PROCEDURES

A. Limitations:

1. The use of bicycles, skateboards, in-line skates, and scooters shall not be permitted inside any building.

2. Under no circumstances will bicycling, skateboarding, in-line skating, or scooter use be allowed on ramps, curbs, benches, steps, stairs, or other such structures (no trick riding).
3. Skateboards, inline skates, roller skates and scooters are not permitted on the Brock Commons pavilion area, which is described as the area between the Madison Street intersection and the Redford Street intersection.

4. Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e. building lobbies, stairwells, porches, trees, bushes, fences, access ramps, etc.) is prohibited. Bicycles locked to an access ramp are subject to confiscation by the Longwood University Police Department.

5. Wearing headphones while operating bicycles, skateboards, in-line skates, and scooters is prohibited.

6. Skates, skateboards, toys, or other devices on wheels or runners are prohibited on the roadway (Code of Virginia, Section 46.2-932).


B. Sanctions:

1. Any one causing property damage through unauthorized use of bicycles, skateboards, in-line skates, scooters, or similar devices may be required to render restitution to the University.

2. Employees of the university may be subject to disciplinary actions.

3. Students may be subject to student conduct proceedings.

4. Persons not affiliated with Longwood may be subject to a ban from the campus by the Longwood University Police Department.

---

Billing and Fee Payment

Managing the Student Account

Students manage their accounts using myLongwood.

After entering the LancerNet ID and LancerNet password, select the Student tab and click on My
Student Account. Read, scroll to the bottom, "click here to view your account information" and enter the Touch Net Payment Gateway.

Students may view Ebills, make payments, set up authorized users, sign up for Direct Deposit for Student Loan refunds, save ACH draft information (bank routing number and bank account number), and enroll in the Monthly Payment Plan.

EBills

Longwood University generates Ebill Notices approximately one month prior to the bill due date for fall and spring to all registered students. (Please reference the Billing & Payments information.) If you do not receive a bill and the due date is approaching, please log into MY STUDENT ACCOUNT to review your account activity and balance due. Failure to receive a billing statement will not waive the requirement for payment by the due date. Students who do not receive bills should review their records to be certain that Longwood University has been informed of any email or address changes. It is the student’s responsibility to make certain that all permanent, local, and (if applicable) billing addresses are current.

Payment Methods

MasterCard, Discover, Diners Club, JCB, UnionPay, Amex (debit/credit) and Bank Drafts (Electronic ACH drafts) are acceptable online payment methods with the exception of the payment plan. Payment plan payments are automatic bank drafts. Convenience fees of 2.75% will be charged on credit/debit transactions. Bank drafts (ACH drafts) will be processed without fees. Credit/Debit cards are not accepted in the Office of Cashiering and Student Accounts, paper checks are accepted (see important notes).

Longwood University assesses Tuition & Fee charges to all (full-time and part-time) students on a per credit hour basis, according to course type/method of instruction.

Please visit http://www.longwood.edu/studentaccounts/tuitionfees.htm for the rates as approved by the Board of Visitors.

Student financial responsibilities

Students who attend Longwood University accept the responsibility of:

- Full payment of tuition and fees generated from their registration.
- Full payment of all charges for housing and dining services, and other applicable miscellaneous charges.
- Payment of a $50 fee for any item(s) returned by their bank, ACH electronic drafts or paper checks, as prescribed by the Code of Virginia 2.2-4805.
• Maintaining a current mailing address on file with the Office of the Registrar. (Paper check refunds and tax forms will be delayed if the permanent mailing address or the local address on file for the student is not current and active.)
• Acknowledging their Longwood email as the official means of communication to all students.
• Reading their Longwood University e-mail on a daily basis.
• Setting up bank account information required to be used for Direct Deposit of student loan refunds.
• Entering your mobile phone number and carrier into your profiles in My Student Account if you wish to receive text messages for billing.
• Reading and abiding by the rules as stated in the University catalogs and handbooks.

Paper bills will not be sent to enrolled students. Failure to acknowledge and review the electronic bill does not relieve responsibility for timely payments.

Late Payments

Any student account not paid in full or secured by our Payment Plan or Financial Aid or approved Third-Party Tuition Assistance will be assessed a late payment fee of 10% of the unsecured past-due account balance as prescribed in 2.2-4805 of the Code of Virginia. Failure to receive a bill does not waive the requirement for payment when due and will not prevent the application of the late payment fee.
The University reserves the right to revise or alter all tuition and fees, regulations pertaining to student tuition and fees, and tuition and fee collection procedures whenever such revisions or alterations are deemed necessary.

Any communication disputing an amount owed must follow the Tuition Appeal procedures published on the following website http://www.longwood.edu/studentaccounts/20642.htm.

Past due accounts

Students with past-due balances will have a hold placed on their account and will not be allowed to:

• Access assigned housing & meal plans
• Register for future classes
• Receive official transcripts
• Receive their diplomas

Any account not satisfied by the final payment due date will be referred to our collection agency, and collection agency fees (of up to 33% of the outstanding balance) will be added. Any account not satisfied by the final payment due date may be reported to the credit bureaus, and may be listed with the Virginia Department of Accounts through the Debt Set-off Program. Listing with the Virginia Department of Accounts may result in the seizure of funds from a tax refund, any
refund from another state agency and/or a lottery claim.

---

**Campus Recreation Events**

The Longwood Campus Recreation department ([www.longwood.edu/recreation](http://www.longwood.edu/recreation)) offers plenty of opportunities for students to get active and involved through Fitness, Outdoor adventures, Informal Recreation, Club Sports and Intramurals. The Health & Fitness Center is the main hub for all Campus Recreation programming, offering an informal weight room, racquetball courts, indoor track, circuit training room, powerlifting, and three multiuse courts. Willet Pool is open for recreational swim in the evenings. The fitness program includes several popular group fitness classes and personal training. The Outdoor program includes a ropes course, rock climbing wall, outdoor trips, and equipment rental. The Lancer Park Field complex has a turf and grass field plus a softball diamond and hosts several club sport and intramural contests. Other programs include weekend club sports tournaments, private group fitness classes, late night events, and one day intramural tournaments. Call (434.395.2356) to check specific hours and offerings.

---

**Digital Millennium Copyright Act—Copyright Infringement**

Longwood complies with the DMCA and expects its student network users to do so as well. Longwood’s Acceptable Use Policy ([http://www.longwood.edu/policies/6104.htm](http://www.longwood.edu/policies/6104.htm)) states that "For use to be acceptable, it must demonstrate respect for: Intellectual property rights (e.g., as reflected in licenses and copyrights)." Distributing copyrighted material without permission is illegal and in violation of Longwood University policy and Federal law. This generally includes commercial TV shows, popular music, and commercial movies. Locally-created material has its own copyright which might or might not allow internet distribution.

The DMCA and Longwood’s computing policies provide that a network user cannot have anything on his/her computer or other network accessible device that the user does not own or to which the user does not have lawful access. Users may not share any file to which they do not have the legal rights. As part of DMCA compliance efforts, Longwood has an escalating policy for student network users who receive repeated DMCA complaints.

1. Upon a first or second complaint, student users will receive a copy of the DMCA complaint and educational information on the DMCA and copyright infringement.

2. Upon a third complaint, student users must meet with the Director of the Office of Student Conduct and Integrity. The user will be charged a $25.00 administrative fee, and must sign
a statement acknowledging: a) removal of the illegal media from his/her device, and b) their understanding of the University copyright infringement policy.

3. Upon a fourth complaint, student users will be charged a $25.00 administrative fee, and lose all network access from any computers they have registered and any wireless access via their LancerNet ID for 14 days.

4. Upon a fifth complaint, Honor charges will be filed against the user. Potential sanctions may include permanent loss of network access.

Student users who believe a DMCA complaint is in error may meet at any time with the Director of the Office of Student Conduct and Integrity to resolve the issue.

Longwood Dining Services Policies

1. Meals are not transferable. Meal plans are assigned to a student’s Longwood ID and are for that specific student’s use. You may treat friends and guests using your Guest Meals or your Bonus Dollars which come with your Meal Plan.

2. Students must present their Longwood ID cards when using their Meal Plans.

3. The Dining Hall is an all-you-care-to-eat facility and does not allow for take-out. No food, silverware, or dishes (plates, cups, bowls, glasses) may be removed from Dorrill Dining Hall.

4. Students are allowed to fill their own personal 22 oz or smaller container with a beverage only and take it to go. No 32-oz or half-gallon containers are allowed. It is a violation of the Honor Code to remove any items other than the specific items listed above.

5. Students on the meals-per-week meal plans are allowed one meal card swipe per meal period in the Dorrill Dining Hall.

6. Students with the Unlimited Plan are allowed unlimited access to the Dining Hall and can swipe their cards as often as they wish for meals in the Dorrill Dining Hall.

7. Students on the Block Plan can swipe their card more than once during a meal period for meals in the Dorrill Dining Hall.

8. Students are allowed only one meal card swipe per meal period at Outta Here. This policy applies to all meal plans.
Access for Students with Disabilities

Longwood University is committed to the full and total inclusion of all individuals and to the principle of individual rights and responsibilities. Persons with a disability will be allowed full and equal access to an enjoyment of academic and co-curricular programs or activities offered by the University.

The mission of the Office of Disability Resources is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty, and staff to promote students' independence and to ensure recognition of their abilities, not disabilities.

The vision is a university community where a disability is neutral; a community where services are integrated throughout the university such that only unique and uncommon accommodations and services are provided through the Office of Disability Resources. For additional information, please visit the Office of Disability Resources website at http://www.longwood.edu/disability/.

In compliance with state and federal regulations, persons with disabilities are permitted to use service animals while on Longwood University's campus. Additional information and the Service Animal Policy may be reviewed in its entirety at http://www.longwood.edu/disability/15673.htm.

Non-Discrimination and Reasonable Accommodation on the basis of Disability

I. Purpose

Longwood University is committed to providing equal access to employment and educational opportunities for persons with disabilities. Longwood University recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from university educational programs, services and activities, and to have equal employment opportunities. Longwood University adheres to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities. Students requesting reasonable accommodations for a disability should contact the Office of Disability Resources at 434-395-2391 (trs 711). Longwood University employees and applicants for Longwood University employment should contact the Office of Human Resources at 434-395-2074. Visitors and participants in non-academic programs should contact the sponsoring department or the Office of Disability Resources at 434-395-2391. Questions regarding reasonable accommodations and/or discrimination on the basis of disability should be directed to the Director of Disability Resources (for students and visitors) or the Chief Human Resources Officer or designee (for employees).
II. Applicability

This policy applies to all Longwood University faculty, staff, students, and visitors.

III. Responsibility

As the ADA/Section 504 compliance officer for the University, the Director of the Office of Disability Resources is responsible for administering and monitoring Longwood University’s policy on non-discrimination and reasonable accommodation on the basis of disability.

Longwood University students:

The Office of Disability Resources is responsible for reviewing requests for reasonable accommodation on the basis of disability for students. Academic departments and faculty members are responsible for providing those accommodations in accordance with federal and state regulations and in cooperation with the Office of Disability Resources.

Longwood University employees and applicants for Longwood University employment: The Office of Human Resources is responsible for reviewing requests for reasonable accommodation for employees on the basis of disability and employing departments are responsible for providing reasonable accommodations for employees in accordance with federal and state regulations and University policy. The Office of Disability Resources is available as a resource in this process.

Visitors and participants in non-academic programs:

Non-academic programs, including events provided by the University such as concerts, performances, student sponsored events, campus tours, summer camps, and public programs will be made accessible in accordance with federal and state law. Departments, offices, or groups sponsoring the event are responsible for reviewing requests for reasonable accommodations for visitors and participants and providing accommodations for non-academic programs. The Office of Disability Resources is available as a resource in this process.

Procedures:

- Reasonable accommodation procedure for students:  
  http://www.longwood.edu/disability/47394.htm

- Reasonable accommodation procedure for employees:  
  http://www.longwood.edu/policies/5201.htm
Reasonable accommodation procedure for visitors and participants in non-academic programs: Contact the sponsoring department or the Office of Disability Resources at 434-395-2391 (trs 711).

IV. Compliance

Inquiries about or complaints alleging violation of the University’s Non-Discrimination and Reasonable Accommodations on the Basis of Disability policy should be directed to the following offices:

Students and Visitors: Office of Disability Resources, Graham Building, 201 High Street, Farmville, VA 23909. Phone 434-395-2391 (trs 711); Fax 434-395-2434.

Employees: Office of Human Resources, Lancaster Building, 201 High Street, Farmville, VA 23909. Phone 434-395-2074; Fax 434-395-2666.

Grievance Procedure: See Longwood University Student Handbook or http://www.longwood.edu/disability/15665.htm

Related University References:
New and Prospective Students with Disabilities: http://www.longwood.edu/disability/23375.htm
Modification of the General Education or Additional Degree Requirements: http://www.longwood.edu/registrar/42316.htm
Service Animals: http://www.longwood.edu/disability/15673.htm

Americans with Disabilities Act Grievance Procedure

In the event that specific complaints arise regarding the University’s compliance with the Americans with Disabilities Act of 1990, the Director of Disability Resources will, at the request of the student, faculty or staff, review the procedures implemented and seek to resolve the matter informally. To the extent that the complaint(s) cannot be resolved informally, the following procedures shall be employed in order to address the grievance formally.

A student wishing to file a complaint shall submit a written grievance to the Director of Disability Resources within 30 calendar days of the event(s) triggering the grievance. The written grievance must include:

a. A clear statement of the University rule, regulation, policy and/or action of which the student complains;
b. The date of any action which the student is appealing;

c. A summary of the action(s) which the student has taken to resolve the matter informally;

d. Documentation which supports the grievance.

Contact Information: Director of Disability Resources, Graham Building, 434-395-2392

If the grievance relates to the Director of Disability Resources, the student shall submit a written grievance to the Dean of Students who will conduct the same procedures as the Director in the following process:

Contact Information: Associate Dean of Students, Student Health and Recreation Center, 434-395-2356

The Associate Dean will forward the information to the appropriate administrator (e.g., the academic department chair, director of the office).

The appropriate administrator shall meet with the student within 5 class days of the receipt of the grievance to gather data and attempt resolution.

If this meeting does not resolve the grievance, the appropriate administrator shall conduct an informal investigation of the grievance. In cases where the grievance is about the conduct or requirements of a course or an academic program, the appropriate administrator shall consult with the faculty member responsible for the affected course or academic program.

The appropriate administrator, in consultation with Disability Resources or a person knowledgeable about disabilities shall furnish a written response to the grievance no later than 15 class days after the meeting with the student. The written response shall be mailed to the student by certified mail, return receipt requested.

If the student is not satisfied with the written response from the appropriate administrator, he/she may present the grievance in written form to the Vice President for Student Affairs within 10 class days after the receipt of the response from the appropriate administrator.

The Vice President for Student Affairs or designate shall, within 15 class days after the receipt of the grievance, schedule and conduct a meeting with the student and other persons involved in the grievance. The student may present any witnesses or documents pertaining to the complaint.

After the investigation is complete, the Vice President for Student Affairs or designate shall issue a written answer to the complainant within 15 class days from completion of the meeting(s) with the student and other persons.
If the grievance involved conduct or requirements of a course or academic program, a copy of the written decision of the Vice President for Student Affairs or designate shall be provided to the Academic Dean and the department chair involved and to the professor of the course.

The Director of Disability Resources shall maintain the files and records relating to the complaints filed.

The right to prompt and equitable resolution of a grievance shall not be impaired by the person’s pursuit of other remedies such as filing a complaint with a responsible federal department or agency. Although individuals have the right to pursue appeals through external channels, they are encouraged to use internal mechanisms to resolve disagreements.

If the Vice President for Student Affairs or designate is unable to offer a satisfactory resolution, the student may appeal to the Provost and Vice President for Academic Affairs whose decision is final.

**Freedom of Expression Policy**

No rights are more highly regarded at Longwood University than the First Amendment, which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. Longwood University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. This policy is structured to assure equal opportunity for all persons, to preserve order within the campus community, to protect and to preserve University property, and to provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

**Provisions:** In order that the persons exercising freedom of expression not interfere with the operation of the University, violate state or federal law or the rights of others, the following shall apply without exception to any form of expression.

1. The University does not permit expression that is not protected by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.
2. Use of sound amplification on campus is regulated and must be registered at least three (3) business days in advance. If using sound amplification, it should not interfere with the educational and administrative activities of the University.

3. There must be no obstruction of entrances or exits to buildings and/or activities.

4. There may be no interference with educational and administrative activities inside or outside of buildings.

5. There may be no attempt to prevent scheduled University ceremonies or events.

6. Malicious or unwarranted damage to or destruction of property owned or operated by the University or by students, faculty, staff, or visitors to the University is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.

7. There must be compliance with all applicable state and federal laws and University rules and regulations. Violators will be referred for appropriate legal or disciplinary action.

8. Public sidewalks and streets may not be obstructed, preventing the passage of any vehicle or pedestrian. Illegal obstruction is a violation of Virginia Criminal Law (§ 18.2-404, Riot and Unlawful Assembly), obstructing the free passage of others.

Regulations for individuals and organizations affiliated with the University:

A. Students, faculty and staff wishing to give speeches, march or protest must register with the Office of Conferences and Scheduling at least 24 hours in advance by following standard space registration procedures at http://www.longwood.edu/scheduling/scheduling.htm.

B. If notice is given less than 24 hours in advance, the University will make every effort to grant such a request provided that safety and security issues and logistical concerns can be appropriately addressed.

C. The location of the speech, march or protest will be determined by University officials in consultation with the organizers and will be based on safety and security concerns.
Regulations for individuals and groups not affiliated with the University:

A. **Speeches and Demonstrations:** The open area designated for speeches and demonstrations is the Lankford Mall which is a primary crossway on the campus and will consist of the patio and the surrounding area located on the south side of the Student Union. Groups may request use of this space through Conferences and Scheduling by submitting the Event Registration Form at [http://www.longwood.edu/scheduling/25695.htm](http://www.longwood.edu/scheduling/25695.htm). Individuals and groups may use this area between 9 a.m. and 9 p.m., Monday – Friday, when school is in session, for speaking, demonstrating, and other forms of expression. A request for use of this area must be made a minimum of three (3) business days in advance of the event. All structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.

B. **Distribution of Written Material:** In accordance with the University Posting Policy, handbills may not be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

C. **Marches:** Marches may take place on streets and sidewalks of the campus between the hours of 10 a.m. and 4 p.m., Monday – Friday, when school is in session. Requests for a march must be scheduled a minimum of three (3) business days in advance through Conferences and Scheduling by submitting the Event Registration Form at [http://www.longwood.edu/scheduling/25695.htm](http://www.longwood.edu/scheduling/25695.htm); who will submit the plan to the Longwood University Police Department. Limitations may be placed on the time, place, and manner of such an event in order to serve the interests of safety, to prevent disruption of the educational process, and to protect the rights of others.

---

**Disruptive Behavior Policy**

Longwood University is committed to maintaining a safe living, working and learning environment for students, faculty and staff. The University recognizes that situations may arise where a student’s behavior is a potential threat to others, or where a student’s behavior significantly disrupts the ability of other students, faculty or staff to participate in Longwood’s educational programs, living environments, employment opportunities, or significantly interferes with the general operations of the University in carrying out its mission. Disruptive behavior will be dealt with through the University on-call system and the following administrative procedures. The University may elect to inform parent/guardians without the student’s permission if emergency circumstances warrant such contact. ([See Student Access to Disciplinary Records, Disclosure and Parental Notification](#)).

1. **Definitions**
Students may be administratively withdrawn from the University, or have behavioral conditions imposed as a condition of continued enrollment, in situations where their behavior is considered to be:

a. A direct threat to others: A direct threat is defined as a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.

b. Significantly disruptive: Disruptive behavior includes conduct or statements that interrupt or impair a student, faculty or staff member’s ability to carry out their daily activities and responsibilities; or interferes with a student’s ability to participate in and benefit from Longwood’s educational programs or living environments. Such disruption may be in the form of a single incident or a series of incidents.

Disruptive behavior includes behavior that may be related to a medical condition, but nevertheless violates the code of conduct. When an individualized assessment is impossible because of the student’s resistance, observations of a student’s actions will constitute the basis for such judgment.

c. Refusal or inability to cooperate with behavioral contracts resulting from administrative actions taken in section two “Implementation,” found below.

2. Implementation

Normal emergency response shall be taken to respond to students who are in immediate danger to self or others, which may include emergency medical services, contacting parents or guardians without prior consent, involuntary commitment in accordance with state law, and immediate provisional withdrawal. Students provisionally withdrawn shall have the opportunity to present information on his or her behalf to the Vice President for Student Affairs, or designee, within ten (10) working days. Longwood shall conduct an individualized assessment of the student’s behavior prior to making a final withdrawal decision.

Students who are disruptive, but not a direct or immediate threat shall be required to meet face-to-face with a Student Affairs staff member designated by the Vice President for Student Affairs. The purpose of this meeting will be to:

a. Review available information concerning the disruptive behavior;
b. Review this policy and Longwood’s code of conduct, and discuss the procedures;
c. Allow the student to present information on his/her behalf;
d. Assess the student’s ability and willingness to continue to be a non-disruptive participant in the University community.
If a student’s behavior is determined to be a direct threat, the University may impose conditions or modifications designed to eliminate the safety risk, ensure compliance with the code of conduct, and enhance the student’s opportunity to succeed at Longwood University.

These conditions may include, but are not limited to, special housing and/or academic arrangements, or a mandatory behavioral contract.

If it is determined that no conditions or modifications are available to eliminate the safety risk and ensure compliance with the code of student conduct, the student shall be administratively withdrawn. Students have the opportunity to respond to this determination and to provide relevant information prior to the final decision.

Students may seek a voluntary withdrawal through the appropriate Academic Dean’s Office.

3. Return or Readmission

Prior to readmission the student must be able to show that he or she is able to participate safely (academically and socially) at Longwood University, and adhere to the student code of conduct. The student may provide information from a qualified healthcare professional in addition to other information. Longwood may require the student be assessed by a qualified healthcare professional as a condition of returning to campus following administrative withdrawal. Information regarding the behaviors and circumstances leading to the administrative withdrawal may be forwarded to the healthcare professional conducting the assessment.

A face-to-face meeting with a Student Affairs staff member designated by the Vice President for Student Affairs must be conducted before the student is permitted to return to campus. The purpose of this meeting is described in section two “Implementation.”

Behavioral conditions designed to enhance the student’s opportunity to succeed at Longwood University and/or minimize disruptive influence may be placed upon a student prior to his/her return from an administrative withdrawal or voluntary withdrawal.

---

**Event Planning on Campus**

All requests for facility reservations with the exception of Lankford Student Union should come through the Office of Conferences and Scheduling.

**Facilities Reservations: All Facilities (with the Exception of Lankford Student Union)**

To make a request for usage of campus facilities (meeting rooms, gyms, auditoriums, pools, dining hall spaces, cabin, etc.) please visit the website for the Office of Conferences and

Before completing the form, the person making the request must read "Procedures for Use of Facilities" on this web page then follow directions for scheduling an event using either the Long or Short form. The Office of Conferences and Scheduling will review the request to determine if space is available and will issue confirmation paperwork to the event manager. When submitting a request, be certain to include all details on the event so that specific needs may be communicated to appropriate departments. Events should be scheduled as early as possible and no later than two (2) weeks prior to event.

**Important:** Please be aware that until confirmation paperwork has been received by the event manager from the Office of Conferences and Scheduling, any reservation requested has not been approved.

Please note: Event managers are responsible for ensuring that the space(s) they have used is/are left in clean and orderly condition upon leaving. The responsibility for any damages rests with the event manager, organization and advisor.

All student organizations, campus departments, and faculty and/or staff organizations are encouraged to sponsor events on campus. Events sponsored by student organizations fall into three categories:

1. **Public:** Admission is open to anyone including those outside the Longwood community

2. **Campus:** Open to members of the Longwood community and their guests only;

3. **Closed:** Open only to members of the Longwood organization on the guest list when alcohol is present.

**Lankford Student Union**

The [Lankford Student Union](http://www.longwood.edu/lankford) is dedicated first to serving the co-curricular needs of Longwood students and, second, to the Longwood community at large. The following individuals or groups can reserve facilities within the Lankford Student Union:

1. Registered Longwood student groups and organizations, if a meeting or event is for members of the Longwood community and invited guests.

2. Longwood faculty and staff for Longwood related meetings and events.

3. On a space-available basis, the areas can be rented by community organizations and individuals for non-related Longwood activities, provided the activities are compatible with the educational mission of Longwood. Lankford Student Union cannot be rented when
Longwood is in session. When the University is closed, reservations will be made at the discretion of the University Center and Student Activities staff.

Longwood Functions in the Lankford Student Union: All Longwood-related functions taking place in Lankford Student Union are to be reserved through the University Center and Student Activities at www.longwood.edu/studentunion at least 15 business days in advance. Such activities are to be reserved and conducted in compliance with Student Handbook policies. The service of alcoholic beverages within the building for Longwood functions requires the advanced approval of the University Center and Student Activities (See policy VI Event Planning on Campus Involving Alcohol.)

Functions for groups not affiliated with Longwood: All functions for groups not affiliated with Longwood are to be coordinated through the Office of Conferences and Scheduling. Such activities are to be reserved, rented, and conducted in compliance with the Reservations Rules and Regulations published by the Office of Conferences and Scheduling.

Additional Expectations and Guidelines for All Events in the Student Union

1. All events/functions must end by 12:00 a.m. unless prior approval is received from the Director of the University Center and Student Activities. Outdoor events must end by 11:00 pm in accordance with the Town of Farmville Noise Ordinance.

2. Event Managers and organization officers are responsible for ensuring that noise levels do not disturb others. They are also required to respond promptly to complaints.

3. Event Managers and organization officers are required to take precautionary measures in preventing potential damage to Longwood property as a result of the event/function.

4. Campus common areas where events/functions are held must be cleaned by 7:00 a.m. the next day. Billings for cleanings will be assessed to the organization or individual who registered the party.

5. Failure to follow any aspect of the procedures outlined above or in the alcohol/other drug policies and regulations may result in immediate termination of an event/function and loss of future registration privileges.

6. If you are holding an event that is open to the community in the Student Union, the organization is responsible for having security at the event. The organization is also responsible for the cost of the security. Security must be contracted through Campus Police.

7. If your event will go past 12 a.m., is open to the public, and/or alcohol is being served, your advisor is required to be present for the entire event. If your advisor is not present, the University Center and Student Activities staff members have the authority to cancel the event.
Funding For Events

When planning a campus event or activity, it is critical to know the expenses for which you or your organization will be responsible. Examples of event costs include set-up fees, common room deposits, clean-up, police coverage, and fees for bands and speakers. Some suggested sources of funding include the Student Government Association and Hall Councils. Co-sponsorship with Lancer Productions and the University Center and Student Activities is also an option. In addition, specialized clubs and organizations may assist in funding events that are relevant to their organizational mission. Further information on fundraising and solicitation is available in the Policy Section of this Handbook under: Solicitation Policy, Distribution of Printed Materials Policy, and Advertising Policy. Be sure to secure funding for the event you want to coordinate before committing to it (i.e., before signing a contract, publicizing the event).

Additional Planning Guidelines

Events for Oktoberfest and Spring Weekends must be approved by the sponsoring student organizations. Mortar Board sponsors Oktoberfest, and Lancer Productions sponsors Spring Weekend. Longwood policy prohibits students from signing on behalf of the University contracts utilizing Student Activity Funds. All contractual agreements executed with outside agencies which involve Student Activity Funds must be made under the direction of a Longwood official and signed by the Director of the University Center and Student Activities. For assistance in this area, contact the University Center and Student Activities at 434.395.2103.

Activities during the Week Prior to Exams

The following activities are not permitted during the seven (7) calendar days prior to the first day of examinations and exam week:

- Solicitation and sales on campus.
- Registered parties (e.g., room/suite, chapter room, common areas) in the residence halls.
- Registered parties on Iler Field, or Student Union facilities (unless prior written permission is obtained from the Dean of Students and/or the Director of the University Center and Student Activities).

There are no student events or activities allowed on reading day except for study breaks that are approved by the University Center and Student Activities and/or the REC in the building hosting the study break. The Honor and Conduct Boards may schedule hearings on reading day if necessary.
Facilities Management Department

The Facilities Management Department is responsible for building and grounds maintenance as well as housekeeping service requests for the Longwood campus. All services provided through the Facilities Management Department must be assigned a work request through the Coordination Center. Through this system, an average of over 2,000 work requests is generated monthly. These work orders are distributed to ten (10) maintenance shops, the housekeeping department, as well as contractors providing services for the University.

The Facilities Management Department provides assistance with preparation and set up for special campus events. The advisor or sponsor for the student organization must call the Coordination Center for all occasions requiring the use of Facilities Management personnel or resources. Requirements and procedures for obtaining room set-ups (chairs, staging, audio/visual equipment, etc.) may vary from building to building. Please contact the Office of Conferences and Scheduling for specific information and assistance in this area. Under no circumstances will setups be done in fraternity or sorority chapter rooms. All requests should be submitted at the earliest possible date to ensure the availability of necessary staffing and physical resources. Every attempt is made to complete set-up requests during normal business hours. In the event this is not possible, the department/organization requesting the work will be responsible for any overtime costs.

Fire Safety Regulations- No Candle/Open or Enclosed Flame Policy

The possession, lighting, or burning of candles, incense, oil lamps, lanterns, grills, George Foreman-type grills, or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all on campus residence halls. This also extends to other Longwood owned or controlled buildings and property with regulations that ban the presence of such items. Exceptions to this policy may occur only under the following conditions: (1) written approval is provided by the Dean of Students; (2) a designated building or area permits use for a specific purpose (such as classroom instruction or on an outdoor, cement surface), or (3) Fraternity/Sorority ceremonies (see below for specific guidelines which MUST be followed). Violations of the above policy by individuals or groups will result in the following minimum recommended sanctions:

**Individual Students:**

**1st Offense:** $25.00 fine to be divided among the room occupants as the hearing body deems appropriate, and a Letter of Admonition for each student

**2nd Offense:** $50.00 fine per student and six months of Disciplinary Probation
3rd Offense: Suspension

Organizations:

1st Offense: $2.00 fine per member and a Letter of Admonition

2nd Offense: $4.00 fine per member and six months of Disciplinary Probation

3rd Offense: Loss of Privileges, including, but not limited to, meeting space, funding, and event/function registration privileges for one calendar year

Greek Organization Policies

See Office of Fraternity and Sorority Life Website

Guidelines for New Member Programs

New member programs, including initiation, may not exceed six weeks, and must be completed by the tenth week of the semester. All new member and initiation activities must be approved by the National Organization, Assistant Director for Fraternity and Sorority Life, and Chapter Advisor. The following elements should be essential areas of emphasis during the new member education: scholarship, leadership, community involvement, risk management (alcohol, substance abuse, hazing, sexual assault), and Greek 101.

To be eligible for the new member process and initiation, the student must have completed 12 credit hours at Longwood University and have a cumulative grade point average of 2.5 or higher. The average must be computed from a full course load of at least 12 credit hours.

Chapter Room Fire Safety Regulations

Candles may be allowed in chapter rooms during fraternity and sorority ceremonies under the following conditions:

1. The event is registered with the Associate Director for Fraternity and Sorority Life, the Director of Residential and Commuter Life, and the Office of Environmental Health and Safety two weeks prior to its occurrence.

2. An advisor trained in fire safety procedures and employed by Longwood University is present for the ceremony.

3. A representative of the organization identified as a risk management officer and trained in fire safety procedures is present.

4. The candles are extinguished with water and remain extinguished.
5. A fully charged fire extinguisher is present.

6. An operational telephone is present.

Candles will be stored with the Residence Education Coordinator (REC) of the building that houses the chapter. Chapters may obtain their candles at noon on the business day closest to the ceremony, and must return the candles to the REC no later than 5 pm on the business day closest to the ceremony.

Alcohol may not be consumed before the ceremony and may not be present or consumed during the ceremony.

**Legal Consumption of Alcohol in Chapter Rooms**

Legal consumption of alcohol in chapter rooms without prior registration is permitted under the following conditions:

1. There is not more than one alcoholic beverage (defined as a 12 oz. beer, 4 oz. wine, or 1 oz. of hard liquor) per person per hour.

2. Anyone not of legal drinking age is not consuming alcohol.

3. The number of guests present is limited to the number of undergraduate members in the room plus one guest per member (see [*Alcohol Policy*](#)).

**Grievance and Complaint Procedures**

As opposed to an ombudsperson or central office, Longwood University believes that student complaints are best handled within the appropriate professional area, as this allows a timely response by a competent staff person. Accordingly, students with complaints or grievances should directly contact the office in question. The normal appeals or grievance procedure within that office is then followed. The complaint and response will be logged by the office.

The following are some complaint/grievance procedures that may be of specific interest to students. For other issues refer to the office in question.

**Grade Appeals:** Grade appeals should be directed initially to the instructor teaching the class. If the matter is not resolved after meeting with the instructor, the student may submit a written appeal to the Department Chair. More information regarding grade appeals may be found in the appropriate University Catalog: [http://www.longwood.edu/academicaffairs/catalogs.htm](http://www.longwood.edu/academicaffairs/catalogs.htm).
Parking Appeals: The student must submit a written or online appeal within five working days of the date on the citation. The Parking Citation Appeals Committee conducts a hearing and issues an appeals hearing detail report to the student indicating the decision. If the appeal is denied, payment is due upon receipt of the notification letter. More information may be found on this site: http://www.longwood.edu/parking/appeals.htm.

Harassment, Hazing or Abusive Behavior: The grievance/complaint procedure for areas including harassment, hazing, and abusive behavior is detailed in the Longwood University Student Handbook available on the Office of Student Conduct and Integrity website: www.longwood.edu/studentconduct.

Student vs. University employee complaints regarding sexual or other harassment or abusive behavior are reviewed through a joint investigation by the Department of Human Resources and the Office of Student Conduct and Integrity. Action in these situations is taken by the Department of Human Resources.

Incidents involving intolerance or bias are referred to the Office of Diversity and Inclusion and the Affirmative Action Officer. For legal/liability reasons, Longwood University does not have specific conduct code violations regarding speech codes or bias-related acts. Bias-related incidents that fall under the definitions of the Conduct Code as violence or abuse are charged as such through the University disciplinary system. Students who are found responsible will, when appropriate, be given sanctions designed to educate them about intolerance.

Student Life Complaints/Grievances: Where appropriate, complaints addressed to the Office of the Vice President for Student Affairs are routinely directed to the office that deals with the issue.

Some offices in the Division of Student Affairs have specific grievance/complaint procedures or forms which should be used:

Department of Public Safety:

http://www.longwood.edu/police/complaintreport.htm

Longwood University Dining Service:


Office of Disability Resources: http://www.longwood.edu/disability/15665.htm

Office of Residential and Commuter Life (Housing):
http://www.longwood.edu/assets/rcl/Grievance_Procedure.pdf

Damage Appeal: http://www.longwood.edu/rcl/23348.htm
Lankford Student Union Policies

See Lankford Student Union Website

Banners (Student Union and Dining Hall)

In an effort to utilize the limited advertising space in the Student Union and the Dining Hall, the following policies will be put into effect:

1. Lancer Productions and ARAMARK Dining Services will be responsible for posting banners in the Dining Hall and Student Union.

2. In order to have a banner hung in the Dining Hall and/or Student Union, the student group must drop off their completed banner to the University Center and Student Activities. Banners must be submitted for posting/hanging a minimum of seven (7) days prior to the event. The posting and/or hanging of the banner is based on available space and is on a first-come, first-served basis.

3. As time permits throughout the week, the banners, posters, and flyers will be posted by the building supervisor.

4. Space will be limited to a first-come, first-served basis. There will be eight spaces for banners inside the arcade portion of the dining hall, the two walls located in the lobby of the Dining Hall, and several areas in the Student Union.

5. If you want a banner to be posted it must follow these guidelines:
   - Cork Strip Banner-no bigger than 6 feet by 3 1/2 feet in size;
   - Wall Poster-no bigger than 3 feet by 3 feet;
   - Information containing any offensive language will not be approved for posting.

6. Any items that do not follow the above policies and guidelines will be removed from the Dining Hall and/or Student Union.
Reservation Procedures for Students, Faculty, and Staff

The Student Union is the primary site for Longwood student gatherings. All facilities are booked on a first-come, first-served basis. Reservations can be made at www.longwood.edu/studentunion a minimum of 15 business days in advance. Space can be reserved for the fall semester beginning after spring break, and space for the spring semester can be reserved starting after fall break. The University Center and Student Activities reserves the right to decline a reservation request that does not follow the guidelines. The University Center and Student Activities staff is eager to assist organizations and departments with meetings and program logistics and planning events.

Individual students and student groups may utilize Lankford meeting rooms for study space on an availability basis. Advance reservations are not accepted. Reservations may only be made on the date desired. Call 434.395.2103 with any questions.

Sponsor Responsibilities:

Sponsors are required to comply with the following regulations:

1. Student Union equipment and furnishings may not be removed from assigned spaces.
2. All decorations and outside equipment used for events must be removed by the reservation end time.
3. Decorations, signs, program supplies, etc. may not be taped, stapled, or tacked to any painted, glass, or wooden surfaces.
4. Major rearranging of furnishings is prohibited without prior approval of the Assistant Director of Operations and Events
5. Sponsors are responsible for any negligent damage to the building or property attributable to their event.
6. The Assistant Director must be notified of meeting/event cancellations at least 48 hours in advance. Failure to provide a minimum of 48 hours advance notice may result in the loss of reservation privileges for the organization and/or department. The University Center and Student Activities staff is not responsible for notification of other campus departments when you cancel the event.
7. Events involving alcohol in the Student Union require the approval of the Director of the University Center and Student Activities, must follow the guidelines in the Handbook regarding events with alcohol, and must be registered a minimum of 15 business days. In approved cases, the sponsoring organization is responsible for employing Campus Police and
conducting the activity in compliance with the policy outlined in the Event Planning section of this Handbook.

8. The Lankford Student Union, including the Recreation area, is available for use by students, faculty and staff of Longwood only. Family members may also use the Recreation area. The student, faculty or staff member must accompany their guest(s) at all times while using the facilities in the Lankford Student Union. Guests and community members attending evening socials (dances, parties, etc.) must be 18 years of age or older.

General Building Guidelines

1. Signs, notices, posters, flyers, etc. must be brought to the University Center and Student Activities for posting approval. Once approved, a student worker will post the information. All unapproved material will be removed.

2. Selling, canvassing, or promotion of materials or goods within Lankford Student Union must be approved by the Director and appropriately registered.

3. No one shall remain in the Lankford Student Union after it is closed without the permission of the Director.

4. Animals are not permitted in the building at any time, with the exception of service animals.

For specific information on posting within the Student Union, see Posting Policy.

Longwood University Identifiers

In accordance with University Policy 9402, Longwood University reserves the right to control the use of its name, logos, seal or other identifiers so as to protect the reputation and goals of the institution. The Longwood University Seal is reserved for special projects, presidential communications, degrees, etc. Exceptions for use of the Seal may be made with the written approval of the Office of Public Relations. The Lancer, Rotunda, and other identifiers represent Longwood University and should always be used with the taste and dignity that befits Longwood University.

1. Use of Longwood University’s name, logos, or other identifier is forbidden without permission from the University. The Director of the University Center and Student Activities
(or designee) will oversee the approval of student produced publications, t-shirts, and other apparel designs incorporating Longwood identifiers for Longwood University student organizations. If a club/organization is in the process of designing a t-shirt or other apparel for an event or use by club/organization members, it must be approved by the Director of University Center and Student Activities (or designee).

2. The Director of the University Center and Student Activities reserves the right to approve/disapprove without cause all student produced publication/clothing designs using Longwood University identifiers.

3. All usage of Longwood University identifiers must follow the guidelines as outlined in the University style and identity manual which can be found at this Link: http://www.longwood.edu/assets/pr/stylemanual.pdf.

4. All apparel manufacturers must be licensed to use Longwood University trademarks, logos, and identifiers. Manufacturers must be a member of the Licensing Resource Group (LRG).

5. The design must conform to the Advertising Policy contained in the Student Handbook, and may not reference lewd, obscene or indecent language, acts or behaviors. The design should reflect favorably on Longwood University. It may not contain any reference to alcohol/drugs, or alcohol/drug paraphernalia.

6. Organizations that do not submit their publication/clothing designs to the Director of the University Center and Student Activities before printing may be required to forfeit the items in question. The Director of the University Center and Student Activities may develop alternative or additional sanctions when deemed necessary, or refer the incident to the University disciplinary system.

---

**Longwood University Lost and Found Policy**

All lost and found items are to be turned in at the Lankford Student Union room 201. Once an item has been turned in, it is logged in and secured in the lost and found closet. If it is an item of value such as a cell phone, ID, wallet, purse or book bag, an attempt will be made to identify and locate the owner of the item; which may require a staff member to go through the item to find the owners name.

At the end of the semester all items that have not been claimed will be donated to charity or discarded.
Motor Vehicle Policy for Students & Student Organizations

Student organizations are permitted to use State vehicles (cars and vans) for official State business. It is recommended that a staff or faculty member/advisor travel with the students in the vehicle to and from the destination. The driver of the vehicle must have a valid Virginia driver's license and have passed the driving test (if a bus is used). The cost of the trip must be charged to a Longwood departmental budget, or a student organization. These vehicles are assigned according to the following priorities:

Priority 1: Longwood Executive Use
Priority 2: Admissions Office
Priority 3: Student Teaching Supervisors
Priority 4: Class-related Field Trips Approved by Department Chair
Priority 5: Administrative Staff
Priority 6: Students Representing the institution in Intercollegiate Athletic Events
Priority 7: Trips by Longwood Organizations Approved by Sponsor

Procedures for Requesting a Vehicle

1. All student drivers of state vehicles must successfully pass a driver history check and evaluation conducted by the Department of Public Safety. No student drivers will be authorized to operate State vehicles without Department of Public Safety certification.

2. Requests for vehicles must be made in writing on the proper forms and submitted 72 hours in advance. Travel authorization forms may be obtained from the Accounts Payable Office or at the following link: http://www.longwood.edu/finance/20467.htm and click on SGA/Student Activity.

3. The travel authorization form must be completed and signed by the appropriate individuals indicating approval:
   a. Academic trips: driver and department chair.
   b. Sponsor of the Longwood organization.
   c. Non-academic trips: driver, advisor and area Vice President or department chair.
   d. Out-of-state travel: Vice President for Administration and Finance.

4. A copy of the form is to be sent to Accounts Payable. The requester a copy for his/her records; and a copy goes to the Facilities Management Department (FMD) Transportation Office, which will authorize a vehicle, if available, and assign it to the requester.
5. A copy of the request form will be returned to the requester, who must present this to the FMD Transportation Office for assignment of keys.

6. All those going on the trip must complete a Trip Waiver form that can be found at the following link:
   http://www.longwood.edu/assets/materielmanagement/rm_release_for_sponsored_activities.pdf

7. Before leaving campus, a list including the driver and all passengers in the vehicle must be submitted to Dispatch at the Office of Public Safety.

8. The driver will be responsible for completing the mileage section of the form at the end of the trip. The completed form with mileage recorded must be returned to the FMD Transportation Office so that mileage may be determined and charges assessed.

9. Upon return from the trip, the driver will drop the vehicle keys and mileage sheet in the labeled slot in the door on the north side (parking lot) of the Bristow Service Building.

10. The individual assigned to drive is responsible for following all instructions governing the use of State and Longwood vehicles. Copies of these regulations are either stored in the glove compartment of each vehicle or posted in a discernible area of the interior.

11. Failure to follow any of the above mentioned policies may result in loss of the privilege to reserve and use Longwood University vehicles.

---

Non-Smoking Policy

It is the objective of Longwood University to provide the healthiest environment possible. The new policy is designed to promote healthy lifestyles as well as to protect students, faculty, and staff from second-hand smoke, while addressing the growing litter problem on campus that is directly related to smoking.

Policy

1. Smoking is prohibited: a) on or within facilities owned or leased by the University, b) in University-owned vehicles, and c) on the campus grounds except in designated areas.

2. Smoking is prohibited at any University-owned outdoor athletic facility except in designated areas.

3. All cigarette butts must be disposed of in urns provided in the “Designated Smoking Areas” or urns located at various locations around the perimeter of the main campus.
4. Designated smoking areas include:

- Gazebo behind Taft Building
- Hut between Lancaster and Jarman Auditorium
- Hut by Heating Plant Building
- Gazebo behind Cunningham Residence Hall
- Gazebo between Wheeler and Cox Residence Halls
- Gazebo behind Bristow Building
- Benches at the ends of the Dorrill Dining Hall colonnades
- Loading Dock of Lankford Student Union
- Hut beside ARC Residence Hall
- Hut by the Race Street entrance of Greenwood Library
- Gazebo in front of Curry Residence Hall
- Benches by the Spruce Street entrance of Willet Hall
- Gazebo between Hull and the Center for Communication Studies & Theatre

A campus map with locations of designated smoking areas is available at this link.

Responsibility

1. It is the responsibility of all students, faculty, and staff to observe the Non-Smoking Policy.

2. It is the responsibility of each supervisor, manager, department head, director, dean, and vice president to enforce the provisions of this policy with the employees in their area of accountability. All students, faculty, and staff share the responsibility of keeping the campus clean, attractive, and litter-free.

3. Smokeless tobacco products and/or saliva must be disposed of in a proper and sanitary manner.

Definition: Smoking is the lighting or burning of any pipe, cigar, cigarette, or other tobacco product.

Sanctions:

1\(^{st}\) Offense: Letter of Admonition

2\(^{nd}\) Offense: $25.00 Fine

3\(^{rd}\) Offense: $50.00 Fine and Disciplinary Probation

4\(^{th}\) Offense: Suspension
Posting Policy

The University Center and Student Activities oversees the hanging of all items to be posted in the Lankford Student Union, the Dining Hall, and Longwood Managed Properties. Students, businesses, campus offices, or organizations should submit one copy of their original to be stamped for approval.

Only University Center and Student Activities and Residential and Commuter Life staff are permitted to post items in Longwood Managed Properties, Lankford Union, and the dining hall. Any items that are posted without following these guidelines will be removed, and, if any damage results from such postings, the individual or organization will be held responsible for the repair.

Guidelines:

Submit one original of the item to be posted at least one (1) week prior to the event or prior to when the item should be distributed to the University Center and Student Activities in Room 201 of the Lankford Student Union. All event flyers must have a disability accommodations stamp. In most circumstances, flyers will be approved for posting immediately. If the educational materials or flyers are preprinted, you will be required to stamp each preprinted flyer or educational material individually.

After receiving the stamped original, the sponsor will then be responsible for making copies of the stamped version. Ten (10) copies should be delivered to Room 201 in the Lankford Student Union for posting in the Union and the Dorrill Dining Hall, and 12 -15 copies should be delivered to the Residential and Commuter Life Office (Lancaster G-13) for distribution among the residence halls and the Longwood Managed properties. Space is limited and posting is done on a first-come, first-served basis.

Posting is not guaranteed if the timeline is not followed.

If there are any questions about the posting policy, please contact the University Center and Student Activities, 201 Lankford, 434.395.2103.

Raffles

Organizations and students who wish to sponsor a raffle need to complete the application for fundraisers and/or sales a minimum of ten (10) days prior to the raffle beginning. The application can be found at www.longwood.edu/studentunion. All profits must be used for
educational and charitable purposes. A report must be filed when the raffle is completed (See full fundraising and/or sales policy for all guidelines.)

**Scavenger Hunts**

If properly conducted, scavenger hunts can have value and be an educational experience. Scavenger hunt organizers must follow these guidelines and requirements to ensure that scavenger hunt activities are safe and useful for students who participate in them.

1. **Guidelines:**
   - Should augment participants' learning about their organization, field of study, or the University.
   - Should NOT exceed two hours in length.
   - Encourage participants to work as a team. Participants should not hunt alone!

2. **Requirements:**
   - All scavenger hunts must be registered with the University Center and Student Activities. The form is available at [http://www.longwood.edu/studentunion/](http://www.longwood.edu/studentunion/).
   - The activity must be conducted during reasonable hours of the day. Scavenger hunts may not be conducted between 10 pm and 7:30 am Sunday-Thursday or between midnight-10 am Friday and Saturday.
   - Boundaries must be limited to the main campus only. Going off campus or to Longwood Managed communities is NOT permitted. No travel via vehicle is permitted.
   - All University conduct and honor regulations apply.
   - The activity must not disrupt regular University business, or the peace of community residents.
   - Participants must not be put into a situation that could be harmful.
   - If used as a new member program, the activity must include both new and current members.

---

**Longwood University Service Animal Policy**

I. **Farmville Resources**

Ridge Animal Hospital, 1913 E. Third St., Farmville, VA 434-392-8222

II. **Background**

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disability Act (ADA) definition of service animals is: “Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an
individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” The Americans with Disabilities Act also addresses the use of miniature horses as a service animal. “. . . A public accommodation shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability “

The Americans with Disabilities Act, the Virginians with Disabilities Act and the Longwood University Board of Visitors policy allows service animals accompanying persons with disabilities to be on the Longwood University campus. A service animal must be permitted to accompany a person with a disability everywhere on campus.

This policy differentiates “service animals” from “pets,” provides examples of types of service animals, and sets behavioral guidelines for service animals. This policy also covers service animal trainees.

III. Definitions

Handler: A person with a disability is called a handler.

Pet: A domestic animal kept for pleasure or companionship. Pets are not permitted in university facilities. Permission may be granted by a professor/instructor, dean or other college administrator for a pet to be in a campus facility for a specific reason at a specific time (e.g., a pet dog is used for a demonstration tool in a zoology class).

Service Animal: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (including a physical, sensory, psychiatric, intellectual, or other mental disability). Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
Team: A handler, and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

Trainee: An animal undergoing training to become a service animal.

IV. Examples of Types of Service Animals

A Guide Dog is a carefully trained dog that serves as a travel tool to persons with severe visual impairment or who are blind.

A Hearing Dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

A Service Dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, etc. Service dogs are sometimes called assistance dogs.

A SSigDog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

A Seizure Response Dog is a dog trained to assist a person with a seizure disorder; how the dog serves depends on the person’s needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the person in advance.

V. Requirements for Faculty, Staff, and Students

Allow a service animal to accompany the handler at all times and everywhere on campus.

Do not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.

Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

Do not deliberately startle a service animal.

Do not separate or attempt to separate a handler from his or her service animal.

VI. Requirements of Service Animals and Their Handlers
Vaccination: The service animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current. Evidence showing inoculation for rabies is a prerequisite to obtaining a dog license (VA law 3.1-796.97) Dogs must wear a rabies vaccination tag.

Licensing: The Town of Farmville ordinance (Section 10-56) and the County of Prince Edward, following the Commonwealth of Virginia (3.1-796.97) require all dogs be licensed by the time they reach 5 months of age. Dog guides, hearing dogs and dogs serving mobility-impaired persons receive the license at no cost.

Owner ID and Other Tags: Farmville ordinance (Section 10-56) requires dogs to wear an owner identification tag at all times. The dog must also wear a current rabies tag and dog license tag.

Health: The animal must be in good health. Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian.

Leash: Farmville ordinance (Section 10-56) requires dogs to be on a leash at all times. Exceptions will be made to this ordinance where the animal performs a service that requires it to travel beyond the length of the restraint or where a person is unable to maintain the animal on a leash due to a disability.

Under Control of the Handler: The handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its handler.

Waste removal: The handler is responsible for removing or arranging for the removal of the service animal's waste.

**VII. When a Service Animal Can Be Asked to Leave**

Disruption: The handler of an animal that is unruly or disruptive (e.g. barking, running around, bringing attention to itself) may be asked to remove the animal from university facilitates. This is not intended to encompass behavior that is directly related to the service(s) an animal is trained to perform for a person with a disability. If improper behavior happens repeatedly, the handler may be told not to bring the animals into any university facility until the handler takes significant steps to mitigate the behavior.

Ill Health: Service animals that are ill should not be taken into public areas. A handler with an ill animal may be asked to leave university facilities.

Uncleanliness: A handler with a service animal that is so unclean that it would interfere with the educational environment may be asked to remove the service animal from University facilities.
VIII. Areas Off Limits to Service Animals

Service animals are generally permitted in any area of the University with public access.

IX. Emergency Situations

In the event of an emergency, the Emergency Response Team (ERT) should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke from a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler and/or animal may be confused by the stressful situation. The ERT should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The ERT should make every effort to keep the animal with its handler. However, the ERT’s first effort should be toward the handler; this may necessitate leaving an animal behind in certain emergency evacuation situations.

To help ensure appropriate ERT response, this policy is being disseminated to Longwood University police, the Campus Safety Office, Town of Farmville Police and Fire Departments, and the Prince Edward County Sheriff’s Office.

X. Modifications and Grievance

Any handler who wishes to request a modification of the policy should contact the Director of Disability Resources.

Any handler who is dissatisfied with a decision made concerning a service animal should follow the Longwood University /Grievance Procedure. (http://www.longwood.edu/disability/15665.htm).

XI. Questions

Any questions pertaining to the Service Animal policy may be directed to the Director of Disability Resources.

Sexual Misconduct Policy

Longwood University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual misconduct violates an individual’s fundamental rights and personal dignity. Longwood University considers all forms of sexual misconduct to be serious offenses that are violations of Longwood Administrative and Faculty Policies and/or
Longwood’s Code of Conduct Standards and Regulations. This policy includes all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy addresses any sexual misconduct that involves members of the Longwood community regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report and manage incidents that occur.

Eligibility for Assistance

Longwood University will respond to any situation that has any affiliation to the Longwood community.

If the victim is a Longwood student and the accused offender has no affiliation to Longwood, the student will be offered counseling, medical, and other resources as appropriate.

If the victim is a Longwood student and the accused offender is affiliated with Longwood, the student and accused offender will be offered counseling, medical and other resources as appropriate. The University will also conduct the appropriate investigation that may lead to appropriate criminal, personnel, and Conduct actions.

If the victim is not a Longwood student but the accused offender is affiliated with Longwood, the offender will be offered counseling, medical and other resources as appropriate. The University will also conduct an investigation that may lead to appropriate criminal, personnel, and Conduct actions.

Definitions

Sexual Misconduct is a term that encompasses any sexual behaviors that violate Longwood University’s Code of Conduct and University Policies. In general, any non-consensual contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under University policy. The following policy definitions apply:

1. **Consent**: Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually. Consent to one
form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. Sexual activity with someone known to be—or who should have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), is a violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

2. **Sexual activity**: includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

3. **Sexual Discrimination**: includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, University employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the Longwood campus and whether or not the incidents occur during working hours.

4. **Unwelcome sexual contact**: includes touching either of the complainant or when the complainant is forced to touch another person’s body, directly or through clothing.

5. **Coerced sexual intercourse**: includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness.
6. **Sexual Exploitation**: Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

   a. prostituting another student;
   b. non-consensual video or audio-taping of sexual activity;
   c. going beyond the boundaries of consent (such as allowing friends to hide in a closet to watch you having consensual sex);
   d. engaging in voyeuristic behavior;
   e. knowingly transmitting an STD or HIV to another.

7. **Sexual Harassment**: Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

   a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
   b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
   c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request.
      Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
   d. Displaying pornographic or sexually oriented materials.
   e. Engaging in indecent exposure.
   f. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee’s rejection of the advances.
   g. Physical conduct such as assault, touching, or blocking normal movement.
   h. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.
Sexual harassment can be physical and/or psychological in nature. The accumulative effect of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

**Reporting Options and Filing a Sexual Misconduct Complaint:**

All incidents of sexual misconduct or retaliation should be reported. The University encourages those who have experienced sexual misconduct to report these offenses to both Campus Police and the Title IX Coordinator; survivors have the right, however, not to provide a statement to Campus Police.

1. Making a report with Campus Police: Persons who wish to report sexual misconduct may contact Campus Police. Phone: 434-395-2091. Office: Dorrill Dining Hall- Ground Floor

2. Making a Report, or Filing a Complaint with the Title IX Coordinator: Persons who wish to report any form of sexual misconduct may contact the appropriate Title IX Coordinator. The Title IX Coordinator can assist with all aspects of the reporting procedure. The Title IX Coordinator is responsible for:

   - Ensuring that both the individual filing the complaint and the individual accused of discrimination, harassment, or retaliation are aware of the seriousness of the complaint.
   - Explaining Longwood University’s sexual misconduct policy and investigation procedures.
   - Exploring various means of resolving the complaint.
   - Making referrals to the Counseling Center for counseling or other mental health resources, if appropriate.
   - Discussing with complainant the option of the complainant notifying the police if criminal activities are alleged.
   - Conducting or arranging for an investigation of the alleged prohibited conduct.
   - Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct.

Employees who believe they have either witnessed or been subjected to unlawful harassment or discrimination must notify the Director of Human Resources (Title IX Coordinator for Employee Issues)

Director of Human Resources. Office: Lancaster 212 Phone: 434.395.2074.
Students who believe they have either witnessed or been subjected to unlawful harassment or discrimination must notify the Director of the Office of Student Conduct and Integrity (Title IX Coordinator for Student Issues)

Director of the Office of Student Conduct and Integrity. Office: Lancaster G-28 Phone 434-395-2490.

Confidentiality

If you would like to report an incident or speak to someone about what happened and if you desire that details of the incident be kept confidential, you should speak with staff members of the Counseling Center, or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help you free of charge. In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential.

All inquiries, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses with consent of the complainant. Publicizing information about alleged discrimination, harassment, or retaliation is strictly prohibited and may be considered a violation of University policy.

The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in a secure file.

Federal Statistical Reporting Obligations

Certain campus officials (campus security officials) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety.

Mandated federal reporters (campus security officials) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure
that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

**Procedures**

1. Longwood University’s complaint procedure provides for immediate, thorough, and objective investigation of all claims of sexual misconduct. If discrimination or harassment has been reported, the University will take appropriate remedial action that is commensurate with the severity of the offense.

2. Longwood University strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

3. When the complainant and the respondent participate in the same class(es) and/or reside in the same University residence or in proximity to one another, complainants may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the Vice President of Student Affairs or designee. The Vice President will consult with the appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent and/or the complainant who has reported a sex offense and with the Office of Residential and Commuter Life in making a determination regarding an alternative housing assignment. When a student employee is the complainant and the respondent work in the same department or area, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

4. The appropriate Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints.

Administrative investigations of student versus student complaints shall be coordinated by the Director of the Office of Student Conduct and Integrity and/or designee.

Administrative investigations of student versus employee complaints shall be coordinated by the Director of Human Resources with support from the Director of the Office of Student Conduct and Integrity.

Administrative investigations of employee versus employee complaints shall be coordinated by the Director of Human Resources and/or designee.

Criminal investigations shall be conducted by the University Police in parallel with the appropriate Title IX Coordinator. In cases where students face criminal charges, or are the subject of a criminal investigation, the University’s hearing procedures will commence at the conclusion of such investigation, or criminal proceedings. Where there is a significant delay between the reporting of an incident, and the conclusion of criminal
investigation/proceedings, the University will take all necessary steps to remedy the discriminatory effects on the victim(s) and others. Examples of such remedies may include: temporary suspension, order of no contact, residence hall relocation, adjustment of schedule, etc.

5. Informal Resolution Procedures

Some complaints of sexual harassment can be resolved through informal mediation between the parties. The Director of the Office of Student Conduct and Integrity and/or the Director of Human Resources may arrange for or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.

a. Once a report of sexual harassment has been made, informal resolution procedures shall be pursued within five business days of the initial report.

b. Informal Resolution Procedures are optional and may be used when the University determines that it is appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.

c. An investigation into the report shall be conducted by the Title IX Coordinator.

d. Once the informal resolution procedure is complete, written notification to both parties shall be given by the Title IX Coordinator.

e. The involved parties will sign a behavioral contract specifying the behavioral expectations resulting from the mediation. If re-occurrence takes place, those responsible for such behavior may be subject to additional disciplinary action under the Student Code of Conduct and/or Human Resources policies.

f. The University will take all necessary steps to remedy the discriminatory effects on the victim(s) and others. Examples of such remedies may include order of no contact, residence hall relocation, adjustment of schedule, etc.

g. If the reporting party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

6. Formal Resolution Procedures

1. Once a complaint of sexual misconduct has been made, an investigation of the report shall be pursued within five business days of the initial report.

2. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

   - The name, department, and position of the person or persons allegedly causing the sexual misconduct.
• A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.

• The alleged effect of the incident(s) on the complainant’s position, salary, benefits, promotional opportunities, or other terms or conditions of employment.

• The names of other students or employees who might have been subject to the same or similar sexual misconduct.

• Any steps the complainant has taken to try to stop the sexual misconduct.

• Any other information the complainant believes to be relevant to the sexual misconduct.

3. The formal resolution procedure will be followed when the University determines it necessary.

An investigation into the report shall be conducted by the Title IX Coordinator. For reports involving University employees and/or third parties, the Director of the Office of Student Conduct and Integrity and Director of Human Resources shall jointly conduct the investigation. The investigation shall be concluded within five business days or within a reasonable amount of time required to complete the investigation.

4. The investigation may include interviews of the parties involved, witnesses, and the gathering of other relevant information.

5. For reports involving employees or third parties, a resolution/finding shall be determined based on a preponderance of the evidence at the conclusion of the investigation, according to Human Resources Employee policy.

6. For reports in which the complaint involves students, a resolution/finding shall be determined based on a preponderance of the evidence at the conclusion of the investigation. If the finding determines that no sexual misconduct occurred, no disciplinary action will be taken. However, the University may take action to remediate any circumstances it deems necessary as in section 5vi.

7. If the finding determines that sexual misconduct did occur, the Director of the Office of Student Conduct and Integrity will present the findings and disciplinary sanction to the accused.

8. The accused student may accept responsibility for the behavior and the sanction; or challenge the facts of the finding and request a hearing.
Procedures for Student Hearings on Violations of the Sexual Misconduct Policy

1. The complainant and respondent have the opportunity to express a preference as to which hearing body, the University Disciplinary Board or the special three-person sub-panel of the University Disciplinary Board (see University Disciplinary Board under Section I. Hearing Bodies), will resolve the alleged violation(s) of the Policy on Sexual Misconduct.

The Director of the Office of Student Conduct and Integrity will consult with each party individually regarding their choice. Should the selection of the complainant and respondent differ, the Director of the Office of Student Conduct and Integrity will determine the appropriate referral.

2. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint.

Furthermore, the complainant has the right to reinstate the charge(s) only once after a formal complaint has been withdrawn. This must occur within one calendar year of the date of the alleged incident.

3. Information regarding previous sexual history of the complainant with third parties shall not be inquired into during the hearing.

4. At the sole discretion of the chair and members of the hearing body, the complainant may be allowed to present evidence of the respondent's previous sexual history with third parties only if it has relevance to the establishment of a past pattern of conduct pertinent to the matter under review.

5. During the testimony phase of sexual misconduct hearings, the right of cross-examination shall be superseded by cross-examination by the hearing board.

   a. The respondent and the complainant may each privately present an opening statement before the Board. The respondent and complainant may view each other’s statement on live video feed.

   b. The respondent and the complainant may present evidence and witnesses. Witnesses may be cross-examined in each other’s presence.

   c. The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant may view testimony on live video feed.

   d. The respondent and the complainant may each submit a list of questions to the Chair for the board to consider.
e. The respondent and the complainant may each present a closing statement in each other’s presence before the Board.

6. Reporters of sexual misconduct will not be charged for alcohol offenses disclosed during the reporting process.

7. Both the respondent and complainant will be informed in writing of the final outcome of the complaint and appeal if an appeal is filed.

Rights of the Complainant

1. The right to have an advisor present throughout the disciplinary process, who may also be a legal counsel.

2. The right to remain present throughout the entire conduct hearing.

3. The right to have access to existing campus mental health and support services.

4. The right to freedom from harassment by the respondent (or supporters of the respondent),

5. The right to submit an impact statement.

6. The right to know the outcome of the proceedings.

7. The right to be informed of the ability to request changes in academic and living situations.

8. The right to a single appeal of the outcome of the proceedings.

Rights of the Respondent

1. The right to due process.

2. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence.

3. The right to a timely hearing.

4. The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing at least 72 hours prior to the hearing.

5. The right to freedom from harassment by the complainant (or supporters of the complainant).

6. The right to have an advisor present throughout the disciplinary process, who may also be a legal counsel.
7. The right to remain present during the entire hearing.

8. The right to a single appeal of the outcome of the proceedings.

9. The right to have access to existing campus mental health and support services.

---

**Showing Movies and Films on Campus**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted material may be used. A public performance license must be issued when showing a film/movie in a public venue. This law applies to individuals or organizations wishing to publicly show any film or movie.

A license is required any time: a) a movie/film is shown in any public university space, b) if publicity is used to invite or attract an audience to the showing, and c) if admission is charged for the showing or an event in conjunction with the showing. Under some circumstances a license is required if the showing is for educational purposes. Licenses may have restrictions regarding advertising.

For more information on the law and how to obtain permission and/or a license contact the University Center and Student Activities at 434-395-2103.

---

**Solicitation, Selling, and Collecting Contributions Policy**

**On-Campus Solicitation**

In order to protect the Longwood community, specific authorization for soliciting, fundraising, selling, or collecting contributions must be obtained from the University Center and Student Activities. Fundraising and/or sales application must be completed and can be found at [http://www.longwood.edu/studentunion/16881.htm](http://www.longwood.edu/studentunion/16881.htm). This policy applies to students and non-students who desire to sell merchandise, goods, services, food, and drink at any location on the Longwood campus.

**Definitions**

A. Commercial activity is any sale or offer of sale to secure a profit for an individual or group. Such activities generally will be prohibited unless necessary to the Organizations purpose and/or Longwood purposes. Persons seeking approval of a commercial activity on grounds that it is necessary to the Organizations purpose and/or Longwood purposes will be required to complete the fundraiser and/or sales form at
Student organizations can sponsor commercial sales on campus under the following guidelines:

1. A vendor who wants to sell items on campus must register with the University Center and Student Activities. The cost is $100 for vendors per day.

2. There is a 2-day limit on sales.

3. Each vendor is limited to three visits per semester as space permits.

B. Non-commercial activity is defined as any sale or offer of sale to (1) secure funds for the benefit of any non-profit organization, or (2) any non-profit sale. The Director of the University Center and Student Activities or designee must approve activities for the benefit of student organizations or charitable organizations. These activities must be registered with the University Center and Student Activities and the fundraisers and/or sales form completed ten (10) days prior to the event at [www.longwood.edu/studentunion](http://www.longwood.edu/studentunion) Standards for considering a request may include one or more of the following:

1. Students offering a service (for example, Avon, Mary Kay, Pampered Chef or Stanley sales, bus ticket sales, or other sales activities) to members of the Longwood community in order to provide funds for their organization must obtain permission from the University Center and Student Activities and complete the fundraisers and/or sales form at [www.longwood.edu/studentunion](http://www.longwood.edu/studentunion) a minimum of ten (10) days before the event.

2. The activity must not be disruptive and must be conducted only in areas and at times approved by the Director of the University Center and Student Activities or designee. Room-to-room solicitation is prohibited.

3. The activity must be conducted in an acceptable and business-like manner. All vendors are required to set up behind the Student Union.

4. Materials sold must not be harmful, and perishable goods must be handled properly.

5. If the materials sold require equipment for preparation or dispensing, such equipment must be approved at the time permission for the activity is granted.

6. The sale of merchandise to raise money for political or partisan purposes is prohibited.

Failure to obtain authorization or to comply with these regulations may result in disciplinary action against the individual or student organization. Other persons or non-student organizations in violation of the terms of this policy will be dealt with as trespassers. This policy does not apply to the sale or distribution of newspapers. The sale or offering of personal property or personal services rendered (sewing, typing, etc.) by individual members
of the academic community is not within the scope of this policy as long as the property in question was not bought for the purpose of resale.

Community Solicitation

Requests or solicitations of gifts or merchandise valued at $100 or more for Longwood University programs or organizations from businesses, individuals, organizations, or foundations must be cleared through the Office of University Advancement.

The Director of Advancement Services must approve a written fundraising plan before a donor is approached. Plans must include who will be solicited, for what reason, when the solicitation will take place, and copies of the solicitation materials.

Exceptions:

1. The sale of particular items on campus or off campus to raise money for student organizations does not fall under this policy.

2. Raffles are not subject to this policy.

3. Fundraising efforts on behalf of other organizations such as the March of Dimes, Red Cross, Relay for Life, etc. are not subject to this policy.

4. Sale of advertising for posters or publications, other than official Longwood publications including The Rotunda, requires written permission from the Director of Advancement Services.

Student Health and Wellness Policies

For more information, See Student Health and Wellness Website

Health and Wellness Resources

Alcohol and illicit drug use can pose many health risks to Longwood students. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. There are risks associated with drugs and alcohol. Negative consequences of alcohol and other drug use can be immediate. Substance abuse by family members and friends is also of concern to students. Patterns of risk-taking behavior and dependency not only interfere in the lives of these abusers,
but can also have a negative impact on students' academic work, emotional well-being, and adjustment to Longwood. Students concerned with their own health or that of a friend should consult a physician, a mental health professional, or one of the other resources listed in the following section for more information and assistance.

**On Campus**

Various educational programs (including video and print resources) regarding alcohol and other drug use and abuse and related issues are available from the following sources:

- **Counseling Center** (434.395.2409)
- **Student Health and Wellness Center** (434.395.2102)
- **Student Conduct and Integrity** (434.395.2490)
- **Office of Fraternity and Sorority Life** (434.395.2118)
- **Longwood University Police Department** (434.395.2612); Emergency (434.395.2091)
- **Peer Educators** (434.395.2509) (Peer Educators are available for educational programs.)
- **Student Health Partners** (434.395.2509)

SADD (434.395.2509) -- Students Against Destructive Decisions.

Residential and Commuter Life (434.395.2080) or your REC for information about alcohol-free residence hall options

**Off Campus**

Local meetings or support group information, including Alcoholics Anonymous (AA), Al-Anon, and Adult Children of Alcoholics (ACOAs) is available by contacting the Student Health and Wellness Center or the Counseling Center for information on local meetings. Other resources include:

- Crossroads Mental Health Service (434.392.3187); 24-hour Emergency (1.800.548.1688).
- Alcohol and Drug Abuse Hotline -- (1.800.ALCOHOL).
- Narcotics Anonymous (1.800.777.1515)
- National Cocaine Hotline (1.800.COCAINEx)
- Substance Abuse and Health Services Administration (1.800.662.HELP)
AIDS Information Hotline (1.800.342.AIDS)

National STD Hotline (1.800.227.8922)

Federal Drug, Alcohol and Crime Clearinghouse Network (1.800.788.2800)

**Health History**

This policy is designed to comport with Section 23-25 of the Code of Virginia in regard to full-time students enrolled at Longwood for the first time. These students must have a health history which consists of a complete immunization record, including tuberculosis screening on a SHWC Immunization Form on file with Student Health and Wellness.

All other registered students who are not employees and pay the comprehensive fee and wish to utilize the Student Health and Wellness Center services must also have a complete health history on file (e.g. part-time, graduate students, International/Exchange Visiting students).

Prior to registration for the second semester, students must furnish documented evidence, provided by a licensed health professional or health facility, of diseases for which the student has been immunized, the numbers of doses given, the dates when administered, and any further immunizations indicated. These immunizations include diphtheria, tetanus, poliomyelitis, measles (rubeola), German measles (rubella), mumps, Hepatitis B, and meningitis according to the guidelines of the American College Health Association. Tuberculosis screening is also required. A waiver can be signed for the Hepatitis B and/or meningitis shot requirements. Any student who fails to furnish this information will not be eligible for registration for the second semester.

**Exemptions in accordance with the Code of Virginia are:**

a. Any student who objects on religious grounds and presents a notarized Commonwealth of Virginia Certificate of Religious Exemption unless an emergency or epidemic of disease has been declared by the Board of Health.

b. Any student who presents a statement from a licensed physician who states that his/her physical condition is such that administration of one or more of the required immunizing agents could be detrimental to health.

**Procedures for Students**

To protect confidentiality, health problems will not be discussed in the reception area of the Office of Student Health and Wellness. Students may call 434.395.2102 to make an appointment with a clinician (nurse practitioner, physician’s assistant) or health educator regarding health concerns, allergy shots, or self-care questions.
Students should feel free to consult any local physician of their choice as private patients. A list of Farmville physicians with areas of specialization is available upon request from the Student Health and Wellness Center.

Students who are leaving the campus or do not return to campus after a weekend or vacation due to illness and off-campus students who are ill at home should be sure the Academic Dean of the appropriate school is properly notified.

Students who have been exposed to infectious diseases are requested to report to the Student Health and Wellness Center before attending classes or mingling with other students. Such cooperation will help to avert a possible epidemic at the University.

**Emergency Procedures**

When a health emergency occurs at Longwood, notify the Rescue Squad and Longwood University Police Department simultaneously. Emergencies occurring in classrooms, offices, residence halls, or Longwood facilities or grounds should be referred to the Emergency Department at Southside Community Hospital at all times. Southside Community Hospital is the only licensed emergency facility in the area. Any student, staff member, or visitor who becomes unconscious or has a bleeding emergency (e.g., laceration and/or injury) should be transported by trained rescue personnel. The Longwood University Police Department can offer immediate assistance with crowd control and directions for emergency personnel. The Office of Student Health and Wellness is an outpatient health service and is not a licensed emergency facility. (Rescue Squad – 911; Department of Public Safety Emergency- 2091.)

**Health Care Expenses**

Hospitalization, consultations, prescriptions, x-rays, laboratory tests, etc. are at the student's expense.

**Laboratory Expenses**

Most laboratory tests are sent to an outside laboratory and the student is responsible for payment of the test. Lab tests may also be billed to the student's insurance company or a responsible party.

**Class Absence Documentation**

Longwood University’s Office of Student Health and Wellness provides documentation only for students who are sent home by the Student Health and Wellness Center (e.g., communicable diseases). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons.

**Exceptions**
Students who go home to see another physician need to return with documentation from that physician to give to their professors.

**Suggestions and Grievances**

Students should make an appointment with the Director of Student Health and Wellness to register any suggestions or complaints regarding services.

---

**Student Organization and Non-University Sponsored International Travel**

The purpose of this policy is to a) specify what does and does not constitute Longwood University sponsored international travel and b) specify what actions must take place to meet the registration requirements of the Office of International Affairs.

I. **What constitutes a Longwood University sponsored program?**

Programs that are university sponsored include those that meet one or more of the following criteria:

a. Offered for Longwood University credit (for example, short term faculty led programs or education practicum placements).

b. Offered in conjunction with one of the institution’s exchange partners abroad.

c. Officially sponsored by a department or office at the University (for example, alternative spring break programs that are not for credit).

d. Officially sponsored by a registered student organization where the program is being marketed through/by the student group (where university funds used, money collected in university accounts, etc.)

Please note that a procedure/policy is already in place for programs that are for university credit (“a” in the list above) and exchange programs (“b” in the list above). (See www.longwood.edu/studyabroad for details.) The policy detailed in this document addresses international travel programs sponsored by Longwood departments or offices (c) and travel by student organizations (d) and involves an application process as detailed below. Domestic travel programs are not addressed in this document. For those programs, contact the Office of Leadership and Service Learning.

II. **Marketing Travel Programs on Campus**

In order to publicize using Longwood’s campus technology (Study Abroad web pages, “What’s Happening” weekly emails, etc.), a program must qualify as “university sponsored” as defined above. Other programs may submit posters/fliers to be approved for distribution. However, all marketing materials must clearly include the following disclaimer:
III. Application and Review Process

All international travel programs that are officially sponsored by Longwood University must go through a review process that will be conducted by Longwood University Office of International Affairs. Programs for academic credit are subject to a different policy than what is detailed here. (For more information on applying to lead credit-bearing programs see http://www.longwood.edu/internationalaffairs/26269.htm.) The policy detailed here applies to non-credit bearing programs offered by university offices, departments, or registered student organizations (for example, Alternative Spring Break heading to Mexico).

The department, office, or student organization must first submit:

- An application for permission to travel internationally, to be approved by the Coordinator of Study Abroad and the Director of International Affairs. The applications and guidelines are available at http://www.longwood.edu/internationalaffairs/26269.htm. The application (if approved) must be followed, prior to departure, by:
  - A detailed itinerary
  - An emergency plan
  - List of emergency contacts for all students, staff, and faculty
  - Copies of passports for each participant
  - Participation in a risk session and signed acknowledgement from each student

Longwood University has the right and obligation to cancel a program in the event that the Department of State posts a travel warning that applies to an international travel destination.

Questions should be directed to the Office of International Affairs.

University Student Organization Fundraising and/or Sales Policy

Student groups officially registered with the University Center and Student Activities may conduct fundraisers and/or sales using Longwood University facilities in accordance with the following guidelines. The following policy gives student groups this opportunity and must be adhered to in order to remain in good standing with Longwood University.

Application Procedures for Fundraisers and/or Sales:

1. To hold a fundraiser and/or sale and/or to reserve a table in the Dining Hall for a fundraiser, a fundraiser and/or sales application must be completed and delivered to the
University Center and Student Activities ten (10) days prior to the event. The form can be found at [http://www.longwood.edu/studentunion/](http://www.longwood.edu/studentunion/). Assistance is available in the University Center and Student Activities in Lankford 201 between 8:15 am-5 pm Monday thru Friday.

2. If approved, the organization will receive a copy of the application. A copy of the application must be posted at the sale and/or fundraiser.

3. The student organization must save all receipts for expenses incurred as a result of the sale and/or fundraiser and a deposit slip of the amount received and deposited from the sale and/or fundraiser. The University Center and Student Activities reserves the right to request a financial report from any organization should they deem it necessary. If an organization is requested to submit a financial report, all receipts must be attached. Failure to respond to a request for a financial report will result in loss of all sale and/or fundraising privileges for the remainder of the academic year and may result in the loss of student organization recognition.

4. Upon completion of a fundraiser, each organization must complete the fundraising report form that can be found at [www.longwood.edu/studentunion](http://www.longwood.edu/studentunion) that will provide a brief summary of the fundraiser and/or sale.

5. Organizations must comply with all Longwood University, local, state, and federal policies and guidelines. Failure to comply with these policies and procedures may affect student organization recognition with the University Center and Student Activities.

6. Sales and/or fundraising permit applications may be denied if submitted less than ten (10) business days in advance.

7. Student organizations that hold a fundraiser and/or sale or reserve a table in the dining hall without completing the proper paper work are subject to Conduct board charges.

Requirements for Fundraisers and/or Sales

Failure to meet the following guidelines will result in your application being denied by the University Center and Student Activities.

1. Ticket sales for events do not need to apply for a sales and/or fundraising permit.

2. All on-campus sales and/or fundraisers, including the solicitation of donations, must be reviewed and approved by the University Center and Student Activities.

3. Applications must be submitted a minimum of ten (10) business days prior to the fundraiser and/or sale.
4. Approved fundraisers and/or sales will receive a copy of their application that must be displayed at the site of the fundraiser and/or sale.

5. Student organizations applying for a fundraiser and/or sales application must be registered and in good standing with the University Center and Student Activities.

6. The person filing the application acknowledges that he/she is the member responsible for the execution of the fundraiser and/or sale.

7. An organization’s privileges of sponsoring a fundraiser and/or sales activities are subject to immediate cancellation if the methods used interfere with general University operations or are disorderly, improper, obstruct traffic, or interfere with an individual’s rights to privacy and/or freedom from harassment.

8. Proceeds must go to Longwood University or the student group, unless monies raised are intended to benefit an off-campus agency or group. Off-campus agencies and groups, profit or nonprofit, shall not be permitted to solicit funds on campus unless they are sponsored by a student group as a fundraising activity and follow all fundraising policies and procedures. No Longwood student may profit as a result of the fundraiser and/or sale.

9. Fundraising and/or sales activities shall not be conducted in classrooms, campus offices, residential facilities, and/or other University buildings, without permission from the University Center and Student Activities.

10. If you need a Dining Hall lobby table to conduct your fundraiser and/or sale, you must complete the registration form located in the University Center and Student Activities or at www.longwood.edu/studentunion.

11. Fundraisers and/or sales activities involving a bake sale must comply with the Bake Sale Policy and all necessary paperwork must be completed. Guidelines can be found at http://www.longwood.edu/assets/studentunion/Bake_Sale_Requirements_for_Longwood_University.pdf.

12. Donation jars and/or donation solicitation are considered fundraising and a fundraising and/or sales application must be completed.

13. Auctions which involve the process of “bidding” on a human being for their services, or the ability to spend time with a certain person are not permitted by Longwood University.

Requirements for Bake Sales
For the protection of the group and for those purchasing foods, the following precautions must be taken:

1. Bake sales must be registered and approved first by Aramark and then the University Center and Student Activities.

2. To reserve a location for your bake sale go to www.longwood.edu/scheduling. All bake sales must be held in a specific area designated by the Office of Conferences and Scheduling.

3. Acceptable bake sale foods include items like bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Not allowed: cream-filled pastries, éclairs, cream pies, etc.

4. All bake sale items shall be individually wrapped at the original point of preparation. Items are to remain wrapped until sold.

5. Student Organization must take all necessary precautions to insure that goods are prepared and served in a sanitary matter and transported in a covered container.

6. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product. Do not prepare or package baked items if experiencing nausea, diarrhea, or vomiting, etc.

7. A sign or placard stating "Homemade/Not Inspected" must be posted at the sale site along with the group sponsoring the Bake Sale.

8. Baked good items that contain wheat, dairy, and nuts must be indicated on the food item and visible displayed at the sale.

9. For the protection of the student group and for those purchasing foods, the Bake Sale Application must be completed and submitted along with a Sales and/or Fundraising Application.

10. By signing the Bake Sale policy agreement, you and your organization agree to conduct your sale according to the above mentioned guidelines.

   **Depositing of Funds**

1. All recognized student organizations must have one of the following accounts:

   - An agency account located in Accounting and Finance Office. Call 395-2892 for information.
• A bank account off campus to deposit all funds collected from sales, fundraiser, dues, etc. It is preferred that your organization has an account on campus.

2. Monies collected may not be deposited into a student’s personal bank account.

3. Monies collected must be deposited within 24-48 hours from the time of collection.

4. Funds raised by recognized student organizations may be expended in any manner that is consistent with the purpose of the organization.

5. The student group must save all receipts for expenses incurred as a result of the sale and/or fundraiser and a deposit slip of the amount received from the sale and/or fundraiser must be kept for your records. The University Center and Student Activities reserves the right to request a financial report from any group should they deem it necessary. If an organization is requested to submit a financial report, all receipts must be attached. Failure to respond to a request for a financial report will result in loss of all sale and/or fundraising privileges for the remainder of the academic year and may result in the loss of student organization recognition.

6. Upon completion of your fundraiser, each organization will be asked to complete the fundraising report form that can be found at www.longwood.edu/studentunion that will provide a brief summary of your fundraiser and/or sale.

Student Records and Annual Notification Policy

Longwood student records policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, enacted as section 438 of the General Education Provisions Act. The accumulation, processing, and maintenance of student data by the University are limited to that information, including grades, which is necessary and relevant to the purposes of the University. Personal data of students will be used only for the purpose for which it is collected.

Student data, whenever possible, shall be collected directly from the student; every effort shall be made to ensure its accuracy and security. It shall be the express responsibility of the student to notify the Office of the Registrar any change in status. Any student who initially or subsequently refuses to supply accurate and complete personal information as is legally allowed may jeopardize current student status. Falsification of records with the intent to give untrue information is a violation of the Longwood Honor Code.

The University shall provide for the confidentiality and security of official student data and will release student information defined as defined as Directory Information (see:
Student educational records are located in the following offices:

Academic Records/Transcripts - Office of Registration, Barlow Hall

Disciplinary Records –Office of Student Conduct and Integrity, Lancaster Hall

Financial Records - Office of Cashiering and Student Accounts, Lancaster Hall

Financial Aid Records - Office of Financial Aid, Lancaster Hall

Medical/Health Records – Office of Student Health & Wellness, Health and Fitness Center

Mental Health Records – Office of Counseling Services, Health and Fitness Center

The full Annual Notification Policy is located in the University Catalog: http://www.longwood.edu/academicaffairs/catalogs.htm

More information regarding the Family Educational Rights and Privacy Act is located on the Office of the Registrar’s website: http://www.longwood.edu/registrar/19356.htm

Student Organizations

Student Organization Responsibilities and Conduct Standards

Student organizations must comply with Longwood’s policies and regulations. In particular, students are encouraged to be aware of Longwood’s policies on non-discrimination and hazing. Specific questions pertaining to student organization conduct should be referred to the Director of the Office of Student Conduct and Integrity for possible disciplinary action (see the Student Government Association Constitution.)

Academic Standards

Student organization officers must maintain a cumulative GPA of 2.0 or above. It is the responsibility of each organization to ensure compliance with this grade requirement. Students whose GPA falls below 2.0 must relinquish any office or leadership responsibilities held. Individual students are accountable as well.

Accounting for Funds
Student groups receiving activity fee monies must comply with special accounting guidelines for the use and record keeping of these funds and must pass annual audits. The Office of the Vice President for Administration and Finance has more details about use of activity fees, accounting policies, and audit requirements. Student organizations are responsible for ensuring compliance with the guidelines and requirements governing the use of any activity fee funds. Student organizations collecting funds through a fundraiser, sale and/or dues must deposit the money within 24-48 hours either into the organization agency account or their off-campus account. Monies collected by a student organization may not be deposited into a student’s personal bank account.

**Contracts**

All contracts involving Student Activity Funds entered into by student organizations with agencies, businesses, or groups outside of the University must be made under the direction of, and signed by the Director of the University Center and Student Activities.

**Purchasing**

The Purchasing Office staff is available to assist registered student organizations in the acquisition of equipment, product information, or vendor listings.

**Registration**

All student organizations must be registered through the University Center and Student Activities (see below).

**Policy and Criteria for Student Organization Recognition**

All student organizations at Longwood must meet the following criteria to maintain active status and accompanying benefits:

- Register annually on line at the Collegiate Link website [https://longwoodorgs.collegiatelink.net/](https://longwoodorgs.collegiatelink.net/).
- Provide the names, addresses, phone numbers, and email addresses of at least four registered Longwood student members or officers
- Provide the name and signature of at least one faculty or staff advisor
- Comply with all regulations pertaining to student organizations
- Have an up-to-date constitution on file with the University Center and Student Activities.

**Formation of New Organizations**
New groups seeking first-time registration and SGA recognition must submit a constitution to the Student Government Association. Once the constitution is approved, the organization will need to register their organization online at https://longwoodorgs.collegiatelink.net/. Social fraternities and sororities seeking to register for the first time should consult with the Associate Director of Fraternity and Sorority Life to determine Inter-Fraternity Council, National Pan-Hellenic Council, and PanHellenic Council policy for expansion.

**Change of Officers**

Student organizations that change officers or advisors during the academic year due to elections or vacancies must update their executive officer/advisor information on the Collegiate Link site. Failure to update the new executive officer/advisor information in a timely manner may result in the organization not receiving pertinent information from the University.

**Changes in the Constitution**

Student organizations must report changes to their constitutions by submitting a new constitution to the Student Government Association and the University Center and Student Activities. Significant alterations might require review of the registration by SGA.

**Benefits**

The benefits of registration include the following:

- Eligibility for activity fees (unless prohibited by law or Longwood/SGA policy)
- Space reservation and facility rental privileges
- Recognition for campus awards
- Vehicle use privileges
- Booth reservations at Spring Weekend and/or Oktoberfest
- Use of name (e.g., Club XX at Longwood)
- Leadership information (newsletters, conferences, and workshops)
- Inclusion in directory/handbook for visibility

---

**Student Publications**

The Rotunda is the university newspaper published by the students each week while the University is in session. It keeps students, faculty, and staff informed of the events and the interests of Longwood University as observed from the student’s point of view. It expresses the attitude of the students toward various phases of student life and current activities. All contents are the sole responsibility of the student editorial board and do not necessarily represent the
views of the administration, faculty, or students of Longwood University unless specifically stated.

The Gyre is Longwood’s literary magazine, published annually by a student staff. It is a compilation of student work including short stories, poems, essays, artwork, and photography.

The Virginian is the Longwood University yearbook. It is produced by a student staff during each school year and professionally published by Herff-Jones Yearbooks. Included in the book will be important events of the year, such as Oktoberfest and Spring Weekend, as well as clubs and organizations of the Longwood community. Those students who have their picture taken by the designated photographers will have their picture included. Purchase orders will be taken during the first semester of each year.

Threat Assessment Policy

Prohibition of Threatening Behavior

Preserving the safety and security of our students and employees is a top priority for Longwood University and one that requires vigilance, communication, and coordination to facilitate collaboration among the many individuals whose actions and efforts affects our collective security.

The 2008 Virginia General Assembly enacted law 23-9.2 which requires each public institution of higher education in Virginia to establish a threat assessment team. This team was established at Longwood University in 2009. In conjunction with the establishment of the Longwood University Threat Assessment Team, it shall be the policy of Longwood University that all elements of the University shall be prohibited from threatening behavior in conjunction with their connection with Longwood University.

All staff, faculty, students, and others who are contracted with the institution in any way are prohibited from using any language or behavior that threatens unlawful physical violence and has the effect of intimidating, frightening, coercing, or provoking others.

Threats can be verbal or nonverbal and may be communicated orally, in writing, through gestures, or by any other means, including electronic transmission. Threats may be communicated directly to any intended victim or to third parties.

Such threats will be subject to disciplinary action by the institution, and may include criminal prosecution if the behavior constitutes a violation of Virginia Law.
Employees, faculty, and contracted individuals who are identified as engaging in threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process. Students who are identified as engaging in threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process.

The mental health evaluation will be completed by a clinical psychologist or psychiatrist with training or experience in risk assessment that is acceptable to the institution. The report of this evaluation will be made to the institution’s threat assessment team.

Threat Reporting Policy

All administrative units and administrators must report a threat or threatening behavior to the threat assessment team as soon as the threat is identified. Judgments about the seriousness of a threat should be made by the threat assessment team. Judgments about the seriousness of a threat should be made by the threat assessment team rather than the administrative unit, because the threat assessment team may have additional information that alters the seriousness of the situation and what actions, if any, are appropriate to resolve the threat.

In all situations, notice of threatening situations shall be made by calling the Police Communications center 395-2091 or, in an emergency, 911. The caller shall advise the dispatcher that they need to make a Threat Assessment Team contact, in order to make a notification of a possible threat. The Police Communications center will immediately notify the Threat Assessment Team Leader of the complaint and the team leader will immediately make contact with the complainant to take an oral statement and establish a time and location to meet in person to make a report.

Persons communicating with the threat assessment team shall provide all available information concerning the subject of the threat assessment and the nature of the threatening situation. In a health or safety emergency, no information that is necessary to protect the health or safety of others shall be withheld as confidential. In a situation that is not a health or safety emergency, medical, mental health, employment, and academic records that are ordinarily regarded as confidential may be released under conditions determined by relevant federal and state law.

Table Tent Policy (Dining Hall/Lancer Café)

In order to reduce the clutter on the tables in the Dorrill Dining Hall students, faculty, and staff are not allowed to place table tents on the dining hall tables. Instead, ARAMARK Dining Services provides the use of clear plastic menu holders on each table. Lancer Productions produces a weekly calendar listing campus events, athletic competitions, etc. In order to have information on the "table tents," the following policy has been established:
1. Send information via e-mail to lankford@longwood.edu, or drop off the information at the Lankford Student Union, Room 201 by Thursdays at 12:00 PM. Space is given on a first come, first served basis.

2. Please limit the information to pertinent information only (event name, time, date, location, sponsor, a short tag line or description). As space is limited, information will be included on a first-come, first-served basis.

3. For the most part, information posted on the "table tents" will be limited to events happening during a specific week. If space is available, information about upcoming events will be included.

4. The "table tents" are changed every Sunday.

---

Technology Facilities and Equipment Use

Technology Services

You may view more information concerning all technology services at Longwood by viewing our Student Technology Handbook online at http://www.longwood.edu/usersupport/handbook.htm.

Laptop Initiative: All Longwood students are required to have a laptop computer. In an effort to provide a resource to students and parents and consistent support on campus, Longwood formed a partnership with Dell Corporation. To learn more about the Laptop Initiative and the Longwood/Dell Partnership visit http://www.longwood.edu/usersupport/laptop.htm.

Support: Each residence hall is assigned one or more Resident Technology Associates (RTA’s) for support. These RTAs are students and among the most skilled in technology on campus. Detailed information about this program is available at http://www.longwood.edu/helpdesk/rtas/index.htm.

Additionally, Longwood has a Computer Repair Center with Dell certified technicians located on campus.

Computer Labs

Instructional Technology maintains general academic computing labs for the Longwood community. These fully networked labs are designated as open access labs for the campus and are used by the Longwood community to do individual work and for instruction. For detailed information about the computer labs, including location, hours, software availability and reserved times, please visit: Conferences and Scheduling.
Telephone Service

Longwood owns and maintains its telephone system. Local telephone service to Longwood managed residential rooms will be provided on request. Information & Instructional Technology Services does recommend that you purchase a telephone that is FCC #68 compliant. This number is stamped on the bottom of the telephone. Residential students should add telephones to their "what to bring list". If requesting service, discuss with your roommate as to who will bring a phone as each residence hall room has one phone connection. Cordless phones are not recommended as the close proximity to others with cordless phones may cause cross talk.

All residential students are required to set up the provided local phone and voicemail service. (See Keep up with Communication)

All Longwood telecommunication student billing is available via the web. Students will receive a monthly billing notice via email. Information and Instructional Technology Services will use the Longwood University email address provided to all students for notification purposes. Other email addresses will not be maintained in the LancerNet database.

All Information and Instructional Technology services will be billed for full months only. No credits will be given for partial months.

You may view more information concerning all technology services at Longwood by viewing our Student Technology Handbook online at http://www.longwood.edu/usersupport/handbook.htm.

Questions should be directed to User Support Services by calling x4357 or via email at helpdesk@longwood.edu.

Weapons on Campus

Definition

Weapons: firearms, explosives, air guns, slingshots, knives (except non-spring pocket knives), martial arts weapons, and bows and arrows.

Regulations

The possession of weapons on campus is prohibited. Violators are subject to criminal and/or Longwood disciplinary sanctions.

A. Exceptions: The possession of weapons or firearms:
   1. by members of the Longwood University Police department.
2. by members of a duly authorized criminal justice agency with official business on the campus; or
3. as required for classroom instruction.

Storage of Student Firearms and Weapon Check-in Procedures

The following procedures shall be followed for the purposes of maintaining the safety of Longwood University:

General Procedures

1. Individuals checking in weapons shall not enter the Police Department unescorted. Individuals checking in weapons shall come to the lobby without their firearm(s), advise the dispatcher they have a weapon to check in, and wait for a police officer.

2. A police officer shall escort the individual outside to their vehicle, retrieve the firearm and safety check it outside, and escort the individual back into the lobby.

3. All firearms shall be in a locked case. If the case is not lockable, a cable or trigger lock must be present on the firearm. There are no exceptions to this rule. Weapons without cases and without locking ability will not be accepted.

Appointments

1. Any person wishing to bring a firearm to campus MUST bring that weapon to the police department IMMEDIATELY upon their arrival to campus.

2. Any person wishing to store a firearm at the police department must notify the police department and make an appointment. This may be done at any time prior to arriving to campus; however, notification must be made before arrival.

3. Failure to abide by this policy may result in Conduct board charges for students. Non-students found to be in possession of weapons on campus, outside of the exemptions under III.A of this regulation may be removed from Longwood University property.

Number of Weapons Allowed

The police department will store, at maximum, three (3) items classified as weapons (firearms, bows & arrows, etc.) per individual.

Identification Requirements
1. All non-student individuals must present a valid photo identification issued by a
governing agency (i.e. driver’s license) and a second form of identification that confirms
their physical address (i.e. voter registration card, recent bill, etc.). Longwood University
students need only present a driver’s license and their Longwood-issued identification
card.

2. A photocopy of all presented identification will be made by the officer accepting the
firearm(s)/weapon(s)

**DaPro CFS Entries**

The dispatcher will create DaPro calls for “Weapon Check In” for all such calls for service. The
caller’s information will be taken to include at minimum: (1) name; (2) phone number; (3) all
relevant information from the identification provided by the officer at the time of weapon check
in; (4) the firearm(s)/weapon(s) checked in with brand and serial number

**VCIN/NCIC Queries**

1. All firearms shall be checked through NCIC for wanted status prior to the police
department accepting them.

2. All individuals claiming firearms shall be run through VCIN/NCIC under “Purpose Code
F” prior to the release of firearms to check for any disqualifiers for firearm possession to
include at minimum: (1) orders of protection; (2) felony convictions; (3) criminal
convictions that are not felonious but prevent lawful firearm possession.

3. Completion of these checks shall be noted on the weapon check in/check out form.

**Statement of Liability**

Longwood University Police Department reserves the right to maintain possession of a firearm or
other dangerous weapon if the owner of said weapon appears at the police department:

a. In an intoxicated state, as determined by the handling officer;
b. Without an appointment;
c. In such a condition, as determined by the handling officer, in which it would be
irresponsible to provide such person with a firearm at that time. An appointment
may be scheduled for the following day, depending on the circumstances, at the
direction of the Chief of Police

**Checking Out Weapons**
1. Students checking out weapons shall make an appointment, provide identification, and will be escorted from the police department lobby to their vehicle outside the police department by a police officer.

2. Non-student visitors that check-in weapons are also required to give notice they are returning to pick up weapons. Availability of an officer to check weapons in and out may depend on pending calls for service.

**Monthly Audits**

1. The Evidence Custodians shall make monthly inspections of the firearm safe and verify contents with active forms.

2. Any discrepancies (i.e. weapons that are present but not signed in or weapons that are missing but were not signed out) shall be reported to the Chief of Police immediately or as soon as practical. The Chief of Police or his/her designee shall begin an investigation immediately or as soon as practical into the location of the missing weapons and/or the origin of the unlogged weapons and appropriate action taken.

**WMLU-FM (91.3) Radio Station**

Longwood University maintains and operates WMLU-FM (91.3), the institution’s radio station. Students run this station as part of their Longwood experience. Student programming takes place for 12 hours each day. The remaining 12 hours are filled with programming from National Public Radio.

While students primarily operate the radio station, Information and Instructional Technology Services is responsible for the integrity of the service that the station provides the community. A student executive board for WLMU reports to and works with the Executive Director of Information and Instructional Technology Services on all programming and operation issues.

Both Information and Instructional Technology Services and the Student Government Association of Longwood University fund WLMU.
Residential and Commuter Life

Residence Hall Bill of Rights

(See Residential and Commuter Life Website). Each student in Longwood University managed properties, possesses certain individual rights and responsibilities that must be held in high regard. This statement is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her Longwood University life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. Primary rights of the individual include:

1. The right to read and study free from undue interference in one's room: One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep, the right to one's personal belongings, the right to free access to one's room, suite and apartment facilities, and the right to a certain environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.

3. The right to identify and seek resolution of grievances: If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanction apart from due process.

Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

1. The right to personal privacy: All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.

2. The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of those who surround them and to adhere to all regulations. Processes of mediation involving students and hall staff should be considered the first step as a means for resolving most conflicts. However, any abuse of these rights is
subject to review and action in accordance with the adjudication procedures described in the Longwood Student Handbook.

Longwood University Managed Properties Policies and Regulations

Longwood University Residency Requirement and Other Obligations

University Residency Policies:

As part of its distinctive academic mission, Longwood is a residential institution and strives to provide a variety of housing options for all full-time, undergraduate students who wish to live in Longwood-managed housing. As part of the Longwood experience, undergraduate students in their first two years live in Longwood-managed housing, typically in our traditional main campus residence halls. After completing their first two years at Longwood, students are not required to live in Longwood-managed housing; those who choose not to must provide notification of their decision to live in housing outside the University and must provide the Office of the Registrar with an up-to-date local address.

Students will be required to pay for room and board prior to moving into Longwood-managed housing, and Housing Terms and Conditions remain in effect for the entire academic year (August through May).

Exceptions to the Residency Policy:

Exceptions concerning residency in Longwood-managed housing during a student’s first two years may be approved for the following reasons:

- Students who are twenty-three or older prior to the beginning of the fall semester.
- Students who are married, with a verified marriage license.
- Students who serve as legal guardians for a minor.
- Students who live at a permanent address with parent(s), grandparent(s) or legal guardian(s), with a notarized letter verifying occupancy.
- Part-time students enrolled in less than 12 credit hours for both fall and spring consecutive semesters.
- Students with at least 48 recognized credit hours who face a particular hardship or recognized necessity.
- Transfer and re-admitted students with 56 or more recognized credit hours. It is important to note that Longwood-managed housing is not guaranteed for transfer and readmitted students and may not be available.
Requests for exceptions should be submitted in writing to the RCL office prior to or during the housing application process.

As with any matter of honor in University life, students who knowingly provide false information in order to gain an exception to the university residency requirement will be charged with violating the Longwood Honor Code.

**Housing Intent Notification and Local Address:**

Students with at least 56 recognized hours at the end of the spring semester (typically rising juniors) may choose not to live in Longwood-managed housing and instead to live in housing outside the University.

For purposes of University planning and public safety, students who intend to live in housing outside the University must submit an Intention Form during the Housing Intent Notification period that is specified each year, and they must in a timely fashion provide an up-to-date local address.

In light of University planning and public safety needs, students who do not submit an intention form during the specified notification period but who plan to live in housing outside the University must submit a letter of appeal to the Residential and Commuter Life Office.

Students moving to housing outside the University must also attend an orientation at which they will finalize information connected with their Intention Form and receive an overview regarding their rights and responsibilities in the Farmville community as private tenants and residents.

**Procedures to Submit an Appeal:**

Students wishing to appeal an RCL decision, to seek an exception to University residency policies, or to seek to live in housing outside the University having not filed an Intention Form during the specified notification period should submit a letter of appeal in writing (Lancaster G-13, 201 High Street, Farmville, VA 23909) or electronically ([housing@longwood.edu](mailto:housing@longwood.edu)). All appeals will be initially reviewed by the Associate Director-Occupancy Management. Any appeal that needs further attention will be reviewed by the RCL Appeals Committee, which is comprised of faculty, staff, and students. The Committee meets as needed, and decisions will be communicated by Longwood email.

**Procedures to Return to Longwood-Managed Housing:**

Former residential students returning from internships, student teaching, and study abroad opportunities must contact RCL in writing if they want to participate in the Longwood-managed housing application process.

Those students who opt to live in housing outside the University and subsequently wish to return to Longwood-managed housing must submit a letter to the RCL Appeals Committee.
Should space be available, they will be considered for housing after all current and new residential students are assigned.

Other Obligations

Minimum Credit Hour Requirement:

Residential students are required to be classified as full time students taking 12 or more credits. This policy is designed to maintain the commitment to an educational residential environment. Except for medical reasons, military service-connected commitments, or family emergencies, there are very few exceptions to this policy. Final approval to remain in managed properties with less than 12 credit hours is required from the Dean of Students or designee. The information is then forwarded to Cashiering and Student Accounts and the Registration Office.

Commuting Distance Guidelines:

If a contracted residential student is assigned to student teach, intern or participate in a practicum experience during spring semester at one of the eight local county schools (Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway or Prince Edward), he or she is expected to continue campus residency. If academic placement is located outside these counties, mid-year release from the Longwood University residency contract is permitted.

Enrolled students living at home with parent(s), grandparent(s), or legal guardian(s) should not exceed the recommended eight local counties (Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway or Prince Edward) criteria. A written appeal must be submitted to the RCL Appeals Committee for traveling distances that are greater than these listed counties or that extend 45 miles from campus.

Residential Facility Damages

The student is individually responsible for the proper care of the student’s assigned room/unit and its furnishings and equipment. In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are liable for damages to common areas (ie: kitchen, lounges, hallways, stairwells, etc.) of the managed properties when individual responsibility cannot be assigned. The "group responsibility" may include suitemates, corridor mates, apartmentmates, or hall mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

RCL recognizes that reasonable wear and tear is to be expected in residential facilities. Any damage considered to be in excess of reasonable wear and tear will be billed to the responsible
General Longwood Managed Properties Procedures and Regulations

Access to Longwood Managed Properties and Residence Halls:

When moving into a Longwood Managed Property, each resident receives the key(s) to his/her room and signs a "key card." All locks and keys are property of Longwood and are intended to be used only by the person to whom they are issued. Residents who lose their key(s) are required to report the loss immediately to a residence hall or apartment staff member. Residents will be held financially responsible for the replacement of lost, stolen, or damaged keys. Residents may not have their keys duplicated. Anyone found doing so will be referred for disciplinary action. Building entrances remain locked. Students may gain entry to the Longwood Managed Property only by using their own key or access card. Residents are not permitted to prop open exit doors. Persons who are found to have propped open or to have tampered with a locked exit door will be referred for disciplinary action.

All residents are required to use the appropriate card access system. Guests must be escorted at all times, and residents are urged to prevent non-residents from entering without proper escort—including allowing non-residents to enter the facility. Students who allow others to use their key or access card will face Honor Charges. Those students “tailgating” or following residents into buildings for which they do not have access are violating University policy.

Change of Name and Address:

Students are required to notify the Office of the Registrar, in writing, of any change of name or address. The Office of the Registrar will notify other offices of these changes.

Housing During Breaks

If a student needs to remain in Farmville during routine vacation periods, such as Fall Break, Thanksgiving, or Spring Break, he/she may stay in the Longwood Managed Property if an on-line registration form is submitted before the advertised deadline. Written permission to stay must be provided by Residential and Commuter Life and displayed on the resident’s door. The traditional residence halls close for the winter vacation period; however, those students who live in Longwood managed apartments can complete a similar registration form to remain over that break.
No Candle/Open or Enclosed Flame Policy

The possession, lighting or burning of candles, incense, oil lamps, lanterns, plug-in air fresheners, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all Longwood managed properties. Exceptions to this policy may occur only under the following conditions: 1) written approval is provided by the Office of Environmental Safety or 2) a designated building or area permits use for a specific purpose. For additional information regarding sanctions, see No Candle/Open or Enclosed Flame Policy in the Conduct Code of Conduct Standards and Community/Student Life Policies section of the Handbook.

Noise Policy:

Longwood University and the Office of Residential and Commuter Life have an established noise policy made up of quiet hours and courtesy hours. This noise policy is aimed at creating an environment that is conducive to promoting an individual’s ability to live and learn and promoting the overall well-being of the community. Noise is defined as anything audible that disrupts an individual or a community. A violation of the aforementioned noise policy is determined by what a reasonable person would find to be a disruption to the promoting of an individual’s living and learning environment or a community’s well-being.

Quiet hours require that individuals and groups limit noise and disruptions and are enforced to a stricter standard. Quiet hours are in effect using the following schedule:

- Sunday – Wednesday: Midnight – 7 AM
- Thursday – Saturday: 2 AM – 7 AM

Courtesy hours provide that it is the responsibility of all individuals and groups to limit noise disruptions if another person asks them to do so. These hours are in effect Sunday – Saturday: 24 Hours a Day

This noise policy also applies to public areas that are in or around any Longwood Managed Property unless the noise is from a Longwood University sanctioned event. Any Longwood Managed Community may choose to have a more restrictive noise policy than the stated policy. Any Longwood Managed Community may choose to administer warnings for noise policy violations if appropriate.

Overnight Guests Policy:

Students are responsible for insuring that their guest(s) comply with housing policies and general campus rules and regulations. Students will also be held financially responsible for any damages resulting from their guest's behavior. Within the restrictions of the Longwood visitation policy, overnight guests are limited to no more than three nights in any seven-day period. This seven day period begins with the registered guest(s)’ first night on campus. Consent to host a
guest in an individual student room must be obtained from the roommate(s) in writing prior to the guests arrival. The Residence Education Coordinator of the host’s Longwood Managed Property must approve extended visits beyond three days. The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Failure to gain roommate(s) or apartment-mates consent and to appropriately register one’s guest(s) may result in removal from one's current room/apartment and/or disciplinary action. Guests may also be removed if their presence causes a disturbance in the community. For further information, please contact the Residential and Commuter Life Office.

**Visitation Policy:**

Visitation by members of the opposite sex in the Longwood Managed Property student rooms is permitted during the following hours:

**Upper division students:** Monday-Thursday, 10 a.m. until midnight; Friday, 10 a.m. until midnight Sunday.

**First Year Students:** Sunday-Thursday, 10 a.m. until midnight; Friday and Saturday, 10 a.m. until 2 a.m.

Provision will be made for students choosing to live in an area observing the first year student visitation policy. This matter will be addressed during room selection. Any Longwood Managed Property area may choose to have a more restrictive visitation policy than the stated policy. It is important to note that overnight guests are only permitted when the roommate approves of their stay.

**Room Changes:**

Residents desiring to make a room change should contact the Residence Education Coordinator (REC) for the community in which they live. Changes are permitted only following approval of the Office of Residential and Commuter Life. Failure to complete the room change process properly or to obtain the appropriate approval prior to moving will result in an improper/illegal room change charge and/or disciplinary action. All non-administrative moves (personal choice moves) will be subject to a $50.00 processing fee. Room changes should be a last resort in the handling of a conflict. Residents are encouraged to work with their roommates and residence hall staff prior to requesting a room change.

**Room Entry Policy:**

Students can expect to have a reasonable degree of privacy in their apartments, rooms and suites and in the community at large. However, when circumstances warrant it, University staff are authorized to enter a student’s room utilizing a master key for reasons related to safety, security, health, maintenance, legal or university disciplinary concerns. All University staff should display
identification before entering a room. At all times, students are expected to cooperate with those conducting a search and/or carrying out their duties as specified by the University. The conditions under which room entry and/or search and seizure may occur are described below:

**Safety and maintenance inspections, reviews, or repairs.**

Over the course of the academic year, residence staff are permitted to enter student living areas in University manage properties during scheduled fire, health, and safety inspections, emergency evacuations, fire drills, and for reasons related to general repairs or maintenance. When students depart for University vacation periods (Fall, Thanksgiving, Winter and Spring Breaks), staff conduct routine safety and health inspections of each Longwood Managed Property room. The University also reserves the right, for reasons related to safety, security, maintenance or emergency, to enter student rooms during the above and other scheduled periods.

**Emergencies**

Staff authorized by the University may enter student living areas without permission in response to attempted or suspected suicide, fire, significant physical injury, medical emergency, or situations where there is a potential or actual threat to the security, health or welfare of the resident(s) of the room, suite, apartment or surrounding community.

**Voluntary Search.**

Students have the option of providing written or verbal consent to have their room or personal area(s) searched when there is probable cause to believe they are in possession of prohibited, illegal or stolen items, materials, substances or possessions, or aware of or involved in a violation that is criminal in nature. Such searches shall be conducted by a university police officer, or local law enforcement official accompanied by a university police officer. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

**Involuntary Search.**

When there is probable cause to believe that a student is in possession of prohibited, illegal or stolen items, materials, or substances, or has knowledge of/or involvement in a violation that is criminal in nature, University police or local law enforcement officials may request a search warrant. University police will serve as the supervising agency during the execution of any search warrant on the campus. The Vice President for Student Affairs or another Vice President may authorize the involuntary administrative search of a defined area for specific reasons. A copy of the permission to search form will be provided for the student(s) involved at the time of the search. Selected administrative personnel will conduct the searches. Evidence secured as a result of an involuntary administrative search may be used in a University disciplinary and/or legal proceeding.
Prohibited or Illegal Items in Plain View.

Prohibited, illegal or stolen items, materials, substances or possessions that are in plain view may be seized by a Longwood University staff member and used as evidence in a University disciplinary and/or legal proceeding. If staff members encounter illegal items during execution of their normal duties, they may contact University Police. If probable cause exists, police may request a search warrant. Police officers will not use student or professional staff as their agents to conduct searches that would otherwise be prohibited by police personnel. University staff members are limited to observing and seizing what is only in plain view, and cannot open drawers, closets, closed doors, refrigerators or any sealed area or property owned by the student(s) without permission from a Vice President of the University.

Room Selection:

Students are encouraged to pay attention to information regarding the housing application processes. Students wishing to live in Longwood Managed apartments will participate in a process beginning in the fall semester. During the spring semester, students intending to return a main campus residence hall for the next year have the opportunity to select their roommates, and residence hall. The majority of the phases of residence hall room selection process occur during April, following academic advising and fall semester registration.

Fire Safety Regulations:

High importance is placed by the University on promoting fire safety in the Longwood Managed Properties and encouraging all students and student groups to take leadership in this area. Students are expected to participate in regular Longwood Managed Property fire drills and attend periodic fire safety programs in order to understand how to manage the risks and respond appropriately in case of emergency. There are serious sanctions for those who, through violation of fire codes, create a danger for others. This includes setting off false alarms, tampering with firefighting equipment, or failing to leave a building when a fire alarm is activated. Sanctions will range from loss of privileges to dismissal from the University.

Each student room will be inspected at least three times a year to determine whether fire safety regulations are being followed. Also, Longwood personnel retain the right to conduct additional room inspections to ascertain safety conditions.

In general, when students present concerns or ideas that could result in safer Longwood Managed Properties, the Office of Residential and Commuter Life will consider those suggestions.
Fire Evacuation Procedures:

Students are required to know and understand the following procedure for evacuating a residence hall, apartment, or building when the fire alarm is activated:

1. General rules for fire evacuation:
   a. When the fire siren sounds, everyone must leave the building immediately.
   b. No one is to return to the building until Longwood Police give permission.
   c. All persons must stand 50 feet away from the buildings or at the designated locations.
   d. All persons must stand clear of roadways to allow fire-fighting equipment to reach buildings.

2. In case of an actual fire:
   a. Pull alarm and evacuate building.
   b. Call Fire Department (911).

3. Fire alarm pull stations are to be used only for fire and fire drills. Electric switch boxes must not be touched by any person.

Fire Safety Regulations:

Longwood University actively supports the Virginia Statewide Fire Prevention Code which is enforced by the State Fire Marshal’s Office. The Office of Environmental Health and Safety is responsible for seeing that changes to the Fire Prevention Code are broadcast to the University, and that Longwood is in compliance with all regulations.

1. Curtains, draperies, hangings, and other decorative materials suspended from walls shall be flame resistant or non-combustible. Proper documentation must be provided.

2. Decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings.

3. No decorations or other objects shall be placed to obstruct exits, access thereto, egress there from, or visibility thereof.

Questions should be directed to the Office of Environmental health and Safety at extension 2940.
All residents are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, such as fireworks, spray paint, weapon memorabilia, gun powder, gasoline, etc., is prohibited within the residence halls.

2. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all Longwood Managed Properties.

3. The possession or use of items using halogen light bulbs is prohibited.

4. Residents found to be tampering with fire alarms, smoke detectors, or fire extinguishers are subject to Longwood disciplinary action and/or legal prosecution. The same sanctions apply to calling an ambulance or fire-fighting apparatus without just cause.

5. The hanging of any object or item from ceilings or fire sprinkler heads is prohibited.

6. Room/apartment doors, corridors, stairways, and building exits should be kept clear of obstructions at all times. Fire doors on corridors and in stairways should be kept closed at all times.

7. All residents and guests must evacuate any building in which a fire alarm sounds. Persons refusing to evacuate constitute a hazard to fire officials and will be subject to disciplinary action.

8. In accordance with State Fire Regulations, all party and dance decorations, booth decorations, stage props, float decorations, etc., must be made of flame-retardant materials (i.e., foil, nylon ribbon, artificial greenery, treated crepe paper). Proper documentation must be provided.

**Maximum Occupancy of Longwood Managed Properties (Longwood Landings, Lancer Park, and Longwood Village)**

Due to the unique nature of these apartment complexes, it is important to maintain a guest policy which allows students a reasonable amount of guests/visitors while maintaining an adequate level of safety.

At no time should there be more than four (4) guests per resident per apartment. Therefore, the following maximum occupancies should not be exceeded in various apartment types:

- **Studio Apartments** - 5 maximum occupancy
- **2 Bedroom Apartments** - 10 maximum occupancy
- **3 Bedroom Apartments** - 15 maximum occupancy
4 Bedroom Apartments/Town Homes - 20 maximum occupancy

The permanent residents of the apartment are responsible for the actions of their guests at all times. Reasonable noise levels (as described in the Residence Hall Policies and Regulations) are expected. The permanent residents of the apartment will be held accountable accordingly, and incidents and violations will be documented and referred to the Longwood University Honor and Conduct System.

**Room Decorations and Modifications:**

Room decorations and modifications are important in personalizing student rooms, but students should make plans that enhance their personal safety.

Wall hangings, posters, or other hanging room decorations must be affixed to and flush with the wall using products approved by the Office of Residential and Commuter Life (for a complete listing of approved products see: [http://www.longwood.edu/rcl](http://www.longwood.edu/rcl)). Wall hangings or beads cannot cover exit routes. The indiscriminate use of nails, tacks, or screws is not permitted. Students should not hang objects from the ceiling, sprinkler system, or any component of the fire alarm system. Because of the importance of ceiling tiles in preventing the spread of fire, students are prohibited from removing or replacing ceiling tiles or storing items above the ceiling tiles.

All decorative materials shall be non-combustible or flame resistant. These materials must have a tag stating that they are non-combustible or have a certificate of flame resistant treatment.

Fresh cut trees or cut greenery are not permitted in any building on campus.

String lighting cannot be strung from wall to wall across hallways, exit routes, or fixture to fixture. All lights must be flush to the wall.

**Electrical Appliance Regulations:**

There are different regulations for those students living in residence hall rooms and those students living in Longwood managed apartments. For a detailed and updated list, consult the Residential and Commuter Life or Environmental Health and Safety website.

Students living in traditional residence halls are not permitted to have in their residence hall rooms any appliance with exposed electrical coils, including, but not limited to, hot plates, toasters, toaster ovens, electric grills (including "George Foreman"), and space heaters. Refrigerators must be no larger than 4.5 cubic feet and/or 2.0 amperes. Microwaves must not exceed 1000 watts. Ceiling fans and dimmer switches are also not permitted. Extension cords are not permitted for any reason. Any length UL listed multi-plug devices are permitted only if they have a built-in circuit breaker (Surge Protector). The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.
Lofts:

Lofts and bunk beds may be constructed in student rooms in accordance with Loft Construction Regulations. The purpose of these guidelines is to ensure the safety and comfort of all members of the hall community. The University is not responsible for injuries to the occupants of the room or their guests during and/or after completion of the work. The regulations are as follows: The loft or bunk bed must be free-standing (not nailed, bolted or otherwise fastened to the walls, ceiling, floor or other furniture in the room). Wood material used must be either pre-treated wood, stamped indicating that it is composed of flame resistant material, or dipped/coated with a UL class A flame retardant coating. All major right-angled supports must be through-bolted or lag screwed. All other joints (decorative finishes, cross members, "X" or "V" supports) can be nailed. All support braces must be used. The loft or bunk bed must not restrict exit from the windows or doors of the room, and the windows and doors must remain fully operable.

The construction must not interfere with access to heating/ventilating units, plumbing, electrical outlets, or other fixed items in the room. Existing attached room fixtures (telephone jacks, heating/ventilating units, etc.) must not be removed, relocated or modified.

There must be no change in the permanently installed electrical system, and electrical wiring must not be included in or attached to the loft or bunk bed.

The loft or bunk bed must not be enclosed in any way (including drapery, beads, parachutes, wallboard, fishnet, etc.). Construction materials must not be stored in corridors, stairwells, or any public area for any period of time. Debris resulting from construction must be removed from the building and placed in the proper waste containers. Lofts or bunk beds must not take up more than 25% of the usable floor space in the room. (Floor space in the closets and bathrooms is not to be considered usable floor space.) The approximate size should be 38 inches wide by 80 inches long. Raised floors are not allowed under any circumstances. The height of the loft or bunk bed must not exceed 6 feet. No Longwood property may be used in the construction or support of a bunk bed or loft. Person(s) performing construction in the student rooms assume full responsibility for any damages to the room and the premises. Students who desire to construct a loft must complete construction by the deadline established by the Office of Residential and Commuter Life. This deadline will be announced to students during the first week of classes each semester. The Office of Residential and Commuter Life will establish a schedule for the inspection of lofts. Residents whose loft construction, upon inspection, is found in noncompliance with these regulations have one week from the date of inspection to make necessary modifications. Students who fail to make these modifications within the specified time frame must remove the construction from the room.

No additions or alterations to the loft are permitted after the final inspection. A student who fails to remove a loft when instructed to do so, or who leaves the loft after he/she has vacated the room, will be charged for removal costs and faces disciplinary action. The University reserves the right to remove unauthorized structures from student rooms, and to perform emergency
maintenance on any loft or bunk bed deemed unsafe. Remember that all university furniture, including bed parts, must remain in the room. Removing any Longwood property from campus constitutes theft.

**Trash Policy**

Students are expected to remove trash in a timely manner and discard it in the designated locations. It is the student’s responsibility to know where trash can be discarded. Residence hall staff can assist those who need more information. Apartment residents must put trash in the proper waste removal containers (dumpsters and Town-of-Farmville-approved containers) immediately. Trash should not be left unattended in public areas such as balconies, connecting hallways, or outside the designated receptacle.

Improperly stored garbage attracts stray animals, pests, vermin, and disease. Students will be charged a trash removal fee if trash is left in an improper area.

**Prohibited Items and Other Restrictions:**

For a complete list of accepted and prohibited items for Main Campus and University-managed apartment communities, please see Appendix 1 on page 149.

**Air Conditioners:**

Air conditioners are not permitted in student rooms. If medically essential, special permission may be granted by the Director of Disability Resources only when air conditioned residence hall facilities are not available.

**Alcohol Paraphernalia**

Beerbongs/funnels, beer pong tables and other items used in drinking games and to increase the impact of alcohol are not permitted regardless of the residents’ age in Longwood managed properties. Residents under 21 are prohibited from possessing empty alcohol containers, including beer bottles/cans mini-kegs, and wine and liquor bottles, and collections of alcohol labels, cartons, and beer caps, even those used in a decorative manner.

**Apartment Amenities:**

Apartment residents are expected to abide by the posted regulations regarding the Longwood managed properties’ amenities including fitness rooms, game rooms, theater and pool.

**Antennas/Satellite dishes:**

The installation of antennas/satellite dishes on roofs or hanging outside room windows is restricted to Longwood purposes. Residents may not install them to assist television or radio
reception. Resident-installed antennas will be removed at the owner's expense, and disciplinary action will be taken.

**Hall sports: Ball Playing, Bicycles, Roller blades, Skateboards**

Hall sports (e.g., baseball, football, soccer, etc.) are prohibited in all Longwood managed properties. These activities not only have the potential to create excessive noise or inflict damage upon Longwood property, but can also cause physical injury. For similar reasons, skateboarding, roller-blading and bicycle /scooter riding are also prohibited inside Longwood managed properties. Any violations of the above may result in disciplinary action, as well as a charge for damages to Longwood or personal property.

**Furniture:**

Longwood-owned and personal furniture must be positioned and used in a manner consistent with their intended purpose and design. Raising the height of a bedspring by "flipping" head and footboards or positioning them on blocks of any kind is also prohibited. In addition, students are not permitted to remove any Longwood-issued furniture from the room to which it is assigned.

**Pets:**

Students are permitted to have non-carnivorous, non-poisonous, fish in their rooms in tanks no larger than ten (10) gallons. Frogs, turtles, and hermit crabs are not fish and are therefore not permitted. No other type of animal or insect is permitted in residence hall rooms or Longwood managed apartments. Persons possessing pets in violation of this regulation will be required to remove the animal within 24 hours. There may be instances where the animal must be removed immediately. Students will face disciplinary action, including a University fine, and will also be responsible for any damages that have occurred. All damages will be assessed by RCL staff members.

Residents of Longwood managed apartments must also be aware that in addition to the charge described above they will also face the cost of replacing carpet even if there is no visible damage to the ensure the carpet is pet dander free. The replacement of the carpet will take place as soon as the Longwood Real Estate Foundation is able to arrange for the change. If an animal is found in the apartment again, the entire process including an additional replacement of the carpet will occur at the pet owner’s expense. Additional charges to clean or replace furniture or walls will be assessed at the discretion of RCL and Real Estate Foundation staff members.

This policy does not apply to animals that have been approved by the Office of Disability Resources.
Roofs/Sundecks:

All residence hall roofs are closed to the public. Students are prohibited from entering these areas as well as other similar spaces such as balconies or overhangs. Those with questions about individual spaces should contact their REC.

Waterbeds:

Waterbeds are prohibited in Longwood managed properties because of their excessive weight and the danger to personal and public property from possible water leakage.

Weapons and Explosives:

The possession of firearms, fireworks, explosives, air guns, paint ball guns, slingshots, knives (except non-spring pocket knives), martial arts weapons, military memorabilia, and bows and arrows in Longwood managed properties is strictly prohibited. Residents who wish to keep weapons on campus must register and store them with the Longwood University Police Department. (See Weapons on Campus) Residents may check them out for appropriate use. Violators are subject to criminal and/or Longwood disciplinary sanctions.

Facilities Management Work Requests for Longwood Managed Properties

The Facilities Management Department staff responds to both routine and emergency work order requests in Longwood’s managed properties. Residents should submit work orders on-line. Registration is required for the use of the work order site, and work orders are handled through the online work order center. This method not only enables a reliable way of recording and tracking service requests for both the residence halls and Facilities Management, it can actually improve response time once the work order is received by decreasing duplicate requests. The RA, REC, or Service Desk Staff can provide emergency work order reporting assistance.

Commuter Life

The Office of Residential and Commuter Life is the central office on campus that provides services and programs for the commuter student population. The Associate Director of Off Campus Living and member of the Residence Education Coordinator staff assist commuters in addressing a broad range of special needs that include on-campus parking, living in Farmville and vicinity, dining conveniences, and getting involved on campus.

Commuter students have access to a student lounge that is located in the Lankford Student Union, Room 211. This area is a comfortable place where commuters can socialize, relax, study, eat, watch television, sleep, and connect with other commuter students in between classes. The lounge is equipped with computers, a stove/oven, refrigerator, microwave oven, toaster,
coffeepot, tea kettle, and message board, study and dining tables, lockers, bulletin boards listing campus and community events and services, network plug in stations, and a variety of books and board games.
Index
Activities During the Week Prior to Exams.. 80
Advertising Policy ........................................ 47
Alcohol and Other Drug Policies, Procedures,
and Information ........................................ 48
Alcohol in Residence Hall
  Room/Suite/Apartment................................. 51
Anti-Hazing Policy ........................................ 59
Appeal Process ........................................... 24
Bias Incidents ............................................. 13
Bicycle, Skateboard, In-Line Skates, and
  Scooter Policy .......................................... 63
Board of Visitors ......................................... 8
Change of Name and Address ......................... 134
Changes
  Changes in Handbook .................................. 7
Chapter Room Fire Safety Regulations .............. 82
Class Absence Documentation ......................... 113
Commuter Life ........................................... 145
Complaint Procedures .................................. 83
Conduct Board ........................................... 15
Conduct Standards for Students, Groups, and
  Organizations ........................................... 11
Confidentiality ........................................... 21
Cooperative Agreement: Town of Farmville
  and Longwood University ......................... 12
Damages .................................................. 133
Definitions ............................................... 16
Disciplinary Records Retention Policy ............... 43
Disciplinary regulations ................................ 10
Disciplinary Suspension ................................ 38
Disruptive Behavior .................................... 75
DMCA/Copyright infringements ....................... 67
Event Planning .......................................... 77
Facilities Management Department .................. 80
Facilities Reservations ................................ 77
Failure to Comply with Sanctions .................... 16
Filing of Disciplinary Charges and
  Notification of Hearing .............................. 17
FIPG Summary of Guidelines ......................... 40
Fire Safety Regulations ................................. 81
Greek Code of Conduct Standards ................. 40
Greek Conduct Sanctions .............................. 41
Greek Conduct System ................................. 39
Greek Organization Policies ......................... 82
Health and Wellness ................................... 110
Health and Wellness Resources ...................... 110
Hearing Bodies .......................................... 14
Hearing Procedures .................................... 19
Honor Board .............................................. 15
Honor Code of Conduct Standards ................. 34
Honor Pledge ............................................ 34
International Studies Program Rules of
  Conduct ................................................... 13
Judicial Code of Conduct Standards and
  Regulations .............................................. 25
Keep up with Communication ......................... 9
Lankford Student Union Policies ..................... 85
Lawn signs ............................................... 47
Lofts ...................................................... 142
Longwood University email system ................. 9
Longwood University Honor System ............... 32
Longwood University Identifiers .................... 87
Lost and Found .......................................... 88
Maintenance of Student Computers/Network
  Security Violations .................................... 47
Motor Vehicle Policy .................................... 88
Noise Policy .............................................. 135
Non-Smoking Policy .................................... 90
Outdoor Speeches, Marches and
  Demonstrations ....................................... 73
Personal Responsibility for Residence Hall
  Room and Other Spaces ............................. 12
Posting Policy .......................................... 91
Postponement of Hearings ........................... 22
Prohibited Items and Other Restrictions in
  University housing ................................ 143
Raffles ..................................................... 92
Residence Hall Fire Safety Regulations ........... 139

147
Appendix 1: Lists of Allowed and Prohibited Items on Main Campus and University-Managed Apartment Communities

Main Campus

Allowed Items:
Residents may bring the following UL Approved Appliances.

- Air popcorn poppers
- Air purifiers
- Blenders or mixers
- Bread machines
- Coffee Pots (both single serve and regular coffee pots must have an automatic shutoff)
- Crock pots
- Dehumidifiers
- Easy Bake Ovens
- Electric can opener
- Gaming systems (X Box, PS2, etc.)
- Microwave (less than 1000 watts)
- Approved Bunking Blocks
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (however, NO wall mounted TV models)
- Power Strips or Multi-plug devices with circuit breaker/surge protector
- Refrigerator (not to exceed 4.6 cubic feet)
- Rice cookers
- Steamers
- Stereo (with headphones)
- Vacuum cleaner, electric broom sweepers
- Vaporizer

Prohibited Items:
Residents may not have the following items in their rooms.

- Air Conditioners
- Alcohol\(^1\) (if under 21) or Drugs
- Antennas or satellite dishes
- Blocks to elevate bed (cinder blocks or wood)
- Incense
- Lanterns
- Lava lamps
- Lighter fluid or charcoal that contains starter fluids
Bunsen burners or hot plates (including but not limited to George Foreman Grills, griddles or electric skillets, electric woks, fondue pots or chocolate fountains, S'mores makers, waffle Irons, and sandwich or quesadilla makers)

- Candles, candle warmers (including plug-in style air fresheners)
- Curtains, draperies, hangings, and other suspended decorative materials that are not treated to be flame resistant.
- Deep fryer (Fry Daddy)
- Double-sided foam tape or duct tape
- Electric heaters, electric blankets or heating pads
- Empty alcohol containers (for decoration)
- Extension cords
- Fireworks, explosives, unsafe and or flammable chemicals/liquids (including charcoal lighter fluid)
- Fog machines
- Halogen lamps (any model or style)
- Individually owned (personal) large appliances including stove ranges, washer/dryers, freezers, dishwashers
- LP (propane) gas grill canisters
- Multi-plug Adapters, WITHOUT circuit breaker/surge protector
- "No Boundaries" brand multi-bulb floor lamp
- Oil lamps
- Oil popcorn poppers
- Personal ceiling fans/lights or dimmer switches
- Personal door locks
- Pets (other than fish). Fish tank limited to no more than 10 gallons.
- Plug-in Air Fresheners (Glade, etc.)
- Pressurized canisters (CO2 or scuba equipment, spray paint cans and helium tanks). Exclusions are approved medical equipment (oxygen cylinders)
- Toasters or Toaster Ovens
- Wall mounted shelving, furniture, or fixtures
- Waterbeds
- Weapons\(^2\) (including martial arts practice equipment)

1. Alcohol is not permitted on any freshmen floor or in Curry Residence Hall. Alcohol is also prohibited from all residence hall rooms where there are no residents of legal drinking age.

2. Any firearms (including re-enactment weapons) and other hunting weapons (knives, bows, arrows, etc.) can be registered and stored at Campus Police.
# University-managed Apartment Communities

**Allowed Items:**
All Longwood managed apartments (Lancer Park, Longwood Village, and the Landings) have GFI Kitchen outlets. Residents may bring the following UL Approved Appliances.

- Air popcorn poppers
- Air purifiers
- Blenders or mixers
- Bread machines
- Coffee Pots (both single serve and regular coffee pots must have an automatic shutoff)
- Crock pots
- Dehumidifiers
- Easy Bake Ovens
- Electric can opener
- Gaming systems (X Box, PS2, etc.)
- George Foreman Grills
- Hot Pot /Soup Warmer
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (however, NO wall mounted TV models)
- Power Strips or Multi-plug devices with circuit breaker/surge protector
- Refrigerator (not to exceed 4.4 cubic feet). A full size refrigerator is provided in all Longwood managed apartments.
- Rice cookers
- Steamers
- Stereo (with headphones)
- Toasters
- Vacuum cleaner, electric broom sweepers
- Vaporizer
- Waffle/Sandwich/Quesadilla Makers

**Prohibited Items:**
Residents may not have the following items in their apartments.

- Air Conditioners
- Alcohol (if under 21) or Drugs
- Incense
- Lanterns
- Antennas or satellite dishes
- Blocks to elevate bed (cinder blocks or wood)
- Bunsen burners or hot plates (this includes griddles or electric skillets, electric woks, fondu pots or chocolate fountains, S’mores makers)
- Candles, candle warmers (including plug-in style air fresheners)
- Curtains, draperies, hangings, and other suspended decorative materials that are not treated to be flame resistant.
- Deep fryer (Fry Daddy)
- Double-sided foam tape or duct tape
- Electric heaters, electric blankets or heating pads
- Empty alcohol containers (for decoration)
- Extension cords
- Fireworks, explosives, unsafe and or flammable chemicals/liquids (including charcoal lighter fluid)
- Fog machines
- Halogen lamps (any model or style)
- Individually owned (personal) large appliances including stove ranges, washer/dryers, freezers, dishwashers
- Lava lamps
- Lighter fluid or charcoal that contains starter fluids
- LP (propane) gas grill canisters
- Multi-plug Adapters, WITHOUT circuit breaker/surge protector
- "No Boundaries" brand multi-bulb floor lamp
- Oil lamps
- Oil popcorn poppers
- Personal ceiling fans/lights or dimmer switches
- Personal door locks
- Pets (other than fish). Fish tank limited to no more than 10 gallons.
- Plug-in Air Fresheners (Glade, etc.)
- Pressurized canisters (CO2 or scuba equipment, spray paint cans and helium tanks). Exclusions are approved medical equipment (oxygen cylinders)
- Toaster Ovens (Toasters are permitted, but not toaster ovens)
- Wall mounted shelving, furniture, or fixtures
- Waterbeds
- Weapons² (including martial arts practice equipment)

1. Alcohol is also prohibited from all Longwood managed apartments where there are no residents of legal drinking age.
2. Any firearms (including re-enactment weapons) and other hunting weapons (knives, bows, arrows, etc.) can be registered and stored at Campus Police.