

2018–2019

STUDENT HANDBOOK

and Code of Conduct



Please note - The information contained herein, including statements of policies and procedures and details about services and facilities, is subject to change and may be superseded by subsequent statements and specifications issued by Northern Vermont University–Lyndon.



Northern Vermont
UNIVERSITY

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Public Safety

TRAFFIC AND PARKING REGULATIONS-LYNDON CAMPUS

These regulations have been established to protect the safety of faculty, staff, students and visitors and to control motor vehicle traffic and parking on campus.

All faculty, staff and students who park a motor vehicle, including motorcycles, on University property must register that vehicle with the Public Safety Department and obtain a parking permit. Parking on campus is a *privilege*. The owner/operator of any vehicle on campus acknowledges they have received these regulations and will operate their vehicle in accordance with these regulations and Vermont State Law.

Vehicle registrations are done online. A link to the registration page will be available on the NVU Lyndon Public Safety page. Once registration is complete, permits will be mailed to the registrant or, in certain circumstances, picked up from the Public Safety Office between 8am and 4pm Monday-Friday.

Student parking permits are \$75 for the academic year or \$50 for the fall semester only. First year students will be exempt from this fee for the 2018-2019 academic year. Permits are valid through the date indicated on the permit. Permit fees are not refundable. If a permit is lost or stolen, please notify Public Safety immediately. There is a \$50 replacement fee for lost or stolen permits. Once reported lost or stolen, permits are deemed invalid and cannot be used if recovered. Permits must be displayed (hung) on the review mirror so the permit is visible from the outside of the vehicle. **Permits may not be displayed in any other location.** Permits cannot be loaned or transferred to others. Permits may be moved to another vehicle that is being operating temporarily. If the permit holder has multiple vehicles the registered permit holder may move the permit back and forth between vehicles. **It is the permit holder's responsibility to ensure the permit is displayed when the vehicle is on campus.** If a permit holder obtains a new vehicle they must contact Public Safety to update the information on record. Temporary permits may be issued on a case-by-case basis. Temporary handicap permits are available for those with a documented medical condition or impairment. Contact the Public Safety Office for more information.

TICKETING

The person in whose name a permit is registered or the registered owner shall be responsible for all violations occurring on campus. Vehicles that do not display a valid NVU permit, are parked in an area not designated for parking, are interfering with snow removal, are parked in a lot designated for a permit type other than the one displayed or are otherwise in violation of the university parking regulations are subject to ticketing.

IMMOBILIZATION (BOOTING)

Vehicles that do not display a valid NVU permit and/or have accumulated 3 or more parking violations within an academic year may be immobilized (booted) with a mechanical device that prevents the vehicle from being operated. The immobilization device will only be removed after the operator/owner identifies themselves to the Public Safety Department to make payment arrangements for outstanding violations and pays a \$50.00 immobilization fee. These fines/fees will be added to student accounts.

Prior to a vehicle being immobilized notice will accompany the parking violation(s) prior to the offense that results in vehicle immobilization. If your vehicle is immobilized **do not attempt to operate your vehicle, damage will occur**. If the owner of an immobilized vehicle does not contact Public Safety within 48 hours of their vehicle being immobilized, the vehicle may be towed without further notice.

TOWING

Vehicles that are illegally parked in a handicap parking space, fire lane, are blocking or impeding the flow of traffic, or are creating a safety hazard (such as leaking fluids), may be ticketed and/or towed without prior notice. If your vehicle is towed, contact Public Safety for information on retrieval.

ABANDONED VEHICLES

All vehicles on Campus must be in operable condition. Vehicles lacking valid license plates, valid inspection stickers, or that are not registered with Public Safety, as well as those that are in such a state of disrepair that they cannot be operated, will be considered abandoned and are subject to removal at the owner's expense.

If your vehicle has broken down and is inoperable, please notify Public Safety immediately. Vehicles that have not been moved for more than 14 days, and vehicles that pose a hazard (such as leaking fluids), are subject to immediate removal without notice.

VEHICLE MAINTENANCE

Performing vehicle maintenance (e.g., oil changes, engine work, body work, transmission repair, putting a vehicle on jack stands, etc.) on university property is strictly prohibited. A vehicle may be towed for such a violation. The exceptions to this regulation include emergency situations such as use of jumper cables or flat tire repair. Additionally, washing of vehicles on university property is also prohibited.

VIOLATIONS AND FEES

No valid permit displayed	\$25
Parking in a prohibited area	\$20
Parking in a space or area reserved for others	\$20
Failure to obey regulatory signs	\$20
Occupying more than one space	\$20
Unsafe or negligent driving	\$50
Parking in handicapped space	\$75
Parking in fire lane	\$50
Driving or parking on grassy areas	\$20

Parking on sidewalks or on roads	\$20
Parking within the interior of campus	\$50
Immobilization (Boot) Fee	\$50
Violation of Winter/Sweeping Parking Ban	\$50
Towed vehicle charge	\$50
Other violations	\$ Amounts vary

Note: It is possible to receive multiple violations at one time. Cases of reckless driving may result in an administrative hearing and sanctions determined by the University

Tickets may be e-mailed or mailed to the registered owner of the vehicle for any of the above violations. Tickets not paid within 14 calendar days are considered late and a \$5.00 late fee will be assessed. Pay tickets on time to avoid the late fee. Tickets can be paid online. See ticket for information.

ENFORCEMENT

Failure to respond to or pay parking or traffic tickets promptly will result in consequences. In addition to being immobilized and/or towed, operators/owners of vehicles that receive more than 5 parking or traffic tickets in a single year may lose on campus vehicle privileges and may have their vehicle towed from campus upon sight. Permit recipients acknowledge that failure to pay parking or traffic tickets may result in a charge to the recipient's account or in a deduction of wages owed to the individual by the university upon termination of employment. Students with unpaid parking or traffic fines at the time of separation from the university may be denied copies of their transcripts, degrees or other academic records.

APPEALS

If you believe that a ticket was issued in error, you may appeal the ticket. Visit the NVU Lyndon Public Safety page for more information. **Appeals must be received within 14 days from the date the ticket was issued to be considered.**

ADDITIONAL INFORMATION

PLEASE READ THOROUGHLY

- The university is not responsible for lost or stolen items or damage sustained to vehicles parked on campus. Don't leave valuables behind. Be sure to lock all doors and check on your vehicle regularly. Please report vandalism and theft immediately to Public Safety.
- Residential students must park in the residential lots for their building: Stonehenge, Wheelock, and Rita Bole parking lots.

- Commuter students must park in the commuter lot in front of Vail. If this lot is full, they are permitted to park in the Stonehenge lot.
- Parking on the side of the road, on yellow or white hatch marks, on the grass or in otherwise prohibited areas, will result in a ticket. All four wheels of your vehicle must be within a designated parking space.
- Overnight parking is allowed only in residential parking lots. Overnight parking is prohibited in all other parking lots.
- Overnight guests should be registered with the university.
- If leaving a vehicle for an extended period of time, please park in the Stonehenge parking lot and contact Public Safety to provide your information.
- Overnight parking is defined as any time between midnight and 7 a.m.
- Residential students may not park in the Faculty/Staff or Commuter and Visitor Parking lots.
- Parking by students, faculty or staff in the Wheelock and Rita Bole visitor parking spaces is prohibited.
- During university breaks, between November 1st and April 15th, all vehicles may need to be moved from the residential parking lots for snow removal. Students will be notified via email if this is necessary.
- These parking policies are subject to change.

FOR MORE INFORMATION, OR IF YOU HAVE QUESTIONS, CONTACT PUBLIC SAFETY:

(802) 626-6452

Student Identification Cards

Photo IDs are issued during new student orientation each semester. With it, students may gain admission to movies, plays, dances, athletic events and other university programs. It also is used for borrowing materials from the library, cashing checks in the bookstore, and gaining access to assigned residence halls. Students who purchase a meal plan will also use the card in the dining hall and snack bar. The identification card is an official document and it is nontransferable. Do not punch holes in or abuse your ID card. The card is to be carried at all times while on campus and is to be shown at the request of authorized university personnel (e.g., Public Safety, Student Affairs and Residential Life staff and university administrators). Failure to present the card when requested is a violation of university rules and subjects the holder to disciplinary action. The fee for replacement of a lost ID card is \$25. Broken ID cards will be replaced at no charge.

Lockers

If you use the lockers in the Vail first floor hallway you will have to register the locker number and your name at the Public Safety Office. If there are any questions, please contact the Public Safety Office at ext. 66452 or 802-626-6452.

Emergency Information

Protocol for a Student Medical Emergency on Campus

- If life threatening: Call for ambulance 911 or 748-3111. Call Public Safety at ext. 6452.
- For non-life-threatening medical emergencies: Contact Health Services, ext. 6440. After business hours, contact the emergency room at Northeast Vermont Regional Hospital 748-8141 or Northeast Kingdom Mental Health 748-3181. You should also contact the Director of Residential Life, ext. 66417, or the Dean of Student Affairs, ext. 66418.
- Important Phone Numbers:
 - Ambulance, Fire, State police - 911 or 748-3111
 - Health Services - ext. 6440
 - Director of Public Safety - ext. 6452
 - Dean of Students - ext. 6418

Campus Emergency Evacuation Plan

In the case of an evacuation from a campus building, please-

- Bring/wear clothing appropriate for the elements.
- Walk, don't run, to the nearest exit.
- Quickly check in rooms located adjacent to your room and coordinate assistance IF necessary. Assist individuals with disabilities in exiting the building and locating designated safe areas.
- Do NOT use elevators!
- Use posted evacuation routes to designated assembly areas.
- Stay near the floor if air is toxic, be alert for hazards, move quickly and quietly.
- Remain calm. Stay with your group until further instructions are received.
- Designated persons will check bathrooms, elevators, basement and other common areas.

For students notified that they will be evacuated for an extended amount of time from their residence hall, they should consider bringing the following items with them:

- Medications
- Glasses/Contacts
- A change of clothes
- Toiletries
- Flashlights/batteries
- Cell phone and charger
- Important documents (credit cards, driver's license, etc)
- Blanket/pillow
- Toiletries
- Food/beverages
- First aid kit
- Hand wipes
- Water
- Cash (with no power credit cards can be rejected and ATMs may not be operational)

Bomb Threats Only

There will be no use of elevators, two-way radios, cell phones or fire alarms to evacuate the buildings, as these mechanisms could activate a bomb. When an occurrence time is known, the building will be

evacuated until at least one hour past the know time, as a safety margin. The Coordinator of Public Information will prepare the appropriate temporary signs for the building(s) affected.

Only trained personnel will do bomb searches. If an occurrence time is not known, no search will be done. If an occurrence time is known and a decision is made to search, the searcher(s) will leave the building at least one hour before the known occurrence time. If the area to be searched is too large to be accomplished in the known time (minus one hour), no search will be done. The threatened building(s) will be locked after evacuation to discourage unauthorized entry. Building lock-up is the responsibility of the Director of Public Safety, the Director of Physical Plant, the Maintenance/Custodial staff and the Residential Life staff.

Violent Incidents

Individuals faced with deciding what to do in the face of a violent attack should take the following responses into consideration and then use the information available to make a personal decision concerning which response to choose.

If you see or know that a person has a firearm on campus, or if you hear shots fired on campus, or if you witness an armed person shooting people (active shooter), the following actions are recommended:

- Exit the area immediately if it is safe to do so.
 - Notify anyone you may encounter to exit immediately.
 - Evacuate to a safe indoor location away from danger. If possible, go to another campus building. It may be necessary to leave the campus.
- 4) Call 911 and provide the following information:
- Your name
 - Location of the incident (be as specific as possible).
 - Number of shooters (if known).
 - Identification or description of shooter.
 - Number of persons involved.
 - Your location.

If you are directly involved in an incident and exiting the area is not possible, the following actions are recommended:

- All students, faculty, staff and visitors should leave the area if possible, and if not should move into or stay inside building.
 - Close and move away from all windows and doors. Lock doors if possible.
 - If you cannot lock the door, use desks, chairs, door stops or other items to barricade the door.
 - Try to cover the door windows or block the view inside the room.
 - Physically protect yourself from harm
- 5) Call 911 and provide the following information:
- Your name
 - Location of the incident (be as specific as possible).
 - Number of shooters (if known).
 - Identification or description of shooter.

- Number of persons involved.
- Your location

6) Remain quiet and act as if no one is in the room. Do not answer the door. Wait for police or Public Safety to assist you out of the building. When police arrive, raise your arms and show empty hands. Follow their instructions.

Be mindful that violent attacks can involve any type of weapon, not only a gun. Knives, blunt objects, physical force, or explosives can be just as deadly as a handgun; the suggestions listed here would be applicable in any violent encounter.

Missing Student Procedures

Northern Vermont University maintains on-campus housing facilities and, therefore, a policy and procedures for investigating reports of missing students. It is the policy of NVU Public Safety to immediately investigate reports of missing students, regardless of the student's age, or the length of time they have been reported missing, when it has been reported that the person's last known whereabouts involves our campus.

NVU requires all students living on campus in an on-campus student residence hall be required to register a contact person to be notified in the case that student's family needs to be contacted in the event of an emergency which includes being reported as "missing".

It is Campus Public Safety policy to notify a missing student's parents or guardians of a missing student if the student is under 18 years of age and not emancipated. Campus affiliates receiving an initial report of a missing student are to report the information to Campus Public Safety or the local police immediately. Campus Public Safety officers will follow the missing persons protocol located on file in the Campus Public Safety Office upon receiving an initial report.

Campus Communications

Network and Email Connections

Residence hall rooms are equipped with connections to the university network. Information on establishing these connections is distributed by Student Affairs and Information Technology Services at orientation and through their offices. All students may use campus Internet and e-mail resources in the 24-hour computer lab, in the Library and Academic Center and in the computer classrooms. All students are required to check their NVU e-mail.

Cancelled Classes

Class cancellations are listed on a recording. Call 626-6767 for a listing of cancellations. Snow-day information is also available at this number.

- WSTJ/WKXH 1340/105.5 (St. Johnsbury)
- WGMT 97.7 (Lyndonville)
- WIKE 1490AM (Newport)
- WDEV 96.1FM/550AM (Waterbury)
- WLVB 93.9 (Morrisville)
- WLTV 96.7 (Littleton)

- WWLR 91.5 (NVU-L station)

Modes of Communication on Campus

- Mass e-mails can be sent out to all students, informing them of club events and activities that are planned. Banners, paper, and markers can be signed out from the Student Activities Office; then the banners are hung in the ATT lobby. Bulletin boards are available for almost every club on campus, which they are responsible for keeping up-to-date. There are also other general boards that can be used to post notices.
- The Buzz is a weekly newsletter which has the schedule and description of weekly student activities and is published by the Student Activities Office. The Buzz can be found in the student center and at campus distribution points. The Critic is the NVU-Lyndon student newspaper. It is published periodically during the academic year and is available in the student center and at campus distribution points. WWLR, the student-run FM radio station, is powered by a 3000-watt transmitter and serves the university and the neighboring community. Broadcasts include varied programs of music, news, sports, weather and ski reports, and special features.
- NVU-TV is a university-based live newscast featuring NVU students as anchors, reporters, producers, writers, meteorologists, photographers, editors and technicians. Student reporters and photographers travel the Northeast Kingdom covering scheduled and breaking news. NVU-TV is a CNN affiliate and is broadcast live on Charter Communications, Channel 7.
- NewsNet provides a schedule of news and events at NVU and in the surrounding community. NewsNet is published by the Institutional Advancement Office and is available on the NVU website.
- Telephone - The university operates its own switch and voice-mail system. Every campus office and residence hall room has its own direct dial phone number. The university provides local and on-campus service to each student living in a residence room. Voicemail is available for residential students upon request to a RA or RHD.
- Poster and Chalking Policy - In order to enhance communication regarding events and programs on campus, the following poster policy has been established. The intent of this policy is to curtail abuse and ensure that everyone has equal access to the bulletin board locations. This includes, but is not limited to posters in the traditional sense, table tents, banners, and fliers.
 - Posters:
 - Posters and signs may be placed on bulletin boards or notice boards but shall not be placed on top of existing current notices.
 - Only one active poster per event per board is permitted.
 - Posters may not be placed on any glass surfaces, including but not limited to doors, windows, partitions, or display cases except as authorized by the appropriate university official.
 - Tacks or staples shall be used on all bulletin boards to help maintain the cleanliness and preserve the overall appearance. Tape may only be used on the student center columns when posting.
 - Tape may not be used on any painted surface, including the ATT lobby balcony, to prevent the paint from peeling.
 - Banners may be hung on the ATT balcony with prior permission of a Student Activities Coordinator.

- All banners, posters, and notices must clearly indicate contact information, a name/sponsoring organization, date, time and location and must be removed within 48 hours after the event.
- Unauthorized removal of or tampering with a poster before an event date will be considered as vandalism, and the person(s) responsible may be brought up on charges.
- A weekly examination of bulletin board locations will result in the removal of all posters which violate these policies.
- Bulletin boards belonging to offices, academic departments, clubs, or organizations are not to be used by individuals outside the organization. Students and staff with responsibility for these boards have the right to remove posters not related to their club/organization.
- Northern Vermont University is an equal opportunity institution. Chalking and poster in violation of this mission is subject to immediate removal and those responsible may be brought up on judicial charges.
- Northern Vermont University serves as an institution of higher learning and realizes the dangers of alcohol abuse and chooses not to allow posters and chalking that encourages, promotes, or advertises alcoholic beverage consumption.
- Chalking:
 - 1. The use of chalking for advertisements and announcements is permitted with water-soluble chalk on sidewalks only.
 - 2. A Student Activities Coordinator must be notified before chalking begins to ensure there is no conflict with other plans/events on campus.
 - 3. Chalking is not permitted on the exterior surface of buildings, walls, steps, exterior patios or building foyers, or any vertical surface, except as authorized by the appropriate university official.

- NVU Mail

Every student, whether residing at Lyndon or commuting, has an on-campus mailbox. Along with e-mail, students are also responsible for checking their campus mailbox. Students maintain the same mailbox number during the time they are enrolled at Northern Vermont University-Lyndon. It is important to use that number on all incoming mail/packages in order to avoid delays in receipt. Your university I.D. is required to retrieve packages.

Equally important is the need for students to keep the mailroom informed of any changes in student status and forwarding address. Remembering these steps will help to insure prompt delivery of your mail.

- Hours of Operation: Monday – Friday, 9:30 a.m. – 3:00 p.m.
- Example of Correct Address:

Your Name
 1001 College Road
 NVU Campus Mailbox #
 Lyndon State College
 Lyndonville, VT 05851

The 1001 College Road address must be on all package deliveries, i.e., UPS/FED EX/RPS, other than US Mail.

If you have been issued a key for your mailbox, please don't forget to turn it in to the mailroom when you graduate or leave school permanently. Lost keys can be replaced at a charge of \$5.00. Stamps are available at the bookstore. Stamped mail drop boxes are located at HAC, second-floor Vail by the ATM and at the mailroom.

Food Service- SODEXO

The snack bar and dining hall are operated by Sodexo Food Services. The Hornet's Nest Snack Bar is located on the second floor of Vail. This informal eating spot is open weekdays and evenings. On the weekends that school is in session, the snack bar is open for evening food service. Students may bring their own meals and eat them at the tables in the snack bar area.

The Thaddeus Stevens Dining Hall is located in its own building between the Stonehenge residence halls and the Library and Academic Center. Vegetarian and heart-healthy options are regularly available along with salads, sandwiches, pasta, and main-dish choices. Meals are served daily while classes are in session and for special occasions such as orientation, athletic camps, and summer programs. Special meals are offered to celebrate selected holidays and to add variety. A brochure about meal plan options, cost, and use of the dining hall is available in the Student Affairs Office (Rita Bole 304) or the dining hall.

To utilize their meal plan, students must present their current student ID. If an ID card is lost, it must be reported immediately to Public Safety. A charge of \$25.00 is assessed for the replacement of the lost card. The dining hall is closed other than for listed service hours. Food may not be taken from the dining hall unless approved by the Food Service Director. Students on a meal plan who must miss a meal for classes, sports, or other university-sanctioned events may obtain a box meal. Notify the staff in the dining hall at least one day before this option is needed.

[Click here for the NVU Dining website.](#)

Health and Counseling

The Health Center at Northern Vermont University-Lyndon offers outpatient medical care at no cost to registered NVU students.

This office provides:

- Assessment and treatment of most minor illnesses and injuries
- Routine gynecological exams
- Ongoing care for chronic illnesses and special problems, e.g., diabetes, GI difficulties, etc.
- Necessary prescription medications whenever possible
- Counseling and psychological care
- Alcohol and addiction recovery care

In-hospital services are not provided; these are arranged by referral only.

Visits to the NVU-Lyndon Health Center are by appointment. A nurse is available at the clinic Monday through Friday, and a doctor or physician's assistant is on campus four days a week.

The NVU-Lyndon Health Center

Monday-Friday
10 a.m.-4 p.m.

802.626.6440 | 802.626.6387 (fax)

*Please note, the Health and Counseling Office is closed during the summer and reopens with regular hours in late August. Please contact the Student Life Office at 802.626.6418 with any questions during the summer.

Lyndon Rescue, Inc.

On campus emergency response unit
Call 911

Do North Adventures

Northern Vermont University's Lyndon campus, located in Vermont's Northeast Kingdom, is an adventure sports mecca —and it starts right on our campus. You'll find an indoor climbing center, eighteen holes of disc golf, a 6,000-square-foot skate park, high and low ropes course, and a winter terrain park. Travel a mere ten minutes from campus and you'll arrive at world-class mountain biking and 2,000 vertical feet of great skiing and riding at Burke Mountain.

One of the first things you'll notice when you visit NVU-Lyndon is the sheer physical beauty of our surroundings and the campus. Lyndon's is a compact, modern, and well-equipped campus perched atop Vail Hill overlooking Burke Mountain and the Passumpsic River Valley. Our corner of Vermont, the Northeast Kingdom, has been designated as a geo-tourism destination by National Geographic—the first region in the U.S. to achieve that distinction.

A Full-time Adventure Program Coordinator

Katy Ebner is our NVU-Lyndon campus full-time adventure coordinator—a position you're not likely to find at many schools! Lyndon's Adventure Program is responsible for managing all of these great on-campus adventure facilities, hosting day-long adventures around the Northeast Kingdom and beyond, and bringing students on overnight excursions further from campus on weekends or during school breaks. Our Adventure Program allows students of all backgrounds and levels of experience to explore outdoor recreation opportunities. Choose your level of challenge and come explore with Lyndon's Adventure Program. Katy's office is located in the Student Affairs Office in the Rita Bole Complex.

Student Life

Mission Statement

The mission of the Office of Student Life is to provide an environment which enhances student learning and individual growth by facilitating relationships and programs intended to develop characteristics desirable in an NVU-educated person. These characteristics include a commitment to civic responsibility, an appreciation for diversity, critical-thinking skills, an appreciation for life-long learning and the ability to develop healthy, productive relationships. This learning should occur within

a secure living environment that encourages risk-taking, cooperation and responsible decision-making.

Value Statement

The Department of Student Life is committed to:

- Facilitating an environment which allows students to be academically successful
- Providing leadership opportunities for residents and other opportunities for involvement
- Providing inclusive programming which enhances classroom learning and challenges students intellectually, spiritually, physically and socially
- Creating communities which are free of harassment and bullying and are based on respect and an appreciation of differences
- Providing activities which allow students to build relationships with each other and lead to tight-knit communities
- Providing an environment in which students do not have to suffer the second-hand effects of alcohol and other substance abuse
- Creating a disciplined community which is fair and just
- Maintaining facilities which are secure, healthy and clean
- Creating opportunities for students to demonstrate civic responsibility to the NVU-Lyndon community and the community at large
- Creating opportunities for students to have fun
- Working collaboratively with Public Safety, Dining Services, Student Affairs, faculty and other departments on campus to provide an environment which maximizes student potential for personal and academic success

Philosophy Statement on Diversity

The Department of Student Life is committed to creating and sustaining a community that is characterized by sensitivity, acceptance and celebration of differences. We believe that communities are strengthened and enriched by the presence of diversity. To that end, we wish to create an environment which is welcoming to people of diverse ethnicity, ability, age, religion, gender and sexual orientation. We are committed to promoting such an environment through our interactions, programs and outreach to students.

We urge you to take this opportunity to learn more about those who are different from you. A willingness to learn about diversity results in increased awareness, strengthened friendships, rich experiences and greater insight. There is perhaps no greater place to explore new horizons than an institution of higher learning.

We are committed to confronting situations of intolerance that seek to destroy the spirit of acceptance and respect. Such acts are irreconcilable with the mission of our university. We urge you to do the same. We must each take responsibility to create a community where all members feel as if they matter and are respected and appreciated.

First Year Experience

Your first year of university is a time of change, challenge, and growth. And your experiences during this critical time will form the foundation of your academic and personal success. The Northern

Vermont University-Lyndon First-Year Experience staff will help you identify the resources you need to succeed and help you settle into university life.

As you become part of the NVU-Lyndon community, you'll make friends with other new students and build connections with your faculty advisor and staff in departments across campus.

We have answers to your questions about academic advising, residential life and health services, campus organizations, community service projects, and all the other opportunities available to you at NVU-Lyndon.

The First-Year Experience staff is here to help you reach your goal of finishing your degree program and becoming a university graduate.

Peer Leaders

All new NVU-Lyndon students are connected with a peer leader – a current NVU student who can help you get acclimated to life on the Lyndon campus. You'll meet your peer leader at SOAR and reconnect at Fall Kick-Off. Each peer leader mentors a small group of students — your peer group— to keep them on track in their first year.

Your peer leader will check in with you a few weeks after the semester starts and again at mid-semester and arrange academic support if appropriate. Peer leaders have office hours at the Student Affairs Office so it's easy for you to schedule one-on-one time.

First-Year Seminar

This required seminar, which offers academic credit, is usually related to your major. Each week, staff from a different office will make a presentation, so you'll learn more about academic advising and support, course registration, athletics, financial aid, library and IT services, and other departments. With this information, you'll create a handbook of resources to use while you're here.

Common Read

NVU-Lyndon's Common Read initiative creates opportunities for a common experience across the campus for thoughtful discussion, self-exploration, and engagement. This year's selection, a collection of conversations from National Public Radio's StoryCorps, is available via audio recordings and in print. The excerpts come from two StoryCorps books, *Callings: The Purpose and Passion of Work* and *Ties That Bind: Stories of Love and Gratitude from the First Ten Years of StoryCorps*. [Check out the NVU-Lyndon Common Read Guide here.](#)

First Year Experience is located in the Rita Bole Complex, Student Affairs Office.
Email LyndonFirstYear@NorthernVermont.edu or call at 802.626.6393

Student Activities

Mission Objectives

- Facilitate development of leadership, interpersonal and communication skills through collaboration and educational programming with student organizations and student government
- Enrich campus life through delivery of a variety of educational and entertainment opportunities, programs and services
- Enhance student development through mentoring, joint programming and other collaborative activities
- Promote an environment in which cultural diversity is valued and the uniqueness of the individual is respected through behavior modeling, programming focused on these topics and involvement with presenters and entertainers who are from minority groups and/or who address these issues

Student Activities and Leadership Center:

- Located on the 2nd floor of the Rita Bole Complex, the SALC Office is the home to our Campus Activities Board, Student Government Association and the Assistant Director of Student Life for Student Activities. The executive boards for CAB and SGA hold office hours here and can be met with to discuss planning activities, start a club, plan club meetings and events and share campus concerns.

Student Government Association: www.lyndonsga.com

- The NVU- Lyndon Student Government Association (SGA) strives to promote the educational, social, and general welfare of the students of Lyndon and anticipates and stimulates the interests of the students through the use of student run clubs and activities. The SGA is also responsible for how a significant portion of the Student Activity Fee is spent and funds are allocated to clubs and other groups on campus who come forward with ideas that will benefit the Lyndon community.

The SGA is made up of 5 elected representatives from each class, commuter representatives, non-traditional student representative, and an international student representative. In addition to elected representatives, each NVU-Lyndon club is required to have a club representative on the SGA. These representatives bring information back to their respective classes or clubs and are responsible for sharing the comments and concerns of their peers.

In addition to the elected and club representatives, there are 4 elected members that fill the SGA Executive Board seats. These positions are President, Executive Vice President, Financial Controller, and Administrative Vice President and elections are held each spring for the following academic year.

SGA meetings are held every other week in the Moore Community Room and are open to all students, faculty, staff, and community members.

Campus Activities Board: www.LyndonCAB.com

- The Campus Activities Board is a student- run organization that brings entertaining and educational events to the NVU-Lyndon community. Drop by the office, fill out the suggestion box in our contact page on this website, or our social media pages if you have an idea on what **YOU** would like to see on campus!

Mission Statement:

Purpose of CAB shall be to plan, facilitate and implement social, cultural; and educational activities for the enrichment of the NVU- Lyndon community and the surrounding community, CAB programming shall emphasize a well rounded and balanced series of events and activities.

Residential Life

Expectations of Residence Hall Communities

A residence hall at NVU-Lyndon achieves community when:

- The residents within the community can identify each other by name and know something about each other
- The residents establish and foster working relationships with common goals
- The residents celebrate individual differences while forming a shared identity and common language
- The residents exhibit their mutual trust by looking out for the well-being of others
- Residents support each others intellectual and personal development
- The residents make sacrifices for the good of the community

The Office of Student Life at Lyndon expects to foster successful residence hall communities. To that end we will work toward:

- Residents and Hall Staff who know each other's names and some pertinent information about each individual
- Have residents who wish to stay involved in and return to that community
- Have residents who take pride in identifying with that community
- Have residents who take responsibility for their actions
- Respect the sanctity of the residence hall itself
- Establish a common goal to improve the life in the residence hall
- Have residents and leaders who work together in consensus
- Discover and respond to the needs of their residents
- Sustain the qualities necessary for academic success
- Grant opportunities for growth to all of their residence hall members
- Pledge to understand and celebrate the diversity inherent in the community

Residence Hall Communities

Residence halls:

- Arnold/Bayley (24 hour quiet housing available)
- Poland/Rogers
- Crevecoeur/Whitelaw (first year students under age 21)
- Wheelock (Substance Free housing available)
- Rita Bole Complex (21+ and gender neutral options available)

Vermont State College Student Housing Policy

NVUs Housing Policy complies with the Vermont State Colleges Housing Policy Number 304, approved September 24, 1983, by the Board of Trustees.

It is a condition of admission to NVU-Lyndon, to the extent that campus housing is available, that unmarried students, students not in a civil union, or whose legal domiciles are not within commuting distance are required to live on campus for two academic years (space permitting). Those accepted as sophomores are required to live on campus for one academic year. Once a housing contract has been signed, the agreement with the university is binding for a full academic year. The Director of Student Life or designee may authorize exceptions due to extraordinary circumstances. In practice, exceptions are granted in the following circumstances:

- Students who are age 24 or older
- Students who have achieved junior standing (according to credit hours)
- Students who live more than 30 driving miles away from the Lyndon Campus.
- Students who have custody of their children
- Students who can document a medical reason for exception (physical or mental health, with documentation from a physician or mental health professional)
- Students who can document a compelling fiscal reason for exception (the Director of Financial Aid makes a recommendation based upon a significant change in financial circumstances since the signing of the contract or an assessment that the student is among the very small percentage of our most fiscally challenged students)
- Limited other cases merit special consideration, but these are very rare

The Director of Student Life, sometimes in consultation with a committee, hears requests for exception. The Dean serves as an appeal for students who are displeased with the Directors decision. After the opening of a semester, any student who moves out of university housing without the permission of the Director of Student Life or designee shall be financially responsible for the full term of the residence hall contract.

Student Life Policies, Procedures and Regulations

1. Alcohol Policy (Also see section 8 of the Student Code of Conduct)

NVU-Lyndon strongly opposes the illegal and inappropriate use of alcohol. Violations of alcohol policy and regulations will result in judicial action which may result in sanctions up to and including dismissal from the university. The NVU-Lyndon Alcohol Policy is congruent with Vermont state law, local regulations, and the mission of the university and is promulgated to assure the appropriate distribution and consumption of alcoholic beverages on the campus. The administration and interpretation of the Alcohol Policy ultimately rests with the President or designee, who, in this instance, is the Dean of Students and the Director of Student Life.

- 1.0 Basic regulations:
 - 1.1 Consumption of alcoholic beverages on university property is a privilege accorded under specified conditions to individuals of legal age according to Vermont Law, in areas defined as private domicile (i.e., individual student rooms and the President's house). Reasonable use shall not include kegs, cases, or BYOB parties.
 - 1.2 Recognizing that not all individuals may choose to consume alcoholic beverages and recognizing the social emphasis of all events, any functions providing an alcoholic beverage must also provide two nonalcoholic beverages.

- 1.3 The sponsoring individual or organization must furnish information concerning the program, facility arrangements, food service needs, and the type and amount of beverages to be served, as directed on the Alcohol Permit and Event Registration Form. Forms are available from the Dean of Students.
- 1.4 All recognized organizations and sponsors of registered social events are prohibited from providing alcohol to minors. Consistent with, and related to this restriction, the serving of kegs, beer balls, and alcohol/punch drink may only be done by a licensed caterer (Sodexo). See 3.0 below for an explanation of the approved process.
- 1.5 Any event which includes alcohol as part of its program should focus upon the social nature of the event in its promotional campaign and not emphasize the sale or availability of alcoholic beverages at said event.
- 1.6 The safe occupancy level of the approved space must be determined and steps taken to insure compliance with the Fire and Safety Code of NVU-Lyndon and the State of Vermont.
- 1.7 No alcohol may be carried into or consumed in non residence hall areas, including outdoor areas and at intercollegiate athletic/intramural events, with the exception of approved designated areas (sec 1.1), without the submission and approval of the Alcohol Permit and Event Registration Form.
- 1.8 Scheduled events must remain within the approved designated area.
- 1.9 A charge of no less than \$100 will be billed to the organization sponsoring an event if the facility used is not properly cleaned within eight hours after the function has ended.
- 2.0 Residence Halls: (also see Section 8 of the Student Code of Conduct)
 - 2.1 Students who are age 21 or older may possess or consume alcohol in their residence hall rooms. In rooms where all residents are under age 21, alcohol may not be possessed or consumed. In no instance may the number of open alcohol containers in a room exceed the number of individuals who are age 21 or older and are in the room. An excessive number of empty containers being present in a room could lead to the presumption that those of legal age provided alcohol to individuals present who are under age 21. In residence halls which are designated as alcohol-free, and on floors of residence halls which are so designated, no alcohol may be possessed or consumed.
 - 2.2 No physical evidence of alcohol possession may be displayed or used as decorations which are visible in the window of a residence hall room.
 - 2.3 Only a reasonable quantity of alcohol may be present in a legal drinker's residence hall room. No kegs, half-kegs, quarter-kegs, beer balls, cases or other quantities in excess of what may be reasonably and safely consumed may be present.
- 3.0 Campus-Wide, Licensed Events:
 - 3.1 The sponsoring organization must complete and have approved the Alcohol Permit and Event Registration Form at least seven (7) days prior to the event, if scheduled in a licensed facility. For events not scheduled in a licensed facility, a minimum of fifteen (15) days advanced notice is required. These forms are available from the Dean of Student Affairs Office. Completion of the form indicates an understanding of the Alcohol Policy and a responsibility to fulfill the regulations therein.
 - 3.2 The sponsoring organization or individuals must assume financial responsibility for all associated costs (e.g., security, damages, etc.).
- 4.0 Responsibility and Liability
 For any party or other event, the persons who sign the required application or registration forms are responsible for the safe conduct of the event. Staff persons involved in clearance procedures are responsible for ensuring that the event is conducted in a safe and acceptable fashion and for monitoring the event for the general safety of the participants. Situations

determined to be in noncompliance with regulations of the Alcohol Policy may be immediately suspended by appropriate university staff. Responsibility for any adverse consequences that may occur as the result of a party or other event may implicate any person or group involved with that event, in particular those planning and monitoring its outcome. Any violation of this policy shall be reported to the appropriate dean.

2. Check-out Procedure

All students, with the exception of graduating seniors, must vacate their rooms within 24 hours after their last exam or at the designated time of hall closing, whichever comes first. Room keys must be turned in when the room is vacated or a \$25 charge per key will result. (The key must be returned to a designated hall staff member.)

If a room/suite is left unclean or unsanitary each occupant will be billed for cleaning (\$50 minimum).

If a student moves out of their residence hall room without properly checking out with a residence hall staff member, they will be billed \$50 for improper check-out.

3. Cohabitation/Guest Policy

NVU-Lyndon recognizes that residence hall students have a right to expect reasonable and appropriate privacy while residing in their rooms. The university also recognizes the necessity and importance of residence hall students respecting the moral standards and individual rights of roommates and suite-mates, especially as related to sensitive topics, such as sexual activity.

Under no circumstances may students live in a room other than the one to which they were assigned. A \$25.00 fine will be charged to any student who moves to a new room without permission.

The university does not condone cohabitation of residence hall students and at no time should a student have an overnight guest against the expressed discontent of a roommate(s).

Guests are allowed to stay no more than three days within a seven-day period. No guest may stay anywhere on campus for more than three days at a time. All guests must wait seven days after their registered date of departure before they can re-register. Residents are fully responsible for guests and their behavior. Hosts will be held responsible for policy violations committed by their guests. Guests must: 1) Obtain a guest registration form from the Residence Hall Director or Resident Assistant; 2) Have the roommate(s) sign the guest registration form; 3) Complete the guest registration form and have it signed by the residence hall director or resident assistant. Any policy violation committed by guest will result in disciplinary action for the host.

If a student feels aggrieved on this matter, the following should occur:

1. Students should tell roommates that they don't wish a third party in the room or that they feel uncomfortable with the sexual behavior in the room. If this fails, the roommate should make his/her hall director or resident assistant aware of the problem.
2. If the behavior continues, the residence staff member will then call both parties together to mediate the problem. At this time the roommate contract will be referred to, to assist in the mediation process.

3. If mediation fails, the Director of Student Life will be notified for further mediation or judicial action. If the Director of Student Life is unavailable the Dean of Students may be notified.
4. Under no circumstances should a student feel that he/she is expected to tolerate roommate activities that are contrary to the reasonable standards of conduct expected of NVU-Lyndon students.

4. Cooking Facilities

Cooking is allowed only in kitchen facilities. The use of electrical appliances that do not comply with applicable fire codes and regulations is prohibited. Outdoor grills (other than those owned by Sodexo) can only be used if the grill is a minimum of 100 feet away from the buildings. Gas grills are prohibited, and no grill shall be stored in a student room or within 100 feet of any residence hall.

Students are responsible for keeping all residence hall kitchen facilities clean. The housekeeping staff does not wash dishes for you. Suites may be fined daily for failure to properly maintain their suite kitchenette area. Students may not use suite kitchenette areas to store empty bottles/cans of any kind. For a list of items that are not allowed on campus please visit the Living at Lyndon page on the NVU website.

5. Custodial Service

Custodial service is provided in the public common areas and bathrooms with the exception of the Rita Bole residence hall. Residents are expected to clean their rooms and must provide their own cleaning supplies. Vacuum cleaners are available from the hall staff. Personal items are not to be left in bathrooms and common areas. Students will be warned; however, disciplinary action will result or items will be discarded if students continue to leave personal items in common areas.

6. Damage Policy

Students are required to pay for damages to or theft of items from a room or a public or social area and its furnishings, including door locks/handles, as assessed by the Director of Student Life or the hall directors. All damages or theft occurring in residence areas will be divided equally among the occupants for the academic year, unless the Director of Student Life or hall directors are notified of the individual(s) specifically responsible and such liability can be verified or substantiated. All damage or theft which can be attributed to given individuals will be billed directly to them. Any student who wishes to appeal a damage charge must do so within five days of receiving notification of damage and subsequent charges. This appeal should be sent to the attention of the Director of Student Life in Rita Bole 304.

Students are responsible for the actions of their guests. Any damage done by a guest on campus will be the responsibility of the registered host. For a complete explanation of the guest policy, please see cohabitation/guest policy.

Furnishings supplied by the university may not be removed from a residence hall room or lounge area. Any student removing such items may be charged for the full replacement cost and be liable for disciplinary action, including a daily fine, in accordance with university and residence hall regulations.

Tampering with the cable TV system may result in a loss of service to the general residence hall community and is illegal according to Vermont law. Students found guilty of tampering with the cable TV system are subject to a fine and judicial action as appropriate.

7. Drug Policy (See section 3 in the Student Code of Conduct)

NVU-Lyndon condemns the illegal and inappropriate use of drugs. Violations of the drug policy will result in judicial action which may result in sanctions up to and including dismissal from the university. The possession of stimulants, narcotics, hallucinogens or any controlled or regulated drugs (except on a physicians or dentists prescription), is prohibited; as is the selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them. Offenses involving the use and/or possession of drugs or drug paraphernalia will subject a student to disciplinary action by the university, and possible civil litigation or criminal prosecution. The university will cooperate with local, state and federal authorities in the elimination of illicit drug trafficking.

8. Firearms, Explosives and Other Weapons (See section 2 of the Student Code of Conduct)

The possession of firearms, fireworks, explosives, knives or other weapons of any kind and replicas or facsimiles thereof (including paint and bb guns) is prohibited on campus or in residence halls as they pose a substantial danger to the safety of all students. Please be advised that knives with a blade in excess of 3 are not permitted on campus. This also includes but is not limited to switchblades and butterfly knives with blades of any length. The term weapon also includes items that may be legal but which could be used in an illegal manner or which someone could perceive as placing them in danger of immediate harm (e.g., box cutter, pipe, etc.)

9. Hazing Policy

- Policy Statement - It is the policy of the Vermont State Colleges (VSC) that no member of the VSC community may participate or be involved in hazing. A student or employee will be subject to disciplinary action for: (1) engaging in hazing; (2) soliciting, directing, aiding or abetting, or attempting to aid or abet another person engaged in hazing; and (3) knowingly failing to take reasonable measures within the scope of the persons authority to prevent hazing. It is not a valid defense against charges of hazing that the student against whom the hazing was directed consented to or acquiesced in the hazing activity.
- Definition - Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the Vermont State Colleges or any member College thereof; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing occurs regardless of the consent or willingness of a person to participate in the activity. Hazing may occur on or off the campus of a member College of the Vermont State Colleges. Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that:
 - A. the goals are approved by the member College; and

- B. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the member College, and normal and customary for similar programs at other educational institutions.
- C. Organization means an athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at a member College, and which is affiliated with the College.

10. Keys

- Keys are assigned by residence hall staff members.
- If you lose your key, report it immediately to your hall director. Replacements are charged at a rate of \$25 per key.
- Students must return keys to a residence staff member when checking out of a room. Failure to return an original room or suite key when leaving at the end of the semester or academic year will result in a \$25 fine per key.
- It is against university regulations to have a residence hall key duplicated. It is also against university policy to loan your keys to anyone else. Tampering with locks and doors may result in a judicial hearing and a possible fine. Estimated cost of replacing a residence hall room lock is \$200.

11. Laundry

Laundry facilities are available in each set of residence halls. Machines are coin and credit/debit card operated. Change machines are also available in each residence hall. Please see your Hall Director if you have a problem with a machine so a work request can be submitted.

12. Lockouts

Students are expected to have their room keys and ID cards with them at all times. Residential Life Staff members should be contacted to open doors only under unusual circumstances. An excessive number of requests to have a student's room unlocked will result in disciplinary action. A fine of \$25.00 may be assessed after a student's third lockout.

13. Lost and Found

Students, faculty and staff who have lost or found an item should check-in with Public Safety.

14. Music/Noise Policy

Courtesy hours are in effect 24 hours a day on-campus. Courtesy hours require that all residents, no matter what time of day, consider the impact that noise levels from their room have on other residents.

Students should remember that the NVU-Lyndon residence halls are within close proximity of all academic buildings. Students should not play music outside of their windows or place speakers in their window. Violations of this policy will result in disciplinary action and/or confiscation of equipment.

Residents are expected to respect the rights of others with regard to noise levels. Violation of individual rights or established quiet hours will result in disciplinary action.

Quiet hours are maintained Sunday through Thursday from 10:00 p.m. to 9:00 a.m. and Friday and Saturday from 1:00 a.m. to 9:00 a.m. Quiet hours must also be maintained outside of all residence halls. Students who are repeatedly warned about loud stereo systems will have them confiscated. Use of sub-woofers and amplifiers is prohibited if excessive volume results.

Additionally, courtesy hours are in effect 24 hours a day. The third floor of the Bayley residence hall has a 24 hours quiet policy.

15. Pets

Pets (except for fish in aquariums that are not larger than 10 gallons) cannot be in residence halls under any circumstances. Students violating this rule will face disciplinary action.

The use of Service and Emotional Support Animals must be approved by the Disability Services Coordinator and Director of Student Life. Requests should be submitted to the Disability Services Coordinator in Academic Support.

16. Room Changes

All requests for room changes should be directed to the Office of Student Life or your Resident Hall Director. Changing rooms without proper permission is a violation of campus policy. Also, the Department of Student Life reserves the right to assign or reassign students as necessary- therefore, students should not arrange their room in such a way that another student could not move in if assigned (i.e. beds pushed together or multiple wardrobes used for one person).

17. Room Decorations

Students are not allowed to paint their rooms or suites. Duct tape damages surfaces and is not allowed in the residence halls. Students are not permitted to use staples, tacks, screws or nails in their rooms. We encourage the use of blue painters tape to post any items on residence hall walls.

18. Room Limit

The state Fire Marshall's office requires that no more than 10 people be in a double or triple room at any time. No more than 5 people are allowed in a single room at any time.

19. Safety Restrictions

In order to ensure the safety of all residents, the rules listed below are strictly enforced. The following are not allowed:

- Storage of bicycles, motorcycles, furniture, skis or other items in residence hall corridors, stairwells, lounges or entry ways
- Throwing or dropping items from windows or down stairwells of any residence hall
- Waterbeds and personal beds

- Installation of outside antennas or other exterior devices on roofs or from windows access to roofs or window ledges
- Custom lofts or furniture used in ways other than it was intended and the use of cinderblocks to raise beds.

20. Skateboarding, Snowboarding, Biking and In-line Skating Policy

NVU-Lyndon community members are prohibited from skateboarding, snowboarding, biking, or in-line skating on campus unless they are using a skateboard, snowboard, bike, or in-line skates as a form of transportation from one location to another. Trick riding on curbs, benches and buildings is strictly prohibited. These actions present a safety hazard and are very disruptive to others. Recreational riding is permitted in the skate park only.

21. Smoking/Tobacco Use Policy

There is a no tobacco use permitted anywhere on the NVU Lyndon or Johnson properties.

PURPOSE

The Vermont State Colleges (“VSC”) are committed to maintaining a healthy and safe working and learning environment for all of its students, faculty, and staff. Cigarette smoking causes more than 480,000 deaths in the United States each year, which includes 42,000 deaths from exposure to secondhand smoke.¹ Secondhand smoke is a serious health hazard and a human carcinogen with no known safe level of exposure. Even brief exposure to secondhand smoke can have adverse health effects, especially for those with asthma or other lung-related conditions. No one should have to risk his or her health in order to enter, exit, or stand outside any VSC building. In addition, the evidence shows that many people start to smoke in college and that tobacco-free policies are effective in decreasing smoking rates in society.² Accordingly, the purpose of this policy is to reduce harm from tobacco use and secondhand smoke, to provide an environment that encourages persons to become and/or remain tobacco-free, and to promote a culture of wellness.

DEFINITIONS

“Tobacco” is defined as any manufactured product containing tobacco or nicotine, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, shisha, pipes, water pipes (hookah), dissolvable tobacco products, electronic cigarettes, other electronic or battery-powered vaping devices, and all forms of smokeless tobacco. However, “tobacco” does not include any product that has been approved by the U.S. Food and Drug Administration, pursuant to its authority over drugs and devices, for sale as a tobacco use cessation product or for other medical purposes and is being marketed and sold solely for that approved purpose.

“VSC property” is defined as property owned, leased, or operated by the VSC and its member institutions, including, but not limited to, campus buildings, campus grounds, residential buildings, parking areas, walkways, recreational and supporting facilities.

SCOPE

Tobacco use is prohibited on all VSC property, both indoors and outdoors, as well as in vehicles owned by the VSC or its member institutions.

EDUCATION, SUPPORT AND COMPLIANCE

It is the responsibility of all members of the VSC’s communities to comply with this policy. Compliance efforts will focus on education and collaboration with each member institution’s community.

Educational information and smoking cessation services, programs, and resources will be made available to students, faculty and staff through student health services and Human Resources offices. This policy will be posted in employee and student handbooks, on VSC websites, and in other relevant publications. Key components of the policy will be posted on signage around the VSC and its member institutions.

It is expected that peer support, supervisory oversight, and voluntary compliance will lead to behavioral and cultural change. However, repeat offenders of the policy may be subject to existing disciplinary or other applicable procedures. Students who disregard instructions to comply with this policy may be referred for discipline in accordance with the student discipline procedures at the applicable member institution. Employees who disregard instructions to comply with this policy should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Director of Human Resources for the VSC or the applicable member institution. Visitors who refuse to comply with this policy may be asked to leave VSC property.

22. Snow Emergency Procedures

During snow emergencies, student-owned vehicles must be moved to designated areas so snow can be plowed. Notices declaring a snow emergency will be sent to you via NVU e-mail.

23. Solicitation and Concession

Students are not permitted to use their rooms for any commercial purposes. Soliciting in the residence halls, campus buildings or the grounds is prohibited, unless approved in writing by the Dean of Students.

24. Storage

The university is not able to store items for the summer. Students must remove all personal belongings from their rooms at the end of the academic year. During vacation and intercession periods, students should remove all valuables from their rooms. The university is not liable or responsible for losses.

25. Vacation Periods

Residence halls are closed for designated periods during the academic year. All appliances are to be unplugged, and the residential life staff inspects all rooms. During those breaks, students who have a work related, academic or athletic need to be on campus may submit a break housing request to be considered for break housing. This request should be submitted at least one week prior to break.

Students who stay for extra nights prior to the opening of the residence halls for the semester or during breaks without prior permission will be assessed a \$50.00 charge per night and will face further disciplinary action.

Care and Maintenance of Residence Hall Rooms

Energy Use, Recommendations and Warnings

The residential community saves energy by:

- Turning off lights when leaving a room, even for a short while.
- Turning off faucets completely.
- Reporting any leaking faucets to the residence hall staff.
- Using energy efficient light bulbs when available.
- Reporting excessive heat to the residence hall staff and keeping all windows closed during the winter.

Electrical Safety

The following are strictly prohibited:

- Unapproved cooking or heating appliances in individual room or suite areas
- Extension cords running under rugs and/or overloading of electrical outlets
- Tampering with any electrical or lighting fixtures
- Plugging in car batteries or heaters through windows or doors of residence halls
- Extension cords that are not UL rated, and heavy duty cords that are not three-wire grounded will not be allowed. (a UL-rated multiple outlet center with an on/off switch and pilot light with circuit breaker protection is recommended)

Fire

The following list represents items that are acceptable in residence halls (They must be U.L. approved; no cooking appliances are allowed in the suite area).

- desk lamp
- dvd/vcr player
- small television
- blue painters tape (only adhesive allowed on residence hall walls)
- small microwave
- electric blanket
- electric shaver
- electric iron
- clock/clock radio
- small stereo
- floor lamp
- personal computer
- small refrigerator (6 cubic feet)
- coffee pot (not submersible)

The following are strictly prohibited:

- Storage or use of flammable fluids in building
- Misuse of fire equipment
- Any open or enclosed flames and incense or candles
- Large fabric ceiling hangings that are not flat against the ceiling

- Wall hangings that are not flat against the wall
- Items which block egress from a room or suite area.
- Fire crackers
- Using wiring conduit to hang items from
- No more than 15 people in a triple, no more than 10 people in a double and no more than 5 people in a single at one time

Under no circumstances are the following items allowed in residence halls. Students are expected to use good judgment in the assessment of the safety of the items they bring to school (this is not an exhaustive list).

- toaster/toaster ovens
- flammable decorations
- hot plates
- electric fry pans
- decorative lighting
- broilers
- electric corn poppers
- immersion coils
- space heaters
- halogen lights
- incense candles (including wickless)
- lava lamps
- homemade lofts and cinder blocks
- live trees or boughs
- neon lights/signs
- duct tape
- plastic self-adhesive hooks
- lamps with insufficient shade material to protect from heat
- water balloons
- water guns
- paint ball guns
- snowballs
- firearms
- sling shots
- knives
- black lights

Room Entry and Search Procedures

While the university recognizes students' rights to privacy in their rooms and personal effects, students should be on notice that there are times when authorized university representatives may, without specific consent, enter their rooms unannounced and/or check for conditions or articles causing concerns, even in closed spaces. Room entry may occur for purposes of housekeeping, repairs and maintenance, or when there is reasonable basis for legitimate concern about the health, welfare or safety of any of those who occupy the room or other persons or when there is reasonable basis to believe that there may be a violation of university policies, rules or regulations. An inspection or search of closed spaces may occur when there is a reasonable basis, either existing beforehand or

resulting from room entry, to justify the inspection or search because of legitimate concern about the health, welfare or safety of any of those who occupy the room or about other persons.

Examples of such reasonable basis may include but are not limited to: a leak that requires inspection of a closed space such as a cabinet or drawer, a standard safety check during break periods or the discovery upon room entry of evidence of violation of the law or school rules, including rules on drugs, alcohol or weapons. There are numerous other situations that could constitute reasonable basis to justify an inspection or search.

A staff member will not open a student's room if another student has requested the door be unlocked to retrieve borrowed items (such as books, laptops, class assignments, etc.). The staff has a responsibility to protect the privacy of the resident(s) of a particular room.

Fire Inspection

The Student Life and Maintenance departments of NVU-Lyndon may conduct fire inspections once a semester. The inspection will be done without notice and students' rooms may be entered without the occupants being present. If a student is notified of an infraction, he/she will have 48 hours to correct the problem or face judicial sanctions. The University reserves the right to remove any prohibited or illegal items if found upon entering a students room.

On a periodic basis, the State Fire Marshal's office inspects the residence halls. Again, if a student is notified of an infraction, he/she will have 48 hours or less to correct the problem or face sanctions by the university or the state.

Administrative Fines

These charges are assessed to students separate from the judicial process. They are listed here for informational purposes and is not an exhaustive list:

- Housekeeping violation - \$50 minimum
- Lost ID replacement charge - \$25
- Lost keys/keys not returned - \$25 per key
- Improper checkout - \$50
- 3+ lockouts - \$25

Procedures for Reporting Residence Hall Problems

- Maintenance Problems: See your residence hall staff member.
- Emergency: If your residence hall staff member is unavailable, contact the Residential Life Office, 8:00 a.m. to 4:00 p.m., Monday through Friday, at Ext. 66418. On weekends, evenings and holidays, contact Public Safety by dialing "66452" and wait for a telephone or radio response.
- Fire Emergency: If a fire occurs, set off an internal alarm (red pull box) and leave the building immediately. Call Public Safety at ext. 66452 from another building.
- Medical Emergency: Contact Lyndon Rescue at 911. For other medical problems, make an appointment with Health Services at ext. 66440.

Student Rights and Responsibilities

Philosophy and Focus of the Conduct Administration Process

The Student Code of Conduct promotes the necessary order, safety and security of the NVU-Lyndon community. The mission of NVU-Lyndon's conduct system is to function as an educational process. The goals of the conduct system are:

- To promote a campus environment that supports the overall educational mission of the university.
- To protect the university community from disruption and harm.
- To encourage appropriate standards of individual and group behavior.
- To foster ethical standards and civic virtues.

The conduct system fulfills its mission by providing programs and services that:

- Develop, disseminate, interpret and enforce campus regulations.
- Help students to model appropriate behavior.
- Intervene effectively when behavior violates the Code of Conduct.
- Offer educational and leadership opportunities for students who participate in the operation of the conduct system.

Student Code of Conduct and Conduct Administration Procedures

- Article I: Judicial Authority
 - A. Any member of the university community may report violations of the code directly to public safety, residential life staff or any other official of the university. This does not preclude action under the code where information initially came from one who is not a member of the university community. A public report form is available on the Portal.
 - B. The Residence Hall Directors, Director of Student Life, Dean of Students or designee have the judicial authority to assess sanctions in accordance with Article III, Section B.
 - C. Appeal: See Article III, Section A (3).
- Article II: Jurisdiction and Proscribed Conduct

- A. Jurisdiction of the university - All students are expected to conduct themselves as responsible members of the university community and to respect the rights of their fellow citizens on and off campus. Any departure from these standards, which can be shown to be injurious to the universities' pursuit of its normal activities, will be defined as a violation of the rules or regulations specified in NVU-Lyndon's Code of Conduct.
- B. Conduct: Violations of the Code of Conduct include, but are not limited to, the behavior outlined below. Beyond the Code of Conduct, the administration may, at its discretion, bring charges against any student who engages in dangerous behavior and is in serious violation of the university's rules and regulations. Any student found to have engaged in such conduct is subject to the disciplinary sanctions outlined in Article III.
1. Section 1. Behavior which threatens or endangers the health or safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others. This includes disorderly conduct, including but not limited to public intoxication, lewd or indecent or obscene behavior, libel, slander, simple assault, verbal conduct, racial or sexual slurs, threats, intimidation, harassment and hazing against any member of the university community including faculty, staff and students.
 2. Section 2. Illegal or unauthorized possession or use of any type of weapon or firearm, including but not limited to BB or pellet guns, paint guns, water guns, sling shots, explosive fireworks, combustibles, knives (longer than 3" or have a concealed blade), compound bow-and-arrows or other weapons or instruments which could be used to inflict injury, or which might cause a person to believe he or she may be in danger of being harmed.
 3. Section 3. The possession, solicitation, sale, distribution, or use of any illegal drugs or substances, including credible supporting evidence indicating drug use, and/or the possession of drug-related paraphernalia (e.g. syringes, hookahs, bongos, pipes, rolling papers not accompanied by loose tobacco, etc.). Possession of prescription drugs by a NVU-Lyndon student who does not have a medical problem which would require their use and where such substances have not been prescribed by a physician entitled to make such prescriptions. The use of legal substances in an illegal manner (e.g., aerosols, chemicals, etc.) and the possession/use of salvia is also prohibited.
 4. Section 4. Trespassing or unauthorized presence in or on any university-held or university-related property and/or building.
 5. Section 5. Attempted or actual theft of university property or property of a member of the university community (i.e., faculty, staff, students, visitors, contractors and vendors). This includes theft of services or unauthorized use of university premises, facilities, vehicles or services, including but not limited to vending machines, university academic and/or library resources.
 6. Section 6. Vandalism, defacement, damage to or careless use of any part of the university premises or the personal property of the university or any member of the university community (i.e., faculty, staff, students, visitors, contractors and vendors). This includes, but is not limited to, vending machines and university academic and/or library resources.

7. Section 7. Violations of any federal or state law or local ordinance which could be construed as an endangerment or a violation of state alcohol and drug laws. These may result in prosecution and sanctions by civil authorities. However, violations which adversely affect the interests and reputation of the university may result in disciplinary action being taken against any student by the university itself, independently of civil authorities.
8. Section 8. The use or possession of alcohol by persons under 21 years of age; providing person(s) under the age of 21 with alcohol; the consumption of alcohol in a public or communal area (e.g., parking lots, athletic fields, classroom buildings, lounges, and suite hallways in residence halls); being in possession of or being in the presence of a beer keg or ball, case of beer or tap system. Students over 21 may not be present in a room with minors if there is alcohol present in the room unless the students are roommates. Students under the legal drinking age can't remain in a residence hall room where alcohol is present unless the students are roommates. In any case and for any reason, this does not permit alcohol consumption by roommates under the age of 21. Persons who are of legal drinking age may possess 750 ml. of hard liquor, one 12 pack of beer or two 750 ml. bottles of wine. No open containers, including empty cans and bottles (or any cans and bottles used as decorations), are permitted in any student rooms or suites.
9. Section 9. Tampering with any mechanism which is part of the fire alarm system, a fire extinguisher, smoke detector, or any other piece of fire-fighting equipment, including willfully causing a fire, or a fire alarm to sound, and failing to evacuate a room or building when required.
10. Section 10. Furnishing false information to the university; engaging in forgery, alteration or improper use of any university record, key(s), identification card, or other document; withholding information a student knew or reasonably should have known to disclose to the university; or information which has been requested by a member of the university community who is authorized to request such information.
11. Section 11. Failure to comply with directions of, or interference with, any university official, faculty or staff member (i.e., residence life staff member) including the failure to properly identify oneself or to produce an identification card when requested to do so.
12. Section 12. Violations of the general residence hall policies and procedures including, but not limited to, the following (these policies are not limited to the residence halls):
 - a. Possession of illegal items prohibited by law or university policy (the presence of such items in a student's room is considered possession);
 - b. Violation of guest policy and/or violations of the Code of Conduct by guests;
 - c. Violation of quiet hours and/or disturbing others during non-quiet hours- this includes playing speakers out of a res hall window;

- d. Unauthorized alterations of a room including painting, construction of lofts, etc.;
 - e. Evidence of possession of pets except fish or approved ESA/Service Animals;
 - f. Failure to attend a mandatory floor or hall meeting without an excused absence;
 - g. Violation of fire/safety regulations (e.g., tapestries not flat against a wall, egress or access to room being blocked or partially blocked);
 - h. Excessive non-university-issued furniture in the room that may pose a fire hazard or affect egress or access to and from the room;
 - i. Improper utilization of cooking equipment in rooms/suites;
 - j. Improper disposal of trash;
 - k. Throwing items out of windows;
 - l. Participating in hallway sports and/or skateboarding in a building;
 - m. Possession of candles, incense, and/or open flames;
 - n. Significant interference with the normal residence life of others;
 - o. Persons of the opposite gender in other gender bathrooms;
 - p. Use of tobacco anywhere on the university property;
 - q. More than ten people in a residence hall double or triple room, over 5 in a single room at one time and/or an excessive number of people in a residence hall room;
 - r. Violations of the outdoor riding and skating policy.
 - s. Possession of university lounge furniture in a residence hall room and/or improper use of furniture- i.e. taking it apart or removing it from your room.
13. Section 13. Participation in a campus demonstration which adversely disrupts the normal operations of the university and which poses a threat to the safety of the university community and property. This also means intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Section 14. Theft or other abuse of computer time or phone service including, but not limited to:
- a. Unauthorized entry into a file for any purpose, including to use, read or change its contents.
 - b. Unauthorized transfer of a file (not including personal files).
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or university official.
 - e. Use of computing facilities or phone service to send threatening, harassing, obscene or abusive messages.
 - f. Use of computing facilities to interfere with the normal operations of the university's computing system.
 - g. Fraudulent use of phone service.
 - h. Use of phone system to interfere with the normal operations of the university's phone system.
 - i. Violation of any Vermont State Colleges' computer policy;
 - j. Use of an unapproved wireless router.

15. Section 15. Compromising the security of the card access or locking system including, but not limited to, the following:

- a. Using another person's ID card to gain access to any building, facility or services.
- b. Tampering with and/or vandalizing any locking or card access equipment.
- c. Propping any residence hall entrance or exit door is prohibited.

16. Section 16. Abuse of the judicial system, including, but not limited to:

- a. Failure to respond to written summons letter of university official(s) within specified time frame.
- b. Falsification, distortion or misrepresentation of information before hearing officer or appeal board.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Failure to comply with sanctions as specified.
- e. Making false charges.
- f. Attempting to discourage an individual's participation in, or appropriate use of, the judicial system.
- g. Attempting to influence the impartiality of the hearing officer, hearing panel, or Judicial Appeals Committee members prior to, and/or during the course of, the judiciary proceeding.
- h. Harassment (verbal or physical) and/or intimidation of hearing officer, hearing panel, or Judicial Appeals Committee prior to, during and/or after a judicial proceeding.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violations of Law and University Discipline

Students are expected to abide by local, state and federal laws. The institution will provide no sanctuary for those who violate such laws, and the university reserves the right to discipline students charged with criminal violations. While most disciplinary action will result from alleged infractions of university rules that occur while the student is on the campus, students involved in off-campus incidents which pose a danger or threat to the safety of others may also be charged through the university's disciplinary procedures if it is judged by the President of the university that the alleged incident jeopardized the university's positive relationship to the local community or if there are grounds for believing that the student may pose a threat to the safety of self and/or others or to the integrity of the educational function of the university.

University disciplinary proceedings may be instituted against a student charged with violation of a law or regulation that is also a violation of this code. Proceedings under this code may be carried out prior to, simultaneously with or following any civil or criminal proceedings off-campus.

▪ Article III: Conduct Administration Proceedings

A. Charges & Hearings - Members of the university community who file conduct charges against a student for misconduct must contact the Student Life or Student Affairs offices. Charges will be prepared in writing by the Student Life Office and submitted to

the Public Safety Office for public logging purposes. Any charge must be submitted within five business days (Monday through Friday) of the realization and/or discovery of the alleged violation, exclusive of holidays. This time limit does not include charges as a result of criminal acts which involve off-campus law enforcement authorities or if existing laws prohibit this time limit or if existing university policies have a different time limit (e.g., VSC Policy 311 "Non-discrimination and Prevention of Harassment and Related Unprofessional Conduct").

- B. First Step: Conduct Hearing Officer - The Dean of Students or his/her designee will conduct an investigation to determine whether the charges are meritorious. The hearing officer or hearing panel will issue a judgment and a sanction. Sanctioned hearing officers include Residence Hall Directors, the Dean for Students, and the Director of Student Life. The standard of proof shall be a preponderance of the evidence. All decisions will be presented to the accused student in written form. Alleged violations of the Code of Conduct can result in the filing of conduct charges.

Important Information Regarding the Code of Conduct

1. A NVU-Lyndon student who may be responsible for any behavior or misconduct that is a violation of the Code of Conduct and is subject to disciplinary action shall be afforded due process that is appropriate for university judicial matters.
2. These regulations at the university are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.
3. The provisions of the Code of Conduct are not to be regarded as a contract between the student and the university. The university also reserves the right to amend any provision herein at any time.
4. Any behavior which may have been influenced by a student's mental state (irrespective of the ultimate evaluation) or the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

C. Sanctions

1. Interim Sanctions

- a. Interim Conditions - The university recognizes that students may be accused of offenses that may present a danger of the potential for serious harm to the accused or to other members of the university or surrounding community. In such cases, the appropriate university official may impose temporary sanctions pending a hearing by a hearing panel.
- b. Immediate Suspension from Housing; Suspension or Dismissal - Under the circumstances listed below, the Dean of Student Affairs or a designee may impose a suspension from housing, university suspension or dismissal or residence hall suspension or dismissal.
 - I. Immediate suspension or dismissal may be imposed only:
 - i. To ensure the safety and well-being of members of the university community or preservation of property;
 - ii. To ensure the student's own physical or emotional safety and well-being;

- iii. If the student poses a definite threat of disruption of, or interference with, the normal operations of the university.
 - II. During the suspension or dismissal, students will be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as one of the deans may determine to be appropriate.
 - III. This type of interim sanction will result in the case being heard by a hearing panel within ten business days of the interim sanction.
- 2. Range of Sanctions - The following sanctions may be imposed upon any student found to have violated this code. Any combination of sanctions listed in this section may be imposed for any single violation. Sanctions are not necessarily progressive in nature. A first serious violation could result in suspension or dismissal from the university. This is not an exhaustive list:
 - a. Verbal Warning: In instances of minor deviations from the NVU-Lyndon Code of Conduct, the student may be formally warned of possible consequences of continuing such behavior. No other specific action is taken unless further misconduct occurs.
 - b. Disciplinary Warning: A written notice to the student that certain behavior is inappropriate.
 - c. Fines: Fines may be assessed and the amount will reflect the degree of seriousness of the violation. All fines are considered legitimate debts to the university, and nonpayment may result in any of the following penalties: prevention from continuation in classes, and/or prevention from attending the graduation ceremony, receiving diploma and receiving copies of student transcripts and records. Damage fines will go to replace or repair the damage.
 - d. Judicial Work Hours/Restitution: This action requires students to perform a specified number of work hours on or off campus at a community agency. Failure to work the assigned hours shall result in a fine twice the amount of the value of the hours of said work figured at the current minimum wage.
 - e. On-line Certificate Program: This sanction requires students to enroll in a predetermined on-line course. Students have to pass the course by at least 80% or retake the course until they do score at least 80%.
 - f. Disciplinary Probation: A period of time during which a student's behavior is subject to close examination. Students who are found responsible for further violations are subject to greater sanctions including residential suspension or dismissal or suspension or dismissal from the university.
 - g. Loss of Privileges: Denial of specified privileges for a designated period of time. This includes, but is not limited to, any and all privileges pertaining to campus housing, operating and parking motor vehicles, use of other university facilities, visitation, or use of any campus facility or service as well as participation on athletic teams or clubs and organizations. This also includes access to the library, computer labs and campus activities.
 - h. Restitution: Compensation for loss, damage, or injury may take the form of appropriate service and/or monetary or material replacement.
 - i. Counseling Services: Students who violate alcohol and other drug policies on campus and/or demonstrate the need for emotional support by violating

the Code of Conduct can be mandated to meet with a university counselor on campus.

- j. Residence Hall Suspension or Dismissal: Indicates that a student is not eligible to live in or visit the residence halls. It may be for a specific length of time, it may be permanent, and it may be limited to a specific residence hall or applied to all residence halls. Campus visits may be restricted to academic areas only. Housing and meal fees will be prorated.
- k. Completion of Substance Abuse Counseling/Treatment or Personal Counseling Program: Successful completion of an approved alcohol/substance abuse and or personal rehabilitation program off campus may be required as a condition for continued matriculation and/or readmission to the university. The financial responsibility of the cost belongs to the student who is sanctioned.
- l. University Suspension: Suspension from the university is traditionally for a period of one year, but may be for lesser or greater periods of time. Suspension may take effect immediately upon the dean's decision and includes suspension from classes, residence halls and all campus visitations, unless specifically authorized. Any student arrested by the civil authorities and charged with a felony may be immediately suspended from classes, pending further decision by the Dean of Student or designee. Tuition is refundable according to the published schedule set by the federal guidelines and adhered to by the Business Office of the university.
- m. University Dismissal: Permanent separation of the student from the university. Tuition is refundable according to the published schedule set forth by federal guidelines and adhered to by the Business Office of the university. Students who harm or have the potential of harming others will be disciplined and may forfeit their right to be members of the university community. If a situation warrants such action, completion of course credits will not guarantee students a degree.

D. Disciplinary Guidelines

Students shall be notified in writing within 72 hours in advance of a hearing by the appropriate university official that they are accused of a violation. The letter shall be delivered by campus, U.S. mail and/or e-mail- or, if necessary, hand delivered and will detail the charges made against them. Students may elect to waive the right to 72 hours' notice by signing a release to that effect. Hearing procedures are as follows:

1. Generally, the hearing shall be conducted within fifteen business days by the designated university official.
2. Hearing panels hear only cases involving interim sanctions or cases with potential for eviction or suspension or expulsion.
3. The decision reached by a hearing panel or hearing officer shall be communicated in writing to the student by the Dean of Students or his/her designee.
4. The designated hearing officer shall generally, within five business days after receiving the hearing panel's recommendation, render a written decision in the disciplinary matter consisting of findings of fact, sanction(s) and reasons therefore which shall be included in the student's record.

E. Hearing Guidelines and Procedures

If alleged violations result in a hearing, students will be so informed and the following guidelines shall apply:

1. Students are required to appear in person at the hearing and present their defense. If a student does not appear, the hearing shall be held in his or her absence. For students who choose to have an inactive role, the hearing officer/panel may draw inferences or conclusions from documentary evidence that responsible persons are accustomed to relying on in serious matters. Students who fail to appear at hearings waive their right to an appeal.
2. Accused students are entitled to an advisor. The advisor may speak only to the student advisee. An advisor of their choice may not conduct a “defense” nor speak on behalf of the accused student nor make any presentation to the hearing officer or panel. In the event the student selects an advisor who is an attorney, the university may also have an attorney present at the hearing. If an attorney or advisor is attending the hearing, the university needs to be notified 72 hours in advance of the hearing. They may not speak directly to the hearing officer/panel.
3. Both the aggrieved and accused student shall be entitled to ask questions of the hearing officer(s) and any witnesses and to testify on their own behalf. An aggrieved student can choose to present his/her own case or ask the university to present the case on his/her behalf. All questioning shall be monitored by the hearing officer/panel in order to maintain reasonable order and decorum. The university must be notified 24 hours prior to the hearing if the accused student is bringing witnesses. Likewise, the university must inform accused students of witnesses 24 hours in advance.
4. Strict rules of evidence shall not apply to disciplinary hearings. Oral and documentary evidence may be received and considered if it is the kind which responsible persons are accustomed to relying on in serious matters. The hearing officer/panel may, however, exclude irrelevant or unduly repetitious evidence. The hearing officer/panel shall make all rulings on evidentiary questions.
5. The accused student and case presenter may be present throughout the hearing but shall be excluded from the deliberations of the hearing officer/panel.
6. Upon written request, a tape recording of judicial hearings shall be made. If a student requests a tape recording of the proceedings, the principals may have access to the tapes for the purpose of review relating to an appeal. Such tapes shall be kept by the university and will remain on campus until all appeal rights have been exhausted, at which time they will be erased.
7. All hearings will be conducted with due regard to the right to privacy as provided for in the Family Educational Rights and Privacy Act of 1974. Names of students involved in a disciplinary hearing shall not be released except as permitted by law.
8. Hearing Officer or Panel Format
 - a. Call to order
 - b. Introduction by hearing officer or hearing panel members
 - c. Challenge to members of the panel for bias (Panel only)
 - d. Reading of the charges by the hearing officer and citing of the regulations violated

- e. Presentation of the university's case by the judicial officer
- f. Presentation of the university's witnesses (Witnesses for the university and the accused are called into the hearing one at a time and questioned individually)
- g. Questioning of the judicial officer and the witnesses by the accused student
- h. Presentation of the case by the accused student
- i. Presentation of the witnesses by the accused student; questioning of the accused student and the witnesses by the hearing officer or by the members of the panel
- j. Recall of any witnesses
- k. Summary arguments from each side
- l. Deliberation on the evidence by the hearing officer or members of the panel

F. Appeal Guidelines & Procedures

Students shall be notified in writing of the right to appeal the decision of the hearing officer or the hearing panel to the Judicial Appeals Committee. A "Request for Appeal" form must be completed and returned to the Student Affairs Office within 5 (five) business days. If a student waives his/her right to a hearing or fails to appear for a hearing, he/she cannot appeal.

1. Judicial Appeals Committee

The Judicial Appeals Committee is comprised of a group of faculty members, students and staff members. Student members will be recruited and appointed by the Dean of Students or his/her designee. Faculty members are nominated by the faculty chair. Staff members are recruited and appointed by the Dean of Students or designee. A pool of members will be recruited from each constituency. The committee will not meet with fewer than 50% of the membership. Residential Life staff members are ineligible to serve on the Judicial Appeals Committee.

2. Appeals Procedure:

- a. Within five business days following a decision by the appropriate university official, the student may appeal the decision to the Judicial Appeals Committee. Appeal forms are available from the Student Affairs Office (Rita Bole 304). Appeals should be submitted to the attention of the Director of Student Life.
- b. The committee will conduct its review and base its decision on the written reports or arguments of the aggrieved student, the hearing report from the hearing officer or panel which originally heard the case, minutes or the tape recording of the original hearing (if applicable), the original reports of alleged misconduct and supporting documentation from the file and any other case materials submitted by the Dean of Students. Rights of review do not entitle students to personal representation nor to a full rehearing of the case.

- c. The responsibility to “prove” an appeal rests with the student who files it. The student must provide sufficient written material to support his or her case.
- d. Students’ appeals must be based upon one or more of the following criteria:
 - I. New evidence has become available that was unavailable at the time of the original hearing. The Judicial Appeals Committee shall rule on the admissibility of new evidence. If the committee rules that the evidence should be admitted, the case shall be returned to an original-level hearing officer or panel. The person bringing charges will be provided with - and given an opportunity to rebut - the new evidence before a new hearing takes place.
 - II. A procedural error that hindered the student in presenting his or her case; such an error must be substantial as to warrant a new hearing. In such cases, a new hearing would take place with an original level hearing officer or panel.
 - III. The severity of the sanction is not consistent with the gravity of the offense. If the Judicial Appeals Committee believes that this is the case, the committee shall recommend a different sanction.
- e. After conducting its review, the Judicial Appeals Committee shall make a recommendation to the university President or designee. This recommendation may be to affirm or reverse the original level decision, to change the sanction(s) or to require a new hearing.
- f. Appeals will generally be reviewed within fifteen business days of the student’s written request, unless otherwise approved by the Dean of Student Affairs.
- g. If a new hearing is recommended, it will generally be held within ten days of the President or President’s designee’s acceptance of the committee’s recommendation, unless otherwise approved by the President.
- h. During summer and vacation periods, when the Judicial Appeals Committee is not convened, the President of the university or designee, who previously was not involved in the case, shall act as final appeal officer.

- Article IV: Interpretation and Revision

Any questions of interpretation regarding this code will be referred to the Dean of Students or his or her designee for final determination. This Code of Conduct will be reviewed annually under the direction of the Dean of Students or his or her designee.

A. Student Records

All disciplinary sanctions are a part of the student’s confidential record maintained in the Dean of Students office. After a period of two years from the student’s date of last enrollment in any degree or certificate program, all records and sanctions except dismissal from campus housing, suspension, and dismissal from the university are destroyed.

B. Records and Confidentiality

The Dean of Students office shall maintain disciplinary records, tracking system, and a log, which shall include, but not be limited to, the student's name and related identifying information; applicable Code of Conduct section(s); parties involved; description of the incident, sanction, restrictions and any other data deemed relevant. Disciplinary records and related information shall be made available to members of hearing boards, appeals committees and appropriate university personnel who have legitimate professional and educational interest; this includes student members of the appeals committees and other appropriate university personnel, as necessary. If a student has been found guilty of a second alcohol/drug policy violation, parents may be notified of the violation. Additionally, if a first offense is serious enough, i.e., results in hospitalization, injury to others or self, parents may also be notified.

Students may arrange to review their own disciplinary records and related information by contacting the Student Affairs office. For a complete statement of student rights pertaining to the Family Educational Rights and Privacy Act (FERPA), please contact the Dean of Students office or the Student Service office.