

Virginia Intermont College



Founded in 1884

2006-2007 Cobra Student Handbook



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Introduction

The Cobra Student Handbook is an official handbook of Virginia Intermont College and members of the VIC community are responsible for understanding and abiding by the information, guidelines and policies herein. The College reserves the right to alter policies or services in response to changing conditions and circumstances on campus.

FAILURE TO READ AND BECOME FAMILIAR WITH THE CONTENT OF THIS HANDBOOK DOES NOT EXCLUDE YOU FROM THE EXPECTATIONS, POLICIES AND GUIDELINES.

The Cobra Student Handbook is published annually through the Office of Student Development.

Mission

Virginia Intermont College is a liberal arts-based, baccalaureate-granting institution serving traditional students in its professional programs and in its humanities, arts, social science and natural science curricula. Virginia Intermont also serves the educational needs of its regional adult population through the Adult Degree Studies Program. The College is dedicated to delivering to all its students an educational experience in which critical thinking, creativity, oral and written communication, and cultural appreciation are fundamental components. Virginia Intermont strives in its service to its students to create an atmosphere conducive to intellectual, spiritual, physical, social, aesthetic and professional development.

Virginia Intermont, affiliated with the Baptist General Association of Virginia, affirms a commitment to Judeo-Christian values in an atmosphere of religious freedom and diversity. The College also commits itself to maintaining a spirit of community between faculty and students and encourages students to participate in planning college programs.

Academic Community Statement

In order to further the mission and goals of Virginia Intermont College, its students, faculty, and staff members are expected to accept and abide by the following:

I hereby indicate my willingness to adhere to a behavior in and outside the classroom that is marked by honor, respect and integrity. I understand that the College is committed to the pursuit of truth through open intellectual inquiry, as stated in both its Aims and Mission statements. The College expects its students, faculty and staff to be respectful and honest in all academic work and in their day-to-day endeavors.

I believe that each person in the College community has the right to be treated with dignity and respect. I believe further that I should be compassionate and treat others as I would like to be treated.

I understand that actions such as lying, cheating, plagiarizing, stealing or engaging in disorderly conduct bring discredit both to me and to Virginia Intermont College.

I understand that all members of the Virginia Intermont College community are expected to abide by these guidelines for honorable and respectful conduct.

General Statements on Citizenship and College Policies

This Handbook is not intended to be all inclusive: any case of behavior which is considered indiscreet, inconsiderate or destructive, and which is not specifically covered by a regulation, may be handled by the Judicial Board or Administrative Office. The Handbook is intended to make available to each student those regulations, which have been formulated to illustrate and help make it possible to achieve our general goals. All students are expected to know these regulations and to abide by them. Additional guidelines may be placed in effect at any time by any of the authorized legislative bodies, if the need is sufficient. The College provides channels through which all members of the College community can be presented and heard. It expects that students will take advantage of these channels of communication.

SECTION I

ACADEMIC HONESTY POLICY

As members of the Virginia Intermont College community, we value honor and integrity in all that we do and, particularly, in our academic pursuits. Therefore, any action that involves one's presenting the work of another as his or her own is a violation of the Academic Honesty Policy.

A. Academic Violations: Definitions and Guidelines

Violations of the Academic Honesty Policy include, but are not limited to, the following examples:

1) **Cheating:** Giving or receiving unauthorized assistance on a test, exam or assignment.

Examples include:

- a.) Copying from the exam of another student in the class.
- b.) Consciously allowing another student to copy from your exam paper.
- c.) Obtaining, through theft or otherwise, a copy of the exam prior to the date of the test.
- d.) Using a "cheat sheet" on an in-class exam.
- e.) Using unauthorized books or notes on an exam, supervised or unsupervised.
- f.) Collaborating on an assignment without authorization.

2) **Plagiarism:** Presenting the work of others -- written, oral or creative -- as if it were one's own.

Examples include:

- a.) Presenting ideas drawn from a source without citing the source.
- b.) Heavily paraphrasing from a source without citing the source.
- c.) Using direct quotations, with or without appropriate quotation marks, w/o citing the source.
- d.) Submitting purchased or borrowed papers or works produced by another as one's own.
- e.) Allowing others to submit your work as their own.
- f.) Submitting the same work in two or more classes without the approval of both instructors.

3) **Misrepresentation of the Truth:** Actively or passively misleading an instructor or other College official regarding one's academic performance.

Examples include:

- a.) Forging or falsifying academic documents or records.
- b.) Misrepresenting one's academic performance, history or achievements in order to gain advantage.
- c.) Failing to give a truthful answer when questioned about an academic infraction.
- d.) Providing false information in order to gain an advantage; e.g., a false excuse to take a make-up exam, to submit a late assignment or to be excused from an absence.
- e.) Knowingly providing false information for another.

4) **Misuse of Electronic Resources:** Using information (other than common knowledge or known facts) obtained electronically without properly documenting or citing sources, or purposely presenting such information as one's own is not only a violation of the Academic Honesty Policy but may constitute an illegal act. The works and ideas of others presented electronically are subject to the same copyright protection as written or recorded text.

B. Procedures for Handling Incidents of Academic Dishonesty

Students are responsible for reading the Cobra Student Handbook and therefore knowing the steps involved in the following procedures. Faculty are responsible for establishing and communicating to their students their expectations for behavior with respect to academic honesty. Faculty are encouraged to help students comply with academic honesty by referencing the Academic Community Statement on syllabi and by utilizing security precautions in all aspects of graded work.

An instructor who has adequate cause and/or evidence to accuse a student of a violation of the Academic Honesty Policy has the responsibility to:

- 1) Determine the circumstances, as he or she is able.
- 2) Discuss the incident of the alleged violation with the student involved.
- 3) Determine and explain the appropriate sanction(s). Examples include, but are not limited to the following:
 - a) Reprimanding the student orally or in writing
 - b) Requiring work affected by the violation to be redone
 - c) Administering a lower or failing grade on the affected assignment, test or course.
- 4) Explain, sign and request that the student sign the appropriate form for reporting the incident to the Provost.

Incidents of academic dishonesty are reported to the Provost for purposes of tracking. A form that includes the student's name, the nature of the incident and the action taken will be kept on file in the office of the Provost. In cases where a student feels wrongly accused, he or she may indicate this in writing on the form. The form is to be signed by the instructor and the student; the student's signature signifies awareness of the report and does not necessarily imply the student's admission of guilt or agreement with the sanction(s).

C. Academic Appeals Process

The above steps may complete the procedures or actions taken in response to an incident of academic dishonesty. However, procedures may continue through either a student appeal to the Provost or the Provost's referral of the matter to the Academic Honesty Board.

1) Student Appeal to the Provost

If the student involved disagrees with the determination or sanction, the student may request a review by the Provost. The Provost will arrange a meeting with both the student and the instructor in order to hear from both parties before rendering an impartial judgment. An example of such a judgment might include, but is not limited to, the following:

- a) Dismissal of the case
- b) Affirming the sanction implemented by the instructor
- c) Removal of the student from the course
- d) Implementing probation of the student
- e) Referral to the Academic Honesty Committee.

2) Provost Referral to the Academic Honesty Board

The Provost may refer a case to the Academic Honesty Board for any of the following reasons:

- a) The violation reported is sufficiently egregious in nature
- b) The violation reported reflects a pattern of dishonesty or misconduct on the part of the accused
- c) Based upon information found in a requested review of the case, the Provost deems the case appropriate for a hearing by the Academic Honesty Board.

Upon referral, the Academic Honesty Board will determine a Hearing Board consisting of five members: three faculty, one student and one staff member. A meeting will be convened within one week, including the student and instructor involved, the Provost and the Hearing Board. Judgment stemming from such a hearing might include, but is not limited to, the following:

- d) Dismissal of the case
- e) Removal of the student from the course
- f) Probation or dismissal of the student

If the incident involves the violation of a public law, e.g., breaking and entering or stealing, a representative(s) of the appropriate College Office(s) (Student Development, Financial Affairs, Campus Police, and President of the College) may attend the hearing in an advisory capacity.

D. Academic Honesty Board

The Academic Honesty Board (AHB) will promote and enforce academic honesty at Virginia Intermont College.

1) **Academic Honesty Board Membership**

Membership of the Academic Honesty Board shall consist of eight members: two student representatives (one traditional and one Adult Degree Studies student), two staff members and four faculty members. A Hearing Board of five members will hear cases. The composition of the Hearing Board shall consist of five voting members: three faculty representatives, one student representative and one staff representative. The additional faculty, staff and student representatives are alternated and used in case of scheduling conflicts or conflicts of interest issues.

2) **Selection of Academic Honesty Board Members**

- a) Student members are selected from the Judicial Board by the SGA Judicial Chair and the Adult Degree Studies Steering Committee
- b) Staff members are appointed by the Vice President for Student Development
- c) Faculty members will be selected for this committee by the faculty in the spring of each year.
- d) The AHB elects a chair from the faculty membership who will preside over the Academic Hearing Board Meetings and a Vice Chair who will preside over the hearing in absence of the Chair.
- e) Faculty and staff members on the AHB shall serve a two-year term.

3) **Academic Honor Board Advisor**

The Provost shall serve as the advisor to the Academic Honesty Board. As a non-voting board member, he or she will be responsible for the following duties:

- a) Training of the Academic Honesty Board
- b) Overseeing the hearing procedures, providing direction and guidance during the recess, and sanctioning parts of the hearing
- c) Maintaining and presenting to the committee the accused student's judicial records
- d) Meeting with the student and explaining the findings of the AHB and any sanctions administered and following up this meeting with a letter to the student indicating the final outcome.

4) **Duties of Academic Honesty Board Members**

- a) Chairperson of the Committee will:
 - Be responsible for conducting the meeting in a fair and consistent manner
 - Maintain an informal tone for the meeting to achieve a positive hearing environment
 - Preside and maintain control of the discussion, seeking to achieve a positive hearing environment
 - Notify the AHB members, the student whose case is being heard of the date & time of an upcoming hearing.
- b) The Academic Honesty Board Members will:
 - Maintain absolute confidentiality in all matters pertaining to cases
 - Be responsible for upholding and determining appropriate sanctions prescribed by the College's Academic Honor Policy
 - Be fair and objective in the handling of each case, basing all decisions solely on the evidence presented at the hearing
 - Hear all evidence brought to the hearing and ask pertinent questions of all involved
 - Discuss all evidence presented and vote by simple majority on guilt or innocence
 - Determine the appropriate sanction(s)
 - Excuse themselves if they believe there may be a conflict of interest, perceived or real, between them and the accused student.
- c) Academic Honesty Board Hearing Procedures:
 - AHB Chairperson will welcome and introduce those present at the hearing and call the hearing to order
 - Charges against student(s) will be read
 - Respondents will be asked if they understand the charge(s) against them (not whether they agree with them)
 - Respondents will be asked how they plead to the charge(s)

- Respondents will be asked to explain the incident from their perspective
- Complainants and the witnesses will be asked to explain the incident from their perspective
- Hearing Board members will ask questions
- Chairperson will call a brief recess, and the Hearing Board will review and discuss testimony, determining if additional questions need to be asked
- Hearing will reconvene, and any additional questions will be asked
- Final statements from respondents, complainants and witnesses will be heard
- AHB Chairperson will determine if there are any final questions
- AHB Chairperson will announce that the Hearing Board will deliver its recommendation to the Provost and that within 48 hours the students will be notified in writing of the outcome of the hearing. The VPAA will set up a meeting with the students to discuss the hearing results.

The President of the College will have the final authority over all sanctions imposed by either the Academic Honesty Board, the Provost or the faculty member making charges. In addition, the President retains full authority to exercise original jurisdiction over every student and impose any penalty or sanction if the interest of the College so requires.

SECTION II

STUDENT DEVELOPMENT

College years are an important time to discover new ideas, meet challenges and benefit from a variety of opportunities. Students will learn in a variety of settings - in the classroom, in the residence halls, in the dining room, through student activities and organizations, athletics, religious life and community service. The main goal of Student Development is to help to establish opportunities that will enable these experiences to play an important role in each student's total development. The Vice President for Student Development coordinates these areas. If students have any questions, they should stop by the office on the first floor of Main Hall or call ext. 7914.

A. Career Development Office

The Career Development Office, located in the Arnold Student Support House, is designed to serve students and alumni at various stages of their career planning and development. Planning careers during the college years and securing employment after college is an integral part of the collegiate experience. Students are encouraged to begin their connections with the Career Development Office from their first year through their senior year in college and after graduation.

Using the services offered by the Career Development Office, students obtain information regarding career options available to majors in various academic and professional programs. It is important that students establish contact with the office early in their college career.

The Career Development Office serves as a networking liaison for alumni, students and prospective employers such as business, industry, government and graduate schools. Representatives from these segments of the world of work and education visit the annual Career Fair sponsored by the Career Development Office.

The Office assists students in job search strategies by conducting workshops and seminars on such topics as interviewing techniques and resume writing and by sponsoring speakers on various topics.

Each graduate is encouraged to maintain a credential file, which may be mailed to prospective employers and graduate schools upon request.

B. Counseling

Personal confidential counseling, as well as academic counseling, is available through the Student Support Services Office. This office is located in the Arnold Student Support House and employs a certified counselor and a certified school psychologist.

Spiritual and religious counseling is also available through the Director of Religious Life, located in Harrison-Jones Memorial Hall.

All services on campus are for Virginia Intermont students. Referrals to professional resources in the community can be made upon student request.

C. Dining Services

The Dining Hall hours: **Weekdays** – breakfast 7am – 9:15am, lunch 11:00am – 1:15pm, abbreviated lunch 1:15pm – 3:00pm dinner 4:30pm – 6:15pm. **Weekends** – continental breakfast 7:30am – 9:15, lunch 11:30am – 1:15pm, dinner 4:30pm – 6:00pm. Café Intermont (Student Center) hours: Monday - Thursday 6:00am – 10:00pm, Friday 6:00am – 3:00pm. For questions or concerns see the Director of Dining Services or the VP for Student Development.

D. Disability Services

Virginia Intermont is an equal opportunity institution and admits students without regard to disabling conditions. In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Office of Student Supports Services is committed to providing effective and reasonable accommodations to all currently enrolled students who have a documented disability. The documentation should state the diagnosis of the disability, the limitations resulting from the disability and a rationale for accommodations that would help offset the functional disadvantage of the disability. An individualized plan of supplemental services will be created to increase the student=s educational opportunities. Accommodations may include auxiliary aids and services, such as note-takers, testing modifications (e.g., readers, transcribers, extended time, and reduced distractions), taped textbooks, computer scanner/reader and the use of tape recorders, electronic spellers and computers for typing essays. The School Psychologist/Learning Disabilities Specialist in the Office of Student Support Services will coordinate these accommodations, implement the individualized plan of support, define appropriate learning strategies, serve as a secondary advisor for students with disabilities and conduct psycho-educational assessments, if necessary.

E. Health Services/Insurance

Virginia Intermont offers health services on-campus. In addition to providing basic health services including exams, flu shots and initial care, the Director of Health Services also works with several local doctors, as well as Bristol Regional Medical Center, to take care of health problems that may arise.

All traditional, full-time students are required to have health insurance. A waiver is available for domestic students that show proof of health insurance. For more information see the Director of Health Services or the VP of Student Development.

F. Religious Activities and Organizations

Virginia Intermont College demonstrates its commitment to the spiritual and moral development of the student body by providing religious organizations and activities. The Christian Student Union (CSU) is a Christian fellowship group open to all students of any denomination. Weekly meetings provide a time for socializing, sharing, Bible study and group prayer. The CSU is dedicated to mission activities such as summer missions, local outreach opportunities, food pantries and the Haven of Rest Rescue Mission. The CSU also spends recreational time together while bowling, watching movies, attending retreats and other activities.

The “Underground”, located in the basement of Harrison-Jones, provides a setting for students to relax, study, fellowship and interact with other students in structured events.

Religious activities are not limited to the organizations at Virginia Intermont. The College also invites Christian speakers to campus several times throughout the academic year. Baccalaureate services are held prior to spring graduation.

Virginia Intermont College holds chapel services regularly throughout the school year. This provides the student body involvement with the planning and implementation of worship services as well as having a time of corporate worship as a college. Attendance at chapel services is voluntary.

The Religious Life Office actively seeks to work with students in their faith journey. Because of the diversity of the student body this may take many forms based on students= needs. Students are encouraged to use the services available through the Director of Religious Life’s office throughout their time at Virginia Intermont. The office is located in Harrison-Jones, between Security and the chapel.

G. Residential Life

See SECTION III

H. Security

The goal of the College Security Department is to insure as safe and secure campus environment as possible. The security officers are charged with enforcing College policies as well as local, state and federal regulations. SECURITY IS EVERYONE'S RESPONSIBILITY AT THE COLLEGE. The security staff is supervised by the Vice President for Student Development and is headed by the Chief of Security. Security is located in Harrison-Jones and can be reached by calling ext. 7950 or calling the cell phone at (423) 335-7998. Security is available 24 hours – 7 days a week. Security will provide escort services for students and faculty members upon request. Security also patrols the campus and parking lots on a regular basis, and is responsible for parking enforcement.

I. Student Activities

Many different activities make up VIC's co-curricular area. These activities include entertainers, specialty programming, concerts and trips. The Coordinator of Student Activities, assisted by the Student Activities Committee of the SGA and other interested students, plans most of these activities. The Director's office is located in the Student Center.

Formal education at Virginia Intermont College is complemented by opportunities for growth through participation in various co-curricular activities. These activities are an important part of the total education of the student. Students are strongly encouraged to participate in the various organizations and leadership opportunities available on campus. The purpose of these organizations is to aid in the development of well-rounded students offering a variety of skills and abilities that transcend and enhance each student's academic experiences. They also provide social outlets, stimulate and broaden interests and provide opportunities for formal leadership. A list of organizations can be found starting on page 25. Students are encouraged to develop and expand on the club and organization list. If you have an interest that is not currently represented on campus please see the Director of Student Activities to learn how you can establish a new club or organization.

J. Student Support Services

This office is located in the Arnold Student Support House. The purpose of the Student Support Services Program is to help students in their academic, personal and social development as they pursue a college education. All services are free to students. The Student Support Services consists of: a director who is a certified counselor and also serves as tutor coordinator; a certified school psychologist who also serves as a counselor and learning specialist, a secretary and peer tutors.

The following represent the types of assistance available:

- 1) **Counseling:** professional counselors on an individual basis provide personal confidential counseling during regular office hours or by appointment.
- 2) **Tutoring:** The College employs peer tutors so that tutoring may be offered free of charge to students who request help. Students are encouraged to seek tutoring early in the semester.
- 3) **Study Skills:** Individual plans can be devised for improving academic success, focusing on motivation, study skills, time management and stress management. A study strategies course (Ed 100) and various workshops are offered in areas of interest to students. Inventories related to learning styles, academic strengths, career interest and personal concerns are also available.
- 4) **Academic Advising:** Assistance in course selection and program planning can be provided in cooperation with the student's faculty advisor.
- 5) **Diagnostic Testing:** Psycho-educational tests may be administered to determine if learning problems exist and to provide recommendations for assisting the student in attaining academic success.
- 6) **Advocacy:** Students Support Service staff may act as a liaison and student advocate with faculty, staff and community resource agencies.
- 7) **Referrals:** Students may be referred to health professionals and other sources for assistance with concerns beyond the scope of on-campus counseling. In some extreme cases, where the health and safety of the student or another student is at risk, students may be mandated to meet with an off-campus health professional.

K. Miscellaneous Services

1) **Vehicle Registration**

All students who have vehicles on campus must register their vehicle in the Vice President for Student Development's Office no later than the first day of classes. See traffic code starting on page 19.

2) **ID/Meal Cards**

You will be issued an ID/Meal card when you first register at Virginia Intermont. You must go to the Office of the Vice President for Student Development in Main Hall each semester to validate your card for that semester. Your validated

student ID card is also used as a meal card for residential students. **You will be required to show this card each time you eat in the dining room.** ID's may be replaced at a cost of \$10.00 each.

3) **Lost and Found**

The Vice President for Student Development's Office is responsible for maintaining lost and found items.

4) **Withdrawal**

Students who are thinking about withdrawing from Virginia Intermont are encouraged to discuss this with the Vice President for Student Development or another faculty/staff member. If the decision is reached to withdraw, the student must initiate the process in the Vice President for Student Development's Office. The necessary paperwork will be started from that office. **Failure to properly withdraw from classes will result in grades of F in your classes and no refund of any money due to you.** This withdrawal must be done in person except under special circumstances with the approval of the Vice President for Student Development. You may be requested to fill out a withdrawal survey that will be used for statistical purposes only.

5) **VIC Ride procedures**

Security, through the Student Development Office, will coordinate transportation for students that need rides to the **Equine Center or Culinary Arts for class and/or for medical situations** (emergency situations will be handled through local EMT=s). The following procedures are in place to effectively coordinate the transportation:

- a) Sign up for a ride in the Student Development Office - **24 hours prior** to the needed ride time or before noon on Friday for Monday rides.
- b) For rides needed other than what is listed, students must talk with a staff member to see if arrangements are able to be made.
- c) If unexpected ride issues arise, the staff will do their best to provide for a ride, however, this will not always be possible and in those situations students will be asked to make their own arrangements.

SECTION III

RESIDENTIAL LIFE

Virginia Intermont College is a residential college. VIC emphasizes and values the total educational and developmental experience gained from living on campus. Learning is a continuous process. Students spend more than four hours in the halls for every hour spent in class. Therefore, the hall environment can make a significant educational contribution. Residents are strongly encouraged to get involved in the opportunities for leadership that are available within the residence halls and on campus.

Successful residence hall living is an exercise in student responsibility. This involves mutual respect, student ownership, consideration and maintaining an atmosphere of cooperation and appreciation for the privacy and rights of others. Each student has the right to read and study in his/her room without undue interference; a quiet nights sleep; safety of oneself and your personal belongings; access to ones room and all common areas and a clean and maintained living environment. You also have the right to a consideration of grievance, and freedom from intimidation and physical or emotional abuse. See your Resident Assistant (RA), your Hall Director or the Director of Residential Life if you have questions or need any help or support.

Staffing: Important parts of the community development in each hall are the Resident Assistants (RAs). RAs serve as peer counselors to other residents, challenge and encouraging students to grow and contribute to and support the development of the community. RAs are also involved in educational, social, spiritual, cultural, community service, and recreational programming as well as the enforcement of campus policies.

Hall Directors are full-time professional staff responsible for the overall operation of the hall and the training, selection and supervision of the Desk and RA staff.

The Director of Residential Life is responsible for the general supervision and total operation of the department of Residential Life and reports to the Vice President of Student Development.

A. Air conditioners

Air conditioners are not allowed in residence hall rooms. The Director of Residential Life **MUST** approve all exceptions. To apply for an exception residents must include a doctor's note with a written request to the Director of Residential Life.

Students must provide their own a/c meeting the college's requirements, to be installed and removed by the college. There will be a \$50.00 per semester charge for added air conditioners.

B. Cable TV, Internet and Telephones

Each residence hall room is wired for a private phone, voice mail, cable TV and Internet access. Students need to bring their own phone. Students wishing to connect to the campus Internet must have an Ethernet card added or included in their computer. Computer, TV and local phone services are included in the room charges. Contact your Hall Director, RA or Director of Residential Life with service problems or questions.

C. Cooking/Appliances

Cooking is not allowed in any residence hall room. Air popcorn poppers, "George Forman" grills and hot pots are permitted providing that they do not have open heating elements. **Microwaves are not allowed in student rooms.**

D. Common Area Damages

It is expected that all furnishings, equipment and premises will be properly taken care of by the residents. Damages that occur in any common area which are not attributed to an individual(s) may be assessed to the floor or hall members. If damage is considered malicious, a fine may be added to the cost of the repair.

E. Decorating Your Room/Furniture

Each room will be inventoried when residents check in and out of their room. Students are responsible for the condition of their room. Any cleaning or damage charges may be assessed at the end of the year or when the student leaves. However, in the case of an extreme uncleanliness or damage situations, the College has the right to have the room returned to the appropriate condition at the expense of the resident(s) of the room. See item AO@ for a list of charges.

Nails, screws, etc. are not to be placed in room walls, doors or ceilings. Since many tapes often pull off paint and leave behind adhesive residue, students are encouraged to use Aposter putty@ to hang items in their rooms. Furniture should not be removed from rooms without the permission of the Director of Residential Life. If furniture is removed from the room, residents continue to be responsible for its condition and returning it to the room. **Students will be charged for missing furniture.** Students may hang curtains from any existing curtain rod or purchase a tension rod. See the Office of Residential Life for window and average floor dimensions. **Any damage to furniture will be repaired at the expense of the student(s) responsible for the room. Each occupant of a room will be held responsible for its care and preservation.**

F. Emergency Evacuation

Fire drills are held randomly throughout the year. **All students and their guests are required to participate in fire drills.** Failure to comply with this will result in disciplinary action taken by the College and can result in action being taken by the City of Bristol, Virginia. Once the fire alarm has sounded, all students must follow these procedures:

1. Exit the building by the closest exit and stay at least 20 feet away from the hall.
2. In case of an extended evacuation/bad weather students may be directed to the Student Center or Harrison-Jones

G. Keys

Room keys are issued to every resident by the Residence Life staff at the time of check in. To aid in hall/room security, residents need to keep their key with them at all times and to lock their door when they leave their room. College keys may not be duplicated. Students with Acopies@ of college keys will be charged for changing the lock core and reissuing new keys. Any student found with unauthorized keys will be subject to college disciplinary action. If a room key is lost or not returned at the time of check out, residents will be charged \$30.00 and/or the cost of replacing the door lock. Room keys will unlock the central door to their residence hall.

H. Laundry

Washers and dryers are located on first floor of Intermont Hall and the ground floor of Hodges Hall. Students are expected to assist in keeping the laundry areas clean. Any problems with the machines should be reported to the Director of Residence Life. **Please do not clean any equestrian blankets, equipment or gear in these machines. Facilities for these items are provided at the Riding Stables.**

The laundry facilities are for VIC residential students only. Any unauthorized person found using the machines will be

asked to leave immediately, taking any unfinished clothing with them. College conduct or civil charges may be assessed.
The operation of these machines is funded through the student housing charges.

I. Repair and Housekeeping

Work requests are to be given to your Hall Director or the Office of Residence Life. In case of an emergency contact the hall desk or call the Director of Residence Life at 7916 or Security at 7950.

J. Residence Hall Closings

The residence halls will be closed during Thanksgiving, Christmas and spring break. Students are responsible for arranging their own off-campus housing and meals when the halls are closed. All residents must be out of their room 24 hours after their last final exam or by 8:00 p.m. the day the halls close (which ever comes first). Graduating seniors may stay until 6:00 p.m. on the day of graduation. Exceptions will be made **only** with the permission of the Director of Residential Life. **However, optional housing may be available during these breaks at a moderate cost per night.**

K. Room Assignments

The Director of Residence Life assigns new student rooms, and every attempt is made to make congenial roommate assignments. Occasionally, roommates are not compatible, even when both students attempt to make the relationship a good one. In such cases, changes may be possible after the first week of classes. Returning students participate in room selection in the spring.

L. Room and Board Agreement

As a student living in the VIC residence halls, you are required to sign a housing agreement outlining the College's responsibilities to you and your responsibilities to the College. **Please read it carefully.** Your signature binds you to that agreement for a full academic year. **Also, please note that upon receipt of your room key, you have accepted to pay a full academic year's charge for use of that room.**

M. Room Changes and Consolidation

Under normal circumstances room changes will not occur during the first week of each semester. After the first week, changes will **only** be made through the Director of Residence Life. All new students are encouraged to have a roommate their first year at VIC. Single rooms are only available on an Aas space is available@ basis. Room consolidation occurs when a student is left in a double room by themselves. At the time of vacancy, the HD/Director of Residence Life can provide you with a list of other students without a roommate. Each individual is responsible for finding a new roommate or choosing to pay for a single room. **If you and/or your roommate decide to part ways, each of you MUST find a new roommate or if space is available, pay an additional charge per semester to have a private room.** This amount will be prorated as the semester progresses. Students who refuse to consolidate are in violation of College policy and may be assessed a prorated private room charge. Consolidation for fall semester (only) will not be required for any room where space opens up after Thanksgiving break. Consolidation for spring semester (only) will not be required for any room where space opens up after spring break.

N. Room Repairs and Damage Charges

• Cleaning of entire room	\$ 50.00
• Cleaning of floor only	\$ 20.00
• Bed frames (reassembled)	\$ 10.00
• Door (replaced)	\$230.00
• Lock set & hinges.....	\$100.00
• Fire Extinguisher (replaced).....	\$ 90.00
• Fire Extinguisher (recharged).....	\$ 25.00
• Furniture returned to the room	\$ 50.00
• Missing furniture.....	Actual replacement cost
• Paint room	\$100.00
• Paint door	\$ 35.00
• Replace shade.....	\$ 40.00
• Replace screen.....	\$ 25.00
• Re-core door/non-return of key.....	\$ 30.00

- Windows, damages to walls, vandalism, bathroom damage, etc..... Actual replacement cost
- Failure to check-out properly \$ 25.00

O. Room Entry/Search Policy

The College respects each student's right to privacy and is committed to protecting this right. However, College officials (Residential Life, Security, Maintenance Staff, etc.) may enter a student room when they have reason to believe the health or safety of residents is in jeopardy or a College policy is being violated. Permission of the resident to enter a room is suggested by procedure but **NOT** required and, while we will attempt to have the room resident(s) present when entering a room, this may not always be possible. If the staff person has reason to believe that some condition exists that constitutes a threat to the safety or well-being of the occupants of the building or the campus, or that a probable violation of College policy or State or Federal Law is occurring or has occurred, a cursory search of student rooms may be done. A cursory search of a room may include looking under beds, in closets, and in refrigerators. In the case of threats to the safety or a probable violation of State and Federal Law occurs, a student's room may be searched. A room search will be done with the Director of Residential Life, Chief of Security, Hall Director and/or the VP for Student Development. The VP of Student Development shall be notified anytime a full room search is deemed necessary. In most room search situations the Bristol Virginia Police Department will also be involved. **During the search the student may be required to open any locked trunks, suitcases, etc.**

All residence hall rooms will be entered & inspected by hall staff for safety & security concerns the day and/or evening of hall closings prior to breaks. Maintenance may also enter rooms to perform necessary repairs.

P. Room Inventory

All student rooms will be inventoried as part of check-in, checkout and room change procedures. This inventory will state the content and condition of the room. The inventory will be signed by the student and kept on file. Residents will be responsible for any discrepancies between the beginning and ending room inventories. **All students must check in and out of their room with an RA or Hall Director. The inventory form must be completed at this time. Failure to “Officially@ check out of a room will result in a fine.**

Q. Senior Single and Married Housing

All seniors, who have lived on campus for 3 consecutive years, are eligible for a single room at the double rate. Married students at any class level are also eligible to reside in VIC housing, space permitted.

R. Signs - Posting

All signs must have **prior** approval of the Director of Residence Life, the Coordinator for Student Activities or the Hall Director to be posted/hung. Signs that have not been approved or are placed in an inappropriate location may be moved or taken down. Please use **ONLY** transparent tape or poster putty to post signs.

S. Storage

Limited storage is available under the following guidelines:

- 1) All items must be boxed and clearly marked with name and permanent address.
- 2) Storage is **ONLY** available to residents returning to the hall for the next year.
- 3) Student storage is for the convenience of our residential students and any items stored are done so at the resident's risk - **VIC is not responsible for ANY item left in storage.**
- 4) All items **MUST** be removed by the first Monday of the academic year.
- 5) Any items left in storage after this deadline may be discarded, given away or sold through a hall auction.

T. Theft and Insurance from Loss

Virginia Intermont does not carry theft insurance for individual students. We strongly recommend that students cover their belongings for loss either through a family homeowner's policy or through an individual renter's policy. **RESIDENCE HALL ROOMS SHOULD BE LOCKED AT ALL TIMES.** The College reserves the right to prohibit trespassing on campus by persons who do not adhere to College policies or civil law.

U. Visitation

- 1) Hours, provisions and regulations:

- a) **It is expected that any person planning to entertain a guest during residence hall visitation hours discuss the matter and receive approval from his/her roommate. The right for a roommate to NOT have a guest supersedes the right for the roommate to have a guest.**
- b) Restroom facilities are provided in the lobby area for guests. Guests of the opposite gender may not use restrooms in residence areas unless in a private room situation.
- c) 24- hour visitation areas:
- d) Limited Vis
- Administration Hall 3rd and 4th Floor
 - Intermont Hall 2nd, 3rd, 4th and 5th Floors
 - Main Hall 2nd & 3rd Floors
 - Hodges Hall 2nd & 3rd Floors
 - All of East Hall
- e) Limited visitation:
- Times:**
- Monday – Friday 5:00 p.m. - 1:00 a.m.
 - Saturday – Sunday 1:00 p.m. - 1:00 a.m.
- Areas:**
- 6th Floors of Intermont Hall
 - 4th Floor of Main Hall (based upon student request and numbers)
 - 4th Floor of Hodges Hall (based on student requests and numbers)
- f) All non-VIC guests must register and receive a guest pass at the desk, with their host.
Desks are open each day from 6:00 p.m. - Midnight
All hosts must show their VIC ID at the desk in order to receive a guest pass.

SECTION IV

CITIZENSHIP AND COLLEGE POLICIES

As noted in the Honor Code, behavior in and out of the class is expected to be marked by honor, respect and integrity. Each person in the College community has the right to be treated with respect and dignity. Behaviors such as (but not limited to) harassment, abusive language, lying, cheating, plagiarizing, stealing or engaging in disorderly conduct bring discredit both to the student and the College. Students understand that engaging in or condoning such behaviors is a violation of the honor code and the College policies.

- In order to develop and sustain a positive community, central principles of that environment must be described. College policies help to describe the campus community we are seeking. They offer a rationale for community guidelines, identify limits of acceptable behavior and call community members to be accountable to each other. There are three principles which form the framework of the campus policies: **Respect for others, Safety and security and Community expectations.**
- While the policies are generally designed to respond to behavior on campus, students= behavior off campus is also a concern to the College. The College will take action when behavior has a direct impact on the College environment or the reputation of the College or when the behavior is of such gravity that the College would be remiss not to do so.
- The College has an obligation to the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the college=s policies may overlap, the community=s laws and the College=s policies operate independently and do not substitute for each other. The College may pursue enforcement of it=s own policies whether or not legal proceedings are underway and may use information from third party sources to determine if College policies have been broken. The college will make no attempt to shield members in the College community from the law, nor could it intervene in legal proceedings on behalf of a member of the community.
- Violations and condoning violations - Simply put, if a student is where a violation is occurring, he/she has two choices, one to leave, the other to stay. If the student chooses to stay, he/she will be found in violation, which will result in College disciplinary action. The student is responsible for knowing what is going on in a room he/she is visiting. AI didn't see anything@ or AI didn't know@ will not be considered excuses for violations.

R Principle - Respect for others

Consistent with the mission and goals of the College, members of the College community are expected to demonstrate respect for

others and an appreciation for the worth of every person. Each member of the College community shares a responsibility for maintaining a quality campus environment. Ignoring an action or an activity, which disrupts or violates community guidelines damages that environment and infringes upon the rights of individuals. If a student is present when others violate a specific policy, all students present share responsibility for that policy violated. Policies in this section are designed to create a community in which individuals are treated with respect and in which all share in the responsibility for creating a positive community.

RA.) Harassment, Intimidation, Hazing and Physical Violence

- 1) Harassment: Verbal or written acts of abuse via any means of communication are regarded as serious violations of human rights and are prohibited.
- 2) Intimidation: Communicating a threat to another person via any means of communication is regarded as serious violation of human rights and is prohibited.
- 3) Hazing: Forcing or requiring another person to perform an act which creates a substantial risk of bodily injury or emotional stress, with or without the consent of that person, as a condition of association with a group or organization is considered a violation of human rights and is prohibited.
- 4) Physical Violence: Acts of physical violence or participating in a physical encounter that a reasonable person would consider fighting or physically abusing another is prohibited.

RB.) Expression of Hate

Gestures, words or other actions of a physical or mental nature against another person based on race, gender, age, disabilities, sexual orientation or religious preference are regarded as a serious violation of human rights and are prohibited.

RC.) Sexual Misconduct

The following policy was developed by the Task Force on Campus Sexual Assault and the Council of Higher Education with the cooperation of higher education institutions in Virginia and under the guidance of the Office of the Attorney General.

The College is a community of trust whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated. The College encourages all members of the College community to be aware of both the consequences of sexual misconduct and the options available to victims. The College urges victims to seek assistance using any appropriate resources.

A student or employee charged with sexual misconduct can be disciplined under the College's conduct code and may be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. This disciplinary action could result in dismissal from the College.

Sexual misconduct is defined as sexual contact without consent and includes, but not limited to:

- 1) Intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks;
- 2) Rape/attempted rape (sexual intercourse without consent whether by an acquaintance or a stranger)
- 3) Sodomy (oral sex or anal intercourse) without consent;
- 4) Sexual penetration with an object without consent;
- 5) Sexual Harassment: unwanted verbal or written acts of a sexual nature via any means of communication are regarded as a serious violation of human rights.

Lack of consent includes but is not limited to the acts; committed by force, intimidation or through use of the victim's mental incapacity or physical helplessness (i.e. being intoxicated).

RD.) Quiet/Noise

Reasonable quiet is required in or near sleeping and studying areas of the campus. Actions that disrupt this are in violation of campus policies. Quiet hours are observed in the residence halls according to the following schedule:

Sunday – Thursday	10:00 pm – 10:00 am
Friday – Saturday	Midnight – 10:00 am

Courtesy hours are observed 24 hours a day, seven days a week. In general the right for quiet supersedes the right to be noisy. During final exams, 24-hour quiet hours will be in effect.

RE.) Disruptive Behavior

- 1) Students or guests shall not engage in conduct or create a condition which represents a risk of physical harm to self or others, or results in property damage, or is offensive or cause annoyance or alarm to others.

- a. Student shall not engage in any behavior that constitutes an imminent threat, or intent to harm self, including self injurious behavior and/or suicidal indications, threats, gestures, or attempts, etc.
- 2) While under the influence
No person while under the influence of alcohol or other drugs shall engage in conduct or create a condition which represents a risk of physical harm to self or others, or results in property damage, or is offensive or cause annoyance or alarm to others.

RF.) Guest

Members of the VIC community who bring guests to campus assume responsibility and will be held accountable for the behavior of those persons and are expected to make them aware of College policies. Hosts of guest(s) who violate college policies will be responsible for their violation and will receive the appropriate sanction.

Virginia Intermont College is not prepared to assume responsibility and/or liability for the care, health, and safety of visiting children. Children may visit residence hall rooms however, permission of the residence director and roommate are needed for one over night stay. The College will assume no responsibility for children who sustain injuries while visiting the campus in violation of this policy.

RG.) Escort

Their host must escort all guests/visitors of the opposite gender at all times.

RH.) Visitation

Established visitation hours as listed in section III - U are to be followed in the residence halls. Failure for individuals or a community to follow the established visitation guidelines may result in an individual or an area to lose/restrict visitation privileges. Cohabitation is **not** allowed, guests may stay no longer than 2 nights in any one week.

RI.) Compliance with College Officials (Failure to Comply)

Students must comply with verbal or written instructions of College officials acting in the performance of their duties. This includes, but not limited to vice-presidents, directors, security officers and resident assistants. Compliance also includes being respectful, truthful and responding honestly. Students who respond to staff in a disrespectful or dishonest manner will receive an additional sanction.

RJ.) Soliciting and Sales

Door-to-door sales of any kind and selling merchandise on campus are not permitted. However, students, staff, faculty and recognized student organizations may solicit or sell merchandise for charitable causes in specific locations on campus. The Director of Student Activities or the Director of Residence Life may grant permission and location for campus sales.

S Principle - Safety and Security

A primary responsibility of all members of the College community is to act in ways which enhance the safety and security of the campus and of others in the environment. Policies in this section are designed to ensure the safety and security of campus and community members.

SA.) Fire Associated Guidelines

- 1) Open flames: such as, but not limited to, candles, incense, etc. constitute potential fire hazards and are prohibited. Decorative candles that have been burned are prohibited.
- 2) Disregarding or refusing to obey fire alarms and procedures is a violation of both state law and College policy.
- 3) Tampering with fire and safety equipment is a violation of both state law and College policy.
- 4) Being on or using exterior fire exit areas, including steps and/or building roofs, in times other than fire alarms, is prohibited.
- 5) Knowingly initiating a false report or fire alarm is violation of both state law and College policy.
- 6) Cooking in student rooms is prohibited. Air popcorn poppers, "George Forman" grills, and hot pots are permitted. Microwaves are prohibited in any residential room.

SB.) Firearms/Weapons

The possession of any type of firearms or weapons is prohibited. This includes guns of any type (including pellet guns and BB guns), knives other than pocket-knives (such as throwing knives and switchblades) and/or martial arts weapons.

SC.) Fireworks/Explosives

The use or possession of any explosive device (fireworks, firecrackers, smoke bombs, etc.) is prohibited.

SD.) Theft

Unauthorized taking of individual or College property (**including lounge furniture**) is not permitted.

SE.) Property Damage/Vandalism

- 1.) Willfully defacing, damaging or destroying College or personal property is prohibited.
- 2.) Throwing items of any type out of windows is prohibited.

SF.) Pets

No pets (except fish) will be permitted in the residence halls. Aquariums are to be no more than 10 gallons in capacity.

C Principle - Community Expectations

In addition to respect for others and safety and security issues, Virginia Intermont College also endorses policies which uphold positive standards of behavior and contribute to the effective management of the College. The policies in this section describe appropriate behavior and responsibilities of community members.

CA.) Alcohol

Possession or consumption of alcoholic beverages or their containers on campus is prohibited. This includes College or class sponsored activities. Non-alcoholic beverages such as “Sharps @or AO=Douls@ are also prohibited.

CB.) Drugs

The possession, sale or use of any narcotic, hallucinogen or other drug or drug paraphernalia, except as permitted by Virginia law, is prohibited. *Note: in most cases that involve illegal drugs, the police will be called in to investigate and confiscate any illegal drugs or paraphernalia.*

CC.) Gambling

Gambling is not allowed on campus (including gambling through the internet). Groups wishing to have a raffle, lottery or pool must first have the approval of the VP for Student Development.

CD.) Tobacco

The use of smoking and smokeless tobacco is not allowed in any campus building.

CE.) Parking

All students with a car on campus MUST register their vehicle. See section VI for parking policies.

CF.) Laundry

Only residential students are allowed to use campus laundry facilities.

CG.) Identification Cards

All students must have a valid Virginia Intermont College ID. Your ID card is the property of Virginia Intermont College and must be presented upon request by any College official (Residence Life Staff, Security Staff, Coordinator of Student Activities, faculty, etc.), or be able to produce it in a reasonable amount of time.

- 1) Any tampering of your ID card is prohibited. ID cards will normally last for the student=s time at the College, replacement ID cost \$10.00.
- 2) Misuse of ID card - Using another student’s ID card or allowing another student to use your card is prohibited.

CH.) Student Residence Policy

Virginia Intermont College believes that the experience of residence hall living is a valuable part of a college education. Therefore, full-time degree seeking students with less than 56 (junior status) credit hours or students who are not yet 20 years old by the date of the first day of classes of the semester will be required to live in the residence halls. Exceptions to this policy are: Students commuting from their parent’s main residence or legal guardian’s home (40 mile radius), married, head of household with a child. Exemptions from the college=s residential policy may be requested to the Director of Residential Life. Exemptions by the College are typically based on severe medical conditions and/or other reasons deemed severe by the College. Petitions

may be submitted through the following guidelines:

- 1) Formal written request for consideration for off-campus housing must be submitted in writing. The request should indicate his/her reasons for the petition and intended housing.
- 2) A doctor's note must accompany any request based on medical conditions.
- 3) A personal interview with a representative of the Office of Student Development and the Director of Residence Life.
- 4) Final approval for an off-campus exemption petition will be made by the Housing Review Committee.

CI.) State and Federal Laws

Any behavior that is a violation of Virginia State or U.S. federal law is also a violation of College policy.

CJ.) Medical/Health and Safety Issues

The College reserves the right to remove a student from the residence halls or campus if it is determined that the student is at risk to self or others. This can be a temporary removal, a suspension or expulsion.

SECTION V

POLICY SANCTIONS

Sanctions can run the range from a warning to expulsion from VIC. The following is a brief definition of each type of sanction.

Warning (W) - can be formal or informal and written or verbal - that certain behavior or activities constitute a violation of the College policies and that continuation of the behavior will result in a more serious sanction. All warnings will be documented on an incident report.

Reprimand (R) - a written sanction, the result of a more serious violation or repeat violation (usually combined with community restitution and/or a fine). This sanction implies that additional violations will result in Disciplinary Probation or a more serious sanction being assigned.

Disciplinary Probation (DP) - this is the most serious conduct standing that the College applies in response to behavior, short of separation from the College. In addition to possible community restitution and fines, disciplinary probation may carry additional restriction during the probationary period, i.e. loss of leadership position, participation in extracurricular activities, etc. A student violating the terms of disciplinary probation, or involvement in subsequent policy violations during this period may be suspended from the College.

Suspension - separation of the student from the College, this includes classes, housing, meal service and participation or attendance of College activities or events for a specific period of time. Suspension is usually the result of an accumulation of policy violations or a single violation, which creates a notable threat to self, the college or another student(s). The decision to implement this sanction rests with the Vice President of Student Development or other college cabinet level members.

Expulsion - the permanent and immediate separation of the student from the College due to significant and/or felonious acts against individuals or the College, or due to activities outside the College, which could pose a threat to individuals, or the College. The decision to implement this sanction rests with the President of the College in conjunction with the Vice President of Student Development or other college cabinet level members.

Removal from the residence halls - Based on an accumulation of behavioral concerns, students may be removed from their residence hall and reassigned to another hall, or required to move off campus. The decision to implement this sanction rests with the Director of Residence Life in conjunction with the Vice President of Student Development.

Community Restitution (CR) - involves the assignment of specific tasks or hours of work/service in various capacities across campus and with prior approval in the Bristol community. *Failure to complete community service will usually result in the CR being converted to a fine as well as an additional fine being added to the sanction.*

Monetary Fines - assigned in cases involving alcohol or drugs, threats to do bodily harm, and in the case of repetitious and/or disruptive behavior.

Alcohol Education Seminar - The College sponsors an Alcohol Awareness Seminar that is conducted on an as needed basis. Students involved in first time alcohol violations will be required to attend/participate in this seminar.

The following sanctions are a **basic guide** for Staff and Judicial Boards to follow when adjudicating **first time** conduct violations. These are for single offenses, often time's incidents occur where there are multiple violations, in which case these sanctions may be combined.

R Respect for others

	Name	Sanction
RA-1)	Harassment	5-20 hours CR + 0-\$50 fine + R/DP
RA-2)	Intimidation	10-20 hours CR + \$50-\$200 fine + DP/Suspension
RA-3)	Hazing	5-20 hours CR + 0-\$50 fine + group probation or disbarment, R/DP
RA-4)	Physical Violence	10-20 hours CR + \$50-\$200 fine + DP/Suspension
RB)	Expressions of Hate	5-20 hours CR + \$50-\$200 fine + DP/Suspension
RC)	Sexual Misconduct	
RC-1)	Intentional touching	10-20 hours CR + \$50-\$200 fine + DP/Suspension
RC-2)	Rape/Attempted Rape	Suspension and psychological treatment/Expulsion
RC-3)	Sodomy	Suspension and psychological treatment/Expulsion
RC-4)	Sexual Penetration	Suspension and psychological treatment/Expulsion
RC-5)	Sexual Harassment	10-20 hours CR + \$50-\$200 fine + DP/Suspension
RD)	Quiet/Noise	0-10 hours CR + W/R
RE)	Disruptive Behavior	
RE-1)	Disorderly Conduct	0-20 hours CR + R/DP
RE-1a)	Suicidal Behavior	Suspension and psychological treatment/Expulsion
RE-2)	Under the influence	\$50 fine +R/DP + alcohol seminar
RF)	Guest Children	Sanction equals range of all policies that are violated 5-10 hour CR + R/DP and immediate removal of the Child
RG)	Escort	0-5 hours CR + W/R
RH)	Visitation Cohabitation	0-5 hours CR +W/R 5-10 hours CR + R/DP possible loss of visitation privileges
RI)	Compliance w/College Officials	5-10 hours CR or \$25-50 fine + R/DP
RJ)	Soliciting and Sales	0-10 hours CR +W/R
<u>S Safety and Security</u>		
SA)	Fire Associated Guidelines	
SA-1)	Open flames	0-10 hours CR +R/W
SA-2)	Disregarding fire alarm/proc.	10-20 hours CR +\$50 fine +DP
SA-3)	Tampering w/fire & safety	10-20 hours CR + \$50-\$200 fine +DP/Suspension
SA-4)	Exterior fire exits	5-10 hours CR + \$25-\$75 fine +W/DP
SA-5)	False reporting	10-20 hours CR + \$50-\$200 fine + DP/Suspension
SA-6)	Cooking/illegal appliance	0-10 hours CR +W/R
SB)	Firearms/Weapons	5-10 hours CR + 0-\$100 fine + R/DP + <u>immediate</u> removal of firearm/weapon
SC)	Fireworks/Explosives	5-20 hours CR + 0-\$50 fine + DP/Suspension
SD)	Theft	15-25 hours CR + R/DP + restitution
SE-1)	Property Damage/Vandalism	5-10 hours CR + R/DP + restitution
SE-2)	Throwing item(s) out the window	5-10 hours CR + R/DP
SF)	Pets	0-10 hours CR + \$25 If the pet is not removed, the fine will continue at a rate of \$25.00 per day until the pet is removed from the building or if the same pet

is found in any other room. Failure to comply may result in the college calling the local animal control for removal of the animal.

C Community Expectations

CA)	Alcohol	\$50 fine + R/DP + alcohol seminar <i>Note: for a third violation or any serious alcohol violation parents may be called.</i>
CB)	Drugs	\$200 fine + DP/Suspension <i>Note: in most cases that involve illegal drugs, the police will be called to investigate and confiscate any illegal drugs or paraphernalia - the police may also arrest involved students. Parents may also be called in the case of a drug violation.</i>
CC)	Gambling	0-20 hours CR + R/DP or suspension
CD)	Tobacco	5-10 hours CR + R
CE)	Parking	See section VI
CF)	Laundry	\$50.00 fine plus immediate removal of laundry
CG-1)	ID cards	0-5 hours CR +W/R
CG-2)	Misuse of ID card	5-10 hours CR + restitution + R/DP
CH)	Student Residence	Students found in violation of this policy may be required to move back on campus and/or charged for that semester's room & board.
CI)	State/Fed. Laws	Depends on the violation
CJ)	Medical/Health Safety	Depends on the situation - counseling, remove from school, etc.

Note: In conduct incidents involving violations that are against Virginia State law (i.e. alcohol, drugs, assaults, etc.) and when disciplinary probation or suspension is sanctioned parents may be notified.

SECTION VI

TRAFFIC CODE

A. Responsibility

- 1) The Vice President for Student Development is responsible for developing a Traffic Code for the campus and enforcing traffic regulations.
- 2) Security Officers and other personnel designated by the Vice President shall issue traffic citations.
- 3) **The College will not be responsible for theft or vandalism to any vehicle or its contents while operated or parked on campus.**

B. Definitions

- 1) *Vehicle* refers primarily to an automobile, truck or motorcycle. The registration of bicycles is not required but parking is restricted.
- 2) *Campus* refers to the following areas:
 - a. The square block bounded by Russell, Harmeling, Moore and Lester Streets.
 - b. The square blocks bounded by Moore, Chester, Oakview and Lester Streets.
 - c. The square block bounded by Russell, Buchanan, Moore and Harmeling Streets (excluding properties at 409 & 413 Buchanan)
 - d. Harmeling Street from Moore Street to Russell Street. (closed street)

C. **Eligibility**

- 1) Permission to have a vehicle on campus is not a right but a privilege granted by the College.
- 2) **All** students, faculty and staff are required to register their vehicles.
- 3) No one may register a vehicle for the use of another person.

D. **Registration**

- 1) All students who have vehicles on campus must register their vehicle in the Vice President for Student Development Office no later than the first day of classes.
- 2) Faculty and staff members who wish to park on campus must register their vehicle in the Business Office no later than the first day of classes.
- 3) Should a student, faculty or staff member bring a vehicle on campus later in the semester, they must register the vehicle the day it is brought on campus, even if the registration is only temporary.
- 4) Registration permit is to be hung from the rear view mirror.
- 5) All guest vehicles must be registered by the host.
 - a. 1-3 day guest permit may be picked up in Residential Life, Student Development, Admissions, Business Office or Security.
 - b. 3+ day permits must be picked up from Security.

E. **Traffic and Parking Regulations**

F. **Eligibility**

- 1) Vehicles driven on campus are to be driven in a manner that will not create excessive noise, which will disturb classes in session or endanger the lives of pedestrians.
- 2) The speed limit on campus is 10 miles per hour.
- 3) Vehicles may be driven only on regular traffic roadways and not on sidewalks or grassed areas.
- 4) General campus parking areas are patrolled 24/7. Permit parking will be enforced in the Harrison-Jones lot M – F, 8:00 am – 5:00 pm, all other parking permit areas will be enforced 24/7. All parking regulations will be enforced 24/7.
- 5) **Visitor parking**, located in front of East Hall, visitors only M-F 8:00am – 5:00 pm and Sat. 8:00 am – Noon
- 6) 15 minute **loading zones** are enforced 24 hours per day, 7 days a week.
- 7) **Frank Prader Hall** lot is by permit only and is enforced 24/7.
- 8) Students are responsible for informing their guests of the parking regulations and restrictions. **See D-5**

G. **Traffic/Parking Fines**

1) Amount

- a. Failure to register your vehicle or display your parking permit.....\$50.00
- b. Reckless driving or speeding violation on campus\$50.00
- c. Parking in a designated Handicapped Space.....\$50.00
(You may also be ticked by the Bristol Virginia Police Department.)
- d. Parking in a designated Fire Lane Zone.....\$50.00
(You may also be ticked by the Bristol Virginia Police Department.)
- e. Parking in any reserved or designated parking spot.....\$50.00
- f. Parking in any area marked No Parking.....\$50.00

2) Payment

- a. Fines are to be paid at the Business Office within 72 hours of the citation. The citation received must be included with the payment.
- b. For fines not paid within 10 days after receipt of notice from the Business Office, the student's account will be charged.

H. **Towing Procedures**

- 1) Any illegally parked vehicle may be towed away and held until the assessed towing charge and parking fines are paid by the owner or driver.
- 2) Once a call has been made to the towing company, the person to whom the vehicle is registered will be charged the towing fee regardless of whether the towing is actually completed.

I. **Bicycles**

Bicycles may not be parked in hallways, on porches or in any place where they will obstruct passage

SECTION VII

STUDENT JUDICIAL REVIEW SYSTEM

The Student Judicial Review System will promote and enforce College citizenship policies at Virginia Intermont College. The Student Judicial Review System is a developmental and accountability system designed to emphasize the citizenship responsibilities and privileges of all members of the campus community. The Vice President of Student Development has overall authority and responsibility for the judicial system.

A. **Judicial Board**

1. **Judicial Board Membership**

The Judicial Board membership shall consist of seven voting members:

- a) The SGA Judicial Coordinator (chairperson)
- b) One student from each class (four total)
- c) One faculty advisor
- d) One student development staff member.
- e) One at-large student.

The Provost of the College, on an annual basis, shall appoint the faculty advisor. The student representatives shall be the elected class presidents for the academic year. They shall be elected to their positions through an election process coordinated by SGA in the spring of every school year; positions that have not been filled in the spring will be filled by the second full week of the fall semester. The at-large student may be a member of any class. The at-large member will serve in the place of any other student member of the board that cannot attend a meeting. If two or more members are unable to attend a hearing, the President, Vice President, Secretary, Treasurer and Parliamentarian of the Student Government Association may serve as substitute members. The SGA Judicial Coordinator will also serve as a member of the Academic Honesty Board.

2. **Judicial Board Authority**

All students involved in a *major** violation of campus policies will have their case heard by the Judicial Board unless the VP for Student Development deems it necessary for the safety of the campus community to hear the case directly or if the Judicial Board is unable to meet. The President of the College may refer certain cases to the Judicial Board. The Judicial Board is scheduled to meet one time per week and will hear one case per week.

The Judicial Board shall have the authority to decide the guilt or innocence (based upon majority vote) of the defendant in cases before it. The Board shall have the authority to impose sanctions as noted in section V of the Cobra Student Handbook to the Vice President for Student Development, depending on the severity of the violation. The President of the College may review suspension and dismissal. ***Failure to complete community restitution will usually result in the CR being converted to a fine as well as an additional fine being added to the sanction.***

*a.) *Major* violations include: all items in section RA, RB, RC, SA-2, SA-3, SA-5, SB, SC, SD, SE-1, & CB, as well as any 2nd + alcohol violations, and other minor repeat offense, at the discretion of the hall staff.

b.) *Minor* residential offences are heard by the Director of Res. Life or HD of the hall where the violation occurred.

Note: Students may request a Judicial Board Hearing at any time **prior** to the initial Residence Life Staff hearing. All students involved in this case must agree to have the case heard by the judicial board. This is **not** a re-hearing of a case.

3. **Duties of the Judicial Coordinator**

- a.) Notify members of meeting day, time and place.
- b.) Ensure process for student hearings is carried out.
- c.) Act as facilitator of discussion during the hearing.
- d.) Maintain compliance with proper procedure.

e.) Complete all paperwork and file with the VP for Student Development immediately following the decision.

4. **Duties of Judicial Board Members**

- a.) Be present at all meetings, including a mandatory training session held at the beginning of the Fall Semester, unless arrangements have been made at least 24 hours in advance with the Coordinator, or in case of an emergency.
- b.) One un-excused absence will result in dismissal of the board member.
- c.) Be responsible and uphold the college policies as stated in the *Cobra Student Handbook*.
- d.) Be aware of the policy of confidentiality taken by the Judicial Board. This policy states that all information regarding cases is confidential and may not be discussed outside of the meeting itself.
- e.) Be fair and objective regarding each case. Leave all prejudices outside of the meeting.
- f.) Be strong enough to state opinions yet willing to listen to other opinions and to work toward a compromise.

B. **Appeal Process**

Any student wishing to appeal a decision of the Judicial Board must submit a written appeal within 48 hours of the Judicial Board's verdict to the Vice President for Student Development. Any student wishing to appeal a decision of the Vice President for Student Development must submit a written appeal within 48 hours of the Vice President's decision to the President of the College.

Note: an appeal is not a re-hearing of the case; it is based upon one of the following justifications.

1. Cases may be appealed only on the grounds of new evidence
2. A violation of " Students Rights and Responsibilities " Section VII – D
3. The student felt that the sanction did not fit the policy violation

C. **General Judicial Procedures**

1. Notification will be given by the Director of Residential Life, Hall Director, R A or other staff members, to the student(s) when a policy has been violated. A copy of this notification must also be given to the VP for Student Development.
2. The student(s) will receive a written notice regarding a hearing.
3. When a sanction is decided, notification will include information explaining how, when and where the sanction is to be carried out.
4. Probation, community service, fines, suspension or dismissal are recommended by the Judicial Board to the VP for Student Development.
5. Parents **may** be notified by the College in cases of drug/alcohol related violations, repeated offenses, suspension or dismissal.
6. At the end of the hearing, the student may receive notification of the sanction recommendation if the student wishes to wait outside for the deliberations to conclude - the student development staff member will review the recommendations with the student.
7. If violations involve direct action against another student, then both the defendant & the accuser will be notified of the outcome of the hearing & any sanctions imposed by the Judicial Board and/or VP for Student Development

D. **Students Rights and Responsibilities in a Hearing**

1. All students involved in violations of campus policies will have their case heard by the Director of Residence Life, a Hall Director (for minor hall offences) or the Judicial Board, unless the Vice President for Student Development deems it necessary for the safety of the campus community or if the Judicial Board is unable to meet. **Note:** Students may request a Judicial Board Hearing at any time **prior** to the initial Residence Life Staff hearing. All students involved in this case must agree to have the case heard by the judicial board. This is **not** a re-hearing of a case.
2. The accused student shall have the right to quick and fair handling of the case. The hearing shall occur within a reasonable amount of time after the establishment of a case.
3. The student shall receive written notice of the hearing - at least 48 hours in advance of the hearing.
4. Persons appearing before a Judicial Board have the right to be assisted by an advisor; however the advisor may **not** speak on behalf of the student.
5. Persons appearing before the Judicial Board are assumed innocent until sufficient information is presented to determine responsibility.

6. The accused should be given the opportunity to speak on their behalf, present evidence and have the opportunity to hear those bringing charges.
7. The accused has the right to remain silent and need not respond.
8. The decision in the case is based solely on the information presented in the hearing.
9. In the case of emergency or other serious circumstance, students that are unable to attend the hearing, must contact the VP for Student Development at least 24 hours prior to the hearing.
10. Hearing may proceed in the absence of the accused or witnesses.
11. If the accused or witnesses fail to appear before any hearing body, they may be cited for # H, Compliance with a College official.
12. Intentional falsification of information or misrepresentation of facts to College official is not permitted. Students who do this may be charged with #H, Compliance with a College official.
13. The recommendation of the Judicial Board, approved by the VP of Student Development, is final, subject to an appeal.

E. **Procedure for Hearings**

1. Violation is written up by Director of Residence Life, HD, RA, Campus Security or any official campus personnel and submitted to the VP for Student Development.
2. Notification of a hearing is sent to the student.
3. Student may see the Vice President for Student Development if they have questions regarding the procedure.
4. Judicial Coordinator notifies students, via letter, as to day, time and place of the hearing.
5. Judicial Coordinator supplies all members of the Board with necessary information to hear the case. This material is collected at the end of the hearing and returned to the VP for Student Development, to be destroyed.
6. The student is called in by the Coordinator and asked to give all pertinent information regarding the case.
7. Each member of the Judicial Board may ask questions at any time.
8. The student or the board may call witnesses, if the witness was present when the violation occurred. The student must notify the Judicial Coordinator as to a witness to be called.
9. The accused and witnesses will be asked to leave while the Board breaks to discuss if they have any additional questions or clarifying points to make.
10. The accused and witnesses will return for any final questions.
11. The Judicial Board will then vote, simple majority to decide the case and recommend a sanction.
12. The student may then return and the Student Development representative will explain the decision of the Board.
13. The Judicial Coordinator will record the outcome of decision and give it to the Vice President for Student Development immediately following the hearing.
14. The Judicial Coordinator will deliver the official notification to the student via campus mail, after the Vice President for Student Development approves the sanction(s). A copy of this letter will be placed in the student's permanent file.

F **The President of the College will have final authority over all verdicts of sanctions imposed by, or appeals from, the student judicial review system. In addition, the President retains full authority to exercise original jurisdiction over every student and impose any penalty or sanction if, in his sole discretion, the interest of the College so requires.**

SECTION VIII

ALCOHOLIC BEVERAGES AND DRUGS

In adopting the policy concerning alcoholic beverages and drugs, the College took into account both the prevailing laws (Public Law 101-226) (Code of Virginia 4-59 to 4-96) (Code of Virginia 18.2-248 to 18.2-255.2) and the problems and dangers resulting from this practice.

A. **Alcohol Policy**

ALCOHOL IS NOT PERMITTED AT VIRGINIA INTERMONT COLLEGE. Compliance with this policy is mandatory.

Parents may be notified of any violation of this policy by the VP for Student Development=s Office.

In support of the law and in accordance with College policy, the following regulations are enforced:

1. The consumption of alcoholic beverages is not permitted:

- a) Anywhere on campus
- b) At any class-sponsored or College-sponsored activity
- c) By a student's guest on campus - students are responsible for informing guests of College policies
2. The possession of alcoholic beverages or alcohol containers (no collections are allowed) is prohibited in any area of the campus.
3. Being intoxicated or under the influence of alcohol on-campus is not permitted and is considered the same as possessing alcohol on-campus. See section IV - R.
4. Violation of alcohol policy will result in disciplinary action. See section V - P for first time alcohol sanctions.

B. Drug Policy

The College prohibits the possession, use, sale or distribution of any illegal substance (or illegally used prescription drugs) and will not hesitate to take action necessary to prevent or halt these activities on campus. Drug use is illegal. The College cannot and will not prevent prosecution of individuals found to be in violation of state and federal laws, and in most cases the College will contact Bristol Virginia Police Department when drugs are suspected on campus. Compliance with this policy is mandatory. Parents may be notified by the Vice President for Student Development Office of any violation of this policy. Violations will result in College disciplinary action. See section V-Q for first time drug sanctions.

C. Legal Sanctions

Unlawful possession, use or distribution of illicit drugs and alcohol may result in legal sanctions under local, state, and federal law. Possible penalties range from probation, fines or up to 30 years in prison.

D. Counseling

The College has close ties with professional resources in the community and referrals can be made for off-campus assistance especially in the areas of personal counseling and/or health related issues (e.g., drugs, alcohol, eating disorders).

Student Support Services	ext. 7905
Vice President for Student Development	ext. 7914
Health Services Office	ext. 7918
Alcoholics Anonymous	423-968-2020
Alcohol & Drug Council	423-989-4500
Bristol Regional Counseling Center	423-989-4500
Highlands Community Services	669-3179
Crisis Center	466-2312

E. Health Risks

Alcohol abuse and the use of illicit drugs both have known health risks associated with them.

1. Alcohol is a depressant drug that slows the activity of the brain and spinal cord.
2. Alcohol enters the bloodstream and circulates to all parts of the body within a few minutes. The main effect is on the brain, but other parts of the body can also be affected.
3. Drinking over a period of time can result in permanent damage, for example:
 - a.) Malnutrition-alcohol has no food value, so that when alcohol is substituted for food, the body is deprived of essential nutrients and vitamins. Alcohol also can interfere with the digestion of food.
 - b.) Brain damage-resulting in psychosis and other disorders.
 - c.) Cancer-of the mouth, stomach, and esophagus due to the irritating effect of alcohol.
 - d.) Liver damage-for example cirrhosis, alcoholic hepatitis or cancer of the liver.
 - e.) Ulcers-because of irritation in the stomach.
 - f.) Heart disease-through an enlarged heart, congestive heart failure or through other complications.
4. Drugs also cause health problems. The four main types of drugs (stimulants, depressants, hallucinogens and deliriants) each have their own health risks.
 - a.) Stimulants (amphetamines and cocaine for example) can cause a loss of appetite, delusions, hallucinations, toxic psychosis, convulsions, sudden death and depression.
 - b.) Depressants (rohypnol, barbiturates, opiates, alcohol, and tobacco for example) can have severe withdrawal symptoms, toxic psychosis, and constipation, loss of appetite, emphysema, heart disease, cirrhosis, and addiction to the drugs.
 - c.) Hallucinogens (Marijuana, Ecstasy, LSD, and Mescaline for example) can cause addiction, panic reactions,

psychosis, chromosome breakdown, and other health problems.

d.) Deliriant (aerosol products, airplane glue and lighter fluid for example) can cause sudden death, brain or liver damage and bone marrow damage.

APPENDIX 1

PRIVACY ACT

Virginia Intermont College complies with the Federal Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), which was amended in January 1975, and appeared in its final form in June 1976. No academic or personal records or personally identifiable information about students will be released without their permission to persons other than those College staff members with legitimate educational interests in those records. Virginia Intermont College students have the right to inspect their records to challenge the accuracy of those records.

The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the College. The law requires that:

1. The student must be provided access to official records directly related to the student. This does not include private records maintained by instructors, supervisors, or administrative personnel. A student who wishes to see their records must make an appointment through the Registrar's Office. A student may not remove any materials but is entitled, at their own expense, to one copy of any material contained in this file.
2. The student must be given the opportunity for a hearing to challenge records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor.
3. The student's written consent must be received prior to releasing identifiable data from the records to anyone other than a specified list of exceptions.
4. The College is authorized under the Act to release public directory information concerning students. Directory information may include student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received most recent previous educational agency or institution attended by the student and any other information authorized in writing by the student. Directory information is subject to release by the College at any time unless the Vice President for Student Development has received prior written request from the student specifying that the information not be released.
5. Virginia Intermont College is authorized to provide access to student's records to Virginia Intermont College officials and other persons who has legitimate educational interests in such access; these are persons who have responsibilities in the College's academic, administrative or service functions.

Notification of Parents

Federal regulations require the College to generally only correspond with students, not parents or guardians. Students are encouraged to share information with their parents. Grade reports and bills are normally sent to your legal home permanent address (students may request for this to be changed). If involved in a judicial hearing you are encouraged at all levels of the judicial process to share information with your parents. However, please note that if you are placed on probation, suspended, dismissed, or have been involved with the judicial process on a number of occasions; your parents **may** be notified by the College. Parents **may** also be notified in the case of serious injury or health situations.

APPENDIX 2

COMPUTER/NETWORK SERVICES ACCEPTABLE USE POLICIES

Acceptable use of computer resources is always ethical, reflects academic honesty, and shows restraint in the consumption of shared computer resources. Therefore, **access to computer systems and networks owned/leased or operated by Virginia Intermont College is a privilege and not a right.** It imposes certain responsibilities and obligations upon all students, faculty, staff and administrators that have a network account assigned to them for their use while at Virginia Intermont College. Access is granted subject to all applicable college policies, and local, state, and federal laws.

The intent of these guidelines is to ensure a productive and economical computing environment for all users, while abiding by all college policies and by laws governing copyrights and computer access. Examples of inappropriate use in this policy are not intended to constitute a comprehensive list but are intended to convey the intent of the acceptable use policy. All computer facilities at Virginia Intermont College are provided for the campus community and all such individuals are expected to abide by this policy.

Use of the network and computing facilities at Virginia Intermont College implies consent to abide by this policy and other relevant policies and regulations relating to use of these facilities. The Appropriate Use Policy pertains to all college owned or leased computers, printers, scanners, networks, Internet connections, and communication systems transmitting either voice, data, or video information. All users of college information facilities are required to demonstrate respect for intellectual property, ownership of data, system security mechanisms, and the individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

As a matter of general policy, the College respects a user's right to privacy. All user files and directories stored on shared computing systems are considered private and confidential. Only files which a user has explicitly made public (e.g., by placing in a "public" directory or made available as a share public resource) should be considered open for general access. Users should not assume that email messages are private since most are transmitted unencrypted.

The College reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state of federal law or regulation as necessary to evaluate and maintain system integrity and efficiency. The College has the right to use information gained in this way in disciplinary or criminal proceedings.

Guidelines for acceptable use of technology resources:

1. The campus network is designed to support the research, education, and administrative needs of students, faculty, staff, and administrative personnel.
2. **Only** access files and data that you own, that are publicly available, or to which you have been given authorized access. You may **not** use another person's system, userid, password, files, or data without permission.
3. Take all reasonable precautions to safeguard your password. You are responsible for all activities on your userid **or e-mail account where applicable**.
4. Comply with local, state, and federal laws for materials made available on the Internet.
5. **Publish** copyrighted materials only with the prior approval by the copyright holder.
6. Use only legal versions of copyrighted software in full compliance with vendor license requirements. Do not make copies of copyrighted software for personal use.
7. Be considerate of others. Use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, communication. Discontinue your use of a College computer for personal or recreational activities if no other resources are available for students to use for class assignments. For example, if you are using a lab computer for non-school related or recreational purposes and the lab is full, you should discontinue your use of the computer and return at a later time. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, bandwidth, or other resources.

Inappropriate uses of campus computer resources are listed below, but are **NOT** intended to be a comprehensive list.

- 1 Use of another person's userid and password at any time.
- 2 Attempting to use computer programs or other means to decode passwords or access control information.
- 3 Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- 4 Connecting unauthorized equipment to the campus network, including hubs and switches.
- 5 **Current virus protection software must be loaded on each computer prior to attaching it to the campus network. Users are strongly urged to update their anti-virus definitions on a regular basis (perhaps weekly or even daily during period of high virus activity on the Internet).**
- 6 Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan Horse" programs, disrupting services, damaging files, or making unauthorized modifications of College data.
- 7 Making or using illegal copies of copyrighted materials or software, storing such copies on College systems, or transmitting them over the College network.

- 8 Using mail or messaging services to harass, offend, or intimidate another person. Examples **include, but are not limited to:** repeatedly sending unwanted email, broadcasting unsolicited messages, or by using someone else's name or userid.
- 9 Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters, or unsolicited mass mailings.
- 10 Removing supplies provided in computer laboratories for use on personal computers. Students are responsible for providing their own supplies for personal computers.
- 11 Using the College's systems or networks for commercial purposes; for example, by selling access to your userid or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
- 12 Software is in place to prevent the following: storing games and other large non-academic related files (e.g., mp3, and video) on shared computing resources (e.g., lab computers and personal network directories).
- 13 **Any attempt to circumvent software controls or precautions on shared computing resources will be considered a breach of acceptable use.**
- 14 Engaging in any other activity that does not comply with the guidelines outlined above.

Enforcement

Virginia Intermont College considers any violation of appropriate use principles or guidelines to be serious offense and reserves the right to copy, examine, and remove any files or information resident on College systems allegedly related to unacceptable use and behavior. Students discovered to be in violation of these guidelines will be referred to the College's judicial system and subject to appropriate disciplinary actions that may include having some or their entire College computer privileges revoked. Faculty, staff and administrators discovered to be in violation of these guidelines will be referred to the appropriate Vice President for a hearing and possible disciplinary action, which may involve having system privileges revoked. Offenders may be prosecuted under laws including (but not limited to) the Privacy Protections Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, Electronic Communications Privacy Act, and the Telecommunications Act of 1996.

Termination of Services

Upon ceasing enrollment or employment at Virginia Intermont College, a student or employee will no longer have access to the Virginia Intermont College e-mail and network accounts. **Acceptable Use Policy Revision # 1 - 9.28.2001**

APPENDIX 3

STUDENT GRIEVANCE PROCUDURES, ADA AND EEO

Student Grievance Procedures

Virginia Intermont College affirms the right of students to bring forth complaints and is committed to resolving these matters in a fair, equitable and timely manner, so as to protect the rights of both the individual and the community. This Student Grievance Procedure applies to student complaints that are not addressed by the Academic Appeals Procedure, Student Conduct Code or other existing formal procedure under which a complaint may fall.

Students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally, a student complaint will be heard and resolved by, to all extent possible, the senior faculty or staff member responsible for the area under which the complaint falls.

All formal student concerns or complaints, that cannot be resolved directly, should be written and directed to the appropriate division or departmental office. If said response does not adequately address a student's concerns, the complainant is encouraged to contact the Office of the Academic Dean (East Hall, 1st floor (276) 466-7869) for academic concerns and the Office of the Vice President for Student Development (Main Hall, 1st floor, (276) 466-7914) for all other concerns.

All written complaints/concerns should be accompanied by relevant documentation. The Academic Dean or Vice President will review the situation with the appropriate area and will either respond personally to the complaint, or direct the appropriate member of the institution to do so within 10 days of receipt of the written complaint.

If satisfactory resolution is still not reached, a student may submit his/her complaint in writing to the president of the college, whose decision will be final.

Please note: Due to Federal regulations the College generally only corresponds with students, not parents or guardians.

ADA Procedures

In the event that specific complaints arise regarding Virginia Intermont College's compliance with the Americans with Disabilities Act of 1990, the office of Student Support Services will, at the request of the student issuing the complaint, review the procedures implemented and seek to resolve the matter informally. To the extent that the complaint cannot be resolved informally, the following procedures shall be employed in order to address the grievance formally.

1. A student wishing to file a complaint shall submit a written grievance to the College Provost within 30 calendar days of the event triggering the grievance. The written grievance must include:
 - a. a clear statement of the College rule, regulation, policy and/or action of which the student complains
 - b. the date of any action which the student is appealing
 - c. a summary of the action which the student has taken to resolve the matter informally
 - d. documentation which supports the grievance
2. The College Provost shall meet with the student within five (5) class days of the receipt of the grievance to gather data and attempt resolution.
3. If this meeting does not resolve the grievance, the College Provost shall conduct an informal investigation of the grievance, including analyzing related documentation, interviewing individuals with expertise in the issue, and seeking clarification of the steps that have been taken to resolve the issue. In cases where the grievance is about the requirements of a course of an academic program, the College Provost shall consult with the faculty member responsible for the affected course or academic program and with the ADA Advisory Committee. If necessary, the Academic Policies Committee may be consulted. The College Provost shall make a recommendation for a resolution of the grievance to the ADA Coordinator.
4. The ADA Coordinator shall furnish a written response to the grievance no later than 15 class days after the complaint was initiated.
5. If a satisfactory resolution is not achieved, the student may appeal to the President of the College, whose decision is final.
6. The right of the person to a prompt and equitable resolution of a grievance shall not be impaired by the person's pursuit of other remedies, such as filing a complaint with the responsible federal department or agency.

Equal Employment Opportunity

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, color, sex, religion, age, national origin, citizenship status, marital status, physical or mental disability, or past, present, or future service in the Uniformed Services of the United States, or any other basis prohibited by local, state, or federal law. It is the intent of Virginia Intermont College to treat qualified persons without discrimination in employment practices, such as: advertising, employment, rates of pay or other forms of compensation, benefits, training, upgrade, transfer or demotion, layoff or termination, and all other terms, conditions and privileges of employment. In addition, Virginia Intermont College expects each employee to provide equal treatment to each other, to the college's residents, and to the college's visitors.

If, at any time, you feel you have been treated in a manner that does not reflect our policy on equal employment opportunity, please talk with your immediate supervisor, your Department Head, the Director of Human Resources, or any member of the management team with whom you feel comfortable discussing the situation. An employee can raise concerns or make reports without fear of reprisal. An employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

APPENDIX 4

STUDENT ORGANIZATION AND LEADERSHIP

Admissions Ambassadors promote an interest in VIC for prospective students by giving campus tours, telephoning applicants, & writing letters to students, hosting prospective students & other recruitment activities. Membership is signing up with the Admissions Office.

Faculty/Staff Advisor:

Kellie Tolley, Admissions Counselor

Alpha Chi National Honor Society is a society based on the good character and academic standing of students. Membership is open to all juniors and seniors being in the top ten percent of the class.

Faculty/Staff Advisor:

Dr. Robert Rainwater, Prof. Religion & Philosophy

Alpha Phi Omega is a national service fraternity composed of college students gathered together in an organization based on fraternalism and founded on the principles of leadership, friendship and service and it's aim is to further the freedom that our nation, educational and intellectual heritage. Membership is open to any enrolled VIC student.

Faculty/Staff Advisor

TBA, VP for Student Development

Aikido Club The club's purpose is to utilize the teaching and practice of Aikido to promote: non-violent conflict resolution, personal development, and spiritual growth by practicing Aikido with mind and body coordination to promote a respect for all creation and loving kindness to all.

Faculty/Staff Advisor

Delores Champagne, Physical Education Faculty

Black Student Alliance promotes the growth and awareness of the African American culture through a variety of speakers, campus activities and community programs, and student based activities. The BSA meets once a week and all students are welcome and encouraged to join.

Faculty/Staff Advisor

TBA

BOSS Club offers activities, trips, guest speakers, programs and social events, which relate to business administration including management, marketing and office management. Membership is open to any student with an interest in business.

Faculty/Staff Advisor

**Robin Ferrell, Business Administration
Program Coordinator**

Cardinal Key is a national leadership and service organization. Membership to Cardinal Key is open to juniors and seniors with a 3.0 or better average. In addition to the academic standards, members are selected on the basis of contribution to the campus and community.

Faculty/Staff Advisor

Ms. Bobbie Sturgill, Career Development

The Christian Student Union is an interdenominational religious group, whose mission is discipleship, building community, and developing Christian leaders. Membership is open to anyone interested in participating.

Faculty/Staff Advisor:

Rev. Douglas Hume, Director of Religious Life

Class Organizations each class has two officers, President and Vice President. The President serves as a voting member of the Student Government Association. The Vice President serves as a member of the Student Activities Committee.

Cyber Cobras Club The group's goal is to help C.I.M. majors and others interested in computers get involved in business like projects that will help them gain needed experience when looking for career jobs.

Faculty/Staff Advisor:

Phil Crowder, CIM Program Director

Dance Club is an organization comprised of students interested in supporting the activities of the Virginia Intermont Dance Company and for those who have an interest in learning more about dance and participating, assisting, or observing dance activities on and off campus. The club is open to dance majors, dance minors, and the general student population on the Virginia Intermont campus.

Faculty/Staff Advisor:

Ms. Harolyn Gaudette, Professor of Dance

Equestrian Club, sponsored by a horsemanship faculty member, is active in departmental policies, projects and shows. A major goal of the club is contributing to the improvement of the Riding Center each year through a gift. The club also hosts a fall and spring picnic as

well as a Christmas gathering. Each year an equestrian award is presented to a deserving member. Anyone taking horsemanship classes is invited to join.

Faculty/Staff Advisor:

Dr. Patty Thiers, Assoc. Prof. of Equine Studies

Fellowship of Christian Athletes (FCA) is a student organization whose mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. FCA stresses the key values of Integrity, Serving, Teamwork, Discipline and Excellence in regular Bible Study, praise, worship and mutual support.

Faculty/Staff Advisor:

Jimmy Nelson, Head Softball Coach

International Club helps to promote interaction and support. The club has meetings twice a month. New activities are discussed and different areas of the city are introduced. Club membership is open to all students. The club consists of the president, vice-president, secretary, historian and entertainment committee.

Faculty/Staff Advisor:

Reda Green, International Student Director

Lambda Alpha Epsilon – American Criminal Justice Association is established for students to gain leadership skills in the area of criminal justice; through educational activities and professional training while promoting ethical conduct and academic and public awareness of criminal justice issues.

Faculty/Staff Advisor:

Dr. William Osborne, Assoc. Professor Criminal Justice

Psychology Club, or more commonly referred to as the Apsych-ward@ is a newly founded club. The Apsych-ward@ is looking for people interested in leadership, volunteering or just having fun exploring the world of psychology. The four components of the club are volunteering in the community, furthering education through guest speakers and research, and fund-raising, and social events. Everyone is invited and encouraged to join.

Faculty/Staff Advisor:

Dr. Cynthia Ward, Psychology Program Coord.

Social Work Club seeks to promote mutual interaction and exchange among students, faculty, and community; student input into local and national affairs; integration of professional attitude, social awareness and social action; and academic excellence. Membership is primarily composed of Social Work majors, but all interested, active students are encouraged and welcome to join.

Faculty/Staff Advisor:

Pam Davidson, Assoc. Prof. of Social Work

Southern Historical Society of Virginia Intermont College brings together individuals who wish to explore the historical, social and cultural factors which make the southern United States a distinctive region.

Faculty/Staff Advisor:

Dr. Gary Poulton, Professor of History

Southern Virginia Education Association is to enhance the profession of teaching and to offer encouragement and support for students working toward a degree with teacher certification. Membership is open to students seeking elementary, middle or secondary teacher certification.

Faculty/Staff Advisor:

Ms. Mary Lou Pierce, Assoc. Prof. of Education

Student Activities Committee is a committee of the Student Government Association. This group provides leadership opportunities for students in planning and implementing quality programming for the entire student body. All VIC students are eligible for membership.

Faculty/Staff Advisor:

Lou Perella, Coordinator St. Activities/Hall Director

Student Government Association is to represent and further the interests of the entire student body. All students are members of SGA. Voting members are elected.

Faculty/Staff Advisor:

TBA

President of SGA TBA

Student Publications. Any student with the necessary ability and interest is eligible for membership on the various publications staffs. Publications include:

The Moore Street Review (A literary publication)

Virginia Intermont College encourages freedom of speech and freedom of the press. The College has an obligation to maintain order and discipline based upon the mission of the College and retains the right to have an administrator and/or advisor to supervise all printed material. The following will not be permitted in a Virginia Intermont College publication: sexual explicit material/language, obscene language, human/animal degrading material, alcohol or drug related advertisements or material. In all disputes the judgment of the

college shall be final.

Faculty/Staff Advisors:

Dr. Dan Stryk, Prof. English, Moore Street Review

Venturing Club is for students who enjoy outdoor activities. This club provides students with range of outdoor activities: Snow skiing, spelunking, camping out, hiking, white water rafting, and rock climbing.

Faculty/Staff Advisor

TBA

Virginia Intermont Choir is for students to enjoy singing sacred and secular songs; to represent Virginia Intermont to its public; to develop self-confidence and poise. Membership is open to all students who express a desire to sing.

Faculty/Staff Advisor:

Stephanie Yoder, Music Faculty

VIC Culinary Club is to further the education of the culinary program's student and family, to appreciate the arts of cooking and baking, and to spend time enjoying hands on experience in the arts.

Faculty/Staff Advisor:

Rick Barger, Assist. Prof/Dir. of Culinary Arts

Virginia Intermont Law Club increases the awareness of the public to the paralegal field and legal profession in general. Membership is to be enrolled or have taken a paralegal or pre-law class on campus.

Faculty/Staff Advisor:

Dr. Jo Copeland, Assist. Prof. of Paralegal Studies

APPENDIX 5

CAMPUS ORGANIZATIONS GUIDLINES

The College considers it important to a student=s overall education to participate in organized activities while a student at Virginia Intermont College. The student activities program is overseen by the Coordinator of Student Activities, who will approve all events planned by the Student Activities Committee, and will work with the advisors of all student organizations who plan activities on campus. All campus activities must be approved by the Coordinator of Student Activities in advance of the event and must be placed on the master calendar of the college. No event that violates any policy, rule, or the Code of Honor shall be approved. All organizations at Virginia Intermont College must meet the following guidelines to be eligible to hold activities or recognized events on or off campus.

1. There must be a faculty or staff advisor to the organization.
2. There must be a student president/chairperson.
3. A yearly report must be filed by May 1 of each year, naming the officers/executive board, members and activities for the year. As well as the yearly report, a current organization constitution must be filed with the Director of Student Activities and the Vice President for Student Development.
4. All organizations must be recognized by the Student Government Association. In order to stay recognized, each organization must have representation at SGA open meetings.
5. Any activity or event planned by the organization must meet the policies, procedures, and Code of Honor for all students.

The success of an organization depends largely upon the quality of leadership exercised by its officers. The constitution of each organization explains the duties of officers of that organization. However, all officers have these general responsibilities:

1. To meet with the advisor regularly
2. To check all details of programs and other activities
3. To keep close contact with all club members and to involve them actively in all activities.

The Treasurer of each club or organization that has a budget or spends funds is required to contact the Vice President for Financial Affairs of the College for financial statements and must keep records according to the Vice President=s instructions. The books must be returned to the Business Office for auditing at the end of the College year.

Student organizations have faculty advisors whose chief obligation is to advise the officers and members in order to achieve the purpose of the organization more effectively. Advisors are expected to attend the meetings of the organization and to meet with the officers regularly. The advisor of each organization must assume the responsibility of working with the President of the organization in seeing that the activities run smoothly. The advisor shows his/her support for the organization by being present at

all functions sponsored by the organization and is responsible for all activities.

If classes are to be missed for an activity, a list of the students involved must be approved by the advisor and faculty and given to the Provost and the Vice President for Student Development.

A club or organization will be considered inactive if it does not have a president or advisor; however, it may become active at a later date.

All recognized student organizations must send a representative to every open SGA meeting to maintain their status as a recognized student organization.

APPENDIX 6

STUDENT ELECTIONS

The Elections Committee of the SGA will conduct those elections sponsored by SGA and will be available to any other organization on campus for assistance in an election. Upon request, the Elections Committee will conduct an election for a sponsoring organization.

Elections Schedule

<u>Elective Position</u>	<u>Election</u>	<u>Sponsor</u>	<u>Eligible Voters</u>
Residence Hall/Floor Rep.	September	Res. Life	Residence Hall Members
Class Officers	Fall	SGA	Members of Each Class
May Court	Spring	SAC	Members of the Graduating Class
SGA Officers	Spring	SGA	Student Body
Homecoming Court	Spring	SAC	Student Body
Student Organizations	Spring & Fall	Organizations	Organization Members

APPENDIX 7

FACILITIES

Campus Activities and Use of Facilities. In order to prevent conflicts and to improve the campus organization, all students, staff and faculty members must observe the following regulations. Please contact The Development Assistant and Special Events Coordinator to schedule facilities

1. Approved by the membership and by the advisor of the organization sponsoring the event.
2. Cleared through the office of the person in charge of facilities which are to be used.
3. Registered on the campus calendar in the Residence Life Office. Both the advisor and the organization president must accept responsibility for above regulations.

A. Dining Hall

1. Catering Services: In arranging the catering of banquets, receptions, picnics and other social events approved by an adviser of a College organization, please follow this procedure:
 - a) Contact the Dining Hall Director at least **two weeks** prior to the event at extension 7925 or 7926 or The Catering and Sales Director at (276) 628-2912
 - b) The Director will provide forms showing menu and estimated costs. It becomes your responsibility to see that such forms are returned to the dining service manager promptly so that the necessary items that are needed for the functions can be ordered.
 - c) **Dining service will also take orders for birthday cakes.**
2. Dining Room
 - a) **Resident students must present a valid College ID for admittance into the Dining Hall at every meal.**
 - b) Dishes, glasses, and silverware are not to be taken from the Dining Hall.
 - c) Food is to be eaten in the Dining Hall and not carried out unless arrangements are made in advance, with the office of Vice President for Student Development.

- d) Shoes and appropriate attire must be worn in the Dining Hall at all times.
- e) Commuter students, family and guests are welcome to eat in the Dining Hall. The host/hostess must be paid at the time of the meal. Also, meal cards (for 10 meals) may be purchased through the cashier.
- f) Students are responsible for removing trays from tables and returning them to the dish room.
- g) Common courtesy is expected of all who eat in the Dining Hall. Unacceptable behavior -including, but not limited to; running, screaming, throwing of items, profanity, and other inconsiderate behavior will result in College disciplinary action.

B. Gym And Fitness Center

The gym and fitness center are open to all VIC students. The hours at which these facilities will be available to students will be announced at the beginning of each semester. A VIC student or staff/faculty member must accompany any person not affiliated with the College at all times in order to use the facility. **The fitness center may only be used during scheduled hours, with a fitness center staff present.**

C. Library

1. **Circulation:** Books and records not reserved for classes may be borrowed by students for home use. They may be taken out for two weeks and may be renewed for another two weeks if there is no waiting list. Reference books and periodicals are to be used in the library only. Reserved materials are to be used in the library during the hours that the library is open or signed out for overnight just before closing time at night or on Saturday. Reserved materials must be returned when the library opens the next day. Compact discs, videocassettes and computer programs circulate for three days. Student ID cards must be presented in order to check out library materials.
2. **Fines:** Books, recordings and other library materials not returned to the library on the date due is subject to fines. The fine is 10 cents a day for each 14-day book or record overdue. The fine for reserve books and records is 25 cents per hour or fraction thereof beginning at the hour the library opens on the date the material is due. The fine for overdue compact discs, videocassettes and computer programs is \$1.00 per day with no maximum fine. Fines should be paid when the books or recordings are returned. Fines paid when overdue materials are returned are reduced by 50 percent. The processing fee for charges billed to student accounts has been raised to \$10.00 and is non-refundable. Grades and transcripts will be encumbered until all library materials are returned and/or fines paid. Any library materials that are lost or damaged by students must be replaced or paid for by the student. There will be a \$10.00 processing fee per item for any material that is lost or damaged. This fee will be added to the replacement cost of the book and any fines that are due for the total cost to the student.
3. **Audio/Visual Material:** Facilities are available for student use to view films, film strips and videocassettes that are related to instructional assignments or requirements. Slide projectors, cassette tape players and record players are available for student circulation for classroom assignments or activities.
4. **Behavior:** Courteous conduct, consideration for others, respect for library materials and furniture and quiet behavior are expected of everyone using the library. Also, no eating or drinking is allowed in the library. For further information, see the Library Handbook.
5. **Photo Copies:** Copying is available at 10 cents per copy - microfilm/microfiche copying is also available at 10 cents per copy.

APPENDIX 8

STUDENT PARTICIPATION IN INSTITUTION DECISION MAKING

Students, via Student Government Association, have a role in the decision making process at VIC. SGA places members on many faculty and staff committees that govern or make policies for VIC, including: Academic Policies Committee, Student Activities Committee, Campus Safety Committee, Recycling Committee, Admissions Committee, Long Range Planning Committee, Athletic Committee, Library Committee and other standing or ad hoc committees. These students are appointed by the SGA following their own procedures. The students serving on these committees have the responsibility to let the faculty, staff and administration know their feelings regarding policies and procedures used by VIC, and to keep up-to-date with the opinions and ideas of their fellow students. All of the students participating on these committees are voting members with all of the rights and responsibilities of any other committee member. In addition, the President of the Student Government Association annually attends Board of Trustee meetings as a guest and has the chance to give input to the members of the Board. Finally, through the VP for Student Development, the SGA and other organizations have the opportunity to give input directly to a cabinet level officer of the College.

APPENDIX 9

STUDENT GOVERNMENT ASSOCIATION

Constitution (revised 1999)

Article I

Whereas, we, the students of Virginia Intermont College, desire to assume responsibility, and develop the principles of honor and self-reliance, do hereby, in accordance with an agreement among faculty, administration, and students, organize ourselves into an Association, called the Student Government Association.

Article II

The purpose of the organization shall be to represent and to further the best interests of the student body, to secure cooperation among different organizations, and to promote responsibility, self-control, and loyalty among the students. We shall also exist to share with the faculty and the administration the duties of respecting and promoting the traditions, standards, ideals and objectives of the College.

Article III

MEMBERSHIP

Section I.

ALL students shall be members of the SGA.

Section II.

ALL students should be acquainted with this constitution and all student government regulations.

Section III.

The Student Council is the representative voting body of SGA.

Article IV

STUDENT COUNCIL

Section I.

A.) The Executive Officers and Council of the SGA shall be President, Vice President, Secretary, Treasurer, Parliamentarian and Judicial Coordinator. The student body with the exception of the Judicial Coordinator shall elect these officers.

B.) The Vice President for Student Development will act as advisor to the SGA and shall be present at the meetings.

Section II.

The Student Council shall consist of:

- A.) The Executive Council
- B.) The class presidents who are elected in the fall of the school year
- C.) The elected representative of each floor of each Residence Hall - elected by hall members
- E.) Two commuter student representatives nominated and voted on in general SGA meeting
- F.) Chair of each SGA committee
- G.) Representatives of each recognized student organization

Section III.

Duties of officers:

A.) *President:*

- 1.) To preside over all meetings of the Executive Council, the Student Government Association, and Student Council.
- 2.) To represent the Student Government Association in all matters entrusted to its counsel and supervision.
- 3.) To appoint all special Committees in conjunction with the Executive Council.
- 4.) To conduct the annual leadership-training program for incoming officers.
- 5.) To represent an objective SGA voice.
- 6.) To have at least one year of experience on SGA.
- 7.) To be elected from the student body.
- 8.) To meet with the President of the College when called to do so.

- 9.) To appear before the College faculty with matters of student concern when requested or designate another officer to appear.
- 10.) To meet weekly with the Vice President for Student Development.
- 11.) To make presentation of Outstanding Faculty and Staff Awards at Honors Day.

B.) *Vice President:*

- 1.) To act for the President when the President is absent.
- 2.) To assume the presidency upon graduation, resignation or impeachment of the President.
- 3.) To have at least one year of experience on SGA.
- 4.) To be elected from the student body.

C.) *Secretary:*

- 1.) To keep a list of all members of the Association. Check the roll at each meeting.
- 2.) To prepare, read, publish and distribute the minutes for each meeting.
- 3.) To perform other corresponding or coordinating secretarial duties requested by the SGA president or by the SGA.
- 4.) To be elected from the student body.

D.) *Treasurer:*

- 1.) To handle all money of the Student Government Association.
- 2.) To pay all bills authorized by the President of SGA and approved by the Vice President for Student Development.
- 3.) To discuss periodically the SGA budget with the Vice President for Student Development.
- 4.) To keep permanent records of all receipts and expenditures of the SGA.
- 5.) To be elected from the student body.

E.) *Judicial Coordinator:*

- 1.) To be prepared to explain and coordinate the rules, regulations and standards of the Judicial System that are presented to and acted upon by the SGA.
- 2.) To serve as chairman and voting member on the Judicial Board.
- 3.) To be selected from nominations to the SGA executive committee. (Clarified 4-04)

F.) *Parliamentarian:*

- 1.) To be in attendance at all student body meetings as one of the presiding officers and to be in charge of promoting orderliness in accord with Robert=s Rules of Order.
- 2.) To have available necessary equipment (gavel, etc.) for all meetings.
- 3.) To assume the responsibility for beginning and concluding all meetings on time.
- 4.) To be elected from the student body.
- 5.) To have at least one year of experience on SGA.

Section IV.

A.) *Duties of Student Council:*

- 1.) The Student Council shall act on all matters not already provided for by the Constitution, Bylaws and regulations of the Association.
- 2.) The Student Council, working with the Director of Student Activities and the Vice President for Student Development, shall be responsible for planning, scheduling and executing student activities with and through the facilities of the Standing Committees and the student body.
- 3.) The Student Council shall have the power to impose penalties for violations of Student Government regulations.
- 4.) The meetings of the Student Council shall be held bi-weekly. A majority of the total membership shall decide all questions coming under the jurisdiction of this group, except major proposals or constitutional changes. A proposal will be deemed major by a majority vote of the Executive Officers of SGA. Major proposals and constitutional changes must be submitted in writing at a previous meeting before being voted on by the Student Council. Major proposals and constitutional changes require a majority vote of a quorum 50% + 1 of the Student Council. (Quorum 2/3 voting members). All votes of this nature (where 2/3 quorum is needed) must be made by roll call. The results of this type of vote will be recorded in the minutes of the meeting.
- 5.) Council members may not have more than 3 absences per year. These members are subject to removal by a 2/3 majority vote of the Executive Council
- 6.) In case of an absence, a substitute may be appointed by the voting member to represent him/her. The substitute should represent his/her constituency. The substitute cannot already be a voting member.

Article V

Standing Committees of Student Government Association

The following named standing committees are appointed annually by a majority vote of the newly elected executive officers, after consultation with the Vice President for Student Development. Chairmen will be chosen from students who volunteer to the Executive Council. All chairmen will be appointed by a majority vote of the newly elected executive council. Chairmen are subject to removal at any time by a 2/3 majority vote of the executive officers. Advisers are listed after the name of each committee.

A.) SGA Committees

1.) Academic Policies Committee: (Provost).

An appointed group of students to assist faculty, students and staff in resolving academic concerns and problems.

2.) Elections: (Director of Student Activities)

This committee will direct and coordinate all elections under the Bylaws of the Student Government Association. It will continually evaluate procedures, suggest changes accordingly and distribute campaign guidelines for all campus-wide elections. The Elections Committee will be available to any organization on campus to aid in elections, procedures, and will follow a list of recommendations.

3.) Food: (Dining Hall Manager)

An appointed committee representing the student body that meets periodically with the Dining Hall Manager to discuss the student likes, dislikes, preferences and suggestions in regard to meals.

4.) Student Activities Committee: (Director of Student Activities)

A committee responsible for planning student activities for the entire student body. The Vice President of each class serves on this committee.

5.) Campus Safety and Building and Grounds: (Business Manager)

This committee assists with any campus traffic problem. This committee also works with the physical plant and assists students in communicating matters concerning major campus-wide maintenance and improvements.

6.) Recycling: (Director of Student Activities)

This committee works to help with environmental issues by maintaining the collection of cans, glass and other on-campus items.

7.) Religious Life: (Director of Religious Life)

Religious Committee is a committee responsible for planning campus wide religious activities for students. The CSU President serves on this committee along with a SGA representative.

8.) The SGA Executive Council may appoint Ad Hoc committees as deemed necessary.

9.) SGA may also be asked to appoint representatives to serve on the Admissions committee.

Article VI

Amendments

Proposals to amend the constitution may be brought to a regular Student Council meeting, where a 2/3 vote of the Student Council shall be sufficient to pass it, provided that the amendment has been submitted in writing at a previous meeting. Any addition, correction or deletion to the constitution will be considered a constitutional amendment.

Article VII

The Student Government Association recognizes the Board of Trustees and the President of the College as the final authority on executive, legislative and judicial matters. All proposals shall become law upon the approval of the President of the College.

Article VIII

The SGA sponsors the Outstanding Faculty and Outstanding Staff Awards, presented at Honors Day. SGA conducts the election for the above and the President of SGA makes the presentations at Honors Day in the spring.

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

Article I

Attendance

Attendance for members of the Student Council will be regular with the exception of three un-excused absences. On the fourth un-excused absence the member will receive a notice from the SGA President or the SGA Secretary to appear before the Executive Council and Vice President for Student Development for discussion of absences and perhaps removal.

Article II

Hall Representatives

Each residence hall shall have a floor representative.

Floor Representative

- 1.) To represent in each residence hall the authority of the SGA in all matters entrusted to its control and supervision.
- 2.) To preside in each residence hall over floor meetings.
- 3.) To present to the Student Council problems and suggestions discussed by the floor.
- 4.) Be present at all SGA meetings.
- 5.) Take all matters discussed at SGA back to floors for discussion.

Article III

Amendment of Bylaws

These Bylaws can be amended in writing by submitting to the Executive Council the proposal for change. The Executive Council will act in an expeditious manner and bring the proposed change to the Student Council for a majority vote.

Article IV

Elections

Section I.

General Regulations Concerning Elections of SGA Officers, Class Officers and other requested elections:

- A.) SGA offices and elections are open to all full-time traditional and ADS students.
- B.) All elections will be decided by a majority of votes cast (50% + one).
- C.) Where there is not such a majority, runoffs are to be held as follows:
 - 1.) Where there are two candidates and they receive equal votes.
 - 2.) Where there are three candidates and a majority is not achieved there shall be a runoff between the top two.
 - 3.) Where there are more than three candidates and a majority is not achieved there shall be a runoff between the top two except where others are within five votes of the second candidate. In this case, their names shall remain on the ballot.
 - 4.) If the first runoff is inconclusive, a second runoff shall include only the top two candidates unless there is a tie.
 - 5.) Write-in votes are not permitted in runoff elections.
- D.) There will be at least one candidate for each office. In the event a candidate is unopposed, the voter has the choice of voting for that candidate, writing in another person's name, or leaving the space blank. An unopposed candidate must receive the majority of the votes.
- E.) Campaign procedures are to be followed by all candidates. Procedures will be given to candidates by the SGA president prior to the election. Those who violate these procedures will forfeit the election.
 - 1.) The SGA election committee will advertise the election process at least two weeks prior to the beginning of the election sign up period.
 - 2.) All candidates are required to give a speech at an open SGA meeting and display at least 3 campaign signs at least one week prior to the election.
 - 3.) Election campaigns shall be positive – no slanderous signs or statements are permitted.
 - 4.) Permission to use a persons name in the campaign must be granted prior to use.
 - 5.) There shall be no campaigning within plain sight of the polling location.
 - 6.) Students may run as an individual or as a team “on the same ticket”.
- F.) A student may not hold more than one voting office in SGA.
- G.) SGA officers are expected to assist with the election process and may not public endorse any candidate through out the election process. Athletic teams, clubs, organizations, etc. also may not publicly endorse candidates.
- H.) All candidates for President, VP and Judicial Coordinator must have a GPA of 2.5 or better. Candidates for all other offices and Student Judicial Board members must have a GPA of 2.0 or better. These GPA's must be maintained while in office.
- I.) The Judicial Board Coordinator will be selected from nominations to the SGA executive committee. (Clarified 4-04)

Section II.

Executive Officers of SGA:

A.) All nominees for SGA Executive Offices must file for candidacy in the Vice President for Student Development Office at the announced time. The elections will be held in the spring, the specific dates to be decided by the Executive Council. Candidates must complete filing by the announced date.

B.) The newly elected SGA officers will be installed at the last meeting of the Student Council by the outgoing President of SGA or in his or her absence the Vice President for Student Development.

C.) A workshop will be held for all SGA officers after the election with the SGA Advisor being present.

D.) The new officers are required to attend all SGA functions after their elections.