



**UNIVERSITY OF RICHMOND
STUDENT HANDBOOK &
PLANNER
2008-2009**

The policies of the University of Richmond are under continual review. This student handbook presents the most current policies at the time of publication. For the most current policies visit: oncampus.richmond.edu/student/affairs/office/.

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TABLE OF CONTENTS

University of Richmond Mission Statement, Non-Discrimination Statement, & Diversity Statement	Page 3
Brief History of the University of Richmond	Page 3
The Coordinate System	Page 6
Westhampton College	Page 7
Richmond College	Page 9
Division of Student Development	Page 11
Division of Academic Affairs	Page 14
University Services	Page 17
Academic Advising Resource Center	Lost and Found
Alumni Relations	One Card
Athletic Facilities	Parking
BannerWeb	Post Office
Bookstore	Printing Services
Check Cashing	Registrar
Chaplaincy Office	Speech Center
Dining Services	Student Employment
Disability Services	Study Abroad
Establishment of Clubs, Societies, or Publications	Telecom
Financial Aid	University Police
Information Services	Vending Machines
Libraries	Writing Center
Emergency Information	Page 27
Confidentiality, Privacy Rights, and Rights to Know	Page 28
Grievances and Complaints	Page 28
Rights & Responsibilities	Page 29
Standards of Student Conduct	Page 30
The Judicial System	Page 31
Prohibited Conduct (page 31)	
Judicial Procedures (page 32)	
Sanctions (page 33)	
Impact upon Student Records (page 34)	
Judicial Council (page 34)	
The Honor System	Page 35
Impact upon Student Records (page 38)	
Hazing Policy (page 39)	
Chemical Heath & Alcohol Policy (page 41)	
Sexual Misconduct (page 60)	
Sex Offender Policy (page 61)	
Harassment and Discrimination Policy (page 62)	
General Housing Information and Regulations	Page 67
Services (page 69)	
Expectations of Residential Students (page 71)	
Fire Safety Policy (page 75)	

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UNIVERSITY STATEMENTS

Mission Statement

The mission of the University of Richmond is to sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge. A Richmond education prepares students to live lives of purpose, thoughtful inquiry, and responsible leadership in a global and pluralistic society. *Approved March 15, 2005, by the Board of Trustees*

Non-Discrimination Statement

Every University staff member, faculty member, and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran, or any classification protected by local, state or federal law.

Diversity Statement

The University of Richmond is committed to developing a diverse workforce and student body and to modeling an inclusive campus community that values the expression of differences in ways that promote excellence in teaching, learning, personal development, and institutional success.

BRIEF HISTORY

The Virginia Baptist Seminary

The University of Richmond traces its roots to 1830, when the Virginia Baptist Education Society established a small seminary charged with instructing male candidates for the ministry. Two years later, the Virginia Baptist Seminary was founded with the Reverend Robert Ryland as principal and sole teacher. The seminary was located on a Richmond farm near the present site of Bryan Park. In 1834, the seminary relocated to what was then a western suburb of Richmond, one-half mile from the city limits, at the present-day intersection of Grace and Lombardy Streets.

The Founding of Richmond College

In 1840, the Virginia Baptist Seminary added a literary studies program to its curriculum, and the seminary was incorporated as Richmond College, a liberal arts and sciences institution for men. In 1849, the first degree was conferred. In 1861, when the Civil War began, Richmond College suspended operations. The College was converted to a hospital for Confederate soldiers and then to a barracks for Federal troops. By the end of the war, the College's endowment had withered away, and the campus was in terrible condition: nothing remained but a few badly defaced buildings. In 1866, Richmond College reopened, and thanks to the generosity of the Virginia Baptists and the hard work of the College's staff and faculty, Richmond College regained its strength and stability. In 1870, the T.C. Williams School of Law was established.

The Founding of Westhampton College

In 1894, Dr. Frederic Boatwright, a Richmond College graduate and a member of the faculty, was appointed Richmond College's president. Soon after assuming the presidency, Dr. Boatwright proclaimed that Richmond College should be considering ways in which to enroll women students. By 1900, a number of women were actually attending Richmond College, many of them daughters of faculty seeking a liberal arts education equal in status and rigor to what Richmond College men received.

As the new century began, President Boatwright and the Virginia Baptists continued debating ways in which Richmond College could meet the increasing demand for women's higher education. These discussions were not unusual for the time; in response to changing cultural mores more tolerant of

women's higher education, the demands of an increasingly industrial economy, and the desire among colleges and universities to benefit from increased revenue afforded by the admittance of women; university administrators nationwide were creating educational opportunities for women in various ways, including establishing women's colleges as companion schools to male colleges (coordinate colleges) or by inviting women to attend institutions alongside the men (coeducational institutions). The leaders of Richmond College decided to take the former path: to establish a women's college equal in standards and quality to Richmond College but administered by its own dean, faculty, and staff.

The Establishment of the Present-Day Campus

After deciding to establish a women's college coordinate with the male undergraduate component of Richmond College, Richmond College administrators began searching for a larger space on which to relocate the campus. The Board of Trustees looked west of the city to what was then a remote area of Richmond: Westhampton Lake. For years, the lake had boasted an amusement park at the end of a streetcar line, where Richmonders would come for picnicking, boating, and other entertainment. The area south of the lake was completely barren; the other side was heavily wooded. The women's college was constructed on the southern side; the college and its original building, known today as North Court, were named Westhampton College. Richmond College was constructed on the lake's other side; Richmond College's original buildings were Thomas Hall, Jeter Hall, Ryland Hall, the Refectory (today's Sarah Brunet Memorial Hall), and the power plant. In 1914, the new campus began operations.

With the opening of the new campus, President Boatwright appointed Dr. J.C. Metcalf the first dean of Richmond College. President Boatwright offered the Westhampton dean's position to Dr. May L. Keller, who had received her doctorate in Germanic Philology from Heidelberg University in Germany. Dr. Keller accepted the position and, soon after arriving on campus, set high academic standards for the College that soon distinguished Westhampton as a premier southern women's college. Over the following years and decades, the men of Richmond College and the women of Westhampton College organized events and rituals in recognition of their distinct communities; many of these activities remain as college traditions carried out by today's students, including Richmond College's Investiture and Westhampton College's Junior Class Ring Dance.

Richmond College Becomes the University of Richmond

As students, faculty, and staff adjusted to Richmond College's new campus, World War I began. During the war, the federal government took over the campus for use as a hospital. Classes were temporarily relocated to Richmond College's former site in the city. In 1920, the State Corporation Commission approved a change in charter to rename Richmond College (under whose name fell the undergraduate men's college Richmond College, Westhampton College, and the T.C. Williams School of Law) the University of Richmond. In 1921, the Graduate School of Arts & Sciences was established. When World War II began, many Richmond College men enlisted in the armed forces while Westhampton students remained on campus working for the war by rolling bandages, selling war bonds, and enrolling in Red Cross First Aid classes.

In 1946, two of the University's remarkable leaders, Dr. Frederic Boatwright and Dr. May Keller, retired from their positions. Dr. George M. Modlin became president of the University and served for the next twenty-five years. In 1949, the E. Claiborne Robins School of Business opened; in 1962, the School of Continuing Studies was added to the University's structure.

1970s: A Decade of Remarkable Transition

During the 1969 commencement ceremony, President Modlin made the stunning announcement that alumnus and trustee E. Claiborne Robins had agreed to donate \$50 million dollars to the University, with the long-term goal of transforming the institution into one of the nation's outstanding small private universities. In 1970, Dr. E. Bruce Heilman was selected to serve as president and to convert the dream of the Robins family into reality.

The 1970s proved a decade of extraordinary change for the University. The University responded to the desires of students and to a coeducational trend in higher education by resolving, as stated in the

1973 Faculty Goals Study, to “define and maintain the distinction between Westhampton and Richmond Colleges in areas of non-academic student life, but strive toward a planned integration in the academic area.” Over the succeeding years, as the academic departments of the Colleges merged, the male and female students continued to live on separate sides of the campus, govern themselves in single-sex government associations, and engage in traditions specific to each college.

Today’s University of Richmond

The University of Richmond continued to grow in strength and stature. In 1986, Dr. Samuel Banks became president, resigning soon thereafter for health reasons. In 1988, Dr. Richard L. Morrill became the seventh president of the University, and under his leadership the University evolved into a premier liberal arts university. A 1987 gift of \$20 million dollars by alumnus Robert S. Jepson, Jr., led to the creation of the Jepson School of Leadership Studies. The school, opening in 1992, was the first of its kind in the nation. In 1990, the University merged the academic missions of Richmond College and Westhampton College to create the School of Arts & Sciences.

In 1998, Dr. William E. Cooper became the University’s eighth president. During Dr. Cooper’s tenure, the University’s Carnegie classification switched from a regional category into the national liberal arts category. The University was recruiting students from around the United States and the world.

In 2008, U.S. southern history scholar Dr. Edward L. Ayers was inaugurated as the University’s ninth president. His administration has launched a strategic planning process that asks the question, “What should the University of Richmond be known for as it moves toward the future?”

THE COORDINATE SYSTEM

Richmond and Westhampton Colleges

One of the distinctive features of the University of Richmond is its coordinate college system: Richmond College for men and Westhampton College for women. Grounded in the University's history, the Colleges provide residential and gender-based learning communities for undergraduate students. While male and female students attend class together, eat meals in the dining hall together, belong to several student organizations together, and now live on both sides of campus together, they benefit from the Colleges' particular focus on their individual growth and development as men and as women.

In several ways, Richmond College and Westhampton College aim to enhance the out-of-the-classroom experience of students in order to strengthen their primary focus on academic study. The Colleges work to make intentional connections between students' courses and their co-curricular experiences.

Through special programming, the Colleges are uniquely positioned to encourage students to think about gender as a construct. They assist students in examining how gender has affected their lives thus far, how they may wish to challenge limitations posed by gender and how gender interacts with other social categories such as race, sexuality, and class, to shape their identities.

The coordinate structure also provides parallel leadership opportunities for women and men. Each College has its own governance system, which includes the Senate, the Honor Council, and the Judicial Council. Richmond College and Westhampton College also have their own traditions, which educate students about college history. Involvement in formal and informal leadership positions helps students better understand the totality of campus life and helps prepare them for leadership in their careers and personal lives after graduation.

Each College administers its own residence life system. Most undergraduate students live on campus all four years. While the University offers some coeducation living options, most undergraduate students live in single-sex residence halls, thus affording the Colleges opportunities to educate students about important issues through residence life programming. In addition, Richmond College and Westhampton College staff are trained to respond to crises in students' lives. Many of these crises are related to gender identity issues or are experienced differently by young men and young women. Through the lens of gender, the staffs of the Colleges closely examine how and why such crises occur and how best to respond to them. In addition, both Colleges oversee several living-learning communities with residence halls where residents engage with faculty outside the classroom. In 2009, the University will launch the Sophomore Scholars-in-Residence program in Lakeview Hall, a coeducational residence hall that overlooks Westhampton Lake.

The Deans of the Colleges also function actively as part of the University's academic program in their roles as Associate Deans of the School of Arts & Sciences. This role includes the development and maintenance of student records for the dean's offices and for academic advisors; readmission of former students; encouragement of students for academic achievement through recognition, probation, suspension, and expulsion of students for academic reasons; and approval of study abroad requests. Additionally, the Deans advise the student-run Honor Councils, which work to promote campus-wide academic and personal integrity.

Student learning does not begin and end at the classroom door. In the University's quest to attract and retain the nation's premier students, the coordinate structure allows us to focus on the intellectual and personal development of students as men and as women and as individuals. By making explicit connections between classroom and out-of-the-classroom experiences and by collaborating with faculty, staff, and alumni, Richmond College and Westhampton College strive to provide students with the best quality learning experience possible.

WESTHAMPTON COLLEGE



Mission Statement

As a women's college within a coeducational university, Westhampton College seeks to strengthen women in their intellectual and personal development, to value diversity in all its forms, and to prepare women to lead informed, purposeful lives.

Westhampton College seeks to fulfill its mission in the following ways:

- By strengthening our students' lifelong appreciation of friendships, experiences, and connections among women
- By fostering an environment that promotes respect for and learning about diverse identities, experiences, and expressions
- By educating students about the role of gender in their lives and communities
- By helping students to integrate curricular and co-curricular knowledge
- By providing services that support students academically and developmentally
- By encouraging students to take responsibility for their health and well-being
- By maintaining and strengthening ties with the alumnae of Westhampton College

WESTHAMPTON COLLEGE RESIDENCE LIFE MISSION

Westhampton College Residence Life develops community by fostering learning, embracing diversity, encouraging citizenship, and celebrating individuals and their relationships.

Residence Life strives toward our mission in the following ways:

- By collaborating with other offices to provide residence halls that are clean, well maintained, comfortable, and safe
- By offering support to all students and creating meaningful connections
- By promoting learning beyond the classroom as it relates to intellectual curiosity, career formation, women's issues, culture & diversity, and life skills
- By cultivating personal leadership related to working independently and cooperatively with others in a diverse setting
- By educating students regarding accountability and decision-making as they pertain to them as individuals and members of a larger community
- By supporting the overall mission and objectives of Westhampton College and the Division of Student Development

WESTHAMPTON COLLEGE DEAN'S STAFF

Juliette Landphair, Ph.D. Dean of Westhampton College & Associate Dean of Arts & Sciences	289-8468
Holly Blake, Ph.D. Director of Women Involved in Living and Learning (WILL) & Associate Dean for Women's Education and Development	289-8472
Kerry Albright Fankhauser Associate Dean for Programming and Leadership Development	289-8578

Angie Harris Associate Dean for Residence Life	289-8470
Nerice Lochansky Area Coordinator for Freeman, Jeter, Moore, & Robins Halls	289-8837
Natasha Plumb Area Coordinator for Keller Hall, Lora Robins Court, and North Court	289-8548
Melissa Ooten, Ph.D. Assistant Director of Women Involved in Living and Learning (WILL)	289-8840
Cindy McGuire Administrative Specialist	289-8831
Kathy Moore Administrative Coordinator for Residence Life	289-8470
Karren O'Connell Administrative Coordinator for Women Involved in Living and Learning (WILL) & Programming and Leadership Development	289-8578
Betty Prince Administrative Assistant for Westhampton College	289-8468

WESTHAMPTON COLLEGE GOVERNMENT ASSOCIATION

The Westhampton College Government Association (WCGA) is the student government for all undergraduate women at the University of Richmond. Comprised of Arts & Sciences, Business, and Leadership Studies students, WCGA members take an active role in undertaking projects and examining issues related to Westhampton College and the University of Richmond.

The purposes of the Westhampton College Government Association are the following: to keep the spirit and traditions of Westhampton College alive; to address the needs and concerns of Westhampton College women; to effect change and implement policy that reflects students' needs and concerns; to encourage and help to financially support student organizations; to facilitate communication with university staff and faculty members; and to work with the university community to promote the welfare of the student body.

WCGA is comprised of Executive, Legislative, Judicial, and Class Governing branches. The Executive Branch is composed of the Executive Cabinet, whose members are the President, Vice-President, Treasurer, and Secretary. The Legislative Branch is composed of twenty-four elected senators, six from each class. The Judicial Branch is composed of the Judicial Council and the Honor Council. The Class Presidents and their Cabinets comprise the Class Governing Branch of WCGA and work closely with the Executive and Legislative Branches. Each class has a Cabinet consisting of the President, Secretary, Treasurer, and approximately 15-25 members. Class Cabinets plan events and publications for their respective class.

Elections for WCGA executive members, sophomore, junior and senior class senators, and class presidents occur after Spring Break. The term runs from April to April. The election for the first-year class senators occurs early in the fall semester. WCGA meetings are open to all Westhampton College students. Meetings are held every Wednesday during the academic year. More information about the location and time of meetings and the complete constitution can be found at: www.student.richmond.edu/~wcga/.

RICHMOND COLLEGE



Mission Statement

Richmond College exists to educate men and challenge students to pursue a life of purpose.

To that end, we value:

- A positive image of masculinity
- An inclusive community
- Development of a positive self concept
- A meaningful connection with mentors and peers
- Significant student/faculty interactions
- A clear focus on academic and career aspirations

RICHMOND COLLEGE RESIDENCE LIFE MISSION

Richmond College Residence Life is committed to creating residential communities that encourage the personal growth and development of each resident.

To achieve this goal we strive to:

- Provide safe, clean and comfortable living environments
- Collaborate with faculty, staff and students to provide learning opportunities outside the classroom that complement the academic mission of the University
- Offer opportunities for students to grow as leaders within the residential and University community
- Recognize the diversity of the student population and foster an atmosphere where individuals are respected
- Encourage students to accept responsibility for personal and group decisions as they become contributing members of the residential, campus and world communities.

RICHMOND COLLEGE DEAN'S STAFF

Joseph Boehman, Ed.D. Dean of Richmond College & Associate Dean of Arts & Sciences	289-8061
Dan Fabian Associate Dean for Student Development and Chemical Health Coordinator	289-8835
Patrick Benner Associate Dean for Residence Life	289-8062
Andy Gurka Area Coordinator for Lakeview Hall and the University Forest Apartments	287-6506
Shelley Justice Area Coordinator for Dennis, Marsh, Thomas, and Wood Halls	287-6871
Jason Titus Area Coordinator for Gray Court & South Court	289-8746
Joyce Farmer Administrative Specialist	289-8831

Julia Pearson 289-8930
Administrative Coordinator for Residence Life

Terry M. Zwerdling 289-8834
Administrative Coordinator

Richmond College

Encouraging the Individual.

RICHMOND COLLEGE STUDENT GOVERNMENT ASSOCIATION

The Richmond College Student Government Association (RCSGA) takes an active role in undertaking projects and examining issues of a University-wide nature, frequently in close cooperation with the Westhampton College Government Association.

The purpose of the RCSGA is to address areas that are of concern to the student body, to bring about cooperation among the various student governments and otherwise to act to promote the welfare of the student body. The Senate provides a way for students to participate in the determination of University policy, allows the students to establish responsible self-government, and provides for the opportunity to have individual and collective action.

The RCSGA is comprised of an executive and a legislative branch. The Executive Committee is composed of the President, the Vice President for Administration, the Vice President for Academic Affairs, the Vice President for Student Development, the Vice President for Finance, and the Secretary. The responsibility of the Executive Committee as a whole is to execute the policy of the RCSGA. The President has many powers, including presiding over all meetings of the Senate and Executive Committee, officially representing RCSGA, and executing the policy of the organization. Each vice president has a number of responsibilities associated with his office including that of chairing a committee composed of senators. In addition, the Senate selects first year, sophomore, junior, and senior class chairmen. Each of four class committees implements social or traditional programs that benefit their class and Richmond College.

The Senate is composed of seven senators from each class. Four of the senators are elected by the Senate to serve as vice presidents. The remaining senators serve on one of four standing committees: Academic Affairs, Student Development, Finance, or Administration. The Senate has the power to disperse SGA funds, pass legislation that comes before the organization, initiate projects, and act as a student voice to the University administration.

Elections for the president and the rising sophomore, junior, and senior class senators occur in February and March, respectively; the election for the first year class senators takes place in early October. Class chairmen and class committee members are chosen each April. Any student who is interested in representing his class should attend Senate meetings on a regular basis. All Richmond College students are welcome at any and all Senate meetings, which are held every Wednesday during the academic year.

The complete constitution for the Richmond College Student Government Association can be found at: www.student.richmond.edu/~rcsga/index.php.

DIVISION OF STUDENT DEVELOPMENT

The Division of Student Development, with leadership from Dr. Steve Bisese, includes the following offices; Westhampton College, Richmond College, Offices of Multicultural Affairs, Career Development Center, Common Ground, Academic Skills, Counseling and Psychological Services, Campus Recreation and Wellness, Student Activities, the Student Health Center, and Undergraduate Student Housing. The Division of Student Development offers support and guidance as students encounter challenges both in and out of the classroom.

Mission Statement

The mission of the Division of Student Development is to promote learning and foster personal development among students in an environment that champions diversity and encourages collaboration throughout the University of Richmond community.

“PARTNERS IN LEARNING”

Objectives

1. Encourage initiatives that develop more meaningful relationships with faculty and staff.
2. Encourage initiatives that foster positive relationships with peers.
3. Provide quality programs and services that complement academic goals.
4. Provide adequate resources for the basic health and safety of our students.
5. Respect the importance of inclusive diversity in the implementation of all Student Development services and initiatives.
6. Employ a personal approach in support of student success both in and out of the classroom.
7. Respect the importance of tradition and innovation.
8. Educate students on social issues that undergraduate and graduate students encounter during the college years.
9. Provide support for University sponsored student organizations

Academic Skills Center

The Academic Skills Center, located in the administrative wing of Boatwright Library, provides academic skills support to University of Richmond students (i.e., undergraduate, graduate, etc.). Operating from a holistic vantage point, the Center incorporates counseling and study skills (i.e., test-taking, note-taking, information processing, concentration, time management, etc.) techniques which address the academic performance of students and their social adjustment to the University environment. The Center offers free tutoring in a variety of subjects through its Peer Academic Skills Tutoring program. Both individual and group tutoring options are available in one-hour sessions. For information, call 804/289-8626 or come by the Center to schedule an appointment.

Career Development Center

The Career Development Center (CDC) partners with students to explore their passions, navigate challenges, and achieve their success. The CDC provides resources and programs to educate and assist students at all class levels and in all disciplines in making career decisions. The CDC staff provides consultation regarding all aspects of career development: choice of major, internships, research, service experiences, job search and graduate and professional school strategies. Also available are online self-assessments; a resource center with literature and multimedia resources; graduate/professional school information; and information on internships and full-time employment opportunities.

In conjunction with the academic schools and the Academic Advising Resource Center, the CDC sponsors a Majors Fair, giving undergraduates an opportunity to explore Richmond majors and speak with departmental faculty. The CDC also sponsors The Richmond Career Fair in the fall and an on-campus interview program that attracts more than 70 employers each year. Representatives from

business, education, non-profit, and government organizations visit campus to interview students for full-time and internship positions. For more information, please visit our website at cdc.richmond.edu.

Common Ground

The Office of Common Ground provides support and resources to all members of the community, majority or non-majority, who seek to challenge themselves and others to transform the university community into a model of inclusive diversity. Recognizing, understanding, and appreciating all of our many differences is a complex journey for an individual or an institution to undertake, and the Common Ground staff is committed to creating multiple opportunities that both challenge and support our students, staff, and faculty as we undertake this transformation.

The staff provides confidential counseling, trainings for community members, and support for any member of the university community who seeks to develop his or her understanding of diversity and social justice issues. Please stop by our office in Tyler Haynes Commons, call us at 484-1655, or visit our website at commonground.richmond.edu for more information.

Counseling and Psychological Services (CAPS)

CAPS' primary mission is to help students derive the greatest benefit from the varied educational opportunities at UR. College students have certain developmental tasks to accomplish between the ages of 18 and 23 and are often faced with challenges and opportunities that may be difficult to cope with alone. Common reasons students come to CAPS include stress, anxiety, depression, relationship concerns, academic difficulties, grief, family concerns, traumatic events, eating problems, substance abuse, sleep disturbance, and adjusting to college.

Services offered include short-term individual psychotherapy, crisis intervention, outreach, training, consultation, and referral to other on- or off-campus resources as needed. CAPS staff members are licensed doctoral-level mental health professionals. Services are offered during the academic year and are available to full-time students.

Appointments can be made by visiting the CAPS office (201 Richmond Hall) Monday through Friday from 8:30 a.m. to 12 p.m. and 1 to 5 p.m. Confidentiality is assured to the full extent allowed by law, and no fees are charged to students. The CAPS website, oncampus.richmond.edu/caps, has additional information on CAPS services, as well as numerous links to a variety of mental health, self-assessment, and substance use resources. Phone: 289-8119; FAX: 287-1227.

Office of Multicultural Student Development

The Office of Multicultural Student Affairs is a resource center with two primary objectives. The first is to enhance the retention and personal development of multicultural students enrolled at the University. The second is to help promote effective communication among diverse groups of students campus-wide through individual counseling, workshops, and other programs. Special attention is focused upon the developing opportunities where majority and minority students share perspectives that enhance their understanding and appreciation of one another. The Office also coordinates a variety of campus initiatives including the Pre-Orientation Program and Weekend Awareness Program. The Director also provides administrative leadership for the Hill/CIGNA Scholars Program.

Recreation and Wellness

Recreation and Wellness offers great ways for you to foster personal development, increase physical and psychological health, and meet others in wellness and recreational activities. The new Weinstein Center for Recreation and Wellness provides a comprehensive facility that includes a two-level fitness and wellness center, three-court gymnasium with an elevated walking and jogging track, two multipurpose rooms, pool, game room, racquetball and squash courts, as well as locker room and sauna facilities. Participants will have the opportunity to experience a full range of cardio and strength equipment, in addition to a wellness resource center and computer lab. Outdoor playing fields and lighted basketball courts are available for recreational use too. Also available for recreational use when not scheduled for intramurals, intercollegiate athletics or special events are 13 tennis courts, a 400 meter

track and cross country trails. The Fitness and Wellness program offers group exercise, indoor cycling and other fitness instructional programs throughout the day. In addition, special screenings, assessments and services are offered to address health and wellness topics. Services often include massage therapy, personal training, cholesterol screenings, blood pressure checks and fitness assessments. The Intramural Sports program offers a wide range of major and minor sports at a variety of skill levels. More than 25 sport clubs provide student leadership opportunities as well as competitive options for students who are not part of the varsity athletic program. The Natural High and Outdoor Adventure programs offer activities and trips throughout the year, often including whitewater tubing and rafting, camping, skiing, rock climbing and hiking. For more information about Recreation and Wellness programs or the Weinstein Center, please visit: oncampus.richmond.edu/student/affairs/recwell/index.html

Student Activities

The Office of Student Activities serves the campus community as the coordinator of many of the co-curricular programs and events at the University, as well as the Tyler Haynes Commons. The office is located on the second floor (Room 223) of the Tyler Haynes Commons.

The office is responsible for primary advising of fraternities, sororities, the Interfraternity Council and Panhellenic Council, the Campus Activities Board, Radio Station WDCE, the Volunteer Action Council, and the Golden Key National Honour Society. The staff also serves as a resource for more than two hundred seventy-five student organizations on campus. For more information, please stop by or call 289-8505.

Student Health Center

The Student Health Center offers a comprehensive program in health education and health maintenance, as well as treatment for illness and injury. The Health Center staff includes board-certified family practice physicians and registered nurses. Services include acute care for illness and injury, general medical care, women's health, men's health, allergy shots and immunizations. The telephone number is (804) 289-8064 and fax is (804) 287-6466. Students and parents are encouraged to visit our web site for general information and timely messages: <http://healthcenter.richmond.edu>. Our e-mail is healthcenter@richmond.edu.

Rather than walking-in without an appointment, students are encouraged to call and speak with a registered nurse about their concerns through our Dial-A-Nurse system (call 289-8700 for the Dial-A-Nurse). After evaluating the history and symptoms of the illness, the nurse will advise the most appropriate treatment. If indicated after the Dial-A-Nurse evaluation, an appointment will be made. Appointments may be made for annual gynecological examinations, doctor-requested follow-up visits, allergy shots, immunizations and PPD tests by calling 289-8064.

All full time students are eligible for the services provided by the Student Health Center. (School of Continuing Studies students are not eligible.) The cost of prescription drugs, some laboratory tests, hospital emergency room treatment, hospitalization, x-rays, and referral off campus for consultation with medical specialists will be billed separately by each provider.

The Student Health Center does not accept insurance assignments. This means that we will not bill a patient's insurance company. Any charges incurred at the time of visit will be billed through Student Accounts, or may also be paid by check, cash or Spider Card. The patient will be provided with a medical encounter form itemizing all charges and containing all necessary information to submit for insurance reimbursement.

Information regarding our hours of operation, descriptions of services, details of allergy shot procedure, billing and insurance questions, medical information, community facilities, medical referrals, and helpful links can be found on our web site.

Virginia law mandates that each student submit an immunization record and tuberculosis screening status prior to enrollment. In compliance with this requirement, the immunization record is included in the health history form provided to entering students and is to be returned to the Student Health Center.

All communications between student and Health Center staff are strictly confidential. Information will

not be released from the Student Health Center without the patient's prior approval except in an emergency or by court order.

Office of Undergraduate Student Housing

The Office of Undergraduate Housing is dedicated to providing a safe, comfortable, and supportive environment that compliments student academic and social development. The Housing Office, located in Whitehurst, Room 103, is open from 9:00 a.m. to 5:30 p.m. Monday through Friday. Joan Lachowski, Director of Undergraduate Student Housing and Carolyn Bigler, Assistant Director of Undergraduate Student Housing may be reached at 287-6373. See pages 68-79 of this Handbook.

DIVISION OF ACADEMIC AFFAIRS

Provost Stephen Allred, J.D., Ed.D. is the chief academic officer of the University. He is directly responsible to the President for the educational program of the University, including curriculum, faculty, and instructional and research programs in cooperation with the deans of the various schools. The provost supervises all matters concerning academic affairs.

Academic Regulations

Students should carefully read the Undergraduate Catalog of the University of Richmond to ensure that they are fully informed regarding University academic regulations and requirements. Appeals for exception to academic regulations should be directed to the appropriate school or college dean and, if necessary, through that dean to the Academic Council of the faculty concerned.

Regulations Governing Class Attendance

Each student is expected to attend all meetings of all classes and laboratory periods in the courses in which he/she is enrolled. However, the instructor determines the specific attendance policy in the course. The specific attendance policy will be announced and distributed at the beginning of the course.

A student may be held responsible for the work of a class or laboratory during an absence. Any absence and any provision for make-up will be at the discretion of the instructor consistent with the announced policy for the course. Missed classes, work, or tests may result in a poorer grade or failure in the course.

Every student is responsible for taking final examinations as scheduled. No rescheduling, pardon for absence, and/or provision for making up final examinations will occur without the approval (in writing) of the student's Dean of the College. Such approval shall be made only for an illness certified by a physician, participation in an authorized University activity, and/or personal emergencies such as death in the family.

Add/Drop

Undergraduate students may add/drop courses during the first five class days of a semester, free of charge. During the next five class days, the payment of a \$10.00 charge in registration fee is required per transaction. To add or drop a course during the two-week add/drop period, the student must access BannerWeb and confirm the changes to his/her schedule. A dropped course is not shown on the permanent record. After the seventh week of classes, a student may not add or drop a course except in extremely unusual circumstances.

Withdrawal from Classes

Undergraduate students may withdraw from a course after the end of the second week of classes, but before the end of the seventh week, provided that they receive the permission of the appropriate course instructor and the academic advisor. A student will be required to pay a \$10.00 fee for a change in registration and will receive a W if he/she is passing at the time of withdrawal, but an M if he/she is failing at the time of withdrawal. The student must obtain a change in registration form from the Registrar's Office and secure, on the form, the initials of the course instructor and the signature of his/her advisor and return the form to the Registrar's Office. The \$10.00 fee can be paid at the Student Accounts Office or it will appear on the student's next bill.

No student may withdraw from a course after the seventh week of classes except under extreme circumstances (e.g., medical reasons), in which case the Dean of the student's college should be consulted promptly. These circumstances must be so severe that they require the withdrawal from all courses. More information can be found on page 35 of the Undergraduate Catalog.

The deadlines stated above are determined by the time the completed forms reach the Registrar's Office, not from when the process was begun.

Credit and Grade Point Average

The University of Richmond uses the unit system to count completed academic work. 0.29 is the value of one 50-minute class-hour of work a week through a nominal 14-week semester. Earned units are the accumulation of academic semester hours in which the student has earned passing grades. Grade points are given for each unit according to the following scale:

A+ = 4.0	B+= 3.3	C+=2.3	D+=1.3
A=4.0	B=3.0	C=2.0	D=1.0
A-=3.7	B-=2.7	C-=1.7	D-0.7
F=0.0	I=0.0	M=0.0	V=0.0

Academic Standing

Students are expected to achieve in the classroom and make steady progress toward completion of degree requirements. Relevant designations are specified in the following sections.

Class Rating: A student's class rating is based upon his/her record at the time of matriculation for the current session, including acceptable transfer credit.

1. All first year students who have met the entrance requirements, and all students who in previous sessions have passed less than 6.82 units of academic work, are classed as Year 1 students.
2. All students who in previous sessions have passed at least 6.83 units of academic work are classed as Year 2 students.
3. All students who in previous sessions have passed at least 15.41 units of academic work are classed as Year 3 students.
4. All students who in previous sessions have passed at least 23.98 units of academic work are classed as Year 4 students.

Part-Time Status: Students enrolled for less than 3.5 units of work will be classified as part-time students. Part-time students are not entitled to athletic ticket booklets, student publications, or campus housing.

Dean's List: The Dean's List of Distinguished Students recognizes outstanding scholars for each fall and spring semester. The student must earn at least 3.5 units that semester (excluding Pass/Fail hours), have no grade below B- (2.70), and earn a minimum term GPA of 3.60.

Academic Good Standing: A student is expected to stay in good standing academically. Good standing is defined as maintaining a 2.00 overall grade point average. Failure to maintain this standard will constitute academic deficiency. Academic deficiencies are of two types: academic warning and academic probation.

Academic Warning: At any time when a student's overall grade point average falls below 2.00, the student will automatically be on academic warning. A student on academic warning should take active steps to improve academic performance.

Academic Probation - School of Arts and Sciences and School of Business: A student who falls below the following minimum accumulations of semester hours and grade point average will be placed on academic probation:

Year 1	1.50 GPA
Year 2	1.70 GPA
Year 3	1.85 GPA
Year 4	2.00 GPA

If at the end of the second consecutive semester* of enrollment after being placed on probation, the student fails to meet the minimum standard based on hours then passed, the student shall be allowed to enroll for no more than 2.0 units of academic work per regular semester or during the entire summer. Such a student has a maximum of 4.0 units of work attempted in which to achieve the minimum requirement. Otherwise, he or she will be suspended from the School of Arts and Sciences or School of Business.

The above provision notwithstanding, the dean of the student's college, in circumstances that seem to warrant such action, may allow the student to continue as a full-time student on probation for a single additional semester.

*work taken during an entire summer, provided it is 3.5 units attempted or more, shall count as a regular semester.

Academic Probation - School of Leadership Studies: A student whose leadership studies cumulative GPA falls below 2.30 will be placed automatically on academic probation. While on academic probation, a student's participation in activities such as athletics, debating, dramatic or musical organizations, or their representation of the University in any public capacity, may be restricted.

In subsequent semesters in which a student fails to reach the minimum GPA required for the major, the record of such student will be reviewed to determine whether further sanctions, which may include dismissal from the School of Leadership Studies, should be applied.

Graduation - Degree with Honors

General academic honors of three ranks are awarded to graduating classes of the School of Arts and Sciences, Jepson School of Leadership Studies, and The E. Claiborne Robins School of Business on the basis of their grade point averages, represented to two significant decimal figures, on work completed at the University of Richmond as follows:

Cum Laude:	3.40 - 3.59
Magna Cum Laude:	3.60 - 3.79
Summa Cum Laude:	3.80 - 4.00

UNIVERSITY SERVICES

Students who get the most out of their Richmond experience are those who actively participate in both their classroom and out-of-classroom lives. Those who best integrate and meld the formal and informal learning opportunities usually are most satisfied with their University experience and are most successful academically, intellectually, and socially. The University and community provide important services for students and share information regarding services of interest offered by others. The quality of these services is considered important to a healthy and enjoyable physical environment.

Academic Advising Resource Center

The Academic Advising Resource Center at the University of Richmond provides support to advisors and advisees in the School of Arts & Sciences, the Robins School of Business, and the Jepson School of Leadership Studies. Academic advising is an integral part of a Richmond education, with a faculty advisor assigned to each student at every point during the student's academic career. Advisors meet with students to discuss everything from course selection to university resources to career options. The advisor/advisee relationship is often said to be among the closest, most valuable connections students make during college—and some of these connections continue long past graduation.

The Academic Advising Resource Center (AARC) was established to encourage and support a developmental approach to advising. AARC staff are available to answer questions from students and advisors, provide workshops and training to advisors, assist with the logistics of assigning advisors to new students, and to wherever possible promote excellence in advising at the University of Richmond. Please visit our website: advising.richmond.edu or contact us at (804) 287-6574.

Alumni Relations

The Office of Alumni Relations, located in the magnificent Jepson Alumni Center, serves the University by engaging our 40,000 Spiders in support of *alma mater*. The University of Richmond Alumni Association represents alumni of all of our undergraduate schools and colleges. Visit www.uronline.net to learn more.

Athletic Facilities

One of the finest facilities of its kind in the nation, the Robins Center serves as the home of the University of Richmond's intercollegiate athletic programs, Campus Recreation, and an educational and cultural arena. Built with a \$12 million gift from the E. Claiborne Robins family, it is a campus showplace and hub of University of Richmond activities. Please visit our website at RichmondSpiders.com to learn about our numerous facilities and comprehensive offerings.

Banner Web

The University of Richmond Web Information System may be accessed through bannerweb.richmond.edu. Using BannerWeb students can access their class schedules, grades, hold and address information, student account information as well as unofficial copies of their academic transcripts. In addition, BannerWeb is also the method by which students register for classes. An ID number and a PIN are required to access BannerWeb.

Bookstore

The University of Richmond Bookstore, located on the second floor of the Tyler Haynes Commons, provides all required textbooks and supplies plus a variety of merchandise for the academic community. The Bookstore also offers services such as textbook reservation, faxing, discount newspaper subscriptions, UPS shipping, used textbook buy-back and special orders for books not available in the store. SpiderCard, VISA, MasterCard, Discover, American Express, and travelers and personal checks are accepted.

The Bookstore is open from 8:45 a.m. to 6 p.m. Monday – Thursday, 8:45 a.m. to 4:45 p.m. on Friday, and 10 a.m. to 3 p.m. on Saturday when classes are in session during the fall and spring semesters. Weekday and weekend extended hours are offered during the beginning of each semester. Special hours

information is available at 289-8491 and at www.urspidershop.com where you can shop on-line and find other valuable information about the Bookstore.

Check Cashing

The University Cashier's Office, located off of the Sarah Brunet patio, will cash personal checks up to \$100.00 per day. University payroll checks may be cashed with no dollar limitation. You will need to provide your current university ID to cash all checks. Check cashing hours are: 9 a.m. to 2 p.m. on Monday, Wednesday, and Friday, and 9 a.m. to 2:30 p.m. on Tuesday and Thursday. Other services available: taking payments for tuition and fees, parking tickets, and phone bills. If you have any questions, please call the cashier at 289-8769.

Chaplaincy

Established by the commitment of Christians to honor their own faith while also creating a welcoming space for people from all other religious traditions and practices, the Office of the Chaplaincy serves and supports students, faculty and staff of all faiths and no faith through programming, discussions, fellowship, worship and service. So that we might learn about and support members of our community from different religious traditions and practices, the Chaplaincy maintains a calendar of religious holy days: chaplaincy.richmond.edu/holydays.html.

Inter-religious Community Together with 16 religious organizations which represent Buddhism, Christianity (Anglican, Catholic, Protestant and Orthodox), Earth-Centered Spirituality, Judaism, Islam, and informal groups of Hindus and Sikhs, the Inter-religious Community and Justice Program within the Office of the Chaplaincy seeks to create a climate of inter-religious community that respects and celebrates the diversity of traditions and practices represented at the University. All religious groups agree to a covenant of understanding and conduct which serves as a guide for their ministry and practice. For more information, please see chaplaincy.richmond.edu/covenant.htm or call 289-8500.

Worship Services A variety of regular worship and spiritual practices are scheduled in Cannon Memorial Chapel and the Burhans Inter-religious Prayer Room located in the Wilton Center. They include: Christian worship and prayer, Roman Catholic mass; Earth-centered rituals; Muslim Juma'a prayer; Jewish Sabbath prayer, Hindu prayer, and Zen Buddhist meditation. Please see chaplaincy.richmond.edu for a more comprehensive list of programming and resources as well as dates and times for events. Additionally, the Office of the Chaplaincy encourages students, faculty and staff to inquire about initiating programming and/or establishing a campus ministry if their religious tradition is not currently represented on campus.

Civic Engagement & Social Justice The Office of the Chaplaincy values service as a spiritual practice and maintains several opportunities for students to volunteer. The Bonner Scholars Program, housed in the Wilton Center and overseen by the Center for Civic Engagement, is a scholarship program for students committed to volunteerism. The Office of the Chaplaincy coordinates many programs focused on issues of social justice and race through our Collegetown and One Book, One Campus programs.

Counseling Opportunities Personal and spiritual counseling is available to assist persons in dealing with academic pressures, family problems, relationship concerns, moral and spiritual concerns, and preparation for marriage and vocational decisions. Appointments with the Chaplain and/or Associate Chaplain can be made in the Wilton Center, Room 200, by calling 289-8500 or emailing at chaplaincy@richmond.edu.

Location The Office of the Chaplaincy and University of Richmond Campus Ministers are located in the E. Carlton Wilton Center for Interfaith Campus Ministries, positioned between Tyler Haynes Commons and Cannon Memorial Chapel.

Dining Services

The University of Richmond's Dining Services is committed to providing each and every individual with exemplary service, outstanding quality food with passion and commitment to excellence. We hope your dining experience with us will be both relaxing and enjoyable. A wide variety of dining venues are

available to serve you on campus. Enjoy unlimited food options, many cook to order selections with service from breakfast to dinner during the week and brunch to dinner on the weekends at the newly renovated Heilman Dining Center. Located in the Tyler Haynes Commons are: Tyler's Grill; a quick serve style restaurant, The Cellar; a late-night eatery, and Freshens; the campus smoothie bar. Grab snacks, groceries, and necessities at ETC, the newly expanded retail store located in the lobby of the Heilman Center or for late night grab and go, the Dean's Den at Whitehurst. Eight-fifteen at Boatwright is a coffee shop proudly serving specialty coffee beverages and conveniently located in the library. Information on our wide variety of meal plans and other available services can be found by visiting our web site at dining.richmond.edu.

Disability Services

The University seeks to comply with all applicable federal, state and local laws regarding the rights of individuals with disabilities. To facilitate such compliance, the Vice President for Student Development serves as the University's disability coordinator. The University provides reasonable accommodations as necessary for equal opportunity and participation for qualified students with disabilities. Students with disabilities who may require accommodations at the University need to register their disabilities with the disability coordinator, and provide appropriate professional documentation. To minimize any delays in the provision of reasonable accommodations, students are encouraged to contact the disability coordinator as soon as possible to begin the registration process.

The Vice President for Student Development's office can be contacted at 289-8615 (Fax: 289-8375).

For additional information, please visit the disability services website at:

oncampus.richmond.edu/student/affairs/office/Dservices.htm.

Establishment of Clubs, Societies, or Publications

All clubs and organizations are subject to faculty recognition and must have their constitutions or bylaws on file with the Office of Student Activities. No club, organization, or society may be formed or publication be issued unless the faculty approves its plan and purposes and the rules by which it proposes to be governed. Students interested in forming new campus groups should confer with the Director of Student Activities for the procedures established by the faculty for the organization and recognition of such groups. For any further information, contact your respective dean's office (RC or WC).

Financial Aid

The Financial Aid Office, located in Sarah Brunet Hall, provides information on ways to finance an education at Richmond. Call 289-8438, visit their web site at financialaid.richmond.edu or stop by the office for more information.

Information Services

The University of Richmond is committed to preparing students to work in technology- and information-centered environments. Towards that end the University provides computers, software and specialized equipment for student use in labs, public areas, classrooms, and residence hall lounges. There are over 900 personal computers available to students in general purpose and discipline specific computing spaces across the campus. Each student in the residence halls has their own wired network connection; in addition, the campus is blanketed with a high-speed 802.11g wireless network that provides students, faculty, staff, and guests with secure access to a wealth of resources.

The University maintains a robust network infrastructure. A wireless network supports mobile computing in every building on campus, and provides coverage in most outdoor locations and public gathering spaces. Information Services keeps University-owned systems loaded with up-to-date versions of the latest software tools and anti-virus software. All users must have an active University computer account to log into any lab machine. To help ensure the security of our systems and network, passwords must be changed each semester in order to maintain an active account. Please refer to the Policies for Responsible Computing posted on the Information Services Policies Web page for guidelines regarding the use of University-provided technology resources.

The ground floor of Jepson Hall houses many computing resources, including a general purpose computer lab with a total of 30 workstations; five PC classrooms with full multimedia capabilities; and two computer classrooms running Windows, Linux and Unix designated for use by the math and computer science department. When classes are not in session, the Jepson Hall computer classrooms are open for student use. Jepson Hall is also the location of the Computer Help Desk, a resource that provides assistance with computing-related issues for the entire campus. A listing of the current hours of operation for all of these resources may be found on the Information Services Web page.

The Technology Learning Center (TLC) is a unique resource located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty, and staff. This area offers PC and Mac workstations equipped with high-end Web development, multimedia, animation, 3-D modeling and audio-video recording and editing software. Scanners, high quality printers, large-format plotters, digitizers and digital video and still cameras also are available. In addition, the TLC contains a photography studio and a small recording studio. The TLC also supports media production in the Media Resource Center on the second floor of Boatwright Library. Most importantly, the TLC is staffed by professionals and well-trained student assistants. Students not only have access to the hardware and software, but also to experts who can help them effectively use the specialized tools.

Technology training is offered to students, faculty, and staff in a variety of formats, including books and CDs available in the TLC and searchable through the Library catalog, online video tutorials, technology training classes offered throughout the school year, and one-on-one training sessions available through appointments at the TLC. TLC hours of operation and current technology training classes may be found on the Information Services Web page; is.richmond.edu/.

Many departments on campus have computer labs dedicated to meeting the learning and research needs of their students. These include Art & Art History, the Business School, Chemistry, Classical Studies, Education, Journalism, the Law School, Modern Languages & Literatures, Music, Physics, Psychology, the School of Leadership Studies, and Theater & Dance. Public computer labs are also located in the Gottwald Science Center and the Library. Boatwright Memorial Library has a large number of workstations, as well as laptops available for check-out for use within the building.

Many training resources are available to students, faculty, and staff. Information on specific courses and materials can be found on the IS website.

Libraries

The University Libraries are comprised of the Boatwright Memorial Library, the Media Resource Center, Science Information Center, and the Parsons Music Library. First year students complete a graduation requirement by enrolling in the Library 100 and 101 classes during fall and spring semesters. The gateway to library resources and services is through the Libraries' website at: library.richmond.edu/.

Boatwright Memorial Library -	Hours: 289-8664, Information: 289-8669
Media Resource Center -	Information: 289-8860
Parsons Music Library -	Information: 289-8286

Lost and Found

Lost and found articles and inquiries may be directed to the University Police. A lost and found box is located behind the Student Activities desk on the second floor of the Tyler Haynes Commons.

One Card

The University of Richmond photo ID serves as a student meal card and access to SpiderCard account funds, the library, and residence halls. Students should retain the ID in their possession **at all times**.

Undergraduate students living on campus, except those residing in the University Forest Apartments, must participate in a meal plan. Please refer to the University of Richmond Student Guide for Dining Services or visit our website at oncampus.richmond.edu/student/life/dining/ for specific information. The ID/Meal card is non-transferable.

SpiderCard Accounts- University students may sign up for a SpiderCard account, a debit card program, which allows students to access previously deposited funds via their University ID card. SpiderCard accounts can be used at ETC, the Bookstore, The Cellar, to activate laundry machines, vending machines, Dean's Den for food and snack purchases, 8:15 at Boatwright, Freshens, and Student Health Services. After 8 p.m., SpiderCard accounts can be used for food delivery from Domino's, Papa John's, Pizza House, Pizza Hut, and Toppings Pizza and subs.

Each semester, students will be mailed information on how to apply for a SpiderCard account. New SpiderCard accounts may be opened at Student Accounts in Sarah Brunet Hall and at: oncampus.richmond.edu/student/life/one-card/ or at One-Card Services.

If you find that your card is not working or is missing, please visit the One-Card Office between 8:30 a.m. and 5 p.m. weekdays. The office is located in room 330 on the third floor of Tyler Haynes Commons. Lost cards may also be deactivated by logging into your BannerWeb account.

Parking

If you elect to bring a vehicle to campus, you must register the vehicle with Parking Services. You will be issued a University of Richmond parking permit and expected to park in the lot assigned. The annual parking permit costs \$100.00. To register a vehicle for the school year, you can access the online registration form at oncampus.richmond.edu/administration/police/parking. If you will have a vehicle on campus for a short period of time, temporary parking permits are available at a cost of \$2.00 per week, not to exceed four weeks. All vehicles on the University of Richmond campus must display an annual, temporary, or visitor's parking permit. You are responsible for vehicles registered to your family and must obtain the proper permit for these vehicles when they are on campus. Contact Parking Services at 289-8703 for further information.

Post Office

The Post Office is located on the Westhampton College side of the campus in the Heilman Dining Center. All students receive mail at this main post office. The service window at the main post office is open from 9am – 4:30pm Monday through Friday, but student have access to their mailboxes in the main post office 24-hours a day.

Whenever packages are received, students are notified with a slip of paper provided in their mailboxes. If an overnight package from UPS or Federal Express is delivered, the Post Office notifies the student via phone or email. At the service window, postage stamps may be purchased. For general public use, there is a Federal Express Pickup Box located outside of the Special Programs Building. Instructions are posted on that box.

To assure that all mail is received, correspondence should be addressed correctly:

Student Name
UR Box Number
28 Westhampton Way
University of Richmond, VA 23173-Box Number

Printing Services

Printing Services is located at 28 Westhampton Way (down the hill from Lora Robins Court). Services include printing of flyers, resumes, invitations, posters, and banners. Students may request printing and pay by cash or check when the job is picked up. Fax services are available through this office at a charge of \$1 a page for incoming and \$2 a page for outgoing faxes. The fax phone number is (804) 289-8994. You will be called when a fax transmission arrives, and the sheets will be held for you to pick up at the Printing Services Office.

Registrar

The Office of the University Registrar is located in Sarah Brunet Memorial Hall and is open Monday through Friday from 8:30 a.m. to 5:00 p.m. This office processes registrations, maintains academic records, and makes certifications for students and former students of the University of Richmond. The following categories present more specific information. Beyond the items mentioned below, each

student is encouraged to call or to visit the office should there be questions relating to registration and records, procedures, or policies.

Students are encouraged to examine their record periodically. Students shall register each term according to the instructions published by the Office of the University Registrar. A calendar is published with the pertinent dates. Students are able to register for classes through BannerWeb, a secure website that may be accessed over the Internet through the Registrar's Homepage at registrar.richmond.edu or via the following link: bannerweb.richmond.edu/

Registration – Add/Drop: The official registration for each class is administered by the Office of the University Registrar; therefore, changes in registration through add/drop must finally be taken by the student to this office or confirmed appropriately through BannerWeb. In addition, any questions concerning the accuracy of the registration records are to be brought promptly to the Registrar's attention.

Pass/Fail and Audit Options: Students may opt for pass/fail grading or may audit courses as provided in policies stated in the undergraduate catalog and elsewhere. Each term there are dates specified by which these options are to be taken. The Office of the University Registrar provides the forms and must receive the completed forms back by the date specified in order for the option to be recognized as valid and in effect. NOTE: Only Arts & Sciences and Leadership students may opt to take a course pass/fail. Business School and Leadership courses are not available pass/fail.

Grades: At the end of each term grades are received from instructors and are posted to each student's permanent record. At this time the grade point average, dean's list, and academic warning/probation statements are prepared. Grades are available through BannerWeb. Questions about grades should be directed to the Office of the University Registrar. Grades are deemed correct unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

Permanent Academic Record/Transcripts: The permanent academic record for each student is maintained by the Office of the University Registrar. The record shows the term in which courses were taken, the course number, title, credit, and grade for each course as well as accumulation of hours and the grade point average. When the degree is granted, this is also noted as is other pertinent academic information. A copy of the permanent record is called a transcript. Transcripts may be requested in person or in writing from the Office of the University Registrar.

Degree Evaluation: The degree evaluation is a document on which each student's progress toward their general education, fields of study, and degree requirements is noted. The evaluation is regularly updated and is available via BannerWeb. The purpose of the evaluation is to aid the student and advisor to view more easily progress toward the degree. Questions about what courses to take should be directed to the academic advisor. [Questions about items recorded on the evaluation should be directed to the Office of the University Registrar.]

Degree Application: Refer to the Undergraduate Catalog for detailed information. Students who plan to complete degree requirements in May or August must fill out a degree application in the Office of the University Registrar by the second Friday in September before the intended completion date. Students who plan to complete degree requirements in December must fill out a degree application by the first Friday in February before the intended completion date.

Transfer Credit: Refer to the Undergraduate Catalog for detailed information. The acceptance of transfer credit when the student first enrolls is coordinated by the Office of the University Registrar. Once enrolled, students who desire to take work at another institution for transfer back to the University of Richmond must have the work pre-approved by the appropriate academic department (forms available in the Registrar's Office).

The student is responsible for having an official transcript for all courses taken elsewhere sent to the University of Richmond's Office of the Registrar. All work accepted for transfer must be taken from a regionally accredited institution in the U.S. or the international equivalent. An earned grade of C (2.0) or

better or the equivalent must be earned to transfer credit. This grade is not calculated into the grade point average and the credits transfer as units earned elsewhere.

Certifications Including Veterans Administration: The Office of the University Registrar makes official certifications of full-time enrollment, progress, class standing, and similar statements upon applications. VA certifications and questions should be addressed to this office.

Speech Center

The Speech Center offers assistance to those who wish to pursue effective speaking and articulate behavior across academic disciplines. Undergraduate and graduate students who come to the Speech Center, located on the fourth floor of Weinstein Hall, work with trained student speech consultants to develop and refine their skills in preparing and delivering individual and group presentations. Speech Center-sponsored programs include the Sully speaks competition, the annual spring Forum on the Forum, and the Orator-in-Residence programs.

The Speech Center is open for consultations mornings and afternoons, Monday thru Thursday; Sunday evenings; and by special appointment. The appointment calendar is posted under the heading “Appointments” on the Speech Center website. Appointments should be scheduled at least one week in advance of the presentation date, and students should bring notes or an outline and a DVD+RW to each appointment. To learn more about the Speech Center and its resources, check the Speech Center website: speech.richmond.edu or call Linda Hobgood (x8814) or email lhobgood@richmond.edu.

Student Employment

On-campus employment opportunities are available through the Student Employment Office. This employment program is available to all students seeking a degree and enrolled in at least 6 credit hours, even those not receiving other forms of aid. First-time student employees will need to present their original social security card and photo ID (or other original I-9 document, such as passport or birth certificate) before starting on-campus jobs. You can find information about student employment programs – including a list of available jobs – at student.jobs.richmond.edu. Visit the office in Sarah Brunet Hall, Room 138 or call 289-8737 for more information.

Study Abroad

The University of Richmond encourages all students to participate in academically sound study abroad programs during the academic year and summer. The University sponsors summer programs in locations such as Argentina, China, the Czech Republic, Chile, England, France, Germany, Italy, Japan, Jordan and Spain, as well as internship programs in Australia, Berlin, Dublin, London, and Mexico. The University also offers over 70 semester programs in Argentina, Australia, Austria, Canada, Chile, China, the Czech Republic, Denmark, England, France, Germany, India, Ireland, Italy, Japan, Korea, Mexico, the Netherlands, New Zealand, Poland, Russia, Scotland, Spain, Sweden, Taiwan, Thailand, Turkey, and Vietnam. University of Richmond financial aid is transferable to UR semester programs. All Richmond students accepted to a UR semester program receive a travel allowance and health insurance specific to international travel. Information regarding study abroad scholarships as well as reimbursements and program costs can be found on the Study Abroad web site: studyabroad.richmond.edu.

The policy regarding non-UR semester and summer programs can be found under the “Policies” section of the study abroad web site studyabroad.richmond.edu. Richmond financial aid does not apply to non UR programs abroad.

Proper planning is the key to a successful study abroad experience. *Students are encouraged to discuss study abroad options with a Study Abroad Advisor in the Office of International Education (OIE) prior to applying for study abroad.* The OIE has a resource center with a wide variety of materials on study, work, and volunteer opportunities. Information regarding advising hours, information sessions and the study abroad peer advising program can be found on the study abroad web page.

International Activities

The Global House, located in Keller Hall, is a focal point of international activities serving the entire University community. It offers undergraduates a unique opportunity to live in an international

environment and to pursue interests in international issues. Students from the United States and other countries live together sharing various cultural perspectives in formal and informal activities and events. For more information and application forms, contact the Westhampton College Dean's Office.

Students also have the opportunity to join the International Club whose primary aim is to promote and encourage friendly relations between different cultures. To this end, the Club encourages the freest possible discussion and exchange of information and ideas within the University community. As the University becomes more diverse, the club sponsors cultural and social events that educate the community and foster a climate of cross-cultural understanding. Get involved and find out that the University of Richmond is really a diverse community. For more information, contact Mrs. Kritika Onsanit in the OIE at 287-6499.

All returning students are encouraged to join the Ambassador Program, which pairs University of Richmond undergraduates with new international students. The objective of the program is to welcome international students to the UR community and to the city of Richmond. This program fosters friendships and builds bridges between cultures. Students are generally matched on the basis of language, major field of study, and cultural interests of both the ambassador and the new student. Group activities within and near the Richmond area are planned each semester. For more information, contact the OIE at 289-8836.

Telecommunications

Telephone

- Local telephone service is available at check in.
- All students must provide their own phone. Do not bring cordless phones.
- All student telephone numbers begin with area code and exchange (804) 662-XXXX.
- Plug the phone into the BLUE telephone jack.
- For assistance, call Student Telecom, 6500.
- Student Telecom cards, with voicemail box number, pass code, and authorization code, are in each student's campus mailbox.

Long Distance Services

- All students are issued an authorization code. This authorization code is required for all 10-digit calling, whether a long distance fee applies or not.
- The authorization code is personal and confidential and the student is responsible for all charges associated with their authorization code.
- All students must contact Student Telecom immediately if their card or code is lost or missing.

Cable Television Services

- Every room will have basic cable service in addition to nine University of Richmond channels.
- Please contact Student Telecom at X6500 for any cable problems.

Note: Unauthorized use or provision of cable television services constitutes theft of services and is a violation of the University of Richmond Policy, State, and Federal laws.

UR Mobile Wireless Service

Student Telecom has partnered with AT&T Wireless Communications to offer wireless phone services to full-time university students. AT&T also maintains a cell tower on campus, so coverage is better than with other providers.

Billing Schedule

- All students must log on to this website to access charges on your account : teleweb.richmond.edu:8989/phonebill
- For instructions on using Teleweb, please visit this website: is.richmond.edu/telecom/students/billing.htm
- The first billing cycle starts when a student arrives on campus ends on September 14.

- The billing cycle ends on the 14th of each month.
- Students are responsible for all charges on their account.
- No credits are issued to a student's account unless a charge is disputed within 30 days of the statement date.
- Typical charges from Student Telecom may include, but are not limited to, cable television services, wireless services, and long-distance.
- Due to different billing cycles from our vendors, charges for telecommunications services may be delayed up to 60 days.

University Police

The University of Richmond has a nationally accredited police department. The University Police Department is open and actively patrols the campus 24 hours a day, 7 days a week. All crimes that occur on the campus should be reported to the University Police in person or by calling 911, 289-8911 or 289-8715. The University Police Department responds to all reports of criminal activity occurring on the campus.

Officers will respond to all calls for emergency medical assistance, and can provide immediate contact with a rescue squad. All police officers are certified First Responders and are trained in CPR through the American Red Cross. In addition, all police officers are trained in the use of the Automated External Defibrillator (AED). Police cars are outfitted with emergency medical equipment.

Literature on theft-prevention and personal safety is available from the University Police. Electric property engravers for lacing identification markings on valuable items can be checked out and forms for listing valuable items and their serial numbers are available. Students are encouraged to visit and utilize the Police website at <http://oncampus.richmond.edu/administration/police/>. The interactive page includes sections for on-line parking and bicycle registration, security concerns reporting and "Silent Witness."

The University Police Department maintains statistics to comply with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. The security of all members of the campus community is of vital concern to the University of Richmond. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on campus, and crime statistics for the most recent 3-year period may be requested from the University of Richmond Police Department or accessed on line at oncampus.richmond.edu/administration/police/ccra/. A paper copy will be provided upon request. The Police Department does not store weapons for students, faculty, or staff.

Report all suspicious people, cars, or activities immediately to University Police at x8911 or from your cell phone (804)289-8911.

Safety Tips

- When leaving your room, always take a key with you. Keep your room door locked at all times.
- Never leave exterior doors to the residence halls propped open.
- Notify a roommate, RA, or close friend of your travel plans.
- Keep all window curtains closed, especially at night.
- Don't walk alone at night - get a friend to walk with you or women may call the Safety Shuttle.
- Be alert - do not take chances.
- Walk in well-lit areas - avoid dark areas and pathways.
- Walk where others travel frequently.

Vending Services

A variety of vending machines are located in each residence hall and on the lower level of the Tyler Haynes Commons. If you have problems with the machines, you should call the Vending Hotline at 287-1244 or come by One-Card Services located on the third floor of the Commons in Room 330.

Writing Center

The University of Richmond has a Writing Center with trained tutors who work with students from varied disciplines and at all levels - from the novice writer to the senior writing an honors thesis. The Center is located in the academic wing of Boatwright Library (use the lakeside entrance under the bell tower). Tutors will help you learn to improve your writing by showing you ways to polish style, to organize and revise, and to edit (spot your weaknesses in grammar). The Writing Center also offers consultations about word processing and the use of editing and other writing software. The Writing Center hours are determined each semester. Appointments may be scheduled through the website. Hours of operation, the Web-based handbook "Writer's Web", and other materials and information are at: writing.richmond.edu.

EMERGENCY INFORMATION

In the event of any crisis that affects the University of Richmond campus, steps will be taken immediately to assure the safety and security of the campus community. The University will communicate quickly and resume normal operation as soon as it is practical. The University of Richmond Emergency Management Team (EMT) is comprised of key administrators and student leaders who are responsible for preparing for and responding to campus emergencies of all varieties.

In case of an emergency, the University will utilize the following means to communicate important information:

- University Emergency Hotline (289-8760)
- Voicemail
- E-mail
- S.A.F.E. (Spider Alert for Emergencies): alert.richmond.edu/
- Printed flyers (in the event of a power outage)

In the event of an emergency such as a fire, immediately evacuate the building using the nearest available exit. Specific information on fire safety can be found online at the Safety Services and Risk Management web site (oncampus.richmond.edu/administration/safety/).

Weather Emergencies

However, during times of severe weather, evacuation of a building may not be advisable. If you have to take shelter in a building, instructions such as staying inside away from windows will be communicated using one or all of the methods listed above.

It is important for all members of our community to take responsibility for their own safety and well-being. Everyone should be aware of their environment and avoid situations that could potentially harm them.

Tornado Warning System

The University's Tornado Warning System (TWS) provides faculty, staff, students and nearby residents with advance notice of tornadic activity approaching campus.

The TWS features a siren that will be activated approximately 15 minutes before tornadic activity is predicted to occur within five miles of campus. The siren, which begins with a groaning noise and amplifies to its full volume, will be continuous until the danger has passed. The siren can be heard up to a mile from the campus.

To ensure that the system is working properly, 30-second tests of the system will take place on the first Monday of every month at 1:25 p.m. on an ongoing basis. Please be aware of these regularly scheduled tests, and do not be alarmed when you hear them.

However, if you hear this siren at any time other than 1:25 p.m. on the first Monday of each month, the possibility of tornadic activity in the area is high. In such an event, meteorologists advise individuals to take cover within the center of the nearest building and remain there until the all-clear siren sounds. The safest place inside a building is the basement or ground floor, in a room as close to the interior of the building as possible, and away from any exterior windows or doors. If you have any questions regarding the Tornado Warning System, please contact University of Richmond Police Department at 289-8715.

CONFIDENTIALITY, PRIVACY RIGHTS, & RIGHT TO KNOW

The University of Richmond procedures and the Family Education Rights and Privacy Act (FERPA) prohibit unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. Directory information includes: name; address, including permanent, campus, local (off-campus), e-mail and campus network (IP) address; associated phone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought; expected date of completion of degree requirements and graduation degrees conferred; awards and honors (e.g., dean's list); full- or part-time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of athletic teams; and photograph. A full list of information considered directory information is available on the Office of the University Registrar's Web page at: oncampus.richmond.edu/academics/registrar/policy/ferpapolicy.html or by contacting the Office of the University Registrar. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the University Registrar, completed and returned to that office. Once filed, this form remains in effect until withdrawn by the student in writing to the Office of the University Registrar. For further information about confidentiality, privacy rights, rights to know, and FERPA, contact the Office of the University Registrar.

GRIEVANCES & COMPLAINTS

Students who wish to file a complaint or grievances pertaining to University policies, procedures, or conditions may address their complaints in written form to the appropriate department head or official who oversees the area of concern. If in doubt as to who to direct the complaint, the following officials may be contacted:

Student Development Concerns-

- Housing: Joan Lachowski, Office of Undergraduate Student Housing
- Financial policies: Herb Peterson, Vice President for Business and Finance
- All other concerns: Steve Bisese, Vice President for Student Development

Academic Concerns-

- Arts & Sciences: Juliette Landphair, Dean of Westhampton College or Joe Boehman, Dean of Richmond College
- Business School: Jorge Haddock, Dean of the E. Claiborne Robins School of Business
- Leadership School: Sandra Peart, Dean of the Jepson School of Leadership Studies

RIGHTS & RESPONSIBILITIES

The University of Richmond understands the importance of shared responsibility among students, faculty, and staff. The University is committed to providing opportunities for student involvement in decision making and to enforcing procedures that ensure fairness in the event of an accusation of a violation of the University's conduct regulations, and processes for voicing grievances in academic and non-academic related issues. Specifically, the Student Handbook sections listed below detail these procedures:

- University of Richmond Mission Statement p. 3
- Student Government
 - Westhampton College Government Association p. 8
 - Richmond College Student Government Association p. 10
- Board of Trustees

Students are represented on the Board of Trustees in order to address student concerns. More information available by contacting the President's Office
- Academic Grievances p.28
- Non-Academic Grievances p.28
- Student Conduct p.30
- Judicial System (non-academic offenses) p.31
- Honor System (academic offenses) p.35

Please do not hesitate to share your feelings with faculty, staff, and administrations regarding any of these issues.

PUBLIC HEALTH PROCEDURES

Given the institution and its educational goals, any student who's psychological, emotional, or physical health is deemed by professionals to jeopardize the safety or well-being of that student or any other individual/group in the university community in such a way that disrupts the educational environment may be subject to administratively imposed withdrawal from the university and/or university housing.

STUDENT CONDUCT

To be well informed regarding University expectations, read this Handbook thoroughly, taking note of all regulations regarding the personal conduct of students.

The University of Richmond is committed to providing a safe and secure living environment. The purposes of the Standards of Conduct, as well as the judicial procedures, are to help ensure an environment that is most conducive to academic learning. In addition, they are in place to help ensure that the campus community is safe and intolerant of bias-motivated behavior. The Standards of Conduct and the judicial procedures are not intended to replicate state or federal criminal and civil laws or procedures. The University policies and procedures have goals, , and outcomes that may differ from the criminal justice system.

Enrollment and/or continued enrollment at the University of Richmond is a privilege, not a right. Any revocation of such a privilege would be intended to protect or support the standards of the University community, and should not be equated to the kind of penalties associated with criminal and/or civil law.

STANDARDS OF STUDENT CONDUCT

The purpose of these standards is to define the rights, freedoms, and responsibilities regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct the University of Richmond deems essential for fulfilling its educational mission and its community life. These standards shall govern the conduct of students and their guests on the campus of the University of Richmond or at University-sponsored activities and functions or elsewhere. All members of the University community are expected to familiarize themselves with the details of these standards issued annually or more frequently by the University or by individual Colleges or Schools of the University in handbooks or other official publications and announcements.

The University of Richmond is committed to preserving the exercise of freedom of inquiry, freedom of thought, freedom of discussion and expression, the right of petition, and of peaceful assembly. A student, who exercises his or her rights as a private citizen, whether individually or as a member of a group, must assume full responsibility for the consequences of his or her actions and must not identify his or her position or actions as representing the University.

Rights and freedoms imply duties and responsibilities, and all of these require orderly procedures for implementation. In order to fulfill its functions as an educational institution and to protect the rights of all members of the University community, the University of Richmond has the right and the duty to maintain order within the University and to exclude persons who disrupt the educational process. Where circumstances require, the University may call upon civil authority to maintain order.

The University of Richmond considers cultivation of self-discipline to be of primary importance in the educational process and essential to the development of responsible citizens. All students of the University are expected to conduct themselves, both within the University and elsewhere, in such a manner as to be a credit to themselves and to the University of Richmond. As responsible men and women, students are expected also to seek resolution of all issues through the process of reason. Moreover, they have the responsibility for complying with local, state, and federal laws, and with all published University policies and regulations. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational process, that causes destruction of property, or that otherwise infringes upon the rights of other members of the University community or of the University itself, cannot be tolerated.

THE JUDICIAL SYSTEM

Prohibited Conduct

On the University campus, at a University-sponsored event, or elsewhere, for which students or their guests are subject to disciplinary action, includes, without limitation, the following kinds of willful acts:

1. **Violence:** Any act of violence, force, coercion, threat, or intimidation that includes, but is not limited to:
 - a. Physical abuse of or assault upon any person;
 - b. Conduct that threatens, intimidates, or endangers the health or safety of any person;
 - c. Physical detainment of any person against his/her will;
 - d. Possession, storage, use of, or attempt or threat to use any kind of ammunition, explosives, firearms, or weapon;
 - e. Violation of the University's Sexual Misconduct policy;
 - f. Violation of the University's Hazing Policy.
2. **Property:**
 - a. Theft or possession of University property or the property of others;
 - b. Vandalism or damage to, defacement or destruction of University property or the property of others;
 - c. Alteration, fabrication, misuse or destruction of University documents including records, identification cards, or parking stickers/permits.
3. **Disruption:**
 - a. Obstruction, disruption, or attempts at obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University or University-authorized activities, functions, events, or operations;
 - b. Blocking the entrance or exit of any University facility or building, or any corridor or room therein;
 - c. Blocking or impeding normal pedestrian or vehicular traffic on or adjacent to University property;
 - d. Disorderly conduct, obscene conduct, inappropriate behavior or expression;
 - e. Disturbing the residence hall/community with noise.
4. **Trespass:** Unauthorized entry into, presence in, seizure or occupation of any University facility or area which is locked, closed to student activities, or otherwise restricted as to its use where one's presence is unauthorized.
5. **Illegal Activity:** The violation of local, state, or federal laws that includes, but is not limited to:
 - a. Possession, and/or use of illegal drugs, narcotics, pharmaceuticals and/or drug paraphernalia;
 - b. Distribution or sale of illegal drugs, narcotics, pharmaceuticals and/or drug paraphernalia;
 - c. Violation of ABC Laws;
 - d. Driving under the influence and/or while intoxicated;
 - e. Possession and/or use of false identification;
 - f. Conviction of any felony and/or misdemeanor involving moral turpitude.
6. **Other Regulations:**
 - a. Acts of or violations to the University's Harassment & Discrimination policy;
 - b. Violation of rules or regulations including those pertaining to the Alcohol policy;
 - i. Consumption of alcohol under the legal drinking age;

- ii. Possession of alcohol under the legal drinking age;
- iii. Possession of an open container of alcohol in a public place;
- iv. Hosting an illegal/unregistered event with alcohol;
- v. Hosting a registered event with alcohol that violated the University's alcohol regulations;
- vi. Having an underage guest who possessed and/or consumed alcohol while in attendance at your event;
- vii. Consumption of an alcoholic beverage in public;
- viii. Public Intoxication;
- ix. Violation of Alcohol policy at The Cellar;
- c. Violation of University or College rules or regulations including, without limitation, those governing residence halls (including the University's Fire Safety policy);
- d. Failure to comply with directions of a University or College official acting in the authorized performance of duty;
- e. Failure to present proper identification upon proper request.
- f. Violation of the University's Information Services policies.

7. **Inciting.** Inciting others to commit acts of the kinds herein prohibited.

Judicial Procedures

Any student who is charged with a violation of the standards of student conduct as contained in within Prohibited Conduct, as well as other regulations of the University of Richmond shall be subject to disciplinary action and, if need be, legal action. It is the established procedure of the Dean of the College or School or his/her designee to notify the student of the alleged violation(s) in writing and to request a meeting. During the meeting, the Dean or his/her designee explains the options available for resolution of the charge.

The three options available to all students are:

1. The student may accept responsibility and the sanctions deemed appropriate by the Dean of the College/School or his/her designee for the alleged violation(s), thereby waiving her/his right to a hearing. If the student elects option one, but does not agree with the findings of the Dean of the College/School or his/her designee, the student may then elect to have their alleged violation(s) adjudicated by the Judicial Council through an appeal.
2. The student has a right to a hearing by the hearing board of his/her choice. However, depending on the severity of the charge(s), typically those charges that through the legal system could result in felony convictions, the hearing must go to the University Hearing Board.
 - a. The student has a right to a hearing before the Judicial Council composed of a chair, secretary, and six students (three from each coordinate college). If the student elects this option, the student is notified by the Judicial Council of the alleged violation(s) and is informed of his/her rights and responsibilities. (For more information about the Judicial Council, please see p. 34 or see their website at www.student.richmond.edu/~urjc).
 - b. The student has a right to a hearing before the University Hearing Board composed of a chair, three students, a faculty member, and an administrator. If the student elects this option, the student is notified by the University Hearing Board of the alleged violation(s) and is informed of his/her rights and responsibilities. (For more details regarding the procedures of a University Hearing Board, please go the Westhampton or Richmond College Dean's Office website.)

3. The student may resign from the University. The student could not re-enter the University without the alleged violation(s), being resolved. Off-campus civil or judicial actions or criminal charges, if any, may continue to be processed.

The student is asked to choose one of the three options. All decisions of the Judicial Procedures are subject to the approval by the Dean of the College or School.

Authority for prescribing these rules and regulations is vested in the Board of Trustees of the University of Richmond. Authority for implementation of these rules and regulations has been delegated to the deans of the Colleges and Schools and, through them, to appropriate judicial bodies. The Trustees reserve the right to rescind or alter any delegated authority when, in their discretion, the exercise of the delegated authority is abused or is deemed to be in conflict with the purposes of the University of Richmond.

Graduate Students, Professional Students, and Continuing Studies Students: Attention is directed to the individual handbooks and other announcements of the Schools of the University of Richmond for information on policies, regulations, and procedures relating to the Honor System, academic performance and standing, motor vehicles, drugs, alcoholic beverages, and the establishment of clubs, societies, and publications.

In the event that a constituted judicial body cannot be convened or in the case of special or unusual circumstances, the Dean of the College or School is authorized by the Board of Trustees to impose, after a hearing conducted either by the Dean of the College/School or his/her designee, upon any student who willfully engages in any prohibited conduct, as such is defined above, any of the sanctions listed and described on the previous pages.

Severability: The several sections and provisions of these standards are hereby declared to be independent and severable, and if any section, subdivision, sentence, clause or word be held void or non-enforceable, such holding shall not affect the validity or enforceability of any other part or parts of these standards.

Prohibited Conduct stated in this document is intended to apply to non-academic offenses. The Honor Council of the appropriate division shall hear academic offenses. In the event that the Dean of the College or School determines that a case is ambiguous, he/she shall advise the student that he or she may proceed under these Judicial Procedures or under Honor System procedures.

Detailed procedures governed by these principles will be found in the University Hearing Board procedures, available from the Vice President for Student Development, Deans of the Colleges or Schools, or Chairs of Judicial Councils.

Sanctions

Prohibited conduct may result in one or more of the following sanctions, depending on the offense. Additional sanctions, if any, are listed in handbooks or official announcements of the School or College concerned. Students should be familiar with the information in this Handbook. Following a judgment according to applicable judicial procedures, sanctions will be imposed with appropriate appeal procedures available.

The sanctions applicable to students are as follows:

1. **Disciplinary Warning**: A written notice that a continuation or repetition of Prohibited Conduct, within a specified period of time, will be grounds for more serious disciplinary action.
2. **Residential Housing Probation**: Action permitting the student to remain in residence on probationary status. During the period of probation, if the student is found responsible for additional violation(s), the student may be evicted from on-campus housing.
3. **Conduct Probation**: Action permitting a student to remain at the University on probationary status. During the period of probation, if the student is found responsible for a further

violation of the Standards of Conduct, the student may be subject to suspension, or permanent suspension (i.e. expulsion) from the University.

4. **Housing Eviction:** Serious housing matters or repeated violations of University policy can result in removal from university housing.
5. **Suspension:** Exclusion of a student from the University for a definite period of time, as set forth in the written notice of suspension subject to other University regulations. Suspension could be permanent (i.e. expulsion).

In addition or in place of the sanctions listed above, the following sanctions may be employed, but are not limited to:

1. **Community Restitution/Service:** An assignment to perform a task or service for the University or a University sponsored organization.
2. **Fine/Restitution:** Reimbursement for damage to, or destruction of, or misappropriation of property, to include but limited to personal and medical reimbursement.
3. **Revocation of Privilege:** Including, but not limited to, registering events, using of University dining facilities, having an automobile on campus, and/or access to other University facilities.

Impact upon Student Records

A student found responsible of a violation of the standards of student conduct will generally have their disciplinary records destroyed unless they are on “conduct probation” at the time of their graduation. In the event that a student is on “conduct probation” at the time of his/her graduation, the student’s disciplinary record will be destroyed one year following the student’s graduation. The records of the students involved in cases deemed serious (acts of violence, drug distribution, etc.) by the deans of the colleges or schools will be maintained at the discretion of the deans for a period of time deemed appropriate by the deans.

Judicial Council

The University of Richmond Judicial Council is a branch of both the Richmond College Student Government Association and the Westhampton College Government Association. The Judicial Council exists to assist in the maintenance of a community dedicated to high standard of personal conduct. The Judicial Council serves as a hearing board for Westhampton or Richmond College Dean’s Office violations and appeals. This includes alleged violations of Prohibited Conduct and other non-academic regulations further specified in the University of Richmond Student Handbook. An undergraduate student has the option to have his/her case heard by the judicial council or has the option of appealing the findings of the dean’s office. Council (at the discretion of the Westhampton or Richmond College Dean’s Office due to the seriousness of the charge, the appeal may be heard by the University Hearing Board).

THE HONOR SYSTEM

Honesty and integrity in all their facets are integral to a University of Richmond education. The Richmond College Honor Council and the Westhampton College Honor Council function as part of RCSGA and WCGA respectively. Both Councils are governed by the University of Richmond Honor Code Statute.

Reporting an Honor Code Violation

Contact:

Sean Connelly, Chair, Richmond College Honor Council (sean.connelly@richmond.edu)

Lindsey Petty, Chair, Westhampton College Honor Council (lindsey.petty@richmond.edu)

Juliette Landphair, Dean of Westhampton College (jlandpha@richmond.edu or 289-8468)

Joseph Boehman, Dean of Richmond College (jboehman@richmond.edu or 289-8061)

About the Honor System

The Honor Code is one of the longest-lived University traditions. The Honor Code serves to enhance personal integrity and to generate a spirit of mutual trust among the students of the University of Richmond. The purpose of the University of Richmond Honor System is three-fold:

1. To create an environment that encourages students to behave in an honorable way in all that they do and to expect the same behavior of others in the University community.
2. To unite students, faculty, staff, and administrators in the pursuit of academic integrity as an expectation for all members of the University community.
3. To resolve possible violations of the Honor Code through the Honor Council. The goal of the Honor Council in all proceedings is to establish the truth. Students found in violation of the Honor Code are sanctioned to remind these students of the University's expectations regarding honor.

Students established the Honor Code and the Honor Councils to serve the student body. The Honor Code sets forth the standards that each student is expected to maintain to remain a member of the student body. A student obligates himself or herself to these standards as a condition for matriculation. Each and every student must be completely aware of the Honor Code's demands upon him or her. A violation of the Honor Code reflects poorly upon the student and upon the University of Richmond as a whole.

Should a student witness a possible honor violation in the presence of others, he or she should attempt to secure witnesses to the act without arousing the suspicion of the student or students in question. Should it be feasible to do so, the professor involved should be informed so that any materials (tests, notebooks, scratch work, books, etc.) related to the act may be used as evidence. Such materials are invaluable in ascertaining whether or not the student did indeed violate the Honor Code. Students are expected to maintain silence about a case before, during, and after the hearing regardless of the outcome unless the information is pertaining to an open hearing. To disclose information concerning the case is a violation of the Honor Code.

Violations of the University Honor Code Statute

The following seven items from the University Honor Code Statute are considered violations of the Honor Code:

A. Cheating - Cheating is the submission or attempted submission of work that is not one's own or that violates a professor's instructions for the work to be considered for a grade or credit. One must intend to submit the work for an act to be considered cheating. Cheating may occur without one understanding that one's actions constitute cheating. In collaborative assignments, "work" shall be defined as each individual's contribution to the assignment. Cheating includes, but is not limited to, such actions as:

- a. The giving of unauthorized aid.

- b. Unauthorized use of knowledge of the contents of present tests. "Knowledge of the contents" is defined as communication about the test with students who already have completed it or examination of the test paper itself.
- c. Use of or attempted use of unauthorized notes or tapes during completion of a test.
- d. Unauthorized use of electronic information including, but not limited to, those generated by faculty or other students in the completion on an assignment.
- e. Use of testing materials from past testing periods when expressly prohibited by the instructor.

B. Plagiarism - Plagiarism is the presentation, oral and/or written, of words, facts, or ideas belonging to another source without proper acknowledgment. In collaborative work, "presentation" constitutes each individual's contribution to the assignment.

C. Lying - Lying is the making of a statement that one knows is false with the intent to deceive. It includes, but is not limited to, such actions as:

- a. Lying to faculty, administration, or staff of the University community in order to gain an academic advantage.
- b. Falsifying any University paper or electronic record by mutilation, addition, deletion or forgery.
- c. Lying to any Honor Council member in case-related matters.

D. Academic Theft - Academic theft is the unauthorized removal or mutilation of academic materials, which may deprive or prevent others from having equal learning opportunities. Such materials include, but are not limited to, print, film, tape, and electronic databases.

E. Disclosing Honor Council Information - Disclosure is the release of any information about Honor Council cases beyond that specified by Article 18, Section 1, unless the information pertains to an open hearing.

F. Registration Irregularity – Registration irregularity is any violation of registration procedures designed to gain an advantage relative to other students.

G. Failure to Report an Honor Code Violation (Toleration) – Toleration occurs when a student has knowledge of or is witness to an act of another student thought to be in violation of the Honor Code and does not report it.

Students with questions regarding possible violations of the Honor Code are urged to contact either coordinate college dean (Richmond College or Westhampton College) or either Honor Council Chair. It is the responsibility of each student to report suspected violations of the Honor Code to one of the Chairs of the Council or to the dean of the college within five (5) days of the suspected violation, except in the case of plagiarism, where ten (10) days are allowed for the instructor to research the possible violation. The specified number of days means class days and excludes Saturday, Sunday, University holidays, University closings, vacations, and summer. The timeline for cases reported during these periods begins on the next regular University class day.

There is an established procedure followed in any case brought to the attention of the Honor Councils. Once a case has been reported, one of the Chairs of the Council, the RC and WC Marshal, and at least two Council members designated by the Chair form a Pre-Hearing Review Board. The PHRB determines whether there is sufficient evidence to warrant a decision by a full Hearing Board. This board makes no determination as to whether the student is responsible for the violation or not.

If the Pre-Hearing Review Board determines that the case shall move forward to a full Hearing, the Hearing shall be scheduled and the Secretary of the Council will formally charge the student with the violation a minimum of seventy-two (72) hours before the Hearing. In all Honor Council Hearings, there are Honor Advocates for both the University and the Accused. Usually, the Chair will appoint members of the Pre-Hearing Review Board to fulfill these roles; however, the Accused retains the right to select any full-time undergraduate student at the University to represent him or her in Council

proceedings. All Honor Advocates are required to share all evidence a minimum of seventy-two (72) hours before the Hearing.

The accused has the right to either a closed or an open hearing. An open hearing dictates that any student can attend with the possibility of the Collegian also attending. A closed hearing is restricted to only the Honor Council Members and witnesses involved with the case. At the Hearing, the Honor Advocates present the evidence to a Hearing Board usually comprised of four WC Honor Council members and four RC Honor Council members. After the presentation of evidence, the Hearing Board recesses for confidential deliberations, where the Hearing Board must first vote upon whether or not the Accused is guilty of violating the Honor Code. The standard of guilt is “clear and convincing evidence,” and for an Accused student to be found guilty, no more than one dissenting vote may exist. If the Accused is found Guilty, the Hearing Board then decides sanctions by majority vote. If the Accused is found Not Guilty, all transcripts, evidence, and the tape recording of the hearing are promptly destroyed.

If the Accused is found guilty, the tape, evidence, and a written summary are presented to the dean with the Hearing Board’s decision. The dean approves the Hearing Board’s decision before it is implemented. If the dean does not approve the decision, it is returned to the Hearing Board with his or her objections. The Hearing Board then will discuss the matter again and vote to alter their original decision. If the Hearing Board does not vote to alter the decision, the original decision stands and the sanction must be implemented even without the dean’s approval.

Sanctions

Any student who is found guilty of an Honor Code violation shall automatically be placed on Honor Probation and shall be subject to expulsion from the University upon a finding of guilt for a second violation while on Honor Probation. Probation remains in effect until graduation. Any student who is found guilty of an Honor Code violation shall have a written letter of reprimand placed in his or her file in the dean’s office of his or her coordinate college that censures the unacceptable and/or inappropriate action in writing. This file shall remain on record in accordance with the Councils’ Record Retention Policy (Article 12, Section 2 of the Honor Code Statute).

Upon a finding of guilt, the Hearing Board shall give any of the following sanctions or a combination thereof:

1. **Loss of Academic Credit** - Recommendation of any grade, including but not limited to, a failing grade on the assignment in the course in which the violation relates, or in all courses in which the student is enrolled at the time of the violation.
2. **Suspension** - Suspension may be any period of time through three years. The Council may recommend that the student receive failing grades in any or all of the courses in which the student is enrolled at the time of the violation. The Hearing Board will specify the time period for which the suspension will be in effect.
3. **Expulsion** - Permanent separation of a student from the University of Richmond.

The Hearing Board may elect to set aside a part of a sanction or to substitute another sanction that it feels is more appropriate to the offense.

Should the accused appeal the decision in his or her case, the case is forwarded to the University Honor Appellate Review Committee to determine if the appeal will be granted. If the appeal is granted, the case is heard by an Appellate Hearing Board. The Appellate Hearing Board can sustain the original decision, modify it, or dismiss it.

Impact upon Student Records

1. A tape recording and/or hearing notes and a case summary prepared by the Secretary shall be the authentic record of the case.
2. In cases in which the accused is found not guilty, the records of the proceedings shall be destroyed immediately. In cases of guilt, the record retention shall be as follows:

- a. For all findings of guilt with sanctions other than suspension or expulsion, case records remain on file for a period of two years after the student graduates.
 - b. For all findings of guilt with a sanction of suspension, case records shall remain on file for a period of four years after the student graduates.
 - c. For all findings of guilt with a sanction of expulsion, case records may remain on file indefinitely.
3. A case summary, which will be retained in the appropriate dean's office, should consist of the following items and shall be prepared by the Secretary for the hearing:
 - a. Date of decision
 - b. Number of the case
 - c. Violation and material(s) used
 - d. Plea
 - e. Decision
 - f. Sanction(s)
 - g. Status of the Accuser (student, faculty, or staff)
 - h. Department, course number, and professor (if applicable)
 - i. Name and class of the Accused
 - j. Names of witnesses
 - k. Name of the Presiding Chair
 - l. Name of the Secretary for the hearing
 - m. Name of the Marshal for the hearing
 - n. Names of the Hearing Board Members for the hearing

For the complete statutes or other information about the Honor Councils, see the website: www.student.richmond.edu/~urhc/.

HAZING

Purpose

The purpose of this policy is to ensure that students at the University of Richmond are not subjected to any type of hazing when joining a fraternity sorority, athletic team or any other student organization.

Definition of Hazing

Hazing is defined as: any action or situation created intentionally or unintentionally and **with or without** the consent of the persons subjected to the action or situation that produces mental or physical harm, embarrassment, harassment, or ridicule.

Examples of Hazing

Examples of forbidden hazing activities include, but are not limited to:

- Intimidation, threats and verbal hostility;
- Rough wrestling matches and football games;
- Hitting an individual with paddles, even in so-called fun exchanges, and other types of beatings;
- Sexually degrading activities, including stripping, stimulation of sexual acts, improper touching, or sexually explicit changes and songs;
- Pressuring an individual to get a brand or tattoo or to shave his or her head;
- Dousing an individual with dangerous substances;
- Requiring an individual to eat unpleasant-tasting food;
- Requiring an individual to sleep in uncomfortable places or depriving them of sleep;
- Forcing an individual to do physical exercise;
- Forcing an individual to swim, which can result in drowning;
- Forcing an individual to wear unusual clothing;
- The keeping of pledge books and/or forcing an individual to get members' or alumni's signatures;
- Requiring an individual to memorize non-essential information;
- Isolating an individual from other group members; or
- An activity that intentionally or unintentionally subjects an individual to mental or physical harm, embarrassment, harassment, or ridicule.
- Forcing an individual to do personal errands of any kind.

University of Richmond Policy on Hazing

No student or any person affiliated with the University of Richmond shall engage in hazing, as defined above.

If, in the determination of the University's Standards of Student Conduct and subsequent to a hearing conducted according to University procedure, any student or person affiliated with the University is found to have committed any act prohibited herein, then such student or person affiliate with the University of Richmond shall be subject to sanctions in accordance with this policy and the University of Richmond's Standards of Student Conduct.

The sanctions set for below may be imposed for violations of this policy regardless of whether the violation occurred on or off campus, and shall be in addition to any other sanction to which the

offending student(s) may be subject for violations of the Commonwealth of Virginia's criminal law and any other applicable law rule, or regulation.

- a.** Individuals subject to the University of Richmond jurisdiction found guilty of hazing violations may be subject to suspension.
- b.** Organization subject to the University of Richmond jurisdiction that authorize hazing in disregard of this policy may be penalized by revocation of organization registration, revocation of permission to meet on campus or to use campus facilities, and/ or revocation of the right to exist at the University of Richmond.

ALCOHOL & DRUG POLICY

Chemical Health

In accordance with federal legislation, known as the Drug-Free Schools and Communities Act, the University of Richmond is required to communicate the following information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol to its students and employees. Although most of the policies and programs described on these pages have been in effect for some time, federal regulations stipulate that information about them must be distributed annually.

Each member of the University community is encouraged to make “risk-aware” choices regarding the consumption of alcohol or the use of other psychoactive drugs. Members of the campus community who choose to use such drugs are expected to consider the risks of harm to self, others, and the community-at-large. To mitigate the harmful behavior associated with such drugs, the University has established policies to eliminate the use of illicit drugs and to limit the consumption of alcoholic beverages on campus.

It is our individual responsibility to understand and abide by the regulations as defined by the University, the Commonwealth of Virginia, and the federal government governing the use and distribution of alcohol and other drugs. These regulations apply to all members of the University community and its guests and visitors. Persons who infringe upon the rights of others, break the law, conduct themselves in a disorderly manner, or damage university property are accountable for their actions. Such persons are subject to University disciplinary sanctions (up to and including removal from this community) and/or criminal action. Such harmful behavior is absolutely at variance with the mission of the University. Because the University of Richmond strives to achieve a healthy living and learning environment, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the University’s property, or as a part of its activities, is prohibited.

On a less formal note, those of us involved in student development administration remain concerned about the effects of substance abuse in achieving your full potential as a University student. Though much of the following appears “legal”, it should also serve as a reminder that the abuse of drugs and alcohol is both a detriment to you as an individual and to our campus community as a whole. We hope you will take the time to read this important policy.

Alcohol

Alcohol is the most widely used drug among American college students, even though it is illegal for anyone under the age of 21 to purchase, possess, or consume it. Alcohol is a factor in many campus problems. Recent national campus statistics* show that alcohol is involved in:

- approximately two-thirds of all violent behavior
- almost 90% of “date rape” incidents
- almost half of all physical injuries
- about one-third of all emotional difficulties among students
- just under 30% of all academic problems.

**From “Alcohol—Decisions on Tap,” American College Health Association brochure.*

The Effects of Alcohol

Alcohol is a depressant drug that is absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior.

The impact of alcohol varies among individuals, but even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities dangerous, such as driving or sexual

relations, among others. Larger doses of alcohol cause staggering, slurred speech, and slowed reaction time. Even larger doses can cause mood swings, memory blackouts, unconsciousness, and even death. Health risks involved with long-term heavy drinking include: liver damage, heart disease, circulatory problems, peptic ulcers, various forms of cancer and irreversible brain damage. Other risks associated with binge drinking, as well as long-term heavy drinking, include impairment problems such as being arrested for DUI, drinking and driving crashes, getting into fights, accidents, and academic problems.

Individual Differences and the Effect of Alcohol

Alcohol affects everyone differently. There are several factors that cause any two people to have a different immediate response to alcohol (or cause the same person to respond differently on two different days). Important factors in determining how alcohol might uniquely affect you include:

Drinking Rate

Your body is able to metabolize an average of about 1/2 ounce of alcohol per hour. There is approximately 1/2 ounce of alcohol in one twelve-ounce beer, one four-ounce glass of wine and one ounce of 100-proof distilled spirits. Sipping your drinks will allow your body the opportunity to “burn-up” the alcohol as you drink. Also, mixing distilled spirits with carbonated beverages (i.e., soda) speeds up the absorption of the alcohol. Mixing distilled spirits with food product mixers (e.g., orange juice, tomato juice) slows alcohol absorption.

Food and Alcohol

Drinking alcohol on a full stomach will slow absorption. Foods high in protein, such as cheese and meat, are the most effective in slowing absorption.

Body Composition and Alcohol

Lean mass, or muscle, contains more water than fat, and thus aids the dilution of alcohol in the body. Generally speaking, women will be affected more severely than men by the same amount of alcohol because usually their bodies are smaller and have less muscle.

Mood/Tiredness/Environment and Alcohol

These three factors all have an impact on how alcohol will affect you. If you are “H.A.L.T.” (hungry, angry, lonely, or tired), alcohol will affect you more than usual. Also, the environment in which you are drinking will have an effect. For instance, you are likely to be influenced to drink more and more rapidly if in a loud, crowded “party” atmosphere rather than in a quiet, calm, relaxing environment.

Other Drugs and Alcohol

It is never a good idea to mix alcohol with any other drug, whether it’s an illegal drug, a prescription, or an over-the-counter drug. Some drugs interact with the alcohol to accelerate and perpetuate the effects of either or both drugs, occasionally to toxic levels. The combination of alcohol and barbiturates is particularly dangerous due to their interaction causing an extreme depression in the functioning of the central nervous system and other organs.

Signs of Addiction

There are two types of alcohol problems:

1. Impairment problems (such as an arrest for DUI, car accident, etc.)
2. Health problems (such as liver cirrhosis or alcoholism)

Both types of problems can result in very serious outcomes. Many people experience severe impairment problems well before actual health problems begin to show up. Usually, both types of problems gradually become more serious as addiction worsens. Addiction itself is a gradual but progressive process. The signs of addiction to alcohol (or any other drug) include:

- Preoccupation with the drug and the securing of its supply
- Loss of control (it controls you rather than you controlling it)

- Continued use in spite of negative consequences
- Relapse (repetition of quitting and reusing)

Other warning signs of alcohol problems include blackouts or memory loss while intoxicated, academic problems, relationship problems, increased tolerance (drinking much more than before to obtain the same effects), and denial of having an alcohol problem.

Chemical Health Guidelines

1. The use of alcohol is a personal choice.
2. Alcohol use is not essential for enjoying social events.
3. There are times when it is important for everyone to abstain from alcohol or other drug use. Examples include: when recovering from chemical dependency; when the alcohol or other drug use is illegal; when pregnant or nursing; when operating equipment — motor vehicles, motorcycles, boats, tools, firearms; when swimming, skiing, climbing or doing other physical activity; when at work or studying; when performing in athletics or fine arts; when taking certain medications.
4. Drinking that leads to impairment or intoxication is unhealthy, risky, and should be avoided and discouraged.
5. Illegal drug use has specific health, legal, and ethical risks and should be avoided and discouraged.
6. Tobacco use has significant risk and should be avoided and discouraged.
7. Medications should be used only as prescribed or according to directions.
8. The level of impairment reached after consuming alcohol is influenced by many factors. In addition to the number of drinks (defined as 12 oz. of beer, 4 oz. of wine, or 1 oz. of distilled spirits), body size, gender, age, other drugs, fatigue, illness, altitude and the presence or lack of stomach contents all present implications for impairment.
9. There are ways to minimize health and safety risks when serving alcohol. Examples include: moving focus from alcohol to friendship and conversation; offering alcohol-free drinks that are easily available; providing food; creating an environment that allows guests to feel comfortable making a personal choice about alcohol use or nonuse; assuming responsibility for helping guests who may have had too much to drink.
10. Avoid situations where someone else's alcohol, tobacco, or other drug use may put you at risk.
**From Health Promotion Resources, 1990*

RISK (Reducing Impairment through Supplementing Knowledge)

The RISK program has been developed for University of Richmond students who violate the Alcohol Policy. The program is based on the premise that students who demonstrate risk for alcohol and other drug related problems should be educated as to the risks of their decisions, provided with the knowledge of how to make better decisions and challenged to modify their behavior for the sake of themselves and the community around them. In order to produce the desired outcomes, the responses to the identification or risk must be immediate, relevant, appropriate, and consistent. The response should be immediate so as to take advantage of the situation which brought the risk to the attention of the student and to the University. The subject matter of the response must be relevant in the context of the student's behavior patterns. The approach must be appropriate, that is, it must respond to the level of abuse or risk the student must be experiencing. The message given within the presentations must be consistent with each other, institutional policy and the mission of the institution. The RISK program has been designed by the Chemical Health Coordinating Committee and is administered by the Chemical Health Coordinator.

Zero-One-Three (0-1-3) Guideline

Zero (0)- For some guests, it may be most appropriate that no alcohol is consumed, especially if they are:

- On medication or under a physician's care
- Under stress or are exhausted
- Pregnant or nursing
- Under the age of 21, or if their personal values would be compromised
- In recovery from alcoholism or have an alcoholic member of their immediate family
- Planning to operate a motor vehicle
- Preparing for a paper or exam.

If none of the above describes your guests, the following should be used as a guide:

One (1)- For guests consuming alcohol, no more than one drink (one drink being equivalent to a 12 oz. Beer, 4 oz. Wine, or 1 oz. Of distilled alcohol) should be consumed per hour.

Three (3)- For guests consuming alcohol, no more than three alcoholic drinks should be consumed per day and never daily (Taken from Michigan Highway Safety Department).

The use of alcohol presents risks which are different for each individual. For more information regarding low-risk choices, please contact Dan Fabian (8835).

ALCOHOL POLICY

Members of the campus community and campus guests who choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large. Every individual is expected to recognize the potential for alcohol abuse whenever alcohol is consumed, and that such abuse is absolutely at variance with the mission of the University. To mitigate abuse, the University has established policies and regulations to limit the use of alcohol and to regulate the consumption of such beverages on campus. Persons who infringe upon the rights of others, who conduct themselves in a disorderly manner, or who damage or destroy University property shall be regarded as irresponsible in their decisions, accountable for their actions, and subject to disciplinary and/or criminal action.

The regulations and practices governing the use of alcoholic beverages apply to all members of the University community, guests and visitors. The primary responsibility for knowing and abiding by the provisions of the University's alcoholic beverage policy rests with each individual.

Regulations for individuals

1. The use of alcoholic beverages on the campus is expected to be in compliance with federal, state and local laws as well as University policy.
2. Virginia State Law prohibits the purchase, possession, or consumption of beer, wine, or distilled spirits by persons under 21 years of age.
3. Virginia State Law also prohibits the purchase for, or the serving of alcohol to, individuals who are not of legal age for possession or consumption.
4. Failure to comply with policies and guidelines presented in this document or violations of the law, including such activities as disruptive behavior, public intoxication, driving while intoxicated, damage to public or private property, or the use of altered or fraudulent identification cards will result in University action and/or criminal charges.
5. Any individual will be considered in possession of alcohol which may be reasonably associated with him or her. Examples of association include, but are not limited to, the following: any alcohol found within a resident's room or apartment unit will be considered to

be associated with the residents of that room/unit, any alcohol being carried or transported by an individual (whether open or closed) will be considered to be associated with the individual carrying the alcohol, and any open container of alcohol resting near an individual may be considered to be in possession of the individual.

6. The possession and/or consumption of alcoholic beverages in fraternity lodges, residence hall rooms (not public areas), and University Forest Apartments, as an individual action which is not part of an organized function, is limited to individuals of legal age.
7. Students are expected to have a University of Richmond ID and another age identification document (e.g., driver's license) in their personal possession. A University official, staff member, or designee may request to see age identification from the student if it is suspected that the student is under the legal drinking age or is in the process of or has committed an alcohol policy violation.

Regulations for organizations/departments and approved campus guests/groups

(Refer to Procedures and Regulations for Implementation)

1. Prior to registering an organizational/departmental event on campus where alcohol is possessed, served, or consumed, a responsible key member of the hosting organization/department must be aware and knowledgeable of organization's responsibility for compliance with the University of Richmond Alcohol Policy and Virginia ABC laws and regulations. Approved campus guests/groups are also responsible for compliance with University of Richmond Alcohol Policies and Virginia ABC laws and regulations.
2. The consumption of alcoholic beverages in a designated campus area is limited to registered functions sponsored by recognized organizations/departments of the University of Richmond or University approved guests/groups. All such events shall be closed to all but members of the University of Richmond community and their personally invited guests/groups.
3. University Forest Apartments and residence halls are not approved areas for organizational/departmental events with alcohol present.
4. All University of Richmond organizations/departments sponsoring off-campus functions at which alcoholic beverages are served are expected to regard themselves as representatives of the campus community and to respect the University's valuation of personal responsibility and accountability. Although the University cannot monitor the environment external to the University campus, student organizations/departments or individuals may be held responsible for their actions off campus.

Approved Locations*

The consumption of alcoholic beverages at registered organized functions on campus is limited to the areas listed below. All other areas of the campus are considered public areas where the use of alcohol is prohibited unless the Vice President of Student Development, or his representative, grants an exception. It is the responsibility of the campus department or organization to secure this permission.

Business School Atrium*	Jepson Faculty Lounge
Deanery *	Jepson Hall:
Fraternity Lodges	Heilig-Meyers Lounge*
Garden of the Five Lions (after 5 p.m.)	Keller Hall Reception Room *
Greek Theater	Law School:
Intramural Field	First Floor Study*
Jepson Alumni Center	Downunder*

Atrium*	Special Programs Building – second floor
Patio	Tyler Haynes Commons:
Lora Robins Gallery *	Alice Haynes Room
Millhiser Green*	The Cellar
Millhiser Gymnasium	UR Stadium*
Modlin Center (both lobby & courtyard)	Weinstein Brown Alley Room
North Court Reception Room	Weinstein Center for Recreation & Wellness*
Richmond Room	
Robins Center Hall of Fame Room*	
Science Atrium (after 5 p.m.)	* <i>Limited availability</i>

NOTE: All event and location reservations will be reviewed to insure that the facility, as well as type of food and beverage being served, is appropriate. In case of outdoor location, the area must be clearly defined by an existing barrier or by an approved temporary barrier.

Public Consumption Policy

The laws of the Commonwealth of Virginia prohibit the consumption of alcoholic beverages, whether in primary or secondary containers, in unlicensed public areas. The University does not permit transportation of alcoholic beverages in open primary or secondary containers outside the designated areas. Therefore, use on campus is restricted to residence hall rooms (not public areas), University Forest Apartments and approved locations.

Registration Policy and Deadlines

Any organization/departmental function held in a University facility at which alcoholic beverages are present or consumed must be registered at least 10 working days in advance with the Office of Student Activities. Greek organizations holding events in their lodges must register events four working days in advance with the Office of Student Activities. All other arrangements related to use of a University facility for an event must be approved 10 working days in advance by University Services, Events and Summer Conference Office in the University Facilities Building or by the Coordinator of the Jepson Alumni Center for events being held at that location. Events which utilize the University of Richmond's Dining Services ABC license must be coordinated with University Dining Services a minimum of five days prior to the scheduled event. Richmond's campus hosts thousands of events a year and anyone planning an event is advised to make both facility and catering arrangements well in advance.

ABC Temporary License (see www.abc.state.va.us/licensing.html)

Virginia State Law, and/or the University of Richmond, may require an event, at which alcohol is served, to be licensed by the Virginia Alcoholic Beverage Control Board. University Dining Services is licensed by the ABC Board for events they serve on campus and handles all legally required notification to the ABC Board. For events not served by University Dining Services, the sponsoring organizations/departments/ approved guests/groups may be required to obtain an ABC temporary license. Contact the Office of Student Activities to determine if a temporary ABC License is required.

Procedures and Regulations for Implementation of the Alcohol Policy for Organizational/Departmental Events On-Campus

An addendum to this policy statement provides Procedures and Regulations for the Implementation of the Alcohol Policy. This addendum speaks to faculty/staff, Greek organizations, residence life, student organizations and other related groups and activities. Substantive changes to the General Statement must be approved by the Board of Trustees.

Procedures and Regulations for Implementation of the Alcohol Policy for Organizational/Departmental/Approved Guest/Group Events On-Campus

Alcohol consumption at organizational/departmental/ approved guest/group events

1. **Acknowledgment of Responsibility:** Prior to registering any organizational/ departmental event on campus where alcoholic beverages are to be present and/or served, a responsible member of the hosting organization/department must be knowledgeable about the University of Richmond Alcohol Policy and Virginia ABC laws, and is therefore held responsible for compliance with the above named policy. Approved campus guests/groups are also responsible for compliance with University of Richmond Alcohol Policies and Virginia ABC laws and regulations.
2. **Event Responsibility and Supervision:** Organizations/departments must designate a host to supervise each sponsored event. The host shall take reasonable steps to enforce and comply with local, state, and federal laws and UR regulations governing the use of alcohol.
3. The host may be required to use an approved method of legal age verification for all guests at the request of Dining Services or Student Development. All alcohol events of 100 guests or more may be required to utilize tickets, wrist bands or hand stamps to provide a method to comply with Virginia ABC guidelines as noted above.
4. **Who May Attend:** Attendance at organizational/departmental events at which alcoholic beverages are present, shall be open only to members of the UR community and their personally invited guests. The sponsoring organization/department and the attendees may be held responsible financially for damages or other problems created by their guests.
5. **Private, Closed, Open Events — Definition:**
 - a. Private—Members only.
 - b. Closed—Members and personally invited guests/groups.
 - c. Open—Open to University community and invited guests/groups.
6. **Access Control:** The sponsoring organization/department is responsible for monitoring the entrance to and exit from the event. Police personnel may be required at the direction of the Vice President for Student Development, the Director of University Police, the Director of Dining Services or their representatives.
7. **Alcohol Amount:** Sponsoring organizations/departments in planning the amount of alcohol available will take into consideration the number of legal-aged individuals attending the event.
8. **Serving Times:** The maximum serving time for any alcoholic beverage is five hours during scheduled serving times for the given date. Service of alcoholic beverages must end 30 minutes prior to the scheduled conclusion of the event, unless the service of alcohol is two hours or less (i.e., receptions). For events more than two hours in length, where a meal is not served, alcohol service must end 30 minutes prior to the scheduled conclusion of the event. Food is required at all alcohol events as noted in number 15 below.
9. **Number of Open, Closed, and Private Functions:** An organization/department/ approved guests/groups may sponsor events that total no more than five hours per day where alcoholic beverages are present, served, or consumed. If an event exceeds two hours, and a meal does not follow, no alcohol can be served during the last 30 minutes of the event schedule. Permissions must be granted for additional time or events.
10. **Alcoholic Beverages Permitted at Open Events:** At open campus events where individuals are in attendance who are under the legal age for possession and consumption, the only alcoholic beverages that may be present or served to individuals of legal drinking age are beer and wine. Distilled spirits will be limited to events at which those attending are 21 years of age or older (special permission for an exception may be requested through the Student Development Office).

11. Scheduling for Events: Student sponsored events where alcohol will be present, served, or consumed, normally will not be scheduled from 2:00 a.m. Sunday through 4:00 p.m. on Friday. Events will not be scheduled the day immediately prior to, or on reading days or exam days without special permission. Events with alcohol that are held on Friday and Saturday evenings must be concluded by 2:00 a.m. Requests for an event by groups wishing to use the Cellar will be reviewed on an individual basis.
12. "Bring Your Own Beer" (BYOB) events are not permitted except for at designated locations. These facilities include the University fraternity lodges. All questions regarding this policy should be addressed to the Director of Student Activities or the Director of Dining Services or their representatives.
13. All alcoholic beverages to be consumed at University approved events must be supplied by University Dining Services or in conjunction with a University approved caterer. Virginia ABC laws prohibit the use of donated alcohol. Sponsoring organizations/departments/guests/groups hosting an event with alcohol that is not provided by University Dining Services may be required to obtain an ABC temporary license to serve alcohol.
14. Non-alcoholic Beverages at Events: To ensure that one or more types of non-alcoholic beverages (other than water) are provided in sufficient quantity for the duration of the event/gathering if alcoholic beverages are to be present. Non-alcoholic beverages must be as visible and accessible as the alcoholic beverages which are being served. As of August 1, 2001, the University of Richmond has an exclusive beverage contract in place for carbonated beverages, juices and water. Please contact University of Richmond Dining Services regarding your beverage options.
15. Food at Events: If alcoholic beverages are to be present at an event, food is required in sufficient quantity for the duration of the event. Food items should be substantial (i.e., pizza, cheese, meats, bagels, etc.) and not just heavily salted items such as chips, nuts and pretzels. Food items are to be as visible and accessible as are the alcoholic beverages being served.

Advertising

1. The advertisement for any event may not promote or mention the consumption or the availability of alcoholic beverages at that event. Publicity or advertising for approved events shall use the words, "Age ID Required." No other references to alcoholic beverages are permitted (e.g., words or terms such as golden beverage, cocktails, happy hour or pictorial characterizations).
2. The University of Richmond's name, logo, or symbols may not be used in conjunction with any brand name, logo, or other facsimiles representing a registered trademark of the beverage alcohol industry (e.g., T-shirts or posters with "Richmond, King of Schools" with Budweiser logo, or "Absolut Richmond" with Absolut Vodka logo).

Event Coordination

1. Police: To maintain order for each event, an assessment of the security needs will be undertaken. This will be done by the Events Office. The University Police will decide the number of personnel, and the sponsoring organization/department or guest group will be responsible for payment of services.
2. Excessive Attendance: Public safety will take priority over all other considerations in the decision to stop or limit admission to an event. The final responsibility for this decision rests with the University Police Supervisor on duty at the event. If the event is determined to be out of control, the University Police, in consultation with the event chairperson and/or appropriate Student Development personnel, will take direct action concerning the termination of further consumption of alcoholic beverages, or the termination of the event itself.

3. Termination: Any University Police Officer has the authority to order the event terminated for the remainder of the time designated for that event if in his/her judgment, violations of the laws of the Commonwealth of Virginia or the University of Richmond Alcohol Policy are occurring. In addition, University Dining Services is responsible for maintaining compliance with all ABC laws and regulations. Failure of the host group and/or their guests to adhere to these requirements may result in the termination of all alcohol service.
4. Clean-up: University Facilities or University Dining Services will charge the sponsoring organization for clean-up if the facilities or surrounding areas are left in a state of disorder. The University will make decisions about what constitutes a state of disorder.

ID Policy and Process

Individuals who are of legal age and who possess and/or consume alcohol must be clearly identified by a wristband, hand stamp, or other type of highly visible identification approved by the Office of Student Activities or Dining Services. If all individuals are 21 years of age or older, then a visible means of age identification may not be required.

It is the responsibility of the ABC licensed provider or the sponsoring department/organization/approved guest/group to check a valid personal identification that verifies the age of the individuals entering an event. At ABC-licensed events, UR students must present their valid driver's license and, in addition, a University ID card may be required. Non-University individuals must present proof of age identification, such as a valid photo driver's license. The University may require that the sponsoring group hire an individual to supervise or perform the identification process.

Beverage Service Procedures

Alcoholic beverages must not be self-served. There must be a beverage server(s) throughout the event responsible for the dispensing of alcoholic and non-alcoholic beverages to those in attendance. Unlimited service of alcoholic beverages is not permitted.

Beverage servers

1. Dispensing of alcoholic beverages by the beverage servers will be according to the following procedures:
2. Alcohol may not be dispensed to any individual who does not present proper age ID (e.g., wristband, stamp) for possession and consumption of alcohol.
3. Individuals may not be served more than one alcoholic beverage at a time at the Cellar or at student focused events.
4. Large containers (e.g., pitchers, buckets, jugs, etc.) will not be allowed or filled.
5. Beer served from a common container must be dispensed in no greater than 14 oz. increments. Cups used in serving beer must not exceed a total volume of 16 oz.

Beverage managers

1. The University may require that trained (e.g., TIPS) beverage or bar managers be hired for events. Beverage managers will be responsible for the supervision of individuals serving beverages. They also will be responsible for seeing that beverage servers are in compliance with all laws and University policies.
2. The beverage manager as well as University Police or representatives of the Student Development Staff have the right to remove beverage servers from their duties, or remove from the event individuals who are violating alcohol regulations or procedures.

Beverage distribution for open events

1. Dispensing of alcoholic beverages must be restricted to the boundaries of the facility or approved location. Example: Alice Haynes Room proper but not the hallway.
2. The University prohibits the distribution of unlimited quantities of free alcoholic beverages at events that last more than 2 hours. Use of tickets may be required at your event.

3. If alcoholic beverages are to be sold, the organization/department/approved guests/groups will control its distribution by selling tickets to be used in exchange for alcoholic beverages. Appropriate food and beverage taxes must be paid. Alcoholic beverages will be sold on a cost per beverage basis. No credit or “tabs” may be run.
4. If organizations/departments are to have individuals of non-legal age present at any event, University regulations and ABC regulations may require the organization/department to adhere to the following procedures:
 - a. An area within the approved facility must be designated an alcoholic beverage service and consumption area. This area must have some type of physical barrier at which all access and egress is controlled. This may include a partition, a roped area, a separate room, etc. Only individuals of legal age may enter this area.
 - b. Alcoholic beverages may be consumed by individuals in the controlled area only. No alcoholic beverages may leave this area. Appropriate signage should be in place.

Regulations for Men’s and Women’s Social Greek Fraternities

All social Greek men’s and women’s fraternities sponsoring or co-sponsoring events where alcohol is present must be in compliance with the State and Federal laws, University of Richmond’s Alcohol Policy/General Statement, the Procedures and Regulations for Implementation of the Alcohol Policy for Organizations/Department Events, as well as the Regulations for all Social Greek Men’s and Women’s Fraternities.

Greek life social events

1. Registration: All fraternity lodge events at which any alcoholic beverages will be present must be registered on a Social Event Registration Form submitted to the Office of Student Activities no later than four working days prior to the scheduled event (e.g., by Tuesday, 5:00 p.m. for a Friday or Saturday event).
2. Locations: The locations at which alcoholic beverages may be consumed and/or possessed by those attending an event are defined as the lodge, decks and/or patios either in front or rear of the lodge and/or University approved facilities.
3. Event Time Guidelines: Alcohol may be served at registered social events between the hours of 4:00 p.m. and 6:30 p.m. and between the hours of 9:30 p.m. until 1:30 a.m. No event with alcohol may begin after 10:30 p.m. and may not be scheduled between 6:30 p.m. and 9:00 p.m. without permission from the Office of Student Activities. The closing time for events on Friday and Saturday evenings will be 2:00 a.m. After 2:00 a.m., no alcohol should be consumed or in the possession of individuals attending the event. The band, amplified music, or other entertainment must be discontinued before this time, all inside lights must be turned on, and attendees must be leaving the premises.
4. Food must be ordered in compliance with regulations posted in the Office of Student Activities.
5. Clean-up must be completed by 3:00pm the afternoon following the social event. Beer checked in by guests and members attending the previous night’s event must be appropriately disposed of by 3:00pm the day following the event.
6. Use of Facilities/Lodges by Other Groups: Fraternities are discouraged from renting or lending their facilities/lodges to other groups or organizations for events. The fraternity will be liable for any violation of these regulations by such groups.
7. Bring Your Own Beer (BYOB) Policy Guidelines
 - a. All fraternity lodge events with alcohol will be required to follow a BYOB (Bring Your Own Beer) policy. No other sources or types of alcohol will be permitted.

- b. Only guests and fraternity members 21 years of age or older will be permitted to bring beer to the fraternity lodge or event.
 - c. Beer at the fraternity lodge or event will be restricted to 12 oz. cans.
 - d. Beer can be checked in no earlier than one hour before a registered event and up to ½ hour prior to the event’s closing time. Beer checked in, which is not consumed during the fraternity event, may not be reclaimed or removed from the fraternity lodge.
 - e. Beer cannot be consumed at the fraternity lodges by guests the hour prior to the scheduled event.
 - f. All fraternities must observe their individual national guidelines for the maximum quantity of beer a guest or member is allowed to check in for an event.
 - g. No common containers, such as kegs, party balls or punch bowls, containing alcohol are allowed. Distilled spirits and wine beverages are also not permitted.
8. Event with Alcohol Definition:
- a. Closed— All fraternity events held at fraternity lodges or on their grounds at which alcohol is present will be “closed” events. A “closed” fraternity event is defined as one open only to University of Richmond undergraduate members of that fraternity’s active membership, alumni, pledges/associates, and individuals appearing on the registered guest list.
 - b. Open— Only events which do not involve alcohol will be allowed.
 - c. Private — A “private” event includes members, alumni, and pledges/associates.

Sanctions for Noncompliance

All individuals/organizations/departments/Greek organizations/residence halls/Atlantic and Pacific Houses/University Forest Apartments must be in compliance with the University of Richmond Alcohol Policy, General Policy Statement, and the Procedures and Regulations for Implementation of the Alcohol Policy.

Individuals

1. Underage individuals who are observed possessing or consuming alcoholic beverages will have the beverage confiscated. These individuals may have University and/or criminal charges placed against them for illegal possession and/or consumption. The individual also may be removed from the event.
2. Individuals who provide or serve alcoholic beverages to underage individuals may face University and/or criminal charges. The individual also may be removed from the event.
3. Failure of individuals to follow the Procedures and Regulations for Implementation may result in a minimum of the following sanctions:
 - a. All first offenses result in a minimum of being placed on disciplinary warning by the appropriate dean’s office, referred to an educational program, and assessed a fine. The fines for the first offenses vary.
 - b. All second offenses and subsequent offenses result in stricter sanctions decided upon by the appropriate dean’s office.

Fines - First Offenses

- Student consumption of alcohol where the student is under age: \$50.00
- Student consumption of alcohol in public where the student is of legal age: \$50.00
- Student consumption of alcohol in public where the student is under legal age: \$100.00
- Student use or possession of a fraudulent identification card: \$100.00

- Underage student found in attendance at a registered or unregistered residence hall or University Forest Apartment event with alcohol: \$50.00

Organizations/Departments

All organizations/departments must be in compliance with the University of Richmond Alcohol Policy, General Policy Statement, and the Procedures and Regulations for Implementation of the Alcohol Policy.

1. Failure to follow the Procedures and Regulations for Implementation by organization/departments may result in a minimum of the following sanctions:
 - a. First Offense—Immediate termination of the event.
 - b. Second Offense—Immediate termination of the event and \$200 fine.
 - c. Third Offense—Immediate termination of event, \$400.00 fine, and loss of privilege to schedule events with alcohol for one calendar year.
 - d. Members of the organization/departament who were involved in the violation will be required to attend an educational program and pay any costs incurred.
 - e. Members of organizations/departments also may be charged with individual alcohol violation(s).
2. The Vice President for Students Development or his/her designee is authorized to impose any of the above-mentioned sanctions.

Men's and Women's Fraternities

The following sanctions are not necessarily in progressive order. The Interfraternity /Panhellenic Councils have the authorization to determine an appropriate course of action including the listed sanctions, based on the severity of each situation. In addition, sanctions may include, but are not limited to, variations of community service, monetary fines, educational programming, etc.

1. Warning—official written or verbal warning notifying individual and/or collective fraternities of a violation; this also includes a four academic weeks probationary status.
2. Social Suspension—suspending social privileges for a determined amount of time. The lodge/ground/facility will be open for fraternity chapter weekly meetings and pledge/associate educational meetings only; this may also include a probationary status determined on a case by case basis.
3. Suspension of Recognition—revocation of the chapter's rush privileges, approval for campus social activities for at least one half year's time due to (a) events or circumstances in substantial violation of this statement, or the Statement of Mutual Responsibilities or (b) reoccurrence or lack of correction of matters which gave rise to a previously issued warning or probation.
4. Recommendation for Revocation of Recognition—revocation of all privileges as a recognized fraternity and termination of all aspects of affiliation with the University due to (a) a major and flagrant failure by an organization to carry out its duties and responsibilities under this statement, or (b) a reoccurrence of or failure to correct matters which give rise to a previously issued suspension of recognition.

Enforcement proceedings

1. The Director of Student Activities or designee or any University Police Officer has the authority to order a fraternity closed for the remainder of the time designated for that event if, in his/her judgment, any of the above violations are occurring or have occurred.
2. The Director of Student Activities or designee (e.g., Interfraternity Council, Panhellenic Council) is authorized to enforce any or all sanctions.

Sanctions for Alcohol Violations at The Cellar

Minor Degree

1. Public drunkenness. Minimum of three sanctions must be issued:
 - a. Minimum of \$100 fine
 - b. Maximum of 25 community service hours
 - c. Alcohol education
 - d. Other sanction deemed appropriate

Intermediate Degree

1. Misuse of University of Richmond identification. Mandatory sanctions must be issued:
 - a. Probation (length to be determined by the appropriate body)
 - b. Minimum of \$200 fine
 - c. Minimum of 50 community service hoursMinimum of one of the three sanctions must be issued:
 - d. Suspension
 - e. Alcohol education
 - f. Other sanction deemed appropriate
2. Misuse of non-University of Richmond identification. Mandatory sanctions must be issued:
 - a. Probation (length to be determined by the appropriate body)
 - b. Minimum of \$200 fine
 - c. Minimum of 50 community service hoursMinimum of one of the three sanctions must be issued:
 - d. Suspension
 - e. Alcohol education
 - f. Other sanction deemed appropriate
3. Minor in possession of an alcohol identification bracelet. Mandatory sanctions must be issued:
 - a. Probation (length to be determined by the appropriate body)
 - b. Minimum of \$200 fine
 - c. Minimum of 50 community service hoursMinimum of one of the three sanctions must be issued:
 - d. Suspension
 - e. Alcohol education
 - f. Other sanction deemed appropriate
4. Possession and/or consumption of alcohol by a University of Richmond student who is a minor. Mandatory sanctions must be issued:
 - a. Probation (length to be determined by the appropriate body)
 - b. Minimum of \$200 fine
 - c. Minimum of 50 community service hoursMinimum of one of the three sanctions must be issued:
 - d. Suspension
 - e. Alcohol education

- f. Other sanction deemed appropriate
- 5. University of Richmond student providing a minor with alcohol and/or an alcohol identification bracelet. Mandatory sanctions must be issued:
 - a. Probation (length to be determined by the appropriate body)
 - b. Minimum of \$200 fine
 - c. Minimum of 50 community service hours
 Minimum of one of the three sanctions must be issued:
 - d. Suspension
 - e. Alcohol education
 - f. Other sanction deemed appropriate

Major Degree

- 1. Second offense for any violation. Mandatory sanctions must be issued:
 - a. Minimum of \$200 fine
 - b. Probation (length to be determined by the appropriate body)
 - c. Minimum of 75 community service hours
 - d. Alcohol education
 Minimum of one of the three sanctions must be issued:
 - e. Suspension
 - f. Separation
 - g. Other sanction deemed appropriate

Procedures and Regulations for Implementation of Alcohol Policy for University Housing

Regulations concerning consumption of alcoholic beverages by individuals in residence halls, Atlantic and Pacific Houses and University Forest Apartments

- 1. No individual under the age of 21 may possess or consume alcohol.
- 2. Individuals may consume alcoholic beverages within their residence hall room, Atlantic and Pacific Houses or apartment as an individual action (as distinguished from an organized gathering which is described below) if the individuals are 21 years of age or older.
- 3. Commonwealth of Virginia prohibits the consumption of alcoholic beverages in unlicensed public areas. In accordance with this law, the University prohibits the transportation and/or consumption of alcoholic beverages in open primary or secondary containers. Therefore, the use of alcohol is restricted to residence hall rooms or apartments. Other areas including lobbies, lounges, laundry rooms, bathrooms, patios, grounds, and parking lots are considered public areas.
- 4. The only events at which alcohol may be served are private and registered properly.
- 5. Residence life programming money may not be used to sponsor an event at which alcohol is being served.
- 6. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
- 7. No individual, regardless of age, may possess or consume alcohol within any designated substance free area.

Enforcement of Regulations Concerning Individual Consumption of Alcoholic Beverages by Individuals in University Housing

- 1. Private Area: If any dean's office representative, any Student Development personnel, and/or University Police Officer observes a student consuming or possessing an alcoholic beverage

within the confines of a residence hall room, Atlantic and Pacific Houses or apartment (as distinguished from a gathering/event with alcohol setting which is detailed below), he or she may ask the resident for his/her UR ID card and/or driver's license to check the student's age.

2. **Public Area:** If any dean's office representative, any Student Development personnel, and/or University Police Officer observes a student consuming or possessing an alcoholic beverage in a public area (i.e., area other than a residence hall room or within an apartment or Atlantic and Pacific Houses), he or she will ask the resident for his/her UR ID card and/or driver's license to verify the student's correct name. The alcoholic beverage will be confiscated from the individual in case of a violation, such as underage possession or open containers, etc. The name and a description of the incident will be recorded on the appropriate "incident report" form and forwarded to the appropriate dean's office for action.

Private Events with Alcohol in Residence Hall Rooms and Atlantic and Pacific House Rooms

1. **Definition for Residence Hall Event with Alcohol:** All events/gatherings in the residence halls at which 8 or more students are present and alcoholic beverages are to be consumed must be private events not open to the general University community. While individuals under the age of 21 may attend events with alcohol, they may not consume alcoholic beverages. All events must be registered with the appropriate dean's office. There must be no admission charge, donation required, charge for food or beverage, etc., at any such event.
2. **Registration:** Gatherings of 8 or more students in a residence hall room where alcohol is to be consumed or possessed must be registered by Friday at 12:00 noon with the Westhampton College or Richmond College Dean's Offices. All room events must be kept to 15 (12 persons or less in Atlantic and Pacific Houses) persons or less, regardless of the size of the particular room. No more than two events may occur at any one time in a particular student staff member's area of responsibility. No permission will be granted to any two adjacent rooms at any one time. (Adjacent refers to any two rooms next door to each other or rooms directly across the hall from one another. "Suites" will be considered one room and will be treated as such.) At least 50% of the occupants of a given room within a residence hall must be 21 years of age in order to register an event with alcohol.
3. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
4. **Approved Locations:** The consumption of alcoholic beverages is restricted to each residence hall room. The hallways, floor lounges, or any other public areas in the residence halls may not be used as an entertainment area.
5. **Dates and Times:** Event permits will be granted for Fridays (4:00 p.m. - 2:00 a.m.) and Saturdays (4:00 p.m. - 2:00 a.m.) unless otherwise designated by the dean's office. An event with alcohol may not last more than four hours.
6. **Amplifying Equipment*:** All stereos and other amplifying equipment must remain within the residence hall room, and may not be placed in public areas of the residence halls.

Private events with alcohol in University Forest Apartments and Atlantic and Pacific Houses

1. **Definition for University Forest Apartment/Atlantic and Pacific Houses Event:** All events/gatherings in the University Forest Apartments at which 15 or more individuals are present and where alcoholic beverages are to be consumed must be private events not open to the general University community. While individuals under the age of 21 may attend events with alcohol, they may not consume alcoholic beverages. Registration for alcoholic beverage events must be made through the appropriate Area Coordinator as indicated below. There must be no admission charge, donation required, charge for food or beverage, etc., at any such event.

2. Registration for a UFA unit: Gatherings of more than 15 individuals of legal age at which alcoholic beverages are to be consumed must be registered by Friday at 12:00 noon with the appropriate Area Coordinator. All apartment/Atlantic and Pacific Houses events must be kept to 50 people or less. No more than two apartments per building (block) will be permitted to have events without at least an eight-hour time lapse between the ending of one event and the beginning of another. Event permits will only be granted for Friday and Saturday. No individual unit may sponsor more than one event with alcohol each weekend. At least two residents of a UFA unit must be 21 years of age or older to register an event with alcohol.
3. Registration for the Atlantic and Pacific Houses: Fifty percent of the residents of the house must be 21 years of age to register a common area event. Two-thirds of the house must approve the event. No room events will be permitted for registration during a common area event. Residents may not consume alcohol in common areas of the house without registering for an event. Four hosts in the house must complete the event with alcohol registration form and at least two residents must be 21 years of age. Only one house will be permitted to have an event with at least an eight-hour time lapse between the ending of one event and the beginning of another.
4. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
5. Approved Locations: The consumption of alcoholic beverages is restricted to the interior of each building. The patio may not be used as an entertainment area. Participants at such events may not use the public front yard or rear yard, or parking lot areas.
6. Dates and Times: Event with alcohol permits will be granted during the periods, Fridays (4:00 p.m. - 2:00 a.m.) and Saturdays (4:00 p.m. - 2:00 a.m.) unless otherwise designated by the dean's office. An event with alcohol may not last more than four hours.
7. Amplifying Equipment*: All stereos and other amplifying equipment must remain within the apartment and may not be placed in open windows, doors, or on the patio. Bands are not allowed in residential areas.

Host Responsibilities for Private Events with Alcohol in University Housing

1. Hosts will be held accountable for the actions of their guests as listed below:
 - a. Ensure that the amount of alcohol present is appropriate for the number of guests. The "0-1-3" guideline should be used in calculations: Excessive amount of alcohol present at a function may result in termination of the event.
 - b. Ensure that only guests of legal age are allowed to consume alcoholic beverages. Hosts may be held accountable for serving alcohol to underage guests or if underage guests are able to secure alcoholic beverages at the events.
 - c. Ensure that all guests remain in the apartment, Atlantic and Pacific Houses or residence hall room, and that the door is kept closed. For UFA events, the host is responsible for ensuring that students do not gather on the front porch or back patio.
 - d. Ensure that one or more types of non-alcoholic beverages (other than water) are provided in sufficient quantity for the duration of the event/gathering if alcoholic beverages are to be present. Non-alcoholic beverages must be as visible and accessible as the alcoholic beverages which are being served.
 - e. Provision for food is encouraged in sufficient quantity for the duration of the event. Food should be as visible and accessible as alcoholic beverages.
 - f. The host shall reimburse the University for damage to University property resulting from the event.

- g. The only alcoholic beverages that may be possessed, served, or consumed at registered functions are beer and wine. No distilled spirits will be allowed.
 - h. Ensure that a copy of the approved event permission form is posted on the inside of the residence hall room or apartment/Atlantic and Pacific Houses door.
2. Rights of the University: Any dean's office representatives, Student Development personnel, or University Police Officers have the authority to order an apartment, Atlantic and Pacific Houses or residence hall event terminated for the remainder of the time designated if in their judgment the laws of the Commonwealth of Virginia or the policies and/or regulations of the University have been violated.

Sanctions for Violation of the Regulations Concerning Consumption and/or Possession of Alcoholic Beverages in University Housing

Sanctions for Individuals

- 1. All first offenses result in a minimum of being placed on disciplinary warning by the appropriate dean's office, and referral to an alcohol education program. The fines for the offenses vary as described below.
- 2. All second and subsequent offenses result in stricter sanctions which are to be decided upon by the appropriate dean's office in order to allow the flexibility needed in considering the particular circumstances of each individual case.
- 3. Example of offenses and sanctions: Student uses or is found in possession of a fraudulent or altered identification card: First offense carries a \$100.00 fine, at least being placed on conduct probation.

a. Other Offenses	Fine
Underage student found consuming and/or possessing alcohol within a residence hall room or apartment:	\$50.00
Student of legal age found consuming and/or possessing alcohol in a public area:	\$50.00
Student under the legal age found consuming and/or possessing alcohol in a public area:	\$100.00
b. Sanctions for Private Event with Alcohol Violations	
i. First violation of event regulations results in a loss of event privileges for six months for all residents of the apartment, minimally being placed on disciplinary warning, referral to an alcohol education program and a possible fine.	
ii. Subsequent violations will result in stricter sanctions which are left to the discretion of the appropriate dean's office. Repeated violations could result in eviction from campus.	
c. Sanctions for Noise Related Concerns	
i. Registered Event with Alcohol:	
ii. First Warning — Residents will be asked to reduce their noise.	
iii. Second Warning — Continuing noise at a registered event will result in the termination of the event, citation for non-compliance, and sanctions for Private Event violations detailed above.	
iv. Unregistered Event with Alcohol:	
1. Residents will be asked to reduce their noise and the staff member will explore the reasons for the noise. If the alcohol	

policy is being violated, the event will be terminated and the staff member will file an incident report.

- a. First Offense: Disciplinary Warning, \$50.00 fine, Alcohol education, loss of event with alcohol privileges for 6 months.
- b. Second Offense: Housing Probation, \$100.00 fine, Alcohol education, and possible eviction from University Housing.
- c. Third Offense: Eviction from University Housing and possible Suspension from the University.
- d. Other violations and sanctions:
 - i. Offense: Students who lie about their involvement in an alcohol related incident may receive the alcohol violation sanctions and they will be referred to the judicial process.
 - ii. Offense: Students who give falsified information (i.e., false names or ID cards) may receive the alcohol violation sanctions and they will be referred to the judicial process.

Drugs

Unauthorized manufacture, distribution and possession of “controlled substances” (illegal drugs and paraphernalia) are prohibited by both state and federal law and are punishable by severe penalties. The University does not tolerate or condone such conduct. Violation of this community standard will be considered a serious offense. Student and employees who violate state or federal laws may be referred by University authorities for prosecution.

Policy Amendments

These Procedures and Regulations for Implementation of the Alcohol Policy may be amended by the Vice President for Student Development. Whenever practicable, it is expected that consultation with the appropriate groups or organizations affected by this amendment would occur. Alcohol policy revised: 4/08

Virginia Laws Governing Alcohol and Other Drugs

Alcohol

The minimum legal age for the possession and consumption of alcoholic beverages is 21 in Virginia.

- Driving Under the Influence (as of January 1, 1995):
 - Your driver’s license will be automatically revoked for 7 days if you refuse a breath test or if your BAC is 0.08% or higher.
 - You no longer have the option of requesting a blood test instead of a breath test for an alcohol-related offense.

Marijuana

- Possession
 - Misdemeanor—jail for up to 30 days and/or fine up to \$500
- Sale/Distribution
 - Less than 1/2 ounce: Misdemeanor—12 months in jail plus \$1,000 fine.
 - More than 1/2 ounce, less than 5 lbs.: Felony—not less than 1 year in prison plus \$1,000 fine.
 - More than 5 lbs.: Felony—5 to 30 years in prison.

Other Drugs

- Possession
 - Schedule I or II Drugs
 - Felony—imprisonment from 1 to 10 years or jail for up to 12 months and a fine of up to \$2,500.
 - Schedule III Drugs
 - Misdemeanor—jail for up to 12 months and a fine up to \$2,500
 - Schedule IV Drugs
 - Misdemeanor—jail for up to 6 months and a fine up to \$1,000
 - Schedule V Drugs
 - Misdemeanor—fine of up to \$500
 - Schedule VI Drugs
 - Misdemeanor—fine up to \$250
- Sale/Distribution
 - Schedule I or II Drugs
 - Felony—imprisonment from 5 to 40 years and a fine up to \$100,000
 - Schedule III, IV, or V Drugs
 - Misdemeanor—jail for up to 1 year and/or a fine up to \$2,500

Definitions

- Schedule I Drugs have no currently acceptable medical use, have a high potential for abuse, and are illegal. These drugs are not prescribable.
- Schedule II Drugs are similar to Schedule I in their potential for abuse, but do have accepted medical uses. Prescriptions for these cannot be renewed.
- Schedule III Drugs have lower potential to produce dependence than Schedules I and II, yet dependence can still occur. These drugs do have medical uses.
- Schedule IV Drugs have definite medical uses, relatively low potential for abuse, and a prescription is needed to obtain them.
- Schedule V Drugs can be purchased in many states without a prescription, and have a low potential for abuse.

Resources

Is there anybody out there? YES! There are many resources on and off campus which can provide accurate information about substance abuse issues. A variety of services are available, from hotlines to personal counseling. If you need help or would just like some information . . . JUST ASK! Use the contact information in the inside cover of this publication for important phone numbers!

SEXUAL MISCONDUCT

The University of Richmond is a community of students, staff, and faculty based on trust and respect for one another. Therefore, the University of Richmond prohibits sexual misconduct. Sexual misconduct is non-consensual contact of a sexual nature and includes, but is not limited to, sexual assault, rape, harassment, or stalking.

Definitions

- **Sexual Assault:** Physical contact of a sexual nature against the will of an individual by the use of force, threat, intimidation, or by taking advantage of the victim's mental incapacity or physical helplessness. Sexual assault can include, but is not limited to, sexual battery (intentional touching, either directly or through clothing, of a person's genitals, breast, thighs, or buttocks), object penetration, and sodomy.
- **Rape:** Sexual intercourse accomplished through the use of force, threat, intimidation, or by taking advantage of the victim's mental incapacity or physical helplessness.
- **Harassment:** Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus. Sexual harassment refers to such conduct of a sexual nature (for more information see the University's policy against harassment and discrimination).
- **Stalking:** Stalking is unwanted conduct that includes, but is not limited to, watching, following, "texting", calling, emailing, "instant messaging", or other contact that occurs more than once and causes fear of harm to the victim and/or his or her family.

Rights & Protections of the Victim & Accused

- As students of the University, both the victim and accused student have the right to support services on campus through the Richmond College and Westhampton College Dean's Offices, Counseling and Psychological Services (CAPS), the Chaplaincy, the Student Health Center, University of Richmond Police Department (URPD), and the Office of Student Development.
- Because of the seriousness of sexual misconduct, the judicial procedures for University Hearing Boards have been modified to insure that such cases are pursued with sensitivity as well as fairness to protect the victim and the accused.
- Sexual assault, rape, and stalking are punishable by both civil and criminal legal action. The institution encourages victims of sexual misconduct to also pursue appropriate remedies through law enforcement agencies.
- The University prohibits retaliation of any sort. Any act of retaliation including, but not limited to, harassment, abuse, threat, or intimidation toward the victim, the accused, or any witness who makes a report is forbidden. The University encourages witnesses of sexual misconduct to report such behavior to URPD, the Richmond College Dean's Office or Westhampton College Dean's Office. Any student found responsible for an act of retaliation may face suspension from the University.

Procedural Options through the University

A victim may make a complaint of sexual misconduct with the victim's dean's office or URPD which can (if the victim chooses to move forward) result in a formal charge against the accused student through the University judicial system. While the accused student has three options to resolve any charges against him or her (accept responsibility with the dean; have the case heard by the University Hearing Board; or resign from the University), the victim should be prepared to participate in a University Hearing Board (see University Hearing Board Procedures for more details).

Sanctions

Any student found responsible for a sexual misconduct violation may face suspension from the University.

Resources

If you are raped or sexually assaulted:

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothes. Put all clothing you were wearing at the time of the attack in a paper bag, not plastic.
- **Get medical attention as soon as possible.** A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent.
- **Contact University Police** or the local police by calling 911. On campus, a blue light emergency phone will connect you directly with the University Police dispatcher. See “Reporting to University Police” below for a description of that process.
- **Talk with a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support. On campus, you can call Counseling and Psychological Services (CAPS) at 289-8119. When the CAPS office is closed, a University counselor is on-call and may be reached through the University Police dispatcher (289-8715) or through your Resident Assistant- you only need to say you would like to speak with the counselor on call. Also, the YWCA has a 24-hour Crisis Hotline available at 643-0888.
- **Contact someone you trust**, such as a close friend, to be with you and support you.
- If you are comfortable, **let your dean’s office know about your attack.** Many victims find it difficult to focus on academic work or have other difficulties after an assault or rape; we want to support you. The dean’s office will only pursue action against the perpetrator if you want to pursue that option. Please go to oncampus.richmond.edu/safespace to find additional resources.

Reporting to the University Police

- Reporting an incident is a separate step from choosing to prosecute. **When you file a report, you are not obligated to continue with legal proceedings or University judicial action.**
- When you report the incident to URPD, a University Police officer will take a statement from you regarding what happened. You will be asked to identify or describe the alleged assailant(s). You may be asked questions about the scene of the crime, any witnesses, and what happened before and after the incident. The University Police will take a written report, which will be important **in case** you wish to bring charges, immediately or at a later date. You can request that your identity be kept confidential.

For more resources, go to: oncampus.richmond.edu/safespace.

SEX OFFENDER POLICY

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual offender Registry. In compliance with Virginia law, the University of Richmond will submit the requested information for all admitted students to the State Police for comparison to the registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

HARASSMENT & DISCRIMINATION

Every University Employee, faculty member and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

The University's policy against discrimination and harassment (Policy) incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. This Policy also incorporates all other local, state and federal laws, including Title VII of the Civil Rights Act of 1964. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus. **Illegal and improper harassment based on any of the classifications in paragraph 1, may include:**

- Any suggestion that sexual favors, race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any protected classification would affect one's job, promotion, performance evaluations, grades, working or educational conditions;
- Making unwelcome or offensive comments about a person's clothing, body or personal life;
- Offensive jokes or unwelcome innuendoes;
- Other conduct that creates a work or educational environment that may be considered offensive or hostile, even though some staff or students might not find them objectionable;
- Use of unwelcome or offensive nicknames or terms of endearment.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions;
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating or offensive work or educational environment.

The University has designated the Associate Vice President for the Department of Human Resource Services (located in Weinstein Hall), 289-8166, as the University's representative to handle issues arising under the Policy, including Title IX. Individuals who need further information or clarification of the Policy should contact the Associate Vice President directly. Staff, faculty and students who feel they have suffered discrimination or harassment in violation of the Policy should follow the Complaint Resolution Procedure described below.

The Policy also applies to complaints of harassment or discrimination involving applicants for admission or employment, or persons aggrieved by third parties such as contractors or vendors serving the University.

A. Complaint Resolution Procedure

For ease in identifying individuals, the person making the complaint is referred to as the Complainant, and the person for whom the complaint is being made is referred to as the Respondent.

The University will endeavor to respond to and resolve all complaints quickly and effectively. Individuals who believe they have been harassed or discriminated against in violation of the Policy are encouraged to take action in any of the ways described in the Complaint Resolution Procedure (Procedure).

Although none of the actions listed under the options for Informal Resolution, below, are required before an individual may file a Formal Complaint, the University favors informal resolution of these claims whenever possible. Except as expressly provided herein, the Procedure is the only grievance practice available to staff, faculty, students or other parties for violations of the Policy. No other grievance practices otherwise available at the University are applicable.

Through the Procedure, the University will take necessary steps to prevent recurrence of any harassment and/or discrimination determined to have occurred, and will take necessary steps to correct the discriminatory effects of the conduct on the Complainant and others, if appropriate. During all stages of the Procedure, every effort will be made to ensure fundamental fairness to all parties involved in the complaint process. The University will make good faith efforts to protect the confidentiality of those involved in the Procedure to the extent permitted by law and to the extent that continued protection does not interfere with the University's ability to investigate allegations or to take corrective action.

The University prohibits retaliation against any individual who files a complaint (informal or formal) in good faith or participates in a harassment or discrimination inquiry. Disciplinary action will be taken against any individual who retaliates against a Complainant or participant in harassment or discrimination inquiry, or who files a discrimination or harassment complaint in bad faith, or who maliciously or knowingly files false charges.

B. Procedures for Informal Resolution

The Informal Resolution process provides an effective means of resolving most disputes. However, the Complainant may terminate the Informal Resolution process at any time and initiate a Formal Complaint without prejudice.

1. **Informal Discussion with Respondent:** Prior to the involvement of other parties or University officers, the Complainant may choose to discuss the concerns directly with the Respondent. The Respondent may not realize that his/her conduct is offensive or unwelcome. Many disputes can be resolved quickly and effectively with such direct communication. A complaint brought to the attention of the Respondent shortly after the alleged offensive behavior occurs (e.g.: immediately or in a few days) will usually result in more effective resolution.
2. **Informal Discussion with University Officials:** Understanding that a Complainant may discuss concerns with a friend, confidant, advisor or counselor in the Counseling and Psychological Services office, etc., it is nonetheless the case that to initiate an informal discussion with University officials, a Complainant should contact one of the following individuals in a timely manner, ordinarily within thirty (30) days of the offending conduct:

Students should contact the dean of their school or residential college as follows:

Graduate School of Arts & Sciences: Associate Dean Kathy W. Hoke (BLIB)	289-8417
Graduate School of Business: Dr. Richard Coughlan (ECRSB)	289-8553
Law School: Dean John G. Douglass (TCWSL)	289-8183
Richmond College: Dean Joseph Boehman (WHRST)	289-8061
School of Continuing Studies: Dean James Narduzzi (SPB)	287-6684
Westhampton College: Dean Juliette Landphair (Deanery)	289-8468

If the complaint is against one of the designated University officials, the Complainant should contact the President of the University, who will designate a representative of the University to handle the

matter. If the complaint is against the dean of a student's residential college, then the Complainant should contact the Associate Vice President for the Department of Human Resource Services.

The Informal Discussion can help with any or all of the following options:

- Assisting the Complainant to determine if the behavior violates the Policy, or to learn more about the Policy;
- Conducting an informal investigation with the effect and goal of ending the alleged behavior in an effective and expeditious manner;
- Contacting the supervisor of the alleged offender and requesting assistance to stop the behavior;
- Meeting with the individual whose behavior is alleged to be offensive or unwelcome, and discussing the situation to make it clear that the behavior is offensive or unwelcome and should cease.

Based on the Informal Discussion, the University official will determine what additional action, if any, is necessary.

The Informal Discussion process will last as long as the Complainant deems it desirable to continue to meet with University officials, but usually the University will try to resolve the problem at this early stage within ten (10) working days. Most complaints can be resolved at this stage. If not satisfied with the resolution from the Informal Discussion, then the Complainant may proceed to the Formal Complaint process described below.

C. Procedures for Formal Resolution

A Complainant may omit the Informal Discussion process entirely and file a Formal Complaint with the Associate Vice President for the Department of Human Resource Services (hereafter the Associate Vice President). Formal Complaints alleging violation of the Policy must be filed in the Associate Vice President's office in a timely manner, ordinarily within thirty (30) days of the offending conduct, or shortly after the conclusion of the Informal Discussion process, usually within ten (10) working days.

The Formal Complaint must be in writing and must set forth:

1. A statement that the Complainant intends that this document shall constitute a Formal Complaint;
2. Date or approximate date on which the alleged behavior occurred;
3. Identity of the person(s) purportedly responsible;
4. Specific descriptions of the alleged behavior;
5. All witnesses and evidence supporting the complaint, including attaching any tangible evidence or documentation;
6. Complainant's name and signature.

The Respondent will have ten (10) working days after receiving the Formal Complaint to file a written Response in the Associate Vice President's office. The Associate Vice President, or her designee, will review the Formal Complaint and Response. An investigation, including relevant interviews, will be conducted. The Associate Vice President, or her designee, will prepare a written report of the Formal Complaint Findings (Findings) as expeditiously as possible, usually within forty-five (45) days from the date that the Formal Complaint was filed, and will deliver the Findings to the Complainant and Respondent. The written report will include the Associate Vice President's or her designee's conclusions with respect to the Formal Complaint and will make a final determination as to what action, if any, is necessary. Either party may appeal from the Findings within the time period and in the method described below.

All provisions in this Grievance Procedure for notifying all parties of Findings and recommendations will be followed so long as the University determines that there are no violations of state or federal privacy laws, including, but not limited to, the Family Educational Rights and Privacy Act.

If no appeal is filed within the designated time period, then the Findings will be final. The Associate Vice President will then work with other University officials to enforce the Findings. If no appeal is filed, then no party will have a right to pursue any other University grievance procedures.

D. Appeal from Formal Complaint Decision

Either the Complainant or the Respondent may initiate an appeal from the Formal Complaint Findings. The appeal must be filed with the Associate Vice President's office within ten (10) working days from the date of the Findings. The appeal must be in writing and must set forth:

- Substantive reason(s) for the appeal;
- The identity of all witnesses;
- Any new information.

The responding party must file a written response to the appeal with the Associate Vice President's office within five (5) working days after receiving the appeal, and must set forth:

- A response to the appeal allegations;
- The identity of all witnesses.

Within five (5) working days after receiving the appeal, the Associate Vice President will assemble the Resolution Committee, which will be formed solely for the purpose of resolving disputes alleging violations of the Policy. The Resolution Committee members will be chosen by the President, who will select two students, two staff members and two faculty members from the Judicial Pool.

The Judicial Pool is constituted at the beginning of each year to provide a pool of faculty, staff and students to serve on the Resolution Committee (defined in this document for the purpose of this Policy) and Hearing Boards for matters of Policy violations. The faculty members are elected each year by their respective schools, two each from Arts and Sciences, Business, Leadership Studies, Law and Continuing Studies. Five staff members are designated by the Associate Vice President at the beginning of each year as part of the pool. Student members of the pool are the chairs of the Richmond College Judicial Council, the Westhampton College Judicial Council, and the chairs of the Honor Councils for Richmond and Westhampton Colleges, the Business and Law Schools and the School of Continuing Studies.

The Resolution Committee will be charged with the responsibility of conducting a fair and unbiased hearing within fifteen (15) working days after being assembled. It will have access to all available information pertaining to the complaint. The Resolution Committee will accept and review written statements submitted by the Complainant and Respondent and other relevant individuals. At its discretion, it may also entertain oral testimony from witnesses. The general outline of the hearing, which will be tape recorded, will be as follows:

1. The Resolution Committee will review the Formal Complaint, if applicable, Response, Written Appeal and all other available information;
2. The Complainant will have the opportunity to present the complaint and any attending circumstances;
3. The Respondent will have the opportunity to present a response and any attending circumstances;
4. The Resolution Committee may request specific individuals to appear before it and may also implement additional procedures as it deems necessary for a fair and equitable process;
5. Other than witnesses, only the Complainant, Respondent, Associate Vice President (or her designee) and members of the Resolution Committee may be present during the hearing;

except that the Complainant and/or Respondent may be accompanied by a non-participating support person such as a member of the CAPS staff, but neither may be represented by legal counsel in these procedures;

6. The Resolution Committee will deliberate, in private and outside the presence of any other individuals, and render its collective Recommendations in writing within ten (10) working days after the conclusion of the hearing.

The Resolution Committee's Recommendations will be forwarded to the Associate Vice President, who will notify the Complainant and Respondent of the Recommendations, subject to applicable privacy laws. Each party will have five (5) working days to submit to the Associate Vice President written comments on the Recommendations.

The Associate Vice President will then forward the Recommendations, the investigative materials, including the hearing evidence, and the comments by the Complainant and Respondent, if any, to the following (depending on whether the Resolution Committee recommended action against a student, staff member or faculty member):

Students: Vice President of Student Development, Dr. Steve Bisese

Staff: Vice President for Business and Finance, Mr. Herbert Peterson

Faculty: President of the University, Dr. Edward Ayers

Determinations as to the action or inaction based on the Recommendations will be made by these University officers, as applicable. These officers may use their discretion in seeking any additional information or advice before rendering a final decision. The decision will be made within thirty (30) days from the date of the Recommendations. The decision made by each of these individuals is final; provided, however, that if the Resolution Committee recommends termination of a faculty member and the Recommendation is accepted by the President, the normal "termination for cause" procedures defined in the Faculty Handbook will be followed.

Approved by the University Faculty on May 10, 1999 and the Board of Trustees on May 14, 1999.

GENERAL HOUSING INFORMATION

Office of Undergraduate Student Housing

The Housing Office, located in Whitehurst, Room 103, is open from 9:00 a.m. to 5:30 p.m. Monday through Friday. Joan Lachowski, Director of Undergraduate Student Housing and Carolyn Bigler, Assistant Director of Undergraduate Student Housing may be reached at 287-6373.

Mission Statement

The Office of Undergraduate Student Housing is dedicated to providing a safe, comfortable, and supportive environment that compliments student academic and social development.

Unified Agreement

All students are bound by the terms and conditions of the Unified Agreement as they relate to housing, meal plans, telecom services, and use of computers on campus.

Change in Housing Assignment

When space is available, it is possible to make changes in room assignments in cases of marked incompatibility between roommates. Approval for the move must be obtained prior to moving. Richmond College students should contact the Assistant Director of Undergraduate Student Housing. Westhampton College students should contact the appropriate Area Coordinator for their residence hall. Students who make unauthorized room/apartment changes will be fined \$100.00.

Any student assigned to a residential area that is designated as transitional may be required to relocate as soon as a space in a permanent room becomes available, unless otherwise notified. This reassignment will be made as soon as possible and in conjunction with the resident's requests whenever possible.

Eligibility for Housing

You must be a full time student (minimum of 12 hours) in order to be housed. Any student who does not meet this requirement must have special permission from the appropriate dean in order to obtain or retain his/her housing.

Moving Off Campus

Once you move off campus, you lose your priority for future on-campus housing unless space is available. You will not be eligible to participate in any future room selection process or be taken as a roommate of an eligible room selection participant unless it is determined there is available space on campus. If you are currently housed or have currently reserved housing for the next year and desire to move off campus, you must submit your request in writing to the Director of Undergraduate Student Housing. Your request will be submitted to a committee consisting of the coordinate deans (Westhampton College and Richmond College) and the Director of Food and Auxiliary Services to determine if you may move off campus without being responsible for additional housing costs. If you are currently residing on campus and your request to move off campus without additional housing costs is denied and you choose to relinquish your room and move off campus, you may be required to pay the fee for your room/apartment until the end of the academic year and/or reimburse the University for the \$500 housing deposit (your deposit if credited to your account with your fall bill). If you have reserved a room for the academic year but have not yet moved into your room and you choose to relinquish your room and move off campus, the \$500 housing deposit will be forfeited if your request is denied.

Regulations during Hall Closings

The residence halls and apartments are closed during the midwinter break and are available only by special permission from the Office of Undergraduate Student Housing during the Thanksgiving and spring breaks. **No one may remain in the residence halls or apartments beyond the official closing time or return to campus earlier than the stated opening time unless they have permission from the Office of Undergraduate Student Housing.** Students who return to campus

prior to the authorized time of arrival or remain beyond the stated time of departure are subject to disciplinary action through the dean's office and will be asked to make arrangements off campus. Any exceptions to this policy must be pre-approved by the Director or Assistant Director of the Office of Undergraduate Student Housing.

Insurance

The University DOES NOT provide insurance or assume liability for personal belongings in residence halls, apartments, or in any other housing arrangement provided by the University. It is advised that you check with your parent/guardian's homeowner's policy and/or your insurance representative to ensure that content coverage is extended to your assigned housing. You may need to discuss specific items with your insurance representative to be sure you have enough coverage. These types of items would be computers, bicycles, sports equipment, CD's, audio equipment, and other higher priced items.

Vacancy and Roommate Notification Process

If your roommate withdraws from the room at any time, the space is available for re-assignment. If you wish to request a specific roommate, notify the Assistant Director of Undergraduate Student Housing immediately.

Room Inventories

You are responsible to see that your room inventory includes all the pertinent information at the time of check-in. If you feel information is incorrect or missing from the inventory, you may turn in a discrepancy list to the Office of Undergraduate Student Housing within 24 hours of your check-in date. If furniture breaks during the year for any reason, report it to University Services. All furniture items that break must be reported to University Services at the time breakage occurs.

If you change rooms or lose a roommate, be certain you receive new inventory forms. You are ultimately responsible to see that you have properly checked out of a room or properly checked into a new room.

Room/Apartment Painting

Students may not paint or alter the walls, ceilings, ceiling tiles, furniture, or other fixtures in their room or apartment in any way including, but not limited to, wallpaper, borders, murals, and paneling. Any violation of this policy will result in the student(s) being charged for the repairs and repainting of walls. The responsibility for the painting or altering of the walls cannot be passed to the next residents of the room/apartment.

Entering Rooms

The University recognizes and respects the right to personal privacy within students' living quarters, consistent with the University's operations and the health and safety of the community. Nonetheless, circumstances may necessitate entry into a resident's room, as the community has a reasonable expectation to health, safety, and well being.

The University reserves the right to enter student rooms to perform maintenance inspections and repairs, to inventory University furniture, to reclaim University property not assigned to the room, to make health and fire safety inspections and to take steps necessary to resolve any unsafe or unsanitary conditions. Unsafe or unsanitary conditions may include during fire alarm evacuations, when staff believe the safety and/or well being of the occupant(s) is in question, or if there is reason to believe that a violation of law and/or University policy is occurring or has occurred.

RESIDENTIAL SERVICES

Card Access & Door Alarm System

All residence halls at the University have an electronic security system associated with the exterior doors of each building. The purpose of the card access system is to enable residents to control who enters their living areas and thereby create safer living environments. The safety of the community is jeopardized if residents permit persons who do not have access through their IDs to enter their personal living environments and/or if students attempt to bypass the card access system by propping open exterior hall doors.

Residence Hall Access: All undergraduate students living on campus will have twenty-four hour access to the residence hall in which they live. All undergraduate students living on campus will have card access to all residence halls from 8 a.m. to 2 a.m. seven days a week. Students will not have access to any hall from 2 a.m. to 8 a.m. except the hall in which they reside. Guests may gain access to the halls through the use of telephones located at each building.

Students should always keep in mind the following pertaining to guests:

- Responsibility for Guests: Individual residents must accept responsibility for the actions of their guests.
- Right to Free Access: No residents shall at any time infringe upon a roommate's right to free access to his/her room.
- Right to Privacy, Study, and Sleep: A resident will not deprive a roommate of his/her right to privacy, study time, or sleep because of a visitor. Male guests are required to use restroom facilities designated for men and are not to use residents' restroom facilities as if they are residents (for example, showers). Female guests are required to use restroom facilities designated for women and are not to use residents' restroom facilities as if they are residents (for example, showers).

Lost or Stolen Identification Cards: If you lose your card, please visit the One-Card Office immediately between 8:30 a.m. and 5 p.m. on weekdays. The office is located on the third floor of Tyler Haynes Commons. After 5 p.m. or on weekends, please contact University Police at 289-8715 for assistance. Emergency phones located outside many residence halls will ring automatically to University Police.

Loss of Privileges: Students may have their privileges suspended at any time for an alleged violation of University Policy or any action (or implied action) that may be perceived as dangerous to a member of that residential community. Privileges will be suspended and (if deemed appropriate) restored by the college of the student in question.

Improper Use of the System: University Police will arrest anyone whom they believe to be vandalizing the system. Residents must use their identification cards to access the building. Anyone pulling on an outer door of a residence hall without having used his/her identification card will be considered to be vandalizing the system. While the University is anxious not to arrest any student, the University intends to have the card access system operational. Please do not put yourself in a compromising position.

Fire Extinguishers

Fires extinguishers are located in each apartment and in each resident's room in the residence halls. These fire extinguishers were installed for your safety and are not to be misused or moved from their designated locations in the room/apartment. Periodic safety inspections will be conducted by University officials. Residents who misuse the fire extinguisher will be subject to both University judicial and Civil Court action. (See "Fire Extinguisher Discharge" in the Fire/Safety Policy section.) Extinguishers that have lost pressure due to use or leakage must be reported to the Office of Undergraduate Student Housing immediately at x6373.

Key replacement & Lock Changes

If your key is lost or you are locked out, your Head Resident or Resident Assistant normally will provide assistance in getting you into your room or apartment. If you lose your key, report it immediately. If a key is lost, the lock must be changed regardless of how or where the key was lost. Do not jeopardize the security of your valuables by failing to report a lost key.

The Office of Undergraduate Student Housing will provide assistance in changing your lock and securing a new key for you. The student is responsible for the cost of the lock change and key replacement as follows (prices are accurate at the time of printing, contact the Housing Office if you have any questions):

Single Room - \$32.00

Double Room - \$36.00

Triple Room - \$40.00

Quad/Apartment - \$44.00

Report a lost key to the Housing Office, Whitehurst, Room 103. Students are not allowed to put personal locks on any door within their room or apartment

Ice Machines

For your convenience, ice machines are located in residence hall laundry rooms with the exception of Atlantic and Pacific Houses.

Laundry Facilities

Washers and dryers are provided in each residence hall and in separate laundry areas for the University Forest Apartments. You can use your ID card to activate the machines. To ensure the security of your belongings and out of respect of community space, never leave your laundry unattended.

Lounges

Each residence hall has a lounge for the residents' leisure and program presentations. The furniture and room accessories (i.e., televisions, lamps, window coverings) are University property and are to remain in the lounge at all times. Under no circumstances should residents store personal belongings, such as room furniture or bicycles, in the hall lounges. (See "Furniture" in the Expectations for Residential Students section.) Please keep the lounge attractive by disposing of all trash properly. Lounges that are not taken care of will be closed. Your room key will unlock the lounge door. Lounges will occasionally be used to house students and then will not be accessible to other residents.

Maintenance

All requests for maintenance in the residence halls and apartments should be directed to University Facilities. Please call x8600 to report your concern. If you are calling from off campus, call 289-8600. You also may e-mail your work order request to University Facilities by accessing their Web page under "Administration" located on the University of Richmond home page. Maintenance requests that are not considered an emergency are normally addressed within three working days. If a non-emergency request is not responded to in one week's time, contact the Office of Undergraduate Student Housing at x6373 Monday through Friday, 9:00 a.m. to 5:00 p.m. If you have an emergency after hours, contact University Facilities at x8600 and follow the instructions for reporting an emergency. Students may be billed for any work done by University Facilities that is considered to be student damage.

Mattress, Bed Boards, and Bed Slats

If you find your mattress/bed board/bed slats need to be replaced, please contact University Services.

Safety Inspections

The Westhampton and Richmond College Deans' Offices and the Office of Safety Services and Risk Management will conduct periodic room/apartment inspections during the academic year and between semesters. The purpose of the inspection is to increase the awareness of and compliance with Fire/Safety regulations. Regulations pertaining to Fire/Safety are located later in this publication. All

inquiries regarding the policy or violations of the policy should be directed to the appropriate coordinate dean's office (Richmond College or Westhampton College).

Smoke Detectors

Smoke detectors are located in each apartment and in each resident's room in the residence halls. These detectors were installed for your safety and are NOT to be tampered with, including the removal of a battery if applicable. University officials will conduct periodic safety inspections. Violators of this fire safety policy will be subject to both University judicial and Civil Court action. (See Fire Safety Policy section.) You should periodically check your smoke detector and report it immediately to University Facilities if it is not working.

Soft Drink & Snack Machines

Vending machines are located in most of the residence halls and in the game room of Whitehurst. See One-Card Services, third floor Commons, for a refund. Abuse of these machines will result in their removal. In case of equipment malfunction, call the vending hotline at 287-1244.

Storage

There is limited storage space available most residence halls. All items stored should be properly packaged and labeled with personal identification. Access to storage areas may be obtained through the Head Resident or Resident Assistants. Students are not allowed to place furniture in any storage room other than University desk chairs. There is no storage provided beyond the academic year.

Vacuums

Most Head Residents and Resident Assistants have been issued a vacuum cleaner which residents of the hall are permitted to use. Residents must check out the vacuum with their student ID cards. Vacuums should be returned to the appropriate staff member immediately after use. No vacuums are available for University Forest Apartment students.

EXPECTATIONS FOR RESIDENTIAL STUDENTS

The expectations below are reminders from policies listed elsewhere in this handbook (see Prohibited Conduct or Fire Safety) and elaborate on parts of the unified agreement you committed to in order to live in on-campus housing.

The University of Richmond takes the position that a resident of a given room/apartment is responsible for the actions taken by individuals in that room/apartment, even if the resident is not present at the time of the action. Such actions could be unauthorized events with alcohol, violations of the alcohol policy, in general; or other violations of residence hall/apartment policy or University policy

Appliances

The number and type of electric lamps and appliances in a room are to be limited. Refrigerators that are 4.3 cubic feet or smaller in size and microwaves are permissible. The use of a window air conditioning unit or any other type of air conditioning unit is not permitted. See the Fire Safety policy for more details.

Bicycles

Bicycles must not be left in hallways, stairwells, or lounges. The University Police will remove them at the owner's expense. See the Fire Safety policy for more details.

Campus Residential Cleanliness

For safety, sanitary, and aesthetic purposes, each resident of the residence halls or apartments is responsible for the cleanliness of their living area. No lumber, trash, or combustible materials may be stored in a residence hall room, bathroom, or within the residence hall. Common areas such as hallways,

hall bathrooms, laundry rooms, and lounges and apartment porches/patios are to be kept clean and clear at all times. They are not to be used to store students' personal belongings or trash. See the Fire Safety policy for more details.

Cooking

No cooking is permitted within the residence halls because of the danger of fire and the absence of suitable cooking and clean-up facilities; however, a microwave is permissible for heating of prepackaged foods. See the Fire Safety Policy for more details.

Drugs

The possession, sale, or use of all illegal drugs, including marijuana and hallucinogens, is prohibited. Head Residents and Resident Assistants have been instructed to report all violators of this regulation to the appropriate dean and to the University Police. Residents found using, selling, or possessing illegal drugs/paraphernalia will be subject to both University judicial and/or Civil Court action. See the Alcohol and Drug Policy for more details.

Furniture

The removal of residence hall/apartment furniture from the room/apartment is prohibited. A resident may replace the University-supplied desk chair with an office style chair. If you supply your own desk chair, you must tape your name to the University chair and remove it to the nearest storage closet. Do not place the chair in the hall. At the end of the year you must place the chair back in your room. If you fail to follow this procedure, you will be charged for the chair at the end of the year. The Head Resident or Resident Assistant may not authorize removal of furniture. Students who move furniture from the room/apartment will be subject to a fine of \$50.00 per incident, and will be placed on residence hall/apartment probation. Residents will be charged the full replacement cost for any item of furniture missing from the room/apartment at the end of the academic year. Furniture and accessories installed in the hall lounges are University property and may not be removed for any reason. Students who remove University property from the lounges will be charged with theft.

Residents are allowed to loft their beds as long as they use a University approved vendor (if one is available). Any other type of loft is prohibited. Residents are not to nail lumber to the bed frames to raise them farther off the floor and plastic risers are not permitted. Residents will be allowed to place their single bed frames with a maximum of two cinderblocks placed horizontally under each corner. The University will continue to allow bunking of beds with appropriate pins in place. Bunked beds or approved lofts may not be raised by cinderblocks. Waterbeds are not allowed.

Students in violation will receive a warning. Failure to comply will result in a meeting with the appropriate coordinate dean's office (Richmond College or Westhampton College). See the Fire Safety Policy for more details.

Guests & Overnight Guest Policy

A guest is defined as any person (male or female) that is not a resident of the room. All residents are responsible and accountable for the behavior of their guests. It is the responsibility of the resident to inform their guests of expected conduct regulations in the residence halls and apartments and other student conduct regulations. Also see "Residence Hall Access" on page 62 for information regarding guests in the halls.

For overnight guests, residents must get the approval of their roommate(s) (and suitemates or apartment-mates, if applicable) in advance. Overnight guests may stay a maximum of 72 hours. Any exceptions must be cleared in advance with the Office of Undergraduate Student Housing. No roommate should be deprived of his/her right to privacy, study time, or sleep because of an overnight guest. If you have problems with a roommate having an unauthorized overnight guest, you may call the Director or Assistant Director of Housing at 287-6373 or X6373.

Guns and Other Weapons

The possession, storage, use of, or attempt or threat to use any kind of weapon is prohibited on-campus. This includes, but is not limited to:

- Ammunition, BB guns, explosives, firearms, fireworks, pellet (soft or hard) guns, paintball guns, or any air or gas weapon or any similar in appearance, whether capable of being fired or not
- Projectile devices such as arrows, bows, catapults, “potato guns”, and sling-shots
- Knives, including axes, machetes, and sheath knives

Officially recognized sports clubs and academic organizations, under the supervision of a faculty or staff advisor, may be authorized to store prohibited items in designated areas. Under no circumstances will prohibited items be permitted in campus residences halls or apartments. Approval to store such items in designated areas will be granted on a case-by-case basis by the Vice President of Student Development. The Vice President of Student Development will inform the University Chief of Police of any prohibited items that have received approval for on-campus storage.

Noise

The right to sleep or study always supersedes the right to make noise. If such things as loud noise and/or music become annoying to you while in your room/apartment, we ask that you confront the individual and ask him/her to turn down the stereo, etc. If you do not get positive results, then go to your Head Resident or Resident Assistant for assistance. During the final exam period, quiet hours will be extended to 24 hours a day beginning with study day and ending after the last exam. Notice of final exam quiet hour periods will be posted on hallway bulletin boards. See Prohibited Conduct for more details regarding disruption of the academic environment.

Pets

No pets (including fish) are permitted in the residence halls or apartments. Students found keeping any pet in their room/apartment will be referred to the Office of Undergraduate Student Housing. With the first violation, the resident(s) will be issued a warning and directed to remove the pet from the residence hall/apartment within 24 hours. Additional violations will result in a referral to the appropriate dean.

Posting Notices in the Residence Halls & Apartments

The University recognizes and celebrates the use of residence halls as avenues for the investigation of pertinent issues, forums for debate, learning, and growth as well as grounds for the recruitment of new members for student organizations. The University also recognizes and affirms the residence halls as physical structures that afford students the opportunity to live, study, and sleep.

As such, it is necessary to provide some guidelines for the posting of materials in the residence halls in accordance with our fire safety policies. Posting of materials provided by a University department, office, or student organization will be limited to the following:

- on the public bulletin board space
- in laundry rooms
- on the walls and in the stalls of each bathroom
- on the bathroom doors

Section doors and exterior doors (on either side) are not to be used to post materials.

Information should be posted in a way so as to protect the halls and their appearance. Toward this end, the use of staples (except on bulletin boards), nails, or heavy-duty tape is prohibited in the posting of any materials. Residence Life student staff will remove out of date or excessive materials on a weekly basis. Questions about this policy may be directed to the deans' offices for clarification. Residence Life student staff will remove all flyers/posters not in compliance with this policy.

Roofs

Students are not permitted on the residence hall/apartment roof areas. It is an area restricted from student use. See “trespass” in Prohibited Conduct for more details.

Room or Apartment Damage

An inventory is taken of each residence hall/apartment room before students arrive. You are expected to review this inventory and report any discrepancies to the Office of Undergraduate Student Housing within 24 hours of checking into your room/apartment. A second inventory will be done at the end of the year, with damaged or missing property being assessed to the residents. All rooms/apartments should be clean, completely empty of all personal belongings and trash, and broom-swept. There is a \$25.00 maximum charge per person for leaving a room (\$50.00 per apartment resident) in a trashed state. All students are responsible for any damage to their residence hall room/apartment unless it has been recorded under the “check-in” portion of the inventory form when moving in. Residents should be as precise as possible when checking in to avoid inaccurate damage billing at the end of the academic year. The University is not responsible for items left in the room after the official check out date. For questions regarding charges for room/apartment damages, contact the Associate Dean for Residence life in the appropriate dean’s office.

Sales & Solicitation

The University limits the sale of items or solicitation of any business in the residence halls/apartments to recognized campus organizations. No groups shall be allowed to sell items or solicit without first notifying the deans’ offices and receiving permission. Such notification shall be given and permission received no later than the Friday before the week that the sales/solicitation will be conducted. Unauthorized solicitors should be reported to University Police and the appropriate dean’s office.

Smoking

There is no smoking allowed in the residence halls. Smoking is permitted in the University Forest Apartments if it is agreed upon by each resident of the apartment. See the Fire Safety policy for more details.

Vandalism

The appropriate dean may evict immediately from the residence hall/apartment system any student responsible for an act of vandalism in the residence hall/apartment. Included in this category, but not limited to, are such actions as pulling down a false ceiling; setting fires in rooms, stairwells, hallways, or bathrooms; punching holes in the walls; trashing a hallway with broken bottles, garbage and/or paper; damaging and/or removing exit signs from hallways. In more serious cases, suspensions may result. See Prohibited Conduct for more details.

FIRE SAFETY POLICY

The following regulations are intended to maintain a safe living environment for students residing in University housing. Any person, who performs any act that endangers the life, safety, or property of others, will be considered to be in violation of the University Fire Safety Policy and the Unified Agreement. Violations of the University's Fire Safety Policy are subdivided into categories. There may be fire safety concerns that are not specifically addressed by this Policy that will be responded to on a case-by-case basis.

It is an expectation that all students accepting housing at the University understand the Fire Safety Policy and will abide by the established rules and regulations for living in University housing.

Inspections and Sanctions

Representatives from the residential college deans' offices or Safety Services and Risk Management will inspect all residential facilities several times per academic year. Students who are found to be in violation of the University's Fire Safety Policy will receive the sanctions listed below. The violations noted below pertain to each resident of the room/unit, regardless of which resident is responsible for the violation. If you are aware of a violation in your room/unit and your roommate(s) refuse to correct the violation, it is your responsibility to inform the appropriate dean's office. You will avoid being charged for the violation if you report it in advance of any inspections. Students are expected to reimburse the University for missing or damaged equipment and to immediately remove item(s) in violation. Students who fail to comply will be referred to the appropriate dean.

Fire Safety violation records and sanctions are maintained and implemented cumulatively from year to year. The appropriate dean's office maintains student fire safety violations records and sanction history separate from judicial files. This data will be used as a basis for determining violations/sanctions in subsequent years.

Sanctions

First Violation

Category A	Category B	Category C	Category D
Warning	Warning	\$25	Referred to respective dean's office for judicial sanction

Second Violation

Category A	Category B	Category C
\$25	\$35	\$50

Third Violation

Category A	Category B	Category C
\$50	\$70	\$100 and Housing Probation through Graduation

Subsequent violations will result in additional sanctions deemed appropriate by the respective dean's office.

Failure to Comply- Students who do not correct a violation within a given period of time, may be charged through judicial procedures for failure to comply.

CATEGORY A

Residence Hall/Apartment Cleanliness

Residents are to maintain their rooms/apartments in a manner acceptable to the appropriate dean's office. Residents should not allow excessive trash to accumulate in a room, an apartment, or around apartment areas. Residents should not allow clothes and/or other personal property to cover the floor of their living area or allow garbage to accumulate and become a health concern.

Posting and Decorations

Residents may place postings or decorations on the exterior of their room doors only. All other postings and decorations in the halls or common areas of all University housing must comply with the University Posting Policy.

CATEGORY B

Hallway, Exit ways, and Common Areas

Exit ways must be kept totally clear at all times. Clothing, furniture, or other items may not be placed in a hallway, stairwell, or common area. All items must be kept in resident or designated storage rooms.

Christmas Trees

Cut or live Christmas trees, wreaths, garland, etc., are not permitted in University housing.

Decorative Lights

Residents of the University Forest Apartments and the Atlantic and Pacific Houses may elect to display decorative lights on the exterior of their units. These lights must be attached directly to the exterior of the building and/or shrubbery immediately adjacent to the unit. No more than three strings of lights may be joined together, and any extension cord must be of the exterior variety.

Cooking in Residence Halls

University policy prohibits cooking in residence halls. Food preparation is allowed using only the following authorized electrical appliances:

- Microwave oven
- Automatic coffee maker
- Hot pot with automatic shut-off

Extension Cords/Power Surge Protector Strips- Fire Shield Requirement

For safety reasons, the University requires the use of Fire Shield brand extension cords and surge protectors. This is the only brand of extension cord/surge strip protector that monitors the leakage current, thus sensing any damage to the cord, and shuts off the electrical power safely. Details on how to purchase this brand are sent to students annually by the Director of Undergraduate Housing. A battery back up UPS may be used for computers. Extension cords cannot be run above the ceiling.

Ceiling Fans

Installation of ceiling fans or alteration of the electrical system is prohibited.

CATEGORY C (Includes items that may be confiscated during inspections or need to be removed)

Discharged Fire Extinguishers

If a student discharges a fire extinguisher in order to put out a fire, there will be no sanction or charge for replacing the extinguisher. Students are to notify the appropriate dean's office when a fire extinguisher is used to put out a fire, the fire extinguisher has leaked down (i.e. the gauge is no longer in the green), or the fire extinguisher is missing.

Fire extinguishers are not to be removed from their proper locations or made inaccessible by wall hangings, furniture, etc., or discharged unless there is a true fire emergency. If a room/apartment fire extinguisher is found to have been tampered with, the occupants will be sanctioned.

Tampering with Room Smoke Detectors

A resident who has tampered with or vandalized a room smoke detector in any way will be sanctioned. It is the student's responsibility to report a faulty smoke detector to University Facilities.

Sprinkler System

Do not hang or drape items from sprinkler pipes or heads. This may cause flooding/ property damage.

Fire Alarm Evacuation

A resident who is found not to have evacuated the residence hall as a result of a fire alarm will be sanctioned.

Unauthorized Electrical Items

The following items are prohibited in all residential facilities:

- Space heaters
- Hot plates
- Toaster ovens (not permitted in residence halls)
- Grilling machines of any form (not permitted in residence halls)
- All open/visible coil electrical equipment of any type

Prohibited Items and Practices

Covered Ceiling Light: Students are not permitted to place or drape materials across, on, or from the ceiling light or any other room light fixture.

Decorative Materials: No materials of any kind may be hung from ceilings. Approximately 10 percent of the total wall surface in a room may be covered with decorative materials; however, they must remain flush with the wall and cannot hang diagonally between two walls.

Halogen Lamps: Halogen lamps with bulbs rated over 100 watts are prohibited.

Gas Powered Vehicles

Flammable and Combustible Liquids: Flammable and combustible liquids of any type are not permitted in University housing.

Candles, Incense, Flame Producing Products

Fireworks

Smoking: Smoking is prohibited in University housing (exception: University Forest Apartments-see "smoking" p.75 of this Handbook)

Open Fires and Grills: Open fires are not permitted on campus. At the University Forest Apartments, grills are permitted on the edge of the patio farthest from the apartments.

Loft, Platform Beds, Partition Walls: The University does not permit the construction of unauthorized lofts, platform beds or partition walls.

Furniture

In order to allow for resident comfort, while at the same time recognizing safety and disposal issues, the University allows residence hall residents to add a limited amount of student owned furniture to their rooms. Depending on the number of occupants in the room of a residence hall, Atlantic House, Pacific House, and the law dorm, residents may add 1, 2, 3, or 4 pieces of furniture from the following table.

A	B
Upholstered Chair	Couch
Papason Chair	Love Seat
	Futon
	Papason Chair (Full)

Singles: May add 1 piece of furniture from either column A or B; however, the bed must be lofted to accommodate an item from column B.

Doubles: May add either 2 items from column A or 1 from A and 1 from B. If the building is of the suite design the beds must be lofted or bunked to accommodate an item from column B.

Triples: May add either 3 items from A, 2 from A, and 1 from B, or 2 from B

Quads: May add 4 items from A, 2 from B, or 2 from A and 1 from B.

A resident also may replace the University supplied desk chair with an office style chair.

University Forest Apartment residents also may add student-owned furniture to their apartments. Given the larger floor space in the apartments and the existence of two entrances/exits per apartment, residents are exempt from the guidelines established in the furniture table.

Exit/entry doors must remain unobstructed in all University housing.

CATEGORY D

Malicious Burning/Arson

A student found to be involved in an incident of malicious burning/arson will be evicted immediately from campus housing and may be suspended or dismissed from the University. The student will be required to reimburse the University for any damage. The University may require the student have a psychological evaluation and treatment to remain and/or to be readmitted, and if readmitted, the student will not be allowed to live on campus.

Tampering/Vandalizing the Central Fire Alarm/Smoke Alarm or Sprinkler System of Any Building

A student who is found guilty of tampering/vandalizing the central fire alarm/smoke alarm or sprinkler system of any building will be evicted immediately from campus housing and may be suspended or dismissed from the University. The student will be required to reimburse the University for any damage. If readmitted, the student will not be allowed to live on campus.