

# 5 • University Regulations

Students at the University of Virginia are subject to the University's academic, financial, and non-academic rules and regulations. In addition, students are subject to the academic policies of the school in which they are enrolled. The information contained herein and any other information conveyed to students is subject to change at any time by the authorities responsible for making these rules and regulations.

The University reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the University's Standards of Conduct or whose academic standing is, in its judgment, unsatisfactory. In addition, the University will automatically enforce the dismissal of a student certified by the Honor Committee to be guilty of a breach of the Honor System, and, where applicable, will consider revocation of a degree already conferred.

## Academic Regulations

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## Academic Grievance Procedure

Students who have a grievance relating to a faculty member, department chair, or dean

are invited to discuss their academic grievance in the following manner:

1. concerns related to a faculty member that cannot be resolved between the two parties should be discussed with the department chair on a person-to-person basis;
2. if the concern is related to the department chair (in schools with departments), the grievance should be filed with the dean of the school;
3. if the concern is related to the dean of the school, the grievance should be filed with the Vice President and Provost;
4. if the level of concern relates to the Vice President and Provost, appropriate written documentation should be presented to the President of the University.

## Academic Probation, Warning, and Suspension

**Probation** Students may be placed on academic probation or academic warning for failure to make satisfactory progress toward a degree. Failure to make satisfactory progress can mean the failure to either meet a certain grade point average in a given semester or to maintain a cumulative grade point average at a specified level. Failure to make satisfactory progress may also mean failure to earn enough academic credits in a given semester or to earn a specified number of credits at the end of each academic year, (e.g., by the end of the student's first year, second year, etc.). Probation is in the nature of a warning that if credit or grade point deficiencies are not rectified within a specified period of time, the student is subject to academic suspension from the University. Students placed on academic probation have the notation "Academic Probation" placed on their permanent academic records following the term in which the probation action occurred. In the College of Arts and Sciences, notations describing students' academic shortcoming(s) are placed on their permanent academic records following the term in which they are placed on academic warning.

The six undergraduate schools of the University have different definitions of what constitutes satisfactory academic progress. Students should consult their school's chapter in this catalog to determine the definition and possible sanctions appropriate to their school.

**Suspension** Students who have been on probation or warning and who continue to make less than satisfactory progress toward their degrees will be suspended from the University. In most schools, a suspended student may apply for readmission to the University

after one calendar year. Applications for readmission must be made in writing to the student's dean. Students who are readmitted after being suspended are considered to be on probation and must meet specified academic objectives. Failure to meet those objectives will result in a second academic suspension. A second academic suspension is considered final.

## Accommodations for Students with Disabilities

It is the individual's responsibility to inform the University of the need for academic accommodation due to a qualifying disability. Requests for accommodations should be supported by appropriate documentation and sent for review at the Learning Needs and Evaluation Center (LNEC). Requests for reasonable variation in degree requirements to accommodate a disability should also be submitted to the LNEC, in writing, and will be subject to review by the student's dean. If the student's disability precludes attainment of licensure or certification in the desired degree program that information will need to be noted in replying to the request. All accommodation requests should be submitted in a timely manner.

Clinical staff at the LNEC will review documentation to determine eligibility and assist the student in implementing appropriate accommodations in the classroom. Students receiving such accommodations are encouraged to inform their instructors of that fact at the beginning of each semester. LNEC personnel are available to counsel students in preparing their requests and to assist in obtaining other necessary support services. Deaf and hard of hearing students may dial (434) 243-5189 for telephone accessibility. Any questions should be referred to the student's dean's office or the Director of the LNEC (434) 243-5181 / (434) 243-5188 (FAX) or (434) 243-5189 (TTY). The LNEC is located at the Elson Student Health Center, 400 Brandon Avenue, P.O. Box 800760, Charlottesville, VA 22908.

## Attendance in Classes

Faculty members have the right to establish attendance and participation requirements in each of their courses. Course requirements (e.g., examinations, oral presentations, laboratory experiments, participation in discussion) are in no sense waived due to absence from class. Instructors may establish penalties when excessive absences would seriously hinder achievement in any course.

### Auditing Courses

Students may audit courses with the permission of the instructor. Courses taken on an audit basis have the symbol AU (audit) recorded in the grade column of the academic record. As no credits or grade points are earned in audited courses, these courses are not applicable toward a degree. Instructors have the option of deciding whether students may or may not take their courses on an audit basis. A grade of W is recorded for any student who discontinues the audit after the drop deadline or who fails to meet the instructor's standards.

### Awards for Academic Excellence

Exceptional academic achievement is recognized by the University through various honors. The types of honors and their requirements are listed below. The honors and distinguished majors programs available in the College of Arts and Sciences are described in chapter 6.

**Dean's List** Full-time students become eligible for the dean's list of their school at the end of each semester by demonstrating superior academic achievement. To be eligible, students must take a minimum of 12 graded credits (15 graded credits in Architecture, Commerce, and Engineering). Courses taken on a credit/no-credit basis may not be counted toward the minimum credits necessary to be on the dean's list. Any student receiving an F, NC or NG is ineligible to be on the dean's list. Minimum grade point average requirements for the dean's list may vary by school and are detailed in subsequent chapters.

**Intermediate Honors** Students who enter the University directly from high school or preparatory school and who, after four regular semesters meet the requirements stipulated by their school, are awarded a Certificate of Intermediate Honors and have the notation "intermediate honors" placed on their official academic records. Specific credit and grade point average requirements for intermediate honors may vary by school and are detailed in subsequent chapters.

### Theses and Commencement Honors

Students who demonstrate high academic achievement in pursuit of a bachelor's degree are eligible to have their achievement recognized with certain inscriptions recorded on their official academic records and diplomas. The honors designations and requirements for each school are detailed in subsequent chapters.

**Phi Beta Kappa** To be eligible for election to Phi Beta Kappa, students must have completed distinguished work in advanced courses in several Arts and Sciences departments. While no set grade point average is established for election, successful nomi-

nees have usually earned at least a 3.7, taken upper-level work in several departments in the College, and carried more than the minimum permitted 12-credit course load.

### Changes in Schedules (Add/Drop/Withdrawal)

Changes in students' class schedules are made by using ISIS ([www.virginia.edu/isis](http://www.virginia.edu/isis) or 434-296-4747). If admission to a course requires instructor permission, a form signed by the instructor must be submitted to either the dean's office of the school in which the student is enrolled or, if the student is enrolled in the College, to the department offering the course. Students may add and drop courses through the deadlines set by their school as published in the *Course Offering Directory*.

After the drop deadline has passed, a grade is assigned by the instructor depending upon the policies of the school in which the student is enrolled. An appropriate withdrawal grade appears on the official academic record.

No refunds are given for classes dropped after the mid-point of the semester.

Specific add, drop, and withdrawal policies and dates may vary by school and are detailed in subsequent chapters.

### Class Standing

Students are categorized by class according to the number of credits they have earned. Credits not completed or completed unsuccessfully do not count toward the number of credits required for class standing. The number of credits necessary for each of the classes is: 1<sup>st</sup> year: 0-29 credits earned; 2<sup>nd</sup> year: 30-59 credits earned; 3<sup>rd</sup> year: 60-89 credits earned; 4<sup>th</sup> year: 90 or more credits earned. AP credits and transfer credits are included in the computation of class standing. Within the School of Architecture, students in the design concentration are classified according to their studio level.

### Continuing and Professional Studies Courses

Students enrolled in degree programs must obtain advance approval from their school in order to take courses through the School of Continuing and Professional Studies. With approval, a course taken through continuing and professional studies may be counted toward degree requirements and, for undergraduates, included in the computation of a grade point average. However, if advance approval is not obtained, the continuing and professional studies courses do not apply toward a degree program.

If a continuing and professional studies student subsequently enrolls in a degree program, grades for continuing and professional studies courses taken prior to enrollment in the degree program will be included in the student's grade point average.

### Course Load

Each school has established the minimum and maximum number of credits for which students are normally expected to register. Registration for fewer credits than the minimum or more credits than the maximum requires special permission from the dean's office. Students who register for fewer than their school's minimum number of credits in a given semester have a notation placed on their academic records indicating that they were enrolled for a reduced course load during that semester. Course load requirements and permission procedures may vary by school and are detailed in subsequent chapters.

### Cross-listed Courses

With appropriate approval, a course may be cross-listed under more than one mnemonic or level, but only one section may be taken for degree credit. Level 500 or higher cross-listed sections are normally reserved for graduate students.

### Diplomas

Students who have completed all degree requirements in both their major and their school, and who have observed the rules and regulations of the University, including the Honor Code, are granted a degree by the University of Virginia, if otherwise in good standing. A list of the degrees conferred by the University and the minimum number of credits required for each degree is included in [Part II](#). To receive a diploma from the University, students must achieve a minimum grade point average of 2.0 in courses required for graduation. Students who graduate in May can receive their diplomas at the commencement exercises held on the Lawn, or they may pay a fee to have the diploma mailed to them. Students who graduate in August or December may either pick up their diploma in the registrar's office or pay a fee to have the diploma mailed to them.

Persons receiving diplomas must be registered at the University during the semester in which they receive the degree. Those carrying no courses must register as non-residents and pay the non-resident fee in order to graduate from the University.

Students may earn a degree from only one undergraduate school in a semester. Students who complete the requirements for more than one undergraduate degree program will be awarded a double major. This notation is placed on the transcript but not on the diploma.

Lost or damaged diplomas may be replaced upon written request and payment of \$50 plus a mailing fee. An original replacement will be issued. If the original diploma is lost, a notarized statement verifying the loss is required and the replacement diploma will have the word 'replacement'

inscribed at the bottom.

In cases of legitimate professional reason, a one-time request can be made for a 'duplicate' diploma upon payment of \$50 plus a mailing fee. A duplicate diploma will have the word 'copy' inscribed at the bottom.

Replacement and duplicate diplomas are printed in diploma format in use at the time of the request. When possible, the degree title and signatures of president, dean, and registrar in use at the time the original diploma was awarded will be used, but the title and/or signatures currently in use will be substituted if necessary.

Diploma replicas will conform to the format and signatures in use at the time of request.

Additional information about replacement and duplicate diplomas can be obtained by contacting the diploma coordinator at the Office of the University Registrar.

The University reserves the right to withhold the diplomas of financially delinquent students or when students have engaged in Standards of Conduct violations at or prior to graduation ceremonies. The University also reserves the right to revoke diplomas previously conferred when the student has not satisfied the rules and regulations of the University.

### Enhanced Opportunities for Early Graduation

The University provides opportunities for students to obtain a degree in fewer than four years in the various Arts and Sciences disciplines by combining credits earned through the Advanced Placement program of the College Entrance Examination Board, credits earned by overload (more than 15 credits per semester), and attendance in at least one summer session, either here or elsewhere.

In the most recent year for which data is available, 52 (almost 2%) of the students from the first-year entering class of 1996 earned degrees in three years or less. In the first-year entering class of 1999, 60% of all students earned some advanced placement (AP) credits, 34% earned at least 15 AP credits, and 26% earned between 16 and 61 AP credits; these students are thus eligible to shorten their time to graduate. Most students now either reduce their course loads or graduate with extra credits. No regulation prohibits students from graduating early, but early graduation from the five undergraduate schools other than the College is rare because the sequencing of courses required for professional degrees commonly requires four full years.

### Final Examinations

Final examinations are given in courses during designated times at the end of each

semester. Final examinations may be given only at the times listed in the *Course Offering Directory*, issued each semester by the Office of the University Registrar. Faculty members are not authorized to change the announced times of their examinations. Such changes may be authorized only by a faculty member's dean's office, and then only for compelling reasons. All students must have the opportunity to take the examination at the time announced in the *Course Offering Directory*.

Students are not permitted to take a final examination before its regularly scheduled time. When genuinely serious conditions exist, students, with the consent of the course instructor, may be allowed to postpone a final examination until after the regular exam period. When the instructor concurs, the student must submit a postponement request on a form provided by the dean's office of the school in which the student is registered. Students will then take the examination at the instructor's convenience, usually within four weeks of the last day of the exam period.

Unexcused absence from a final examination results in an automatic grade of F in the course.

### Grading System

Records of academic achievement are maintained by the University in terms of credits, grades, and grade points.

**Credit** The unit of credit at the University is the semester hour. Each semester hour represents one class period of a minimum of 50 minutes per week for each week in the semester. Lecture-recitation courses require a minimum of one 50-minute class period each week in the semester for every one hour of credit earned. Laboratories and field work require a minimum of two 50-minute class periods (or the equivalent amount of time) for each week in the semester for every one hour of credit earned.

**Grades** Grades and symbols used to record academic progress are listed in the following grading system table. Each school determines its own grading system. Students are graded according to the grading system of the school in which they are registered, not according to the grading system of the school through which the course is taught. Additional regulations apply to courses taught on a credit/no credit basis and are described in the section titled Credit/No Credit Grades.

### Grades and Grade Point Averages

Grade points are assigned to all grades and some symbols listed in the following grading system table. Grade point averages are calculated by totaling the number of grade points earned, then dividing that total by the number of credits carried toward the GPA.

Grade	Grade Points	Included in GPA	Credits Earned
A+ <sup>(1)</sup> (7)	4.000	Y	Y
A	4.000	Y	Y
A-	3.700	Y	Y
B+	3.300	Y	Y
B	3.000	Y	Y
B-	2.700	Y	Y
C+	2.300	Y	Y
C	2.000	Y	Y
C-	1.700	Y	Y
D+	1.300	Y	Y
D	1.000	Y	Y
D-	0.700	Y	Y
F	0.000	Y	N

  

Symbol	Definition	Included in GPA	Credits Earned
CR <sup>(2)</sup>	Credit	N	Y
NC <sup>(2)</sup>	No credit	N	N
W	Withdrawal	N	N
WP <sup>(3)</sup> (4)	Withdraw passing	N	N
WF <sup>(3)</sup> (4)	Withdraw failing	N	N
WD	Administrative withdrawal	N	N
S <sup>(3)</sup>	Satisfactory	N	Y
U <sup>(3)</sup>	Unsatisfactory	N	N
AU	Audit	N	N
IN	Incomplete	N	N
IV	Invalid grade	N	N
NG <sup>(6)</sup>	No grade	N	N
NR	Non-Resident	N	N
YR <sup>(1)</sup> (3) (5)	Year-long course	N	N

(1) Not valid in the School of Nursing.

(2) Commerce School courses (COMM) may not be taken on CR/NC basis.

(3) Not valid in the School of Commerce.

(4) Not valid in the College of Arts and Sciences.

(5) Not valid in the School of Architecture.

(6) In the College of Arts and Sciences, NG is included in the GPA.

(7) In the School of Law, an A+ carries 4.300 grade points.

**Incompletes** The symbol IN (incomplete) is used when additional course work is required or examinations need to be taken in order to fulfill the requirements of a given course. Policies governing the use of the incomplete symbol may vary by school and are described in subsequent chapters.

**Grade Changes** No grade may be changed after it has been submitted to the university registrar without the approval of the dean. The dean is not authorized by the faculty to change a grade submitted to the university registrar except when an instructor certifies that, because of an error in calculation or transcription, an incorrect grade has been submitted. Specific grade change policies may vary by school and are detailed in subsequent chapters.

**Credit/No Credit Grades** Students have the option of receiving the grades CR (credit) or NC (no credit) in place of A-F grades. This option is selected when student registers for the course. Instructors have the right to deny students permission to take courses on a

CR/NC basis. If this occurs, students may either change back to the regular grading option or drop the courses entirely. Courses taken for CR/NC may not be used for any major or basic area requirements without departmental approval. Specific CR/NC policies for each school are detailed in subsequent chapters.

### Graduation

The University conducts a graduation ceremony each May to recognize and honor those students who have completed all degree requirements during the previous academic year. Students who graduate at the end of the summer or fall semesters are invited to attend the ceremony following their graduation. Summer and fall graduates may not participate in a ceremony conducted prior to the actual awarding of their degrees.

### Honorary Degrees

The University of Virginia does not award honorary degrees. In conjunction with the Thomas Jefferson Memorial Foundation, the University presents the Thomas Jefferson Medal in Architecture and the Thomas Jefferson Award in Law each spring. These awards, recognizing excellence in two fields of interest to Jefferson, constitute the University's highest recognition of scholars outside the University.

### Leaves of Absence and Withdrawals

**Voluntary Leaves of Absence** Students who wish to take a voluntary leave of absence for either a semester or a year must apply for such leave at their dean's office. Most schools require students on leave to apply for readmission at least 60 days prior to final registration for the semester in which they intend to enroll. See specific school chapters for deadlines. Students on an approved leave of absence have the notation "on academic leave" entered on their permanent academic record following the semester during which they last registered at the University. Policies governing leaves and readmission may vary by school and are detailed in subsequent chapters.

**Educational Leaves of Absence** Students who wish to take a leave of absence to pursue educational interests at another educational institution in the United States must apply for a leave of absence at their dean's office. Students who wish to study abroad in an accredited program or at an accredited foreign university must apply for a leave of absence at the International Studies Office. While on such an approved leave, a student must register at the University of Virginia as a non-resident and pay a non-resident fee; this indicates that he or she is on an approved leave of absence pursuing educational interests elsewhere. Students regis-

tered for an approved leave may pre-enroll for courses and do not have to apply for readmission to the University, although they must notify their dean's office or the International Studies Office of when they intend to return.

**Exclusion From Courses** A student who is making no real progress in a course, or whose behavior is detracting from the course, may be excluded from that course by the dean with a grade of W or F. Students have five calendar days following written notification of this exclusion in which to appeal. Until the final disposition of the appeal, the student is considered to be enrolled in the course.

**Enforced Withdrawal** Students may be forced to withdraw from the University for habitual delinquency in class, habitual idleness, or any other fault that prevents the student from fulfilling the purpose implied by registration at the University. Students who are forced to withdraw during a given term will have the notation "enforced withdrawal (date)" entered on their permanent academic records following the semester in which the action occurred. A grade of W (withdrawal) or WD (administrative withdrawal) will be entered for each course in which the student was registered. Students who have been forced to withdraw must apply for readmission to their dean's office in the same manner as suspended students.

**Medical Withdrawal** Students who withdraw for reasons of health must obtain permission from the Department of Student Health. A grade of W (withdrawal) will be entered for each course in which the student was registered. Subsequent medical clearance from the Department of Student Health is required for readmission.

**Voluntary Withdrawal** Students may withdraw from the University before the conclusion of a semester with the following conditions:

1. Students under the age of 18 must give notice to their parents or legal guardians of their intention to withdraw. Evidence of this notice must be provided at the time of withdrawal.
2. Applications for withdrawal must be made in writing to the student's academic dean's office and must be approved by the dean.
3. Failure to comply with the above regulations will subject a student to suspension from the University by the Vice President for Student Affairs. Any student who withdraws without having obtained permission is recorded as having been suspended with a grade of F recorded for each course.
4. Students who withdraw from the University voluntarily will have the notation "withdrew (date)" recorded on their permanent academic record. Students who

withdraw will receive grades of W, WP, or WF in their courses, depending upon the school in which they are enrolled.

Specific voluntary withdrawal and readmission policies may vary by school and are detailed in subsequent chapters.

**Appeals** Students have the right to appeal the imposition of sanctions. During the pendency of his or her appeal, a student's standing remains status quo.

### Non-Resident Status

The non-resident status is reserved for students who are not taking courses or pursuing research, but who need to be enrolled at the University for certain administrative reasons, including finishing incompletes, awaiting graduation, or while simultaneously enrolled through the School of Continuing and Professional Studies. This status is for students who are not in residence in one of the degree-granting schools of the University and bears no relation to the student's in- or out-of-state tuition status. Non-resident students are considered to be enrolled less than half-time and receive no student I.D. card privileges.

### Petitions

Exceptions to academic regulations may be requested by petitioning the appropriate faculty committee or dean's office in the student's school of enrollment. Petition forms and information concerning the proper procedures for requesting exceptions to academic regulations may be requested in the deans' offices.

### Posthumous Degrees

Upon the recommendation of the faculty of the appropriate school, the general faculty of the University may make a posthumous award of the degree or degrees a student had been pursuing if all requirements were likely to have been completed during the final year for which the student was registered had it not been for the intervention of death or debilitating illness.

The vice president for student affairs is responsible for ensuring that appropriate procedures to implement this policy are established in the various schools of the University. The policy is retroactive.

### Readmission

Students who have not enrolled at the University for a semester or more, and who are not on an educational leave of absence, must be formally readmitted, regardless of whether they are on an approved leave of absence. For readmission, a student must be cleared by his or her academic dean, the Department of Student Health, and the Office of the Dean of Students. Application for readmission must be made to the academic dean's office of the student's school at

least sixty days in advance of the next university registration period. The School of Commerce and the College of Arts and Sciences have slightly different policies regarding readmission procedures and deadlines. Additional information about school readmission policies can be found in subsequent chapters.

## Registration

Students must complete final registration by using ISIS in order to be considered duly enrolled students. Specific instructions are available each semester in the *Course Offering Directory* and online at [www.virginia.edu/registrar](http://www.virginia.edu/registrar). The late registration period begins the day after the end of regular registration. Students who pre-enroll in courses but do not complete the registration process by the deadline will be dropped from all courses. The final deadline for registration is seven weeks after the first day of classes. Students who have not completed registration by that date are not allowed to register for the semester, receive credit for the semester, or receive a degree during the semester. No student will be permitted to register after the final deadline unless the delay in registration was a result of University actions. Inability to pay tuition and fees by the deadlines imposed by the university bursar does not constitute an acceptable reason for registering late.

A late fee of \$25 is charged to students who register after regular registration through the end of the tenth class meeting day of the semester. After the tenth class meeting day, a \$50 fee is charged.

Payment of tuition and fees is considered part of the registration process. Failure to pay tuition and fees by the dates established by the university bursar will result in suspension from the University (see the [chapter on tuition and fees](#)). By registering, the student assumes an obligation to pay for that semester's tuition and fees.

All suspensions—financial, disciplinary, or academic—must be cleared before a student is permitted to register at the University. Students who are terminated for non-academic reasons during the semester, and who seek reinstatement in the same semester, are readmitted and reregistered by the university registrar in coordination with their dean's office. Students seeking reinstatement must obtain a termination clearance form approved by the terminating authority. This form must be presented to the university registrar prior to the tenth class day before the last day of scheduled classes. Students are not allowed to be readmitted or reregistered after this deadline, and they are not permitted to receive credit for that semester or to receive a degree in that semester.

Individuals who fail to register are not considered University of Virginia students and are not certified as being enrolled at the

University for any purpose. Registered students must enroll in at least the minimum number of credits required by their school, or they must cancel their registration.

## Repeated Courses

Courses may be repeated for credit only with the permission of the student's dean's office. However, the original course continues to appear on the official academic record and counts in the calculation of the grade point average. Regulations concerning repeated courses may vary by school and are detailed in subsequent chapters.

## Student Status

Students must have completed the registration process at the beginning of the fall and spring semesters and be current in all financial obligations to the University in order to be considered enrolled at the University. Satisfaction of one of the following criteria confers full-time or part-time status on an undergraduate student during a given semester for the purpose of enrollment certification and deferment of student loans. Separate criteria may apply for tuition, fees, and financial aid.

**Full-Time Students** Registration for twelve or more credits in a semester constitutes full-time status for the purpose of loan deferments and enrollment certification.

**Part-Time Students** Any student carrying fewer than twelve credits (or fewer than nine credits in the College of Arts and Sciences) is considered to be enrolled part-time. Registration for fewer than twelve credits is permitted only under extraordinary circumstances and only with the permission of the dean's office (see the section titled *Course Load*). Students wishing to carry fewer than twelve credits may register through the School of Continuing and Professional Studies with the permission of their dean. Undergraduate students who have obtained such permission are restricted to taking a maximum of two courses each semester (plus any corequisite lab or discussion sections). College students are limited to a maximum of 16 total credits taken in the School of Continuing and Professional Studies.

## Thesis Opportunities

The opportunity to write a thesis for credit is available to participants in distinguished majors programs and to majors in some departments or schools. See subsequent school chapters for details.

## Transcripts

Transcripts of courses taken, grades given, and degrees received at the University of Virginia are maintained in the Office of the University Registrar in accordance with the policies of the American Association of Collegiate Registrars and Admissions Officers.<sup>(1)</sup>

Current students may view their records in their dean's office or in the registrar's office upon proof of identification. Students may obtain copies of transcripts from the registrar's office by making a written request authorizing the release of the transcript. A \$4 fee is charged for each copy. The University of Virginia reserves the right to withhold the transcripts of students who have unfulfilled financial obligations with the University.

Access to student records is protected by the Family Educational Rights and Privacy Act. Any student attempting to gain access to, or possession of, another student's record will be subject to disciplinary proceedings and suspension from the University.

(1) The transcript is a record of all academic work attempted at the University; it is not possible to segregate individual courses or semesters or to print only undergraduate or graduate work.

## Transfer Credit

**General Policies** The University of Virginia grants transfer credit based on the content of the courses taken, the applicability of the courses to the student's intended major and degree program, and the quality of performance in the courses.

Credit is allowed only for those courses in which a grade of C or better has been earned. Some programs may require a grade of B or better. Only credits are accepted in transfer; grades are not transferred and do not affect the student's cumulative grade point average at the University of Virginia. Credit from institutions on a system other than the semester hour system is converted to semester hours. Students receive no more, and may receive fewer, than the number of credits earned at the host institutions.

Following acceptance of a transfer application, at least half of the credits necessary for a given degree must be earned in a University of Virginia program of study. This requirement is effective for all transfer students who apply for admission during the 1999-2000 academic year and thereafter. Each school determines the precise requirements that must be met for its degree.

Undergraduate transfer students who were admitted during or before the 1998-1999 academic year are subject to the requirements that existed at the time of their admission. These requirements read: "Undergraduate students must take at least fifty-four credits of course work in residence at the University of Virginia to be granted their degrees. (In some cases, a student must earn more than sixty credits to satisfy degree requirements. This variation depends on the school). A maximum of sixty-six credits may be transferred to the University from a combination of testing programs and academic institutions."

Students who matriculated fall 2000 or

thereafter must earn a minimum of 60 credits at UVA, if they have 60 or more non-UVA credits. Those with fewer non-UVA credits must earn correspondingly more UVA credits.

Policies governing transfer credit may vary by school, and are detailed in subsequent chapters.

**Credit From Foreign Institutions** The University of Virginia grants credit for courses taken at recognized foreign tertiary-level educational institutions. Foreign educational institutions that are chartered and authorized by their respective national governments (generally through the Ministries of Education) are considered "recognized." Credit is awarded for courses judged to have been completed at a C level or above. The amount of credit granted does not exceed that given for the comparable University course. The University of Virginia applies the general guidelines for awarding credit given by the National Council on the Evaluation of Foreign Student Credentials and the National Association for Foreign Student Affairs.

**Credit By Examination** The University of Virginia participates in the Advanced Placement Examinations Program of the Educational Testing Service and the International Baccalaureate Examination Program. Students who receive grades deemed satisfactory by the academic unit to which they seek admission may receive academic credit. The University does not participate in the College Level Examination Program, the College Proficiency Exam, or the USAFI and DANTES programs of the United States Military Forces.

**Admission From Another Undergraduate Institution** Transfer credits taken before matriculation may be used to fulfill area requirements, but they may not be used to fulfill major requirements without being granted special permission by the department. Policies regarding transfer credits may vary by school and are detailed in subsequent chapters.

**Additional Information for Newly Admitted Transfer Students** The Office of Admission refers applicants' official transcripts to the academic division to which the individual seeks admission. Each division evaluates the transcripts and informs students which credits have been accepted for transfer.

Students seeking admission are responsible for sending the admission office, at the earliest possible date, official transcripts from each institution attended and grades for each advanced placement examination taken that were not submitted at the time of application. Credit can be granted only on the basis of official transcripts sent directly from the educational institutions to the admission office, or on the basis of test scores sent directly from the Educational Testing Service to the admission office. Stu-

dents completing courses at foreign institutions must submit course descriptions and/or syllabi to determine comparability to University of Virginia courses. Students will be notified if further information is required.

Transfer credit is evaluated only for the degree program to which students are admitted and is subject to change if students change degree programs. The amount of credit awarded determines class standing. Thus, if credit is not granted for all previous work, the class standing of students at the University of Virginia may differ from what it had been at previous institutions. Policies on transfer credit and class standing may vary by school and are detailed in subsequent chapters.

**Enrolled Students Taking Course Work at Other Institutions** University of Virginia students must secure the permission of their dean's office prior to enrolling in courses at another institution and transferring academic credit back to the University to apply toward their degree program. After completing such work, students must have official transcripts from the institution in which the courses were taken sent to the appropriate dean's office at the University. Approval to take courses on a pass/fail basis must also be obtained prior to taking the courses. Courses in which "pass" or "credit" grades are received must be certified as equivalent to a grade of C or higher to be accepted. Courses applied toward the major may not be transferred to the University from another institution without special permission of the department.

## Non-Academic Regulations

The following non-academic regulations appear in this section:

- Address Changes
- Alcohol and Drug Policy
- Amplified Music
- Bicycle Policy
- Computer Usage Policy
- Confidentiality of Student Records
- Copyright Law
- Discrimination Complaint Procedures
- Discriminatory Harassment Policy
- Dogs Running at Large
- Firearms
- Grievance Procedure
- Hazing
- Misuse of Student I.D.s at Athletic Events
- Open Parties/Dances/Socials Policy and Guidelines
- Parental Notification Policy
- Personal Property Tax
- Residence Hall Visitation
- Sales, Solicitation, and Student Organization Fundraising
- Security Policy
- Sexual Assault
- Statement of Students' Rights and

- Responsibilities
- Use of University Equipment
- Use of University Facilities
- University Services and Activities
- The Honor System
- Department of Parking and Transportation Services
- Department of Student Health

## Address Changes

Students are required to notify the university registrar of a change of home (permanent) or local (present) mailing address within 48 hours of such a change. Changes in address may be made using ISIS Online. The students bear the full responsibility for any consequences resulting from official University communications misdirected or not received because of an incorrect address.

## Alcohol and Drug Policy

The University of Virginia does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the University community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. To these ends, the University publishes the following information regarding University policies and sanctions; laws and penalties concerning substance use and abuse; health and behavioral risks of drug use; and resources for treatment and educational programming.

### Alcohol

Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages include the following: (1) Any sale of an alcoholic beverage requires an ABC license; (2) Alcoholic beverages are not to be given or sold to persons under 21 years of age; (3) Alcoholic beverages are not to be given or sold to persons who are intoxicated; (4) State law prohibits: drinking in unlicensed public places; possession of an alcoholic beverage by a person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under 21 years of age.

The University of Virginia assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Students and Contracted Student Organizations are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and events.

### Areas of Emphasis

1. The Vice President for Student Affairs and his or her designate approves all

- public areas on the Grounds of the University where alcoholic beverages may be served.
2. University funds may not be used for the illegal purchase of alcoholic beverages.
  3. Alcoholic beverages purchased with University funds may be used only in compliance with State law.
  4. Events, whether planned or spontaneous, involving the possession/distribution/consumption of alcoholic beverages are prohibited in and around the first year residence halls.
  5. Alcoholic beverages should not be served at any function or event sponsored by the University or held on University-owned or leased property which will be attended by underage students. Requests for exceptions must be presented to the Vice President for Student Affairs. TIPS-trained personnel must be present to supervise the distribution of alcohol at approved events.
  6. Non-alcoholic beverages and food items should be present at the University-sponsored events where alcoholic beverages are served.
  7. Alcoholic beverages should not be mentioned in the advertising or publicizing of a University-sponsored event.
  8. Organizations serving alcohol at University-sponsored events should not permit the entry or exit of persons with beverage containers.
  9. Organizations should check for proper age identification of individuals attending events when alcohol is served.
  10. A student may not let another person use his or her student I.D. for the purpose of obtaining an alcoholic beverage.
  11. University Dining Services and the University Programs Council are the only organizations eligible to obtain an ABC license for the purpose of selling alcoholic beverages on Grounds.
  12. Any organization, as well as its leadership, sponsoring an event at the University will be responsible for following all State laws relative to the serving and/or selling of alcoholic beverages.
  13. Members of the University community living on property owned or leased by the University, and their invited guests, who are lawfully permitted to purchase, possess and use alcohol, may do so in the residence or on any immediately adjacent area devoted to residential use; they should not do so, however, in public places or in any area owned by the University devoted to common use. The presence of underage family members, employees or guests does not preclude the serving of alcohol in University-owned or leased housing provided an appropriate of age family member and/or host is willing to assume the legal responsibility for insuring compliance with state law.

14. Additional regulations governing the use of alcohol in Newcomb Hall/Peabody Hall/Lambeth Commons Building/Student Activities Building can be obtained in Newcomb Hall.

15. Possession of kegs, pony kegs or beer balls is prohibited in University-owned residence facilities.

*Any student found to have engaged in such conduct is subject to the entire range of University sanctions described in the Statement of Students' Rights and Responsibilities, including suspension and expulsion.*

### Drugs

Unauthorized manufacture, distribution and possession of "controlled substances" (illegal drugs), including marijuana, cocaine and LSD, are prohibited by both state and federal law and are punishable by severe penalties. The University does not tolerate or condone such conduct. Students who violate state or federal drug laws may be referred by University authorities for criminal prosecution and, if convicted, may be subject to the penalties described herein.

Whether or not criminal charges are brought, all students are subject to University discipline for illegally manufacturing, distributing, possessing or using any controlled substance (i) on University-owned or leased property, (ii) at University-sponsored or supervised functions, or (iii) under other circumstances involving a direct and substantial connection to the University. *Any student found to have engaged in such conduct is subject to the entire range of University sanctions described in the Statement of Students' Rights and Responsibilities, including suspension and expulsion.*

**Federal and State Penalties** Under the federal Controlled Substances Act and the Virginia Drug Control Act, the law penalizes the unlawful manufacturing, distribution, use, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or \$1,000 to \$4 million fines. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and the denial of professional licenses or Federal benefits, such as student loans. Convictions under state law may be misdemeanor or felony crimes with sanctions ranging from probation to life imprisonment and/or fines of up to \$1 million.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance, on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to

five years imprisonment and up to \$100,000 fine for similar violations.

**Intercollegiate Athletic Department's Drug/Alcohol Policy** The Intercollegiate Athletic Department of the University has additional written policies which are presented to each student athlete annually prior to participation. These policies encompass mandatory drug testing; sanctions as a result of positive tests; specific programs of education relative to drug and alcohol use and abuse; and counseling and rehabilitation programs.

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

### Health and Behavioral Risks

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart and liver; inability to learn and remember information; and psychological problems including depression, psychosis and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drownings and other injuries; contracting sexually-transmitted diseases including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

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

Students concerned about their own health or that of a friend should consult a physician or mental health professional. More information and assistance can be obtained by contacting one of the University's substance abuse resources listed in this policy or a community resource listed in the yellow pages of the telephone directory.

**Alcohol** Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair

brain function, judgment, alertness, coordination and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver and heart disease, and sudden withdrawal can produce severe anxiety, tremors, hallucinations and life-threatening convulsions.

**Marijuana (*Cannabis*)** Marijuana has negative physical and mental effects. Physical effects include elevated blood pressure, a dry mouth and throat, bloodshot and swollen eyes, decrease in body temperature and increased appetite. Frequent and/or long-time users may develop chronic lung disease and damage to the pulmonary system.

Use of marijuana is also associated with impairment of short-term memory and comprehension, an altered sense of time, and a reduction in the ability to perform motor skills such as driving a car. Marijuana use also produces listlessness, inattention, withdrawal and apathy. It also can intensify underlying emotional problems and is associated with chronic anxiety, depression and paranoia.

**Hallucinogens** This category includes phenylcyclidine (PCP or "angel dust"), and amphetamine variants which have mind-altering effects. Perception and cognition are impaired and muscular coordination decreases. Speech is blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting 6 months to a year after prolonged daily use. Depression, anxiety and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure.

Lysergic acid diethylamine (L.S.D. or "acid"), mescaline and psilocybin (mushrooms) cause illusions, hallucinations and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, decreased appetite, insomnia and tremors. Psychological reactions include panic, confusion, paranoia, anxiety and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.

**Cocaine** Cocaine stimulates the central nervous system. Immediate physical effects include dilated pupils and increased blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use may destroy nasal tissues. Following the "high" of extreme happiness and a sense of unending energy is a cocaine "crash" including depression, dullness, intense anger and paranoia. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis and other diseases. Tolerance develops rapidly, and psychological and physical dependency can occur.

Crack or "rock" is extremely addictive and produces the most intense cocaine high. The use of cocaine can cause kidney damage, heart attacks, seizures and strokes due to high blood pressure. Death can occur by cardiac arrest or respiratory failure.

**Stimulants** Amphetamines and other stimulants include "ecstasy" and "ice." The physical effects produced are elevated heart and respiratory rates, increased blood pressure, insomnia and loss of appetite. Sweating, headaches, blurred vision, dizziness and anxiety may also result from use. High dosage can cause rapid or irregular heartbeat, tremors, loss of motor skills and even physical collapse. Long-term use of higher doses can produce amphetamine psychosis which includes hallucinations, delusions and paranoia. Frequent use of Ecstasy may also cause permanent damage to serotonin producing neurons in the brain.

**Depressants** Barbiturates and benzodiazepines are two of the most commonly used groups of these drugs. Barbiturates include phenobarbital, seconal and amytal; benzodiazepines include ativan, dalmane, librium, xanax, valium, halcion and restoril. These drugs are frequently used for medical purposes to relieve anxiety and to induce sleep. Physical and psychological dependence can occur if the drugs are used for longer periods of time at higher doses. Benzodiazepine use can cause slurred speech, disorientation and lack of coordination. If taken with alcohol, abuse can lead to a coma and possible death.

**Narcotics** Narcotics include heroin, methadone, morphine, codeine and opium. After an initial feeling of euphoria, usage causes drowsiness, nausea and vomiting. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma and possible death. Physical and psychological dependence is high and severe withdrawal symptoms include watery eyes, runny nose, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating. Use of contaminated syringes may cause AIDS and hepatitis.

### **Substance Abuse Resources Educational Programming**

**Center for Alcohol and Substance Education** — The coordinating body for substance abuse prevention and education at the University (924- 5276).

**Peer Health Educators**—A peer group sponsored by Health Promotion/Student Health and trained in substance abuse information providing informal educational sessions (924-1509).

**University Police Department**—Officers providing information and seminars in the legal aspects of areas related to substance abuse (924-7166).

*The Friends of Bill W., Open Meeting of*

*A.A.*— Meets every Saturday at 9:30 p.m. in Pavilion VIII on the Lawn. The meeting is attended by professional/grad and undergraduate students, as well as by members of the University and Charlottesville community. For more information, call 924-7430.

**Alcohol and Drug Abuse Prevention Team**—A peer education group that promotes awareness, provides educational outreach, and serves as accessible resources for students (924-5276).

### **Consultation and Treatment**

**Student Health**—Alcohol and Substance Abuse Counseling is available from Counseling and Psychological Services for confidential evaluation and treatment of students with substance abuse concerns. Family and group sessions, including groups for ACOAs and recovering students, are also available (924-5556).

**Faculty and Employee Assistance Program**—Information, consultation, intervention and referrals for faculty and staff (243-2643).

### **Amplified Music**

To facilitate a productive academic and residential environment, outside amplified music on University-owned, operated, or regulated property is strictly limited and requires the permission of the Office of the Dean of Students. For more information contact the reservations office at Newcomb Hall (924-3203).

### **Bicycle Policy**

**Policy** The University of Virginia, in support of its Security Policy to maintain a safe and secure atmosphere for the community of students, faculty, staff and visitors to the Grounds, is committed to establishing an environment that encourages the proper use and parking of bicycles on the Grounds.

Encouraging the use of bicycles by members of the University community underscores the value of biking as an environmentally sound mode of transportation as well as the need to educate persons about the rights of those on bicycles. At the same time, the University must maintain a safe environment for pedestrians approaching, entering and utilizing buildings on the Grounds. It is important that bicyclists ride safely on sidewalks where permitted, and use bicycle racks for parking to ensure that their bicycles in emergency situations do not impede passage into or from buildings. It is also important that bicycles not be locked to railings constructed for persons with disabilities or locked to trees, bushes, or crowd control chains/fences in order to avoid damage to the Grounds.

**Procedures** Given that bicycles are a form of transportation, the Department of Parking and Transportation is responsible for the issuance and administration of University bicycle regulations governing appropriate use and storage of bicycles.

The University Police Department provides an opportunity for individuals to voluntarily register their bicycles as a passive anti-theft device.

A very active University Cycling Club together with the Charlottesville Bike Club provide a pamphlet containing a bicycle map of the Grounds and pertinent safety suggestions.

### Computer Usage Policy

This policy applies to all computing and communications facilities and equipment purchased or leased with University funds. This policy is also known as the "Ethics in Computer Usage" Policy.

Everyone within the University of Virginia community who uses University computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- The integrity of the systems must be respected.
- Privacy of other users must not be intruded upon at any time.
- Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
- The rules and regulations governing the use of facilities and equipment must be respected.
- No one shall obtain unauthorized access to other users' accounts and files.
- The intended use of all accounts, typically for university research, instruction and administrative purposes, must be respected.
- Commercial use is prohibited.
- Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to University computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying, deleting, or divulging private information such as file or mail contents of other users without their consent, modifying or destroying University data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by University system administrators in order to safeguard University resources and protect University privileges. Such revocation may be appealed to a committee appointed by ITC's Chief Operating Officer.

If abuse of computer systems occurs, those responsible for such abuse are held accountable and may be subject to disciplinary action. Report any abuse of computer systems and resources to [abuse@virginia.edu](mailto:abuse@virginia.edu).

**Responsibility For Accounts** Each University user is responsible for the activity of all computing accounts in his or her name. No user should ever give access to his or her accounts to another person. All users should take appropriate precautions to ensure no one else uses their accounts.

**Retention of Computer Files** The University regards electronic mail and voice communications as vehicles for delivery of information and not as mechanisms for the retention or archiving of such information.

It is the responsibility of the individual sender and/or receiver of such messages to determine which information should be retained or archived. Records should be retained in accordance with the University's financial and administrative policy on records retention and disposition (policy #II.C.1) and the Virginia state code. Records that are retained by an individual, even if they are retained on an electronic medium, are subject to the Virginia Freedom of Information Act and the Privacy Act. Current electronic technology is not considered acceptable for permanent (archival) storage. Thus, documents judged to be archival should be stored on an appropriate medium such as paper or microfilm.

Users of computer systems are expected to abide by the Computer Usage Policy.

**Software Copyrights** Most software available for use on computers at the University of Virginia is protected by federal copyright laws. Educational institutions are not exempt from laws covering copyrights. In addition, software is normally protected by a license agreement between the purchaser and the software seller. The software provided through the University for use of faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

It is University policy to respect the copyright protections given to software owners by federal law. It is against University policy for faculty, staff, or students to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license. Also, faculty, staff, and students may not use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities.

Unauthorized use of software is regarded as a serious matter and any such use is without the consent of the University of Virginia and subject to disciplinary action.

For other policies related to computer use, consult [www.itc.virginia.edu](http://www.itc.virginia.edu).

### Confidentiality of Student Records

Students who attend, or who have attended, the University of Virginia are given certain rights under the Family Educational Rights

and Privacy Act of 1974 as amended (20 U.S.C. 1232g), and Rules of the Department of Education, (34 C.F.R. Part 99).

**Student Rights** A student's rights under the Act and Rules may be summarized as follows:

1. To inspect and review the content of the student's education records;
2. To obtain copies of those records, upon payment of \$.15 per page, where the failure to provide copies would effectively prevent the student from exercising the right to inspect and review the education records;
3. To receive a response from the University to reasonable requests for explanation of those records;
4. To obtain an opportunity for a hearing to challenge the content of those records;
5. To receive confidential treatment by the University of education records; neither such records, nor personally identifiable information contained therein, except for directory information, shall be released without student permission to anyone other than those parties specifically authorized by the Act;
6. To refuse to permit the designation as directory information of any or all of the categories of personally identifiable information with respect to that student;
7. To file complaints with the Family Educational Rights and Privacy Act Office of the Department of Education concerning alleged failures by the University to comply with the requirements of the Act and Rules;
8. To exercise all rights on the student's own behalf, regardless of the student's status as a dependent upon parents. Parents of dependent students may, however, obtain access to the student's records without the student's permission. For purposes of access to records, the University presumes until otherwise notified that undergraduate students are dependents and that graduate students are not dependents.

**Policies and Procedures** The University has adopted policies and procedures to protect the privacy rights of past and present students. The policy and procedures describe:

1. The types of education records maintained by the University;
2. The titles and addresses of the University officials responsible for those records;
3. The procedures controlling the inspection and review of education records;
4. The procedures controlling the correction of education records, including a request to amend and to have a hearing;
5. The individuals and organizations who have access to a student's education record without the student's prior written consent; and
6. The procedures controlling the recording

of each request for, and each disclosure of, personally identifiable information from the education records of a student.

Copies of the University's policy and procedures are available to students upon request at the registrar's office.

**Directory Information** The University may disclose personally identifiable information designated as directory information from a student's education records without a student's prior written consent, unless the student informs the university registrar in writing and within fourteen days after the publication of this notice, that specified categories of directory information are not to be released without the student's prior written consent.

Directory information includes the student's name; home and school address; telephone number; e-mail address; place of birth; age; country of citizenship; major field of study; school of enrollment; full-time/part-time status; year in school; participation in officially recognized activities and sports; dates of attendance; degrees, honors, scholarships, and awards received; and the most recent previous educational agency or institution attended. In addition, directory information includes the names of students' parents or guardians and the weight and height of members of athletic teams.

## Copyright Law

**Intellectual Property** The University has a Copyright Policy and a Patents Policy that govern rights of ownership in intellectual property created by persons associated with the University.

Before participating in activities which might result in the creation of copyrightable or patentable works and which utilize University resources or funding, consult these policies on-line at [www.virginia.edu/~research](http://www.virginia.edu/~research) or request a paper copy from the Office of the Vice President for Research and Public Service (924-3606). This office can answer your questions and explain the implications of the policy in your particular circumstances.

**Videotapes** The federal Copyright Act of 1976 grants the copyright owner the exclusive right to perform motion pictures in any "place open to the public or at any place where a substantial number of persons *outside a normal circle of a family and its social acquaintances* is gathered." (United States Code, Title 17, Section 101). The legislative history of the Act clearly states that performances in "semipublic" places such as clubs and schools are considered "public performances" subject to copyright control *whether or not admission is charged*. Dormitories, fraternities and sororities may also be "semipublic" places subject to copyright control.

Violations of copyright law may result in

civil and criminal penalties, including imprisonment.

Ownership of a prerecorded video cassette or video disc does not constitute ownership of a copyright (17 U.S.C. § 202).

Further information regarding the showing of videotapes can be obtained by contacting the Reservations Office on the fourth floor of Newcomb Hall; (434) 924-3203.

## Discrimination Complaint Procedures

Any University of Virginia employee, student, applicant for admission or employment, or other participant in the University's programs or activities who believes he or she has been unlawfully discriminated against on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era may file a complaint with the Office of Equal Opportunity Programs (EOP) in accordance with the procedures described below.

Complaints should be directed to the Office of Equal Opportunity Programs, Washington Hall, East Range, Post Office Box 400219, Charlottesville, VA, 22904, (434) 924-3200; Fax: (434) 924-1313. The EOP on-line site can be accessed at [www.virginia.edu/eop/](http://www.virginia.edu/eop/).

Federal and state law and University policy prohibit any form of retaliation against a person who files a discrimination complaint in good faith. Disciplinary action may be taken against any person who files a discrimination complaint in bad faith, or who maliciously or knowingly files false charges. In cases in which allegations of discrimination are not substantiated, the University may, if appropriate, take reasonable steps, such as expungement of records or notification to persons who participated in the investigation of the charge, to restore the reputation of the respondent.

Employees and students are encouraged, where appropriate, to attempt initially to resolve complaints through the administrative structure of the employment unit or academic department. EOP will be available to provide assistance to the employment unit or academic department in order to resolve the complaint. If the complaint cannot be resolved through the appropriate administrative channel, the following complaint procedure applies:

1. Complaints must be in writing and be filed with EOP within 300 days of the most recent allegedly discriminatory act. At the discretion of EOP, in certain circumstances complaints filed outside of this time limit or that are not in writing may be investigated informally, and all other time limits contained in these procedures may be extended for good cause. In addition to or instead of filing with

EOP, the complainant may file a formal charge of discrimination with a state or federal agency authorized by law to receive such claims.

2. The complaint should include the complainant's name and signature, describe the act or acts complained of, identify the person or persons purportedly responsible, and indicate the date or approximate date on which the act or acts occurred. EOP maintains forms that may be used for this purpose.
3. If EOP determines that the allegations of the complaint, if true, do not state a violation of federal or state law or University policies, EOP shall notify the complainant in writing normally within five (5) working days of the filing of the complaint. That notice shall explain why the complaint does not state a violation and may inform the complainant of other possible avenues to seek redress, such as the Ombudsman, if appropriate.
4. Either at the time of filing the written complaint or normally no later than ten (10) working days thereafter, EOP will meet with the complainant to determine the factual allegations on which the complaint is based and to discuss the complaint procedures. If EOP determines that the complaint is suitable for negotiated resolution, that option will be discussed and offered to the complainant, who will be given five (5) working days to decide. Negotiated resolution must also be agreed to by the respondent. If EOP deems the complaint is unsuitable for negotiated resolution, or if either party declines to participate in or to make a decision regarding negotiated resolution, EOP will conduct an investigation.
5. Within ten (10) working days of the complainant's decision on how to proceed, or of the interview with the complainant if negotiated resolution was not deemed a suitable option, EOP will notify the respondent that he or she has been named in a complaint and the nature of the charges. That notification will also discuss the complaint procedures, and if appropriate, offer the negotiated resolution option to the respondent, who will have five (5) working days after notification to accept or decline.
6. The EOP reserves the right to refer student complaints to other University mechanisms that may exist to investigate and/or adjudicate complaints.

## Negotiated Resolution

1. Negotiated resolution is a process by which EOP attempts to resolve complaints quickly and to the satisfaction of all parties without reaching formal findings, while protecting confidentiality to the extent possible. At any time during the negotiated resolution process, either party may elect to terminate the process,

and the complaint will then be investigated by EOP. EOP reserves the right not to proceed with an investigation if it determines that during the negotiated resolution process a complainant was offered and refused all of the relief to which he or she would be entitled.

2. Generally, EOP will not involve any person other than the complainant and respondent in the negotiated resolution process, except as it may be necessary to consult with appropriate University officials regarding University policies and procedures. Both parties will be asked to respect the confidentiality of the process. Negotiated resolution should be completed no later than thirty (30) days after the respondent has agreed to this process.
3. If the complaint is successfully resolved, each party will sign a "Negotiated Resolution Form," prepared by EOP, which describes fully the agreed-upon terms. Following the acceptance of that document by both parties, EOP will discard all other documents and notes except the original complaint. A copy of the complaint and the Negotiated Resolution Form will be available to the complainant and respondent upon request.

#### Investigation

1. If EOP determines that negotiated resolution is not appropriate, or it is not agreed to by both parties, or it is unsuccessful, EOP will conduct an investigation in accordance with the following procedures.
2. The investigation will be conducted by EOP and may include, but not be limited to:
  - a. Meetings with material persons who may have relevant information;
  - b. Reviewing relevant files and records such as personnel files, departmental and/or unit files, and others;
  - c. Comparing the treatment of complainant to that of others similarly situated in the department or unit; and
  - d. Reviewing applicable policies and practices.
3. The investigation shall normally be concluded within sixty (60) working days of its inception and EOP shall issue a written report. The report will make findings of fact and any appropriate recommendations. Copies of the report will be provided to the complainant, the respondent, and the appropriate Vice President.
4. If EOP concludes that the complainant's allegations are substantiated, the report will recommend that a directive be issued to stop the discriminatory practice, if it is ongoing; recommend disciplinary or other corrective action against the respondent and others; and, if appropriate, recommend provisions for the complainant, such as reinstatement, hiring, reassignment, promotion, training, back

pay, or other compensation or benefits.

5. If EOP concludes that the complainant's allegations are not substantiated, the report may suggest other avenues, both internal and external, for the complainant should he or she wish to pursue the matter and, if appropriate, recommend reasonable steps to restore the reputation of the respondent.
6. The Vice President to whom the report is sent may accept, disagree with, or modify the findings and recommendations. The Vice President's decision and the reasons therefore will be communicated in writing to the complainant, respondent, and EOP within ten (10) working days after the Vice President receives the report from EOP, unless the Vice President requires additional time for further investigation or other good cause. The Vice President may provide the report to other University officials as he or she deems appropriate. The Vice President's decision is final under these procedures unless another appeal is provided by University policy.

#### Discriminatory Harassment Policy

**Policy** As an employer and institution of higher learning, the University seeks to discharge its legal responsibilities and serve its diverse and talented community through fair and responsible application of this policy. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discriminatory harassment. Offensive workplace behavior that does not violate this policy should be addressed by the appropriate supervisor or office.

**Definition** Discriminatory harassment is contrary to University policy and may also be illegal. The University defines discriminatory harassment as:

1. Conduct that conditions a person's employment, enrollment as a student, or participation in University activities on that person's age, citizenship, color, disability, gender (whether or not sexual in nature), national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law; or
2. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or
3. Conduct of any type (oral, written, graphic or physical) directed against a person because of his or her age, citizenship, color, disability, gender (whether or not the conduct is sexual in nature), national origin, political affiliation, race, religion, sexual orientation, veteran status, or participation in a University, state, or federal discrimination investigation AND which

also unreasonably interferes with the person's work or academic performance or participation in University activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the University (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 1 or 2 above to be applicable. Part 3, however, does not require that a person misuse University-delegated authority, and applies whenever such conduct by any person while on University grounds or during University activities interferes with work or academic performance or participation in University activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances.

Nothing herein overrides existing University policy, or circumscribes the authority of the University to establish policy that is not otherwise contrary to law.

**Examples** Discriminatory harassment can take many forms, and deciding whether the definition is met means looking at all of the circumstances. Each situation must be promptly reviewed and appropriate action taken. The following are examples of behavior that should be reported for review under this policy:

- Directing racial or ethnic slurs at someone.
- Telling persons they are too old to understand new technology.
- Teasing or mocking a person with a disability.
- Ridiculing a person's religious beliefs.
- Persisting in requests for dates after being told they are unwelcome.
- Evaluating an employee or student more critically than performance warrants because the employee or student objected to a sexual advance.
- Sending unwelcome e-mail containing sexual jokes.
- Touching that goes beyond acceptable workplace or classroom interaction, meaning that a reasonable person would find it objectionable.
- Repeated references to sex in lectures or class assignments when there is no relationship between the reference and the content of the course.

#### Responding To Harassment

If you believe you are experiencing treatment that violates this policy, you may take the following steps:

1. If possible, clearly tell the harasser to stop. Make a note of what happened, what you did, and when.
2. If you cannot or do not wish to confront

the harasser, or your efforts did not stop the conduct, you may contact your supervisor, the department chair, or a faculty advisor.

3. You may also contact the Office of Equal Opportunity Programs (EOP) at any time whether or not you have taken the above steps. EOP is the University office responsible for receiving and addressing discriminatory harassment complaints. You may seek informal help or information from EOP, or you may file a formal complaint. Information on the complaint process is provided below.
4. Regardless of whether you have done any of the above, you may contact a state or federal office authorized to receive complaints of discrimination. EOP can provide information on how to contact these offices.

**Note:** The University maintains a fair and responsive method for reporting and addressing complaints of discrimination, but your assistance is critical to helping the University learn of and address problem behavior.

**Supervisor Responsibilities:** Supervisors are responsible for communicating the University's policy on discriminatory harassment to employees, and for taking action when they observe or hear of incidents that may violate this Policy. A supervisor must:

1. Be receptive and open to concerns of harassment. Know and be able to explain the University's policy and employees' or students' options.
2. Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training.
3. Contact EOP for assistance or to refer matters that have not been resolved.
4. Make sure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.
5. Monitor situations that have been addressed, and follow-up if necessary.

**Note:** Supervisors who do not appropriately handle reports or incidents of discriminatory harassment, or do not refer them to EOP, will be subject to disciplinary action.

### **UVA's Formal Complaint Process**

Formal complaints of discriminatory harassment may be filed with the Office of Equal Opportunity Programs. EOP's procedures for processing harassment complaints are described in the brochure entitled "Discrimination Complaint Procedures", which is also available on EOP's website, <http://www.virginia.edu/eop/>.

EOP requires that complaints be in writing and made within 300 days of the last

allegedly discriminatory action, but both requirements may be waived at EOP's discretion under appropriate circumstances.

EOP will:

1. Respond to every complaint of discriminatory harassment;
2. If investigations are conducted, act impartially considering the interests of all parties;
3. To the extent practicable, protect the privacy of all parties and the confidential nature of the complaint, and
4. In the case of formal complaints that are not resolved through negotiation, issue a report to both parties and the relevant Vice President containing findings and conclusions, and recommending appropriate actions depending upon the circumstances.

Discriminatory harassment of students by other students is addressed by certain provisions of the Standards of Conduct administered by the University Judiciary Committee of the University's Judicial System, and complaints may be brought to that Committee without first going through EOP. EOP will refer complaints of student-student discriminatory harassment to the Judiciary Committee if an EOP investigation concludes that further action is warranted.

### **Remedies**

If it is determined that discriminatory harassment is occurring or has occurred, the University may take any or all of the following actions: making sure that the discriminatory conduct stops; imposing disciplinary action up to and including termination of employment or dismissal from the University; other corrective action such as counseling or training; and steps such as reinstatement, hiring, reassignment, promotion, training, back pay or other benefits as are necessary.

### **Training and Education**

Education and training are fundamental to maintaining an environment free of discriminatory harassment. Managers, supervisors, deans, directors, and department heads are responsible for informing employees who are under their direction or supervision of this Policy. Student affairs administrators are responsible for providing this information to the student body.

EOP is responsible for providing educational and training programs to assist members of the University community in understanding what discriminatory harassment is and is not, and how to address behavior that violates this Policy. Specifically, EOP will distribute copies of this Policy to all schools, departments and programs at the University, and will give workshops and seminars on this subject. EOP will maintain a brochure that explains in simple, understandable terms the University's policy and

procedures concerning discriminatory harassment, and will place copies of the brochure in EOP's offices and at other offices to which persons are likely to go for counseling and advice regarding discriminatory harassment.

Questions about this Policy should be directed to EOP.  
Revised December, 2000

### **Dogs Running at Large**

Section 4-213A1, Albemarle County Ordinance, effective July 19, 1973 states that it shall be unlawful for the owner of any dog to permit such dog to run at large on the University of Virginia Grounds lying within Albemarle County. Pursuant to this ordinance, a dog shall be deemed to run at large while roaming, running, or self-hunting off the property of its owner or custodian and not under its owner's or custodian's immediate control. Paragraph two of the University of Virginia Dog Leash Regulations of July 1, 1973 was amended, effective October 31, 1974 to preclude the tying, chaining or otherwise restraining a dog to any tree, bush, shrub or other vegetation, post, step or other fixed structure on the Grounds of the University. Any person who permits his or her dog to run at large shall be deemed to have violated the provisions of the ordinance and upon conviction shall be fined at the discretion of the judge trying the case. Dogs found running at large that are picked up by the University animal control officer will normally be deposited at the local Society for the Prevention of Cruelty to Animals pound to await identification by the claimant.

### **Firearms**

The possession, storage or use of any kind of ammunition, firearms, fireworks, explosives, air rifles and air pistols on University-owned or operated property, without the expressed written permission of the University police, is prohibited.

### **Grievance Procedure**

Students who have a grievance concerning the applicability of University regulations in the area of student affairs have the right to file a grievance according to the procedure listed below. (Also see grievance procedure, academic regulations.)

1. After discussing the situation with the assigned advisor, students' concerns related to a staff member in student affairs that cannot be resolved between the two parties should be discussed with the respective director or dean of the unit on a one-to-one basis;
2. Should the concern be related to the director or dean of the unit, the grievance would be filed with the Vice President for Student Affairs;
3. In circumstance number 1, if appropriate relief is not forthcoming, the next level of discussion should be with the Vice President for Student Affairs; and

4. Should the level of concern relate to the Vice President for Student Affairs, appropriate documentation should be presented in writing to the President of the University.

### Hazing

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

*"It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and, in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony."*

*"Any person receiving bodily injury by hazing or mistreatment shall have a right to sue civilly, the person or persons guilty thereof, whether adults or infants."*

*"The president, or other presiding official of any school, college or university receiving appropriations from the State treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened after such report is made to him."*

Any violation of Section 18.2-56 shall be deemed a violation of the University's Standards of Conduct. Upon satisfactory proof of the guilt of any student charged with hazing or mistreating another student so as to cause bodily injury, the University will

expel such student so found guilty by the University Judiciary Committee. The President will also report any disciplinary finding resulting in expulsion to the Commonwealth's Attorney of the appropriate jurisdiction (the County of Albemarle or the city of Charlottesville).

The Dean of Students, or designee, shall inform the Black Fraternal Council, Inter-Fraternity Council, the Inter-Sorority Council, the Multicultural Greek Council, and all fraternities, sororities, and student organizations who have executed contracts with the University as Fraternal Organizations or as Contracted Independent Organizations of the provisions of Section 18.2-56 of the Code of Virginia and of this University policy.

### Misuse of Student IDs at Athletic Events

The responsibility of having and maintaining a student identification card is a serious one. I.D. cards are given only to bona fide University of Virginia students and represent both verification of an individual's identity and their affiliation with the University. The cards themselves and the privileges they accord are not transferable, either to another student or to a non-student. The University Judiciary Committee, in consultation with the Athletic Department has established procedures for adjudicating cases concerning the misuse of a University Identification Card in relation to an athletic event that include a representative of the Office of the Dean of Students hearing and sanctioning violators.

For further information, please refer to the University Judiciary Committee's By-Laws (924-7602) or the Associate Athletic Director for Facilities (982-5022) or the Office of the Dean of Students/Student Life (924-7133 or ask-odos@virginia.edu).

### Open Parties/Dances/Socials Policy and Guidelines

An open party, dance, or social shall be defined as any event (or part thereof) where the main function or activity involves social interaction of guests, the performance or reproduction of music for the purpose of dancing or enhancing the environment for social interaction. These events may include guests from outside the University of Virginia community.

The purpose of this policy is (1) to identify and implement measures designed to provide a reasonably safe environment for event sponsors and the students attending these activities and (2) to clarify expectations of all entities involved in managing these events (including, but not limited to, sponsoring organizations, building staff, and University Police).

This policy applies to all University facilities that are available to host open parties, dances or socials. Certain University facili-

ties may be governed by more specific regulations. Those specific regulations do not supersede this policy, but should be considered in addition to facility-specific regulations.

### GENERAL REQUIREMENTS

- A. *Eligibility* Any official student organization at the University of Virginia is eligible to reserve designated space(s) for a party, dance, or similar social event. Reservations can be made by contacting the Facility Coordinator for the desired facility.

Attendance - Attendance at events defined in this policy is restricted to University of Virginia students and their guests (a UVA student is eligible to bring up to two guests). Students may gain admittance only with a \*valid and current UVA student ID; guests must have a valid picture ID in order to be admitted.

\*Where applicable, machines will be made available through Newcomb Hall to validate UVA student identification cards.

- B. *Advertising/Event Promotion* Advertising or promotion of the event off-grounds (including flyers, handbills, posters, and radio announcements) is prohibited.

All advertisements on grounds must include the following information: "Admission open to UVA students and their guests only. UVA students must present a current UVA ID and guests must present a valid picture ID for admission." A copy of the event advertisement may be requested by the Facility Coordinator.

- C. *Sponsor Responsibility* As sponsor/host of the event, the sponsoring organization is responsible and shall be held accountable for ensuring that all policies, guidelines and reasonable expectations relative to properly managing the event are followed. Expectations include, but are not limited to: monitoring of all activities related to the event; effective crowd control; ensuring adherence to policies by all participants/guests; and demonstrated efforts to resolve potential conflicts and immediately report illegal or inappropriate behavior (including persons who are intoxicated) to University Police on duty at the event. Full cooperation from all sponsoring organization(s) members is expected.

- D. *Ending the Event* The event end time (up to 2:00 am) must be approved in advance by the Facility Coordinator. Events must end promptly at the approved time. The facility must be cleared of guests and equipment within 30 minutes of the end time. The sponsoring organization shall be responsible for assisting in dispersing students and their guests in a timely manner after the event. The University Police will assist in enforcing this policy.

E. *Security Requirements* University Police are required for these events in all venues and the number of officers will be determined by the University Police with input from the Facility Coordinator. Officers shall be hired for the time period 30 (thirty) minutes prior to the scheduled start of the event and until the crowd has been dispersed after the event has ended. The minimum number of University Police officers will be determined at the discretion of the Facility Coordinator and the University Police Department. Police personnel will not be responsible for interpreting building and event policies, but will assist building staff in enforcing policies as appropriate.

F. *Costs to the Sponsoring Organization* The sponsoring organization shall be responsible for costs as determined by current policies at the respective facility. Please consult the Facility Coordinator for current costs.

G. *Event Requirements and Guidelines*

**Admission** - The event shall be open to UVA students and their invited guests only. A UVA student may sponsor up to 2 (two) guests. The guest(s) must arrive and enter with the student. In order to gain admission to the event, the UVA student must present a current UVA student ID, and the guest(s) must present a valid picture ID; the UVA student host must then sign her/himself and the guest in. Note: The guest policy applies to the DJ or band members as well. The DJ or band members (provided that they are UVA students) are allowed to sponsor up to two guests. The sponsoring organization must ensure compliance by all persons attending the event including the DJ and/or band members.

**Organization Guest List** - The sponsoring organization may invite and sponsor guests. The intent of this provision is to allow the organization the flexibility to invite organization members from neighboring institutions, alumni members, and the like. The organization shall be responsible for the behavior of all individuals on its guest list. Individuals on the organization's guest list must present a valid picture ID and must be signed in by a member of the organization to gain admission.

No person will be admitted who is visibly intoxicated or otherwise behaviorally impaired.

Alcohol, illegal substances, glass containers, and weapons of any kind are prohibited. Attendees may be subjected to a visual search of person, handbags, or backpacks. Passes to re-enter the event are prohibited. Admissions after 12:00 midnight are prohibited.

H. *Venue Capacities* Maximum crowd capacity in the respective venue for the

particular event shall be determined in advance by the Facility Coordinator. Please note that the Facility Coordinator may lower the maximum crowd capacity by Code depending on room set-up or other relevant reasons. The designated Facility Coordinator/Building Staff will determine the exact number of individuals allowed to enter the facility.

I. *Exceptions to this Policy* The following events or activities may be exempt from these policies and will be handled on a case-by-case basis, subject to the approval of the respective Facility Coordinator:

Dances, parties, step shows, or other social events which are hosted by University student organizations and which end no later than 12:00 midnight and for which there is no admission charge.

Annual balls, or formals or social events that are open to organization members and their guests only.

Events held at night from Sunday through Thursday.

J. *Policy Enforcement* Sponsoring organization members shall be responsible for following all policies and procedures. If questions or perceived conflicts arise, the direction of building staff and/or the University Police shall be followed.

Members of the sponsoring organization are responsible for the behavior of all guests attending the event.

Violation of any of these policies may result in sanctions against the organization and/or individuals. Sanctions may include, but not be limited to, referral to the Judiciary Committee and limitations on future uses of University facilities.

### Parental Notification Policy

The University's philosophy in dealing with students who commit major alcohol- or drug-related infractions or who demonstrate a pattern of substance abuse is to work with them to solve these problems and to focus on education. The University will continue to rely on the professional judgment of its faculty and administrators when assessing each student's situation.

In addition, due to the recent amendment to federal laws giving colleges the authority to notify parents of students under 21 who violate alcohol or drug laws, U.Va. has adopted a written Parental Notification Policy.

This policy is in addition to the intervention and education programs already offered students when such infractions are brought to our attention. Intervention may include one or more of the following: substance abuse assessment by a trained clinician; psychological assessment by a trained clinician; substance abuse counseling; enrollment in educational programs.

When parents will be notified:

1. When the Office of the Dean of Students receives notification from law enforcement officials that a University of Virginia student under the age of 21 has been arrested during an academic session for a drug- or alcohol-related violation, a professional staff member in the Office of the Dean of Students will notify that student's parent or guardian.

The professional staff member in the Office of the Dean of Students will encourage the student to make the initial call to a parent or guardian. The staff member ordinarily will follow up with a phone call, unless family circumstances make a call inappropriate. In such cases, the student will be encouraged to use the University's professional counseling resources.

Violations that would trigger parental notification include driving under the influence, public drunkenness, underage possession.

2. All other drug- or alcohol-related incidents will be discussed with the student involved. In cases where pattern or severity might be a concern, the incident also will be evaluated by a professional staff member in the Office of the Dean of Students—in consultation with other professionals as appropriate.

When there is reason to believe that a student's health and well-being are in jeopardy, a professional staff member in the Office of the Dean of Students will notify a parent or guardian.

The professional staff member in the Office of the Dean of Students will encourage the student to make the initial call to a parent or guardian. The staff member ordinarily will follow up with a phone call, unless family circumstances make a call inappropriate. In such cases, the student will be encouraged to use the University's professional counseling resources.

Pattern or severity include frequent episodes of drunkenness and/or binge drinking.

### Residence Hall Visitation

In the first-year living areas, the visitation hours for the first two weeks are 11 A.M. to 12 midnight, Monday through Thursday, and Friday 11 A.M. to Sunday midnight. At the end of the two-week period, all first-year living areas will vote by secret ballot to determine the visitation hours for the area.

In all residence areas, visitation in a room of a student who has a roommate must be with the roommate's consent or must not impose an unreasonable burden or unreasonable infringement of the privacy and privileges of the roommate.

## Sales, Solicitation, and Student Organization Fundraising

The University limits sales, solicitation, and student fundraising activities in order to 1) preserve its educational mission and focus, 2) provide a secure environment, 3) protect its students and employees from exploitation, 4) respect the aesthetic qualities of the Grounds, and 5) promote fair business practices. When commercial sponsorship is sought or endorsed, it is important that this support primarily advances University or student organization goals and only secondarily those of a corporate sponsor.

For the purposes of this policy, solicitation is defined as selling, promoting for the purpose of future sales, commercial advertising, and canvassing. Fundraising is defined as any activity held by a student organization for the purpose of generating revenue to support the programs and activities sponsored by the organization.

### A. Solicitation by External Entities and Their Representatives

The use of University facilities and/or property for solicitations by external businesses, individuals, and groups or by individual students representing such enterprises is prohibited without prior written permission of the Office of the Dean of Students.

1. Absolutely no permission will be granted for solicitation in any University housing areas. The delivery of goods to single-student residences may not be made directly to student rooms or apartments and are subject to regulations published by The Office of the Dean of Students/Residence Life Office.
2. Commercial initiatives sponsored by the University Bookstore and Dining Services are allowed when they are extensions of their work with current or potential contracted vendors. Promotional activities planned by the bookstore and dining services beyond the facilities they operate will be coordinated with the Newcomb Hall Reservations Office.
3. Under no circumstances does the University sell student addresses to anyone.

### B. Solicitation by Student Organizations

Solicitation by student organizations may be allowed under certain guidelines in four general categories of activity: admission charges and tickets, direct sales, donations, and corporate sponsorship.

1. Any student organization that holds agency, special, or CIO/FOA status may conduct fundraising projects on Grounds subject to the policies and guidelines governing the extracurricular use of University facilities as outlined in the Record.
2. All student organization fundraising projects must be conducted within the spe-

cific area designated in the approval process.

3. Fundraising projects must be of limited duration and not carried out as an ongoing activity.
4. With the exception of bake sales, no permission will be granted for fundraising projects that unnecessarily duplicate goods, materials, or services already provided at the University.
5. Revenue from ticket sales/admission charges may be used to defray the cost of an event including speaker or performance fees, or to benefit a charitable, non-profit organization or the sponsoring student organization. It may not be used for individual personal gain or to benefit external commercial or political organizations or enterprises. Student activity fees (SAF) may not be used to sponsor an event if the proceeds are to benefit a charitable organization or cause.
6. Acknowledgement and appreciation for donations and corporate sponsorship should be done in a way that highlights the student organization's program or event first and notes the sponsorship in a less prominent manner.
7. Deans, department heads, and facilities coordinators may develop more specific guidelines for fundraising projects on University Grounds in their individual facilities. Academic deans and/or department heads may restrict or prohibit fundraising activities that are inconsistent with the school or department's educational mission and/or disruptive to the school's normal activities.
8. Fundraising projects may be denied because of the location requested or because of conflicts with previously scheduled events or projects. Tables or booths may not interfere with the use of streets, sidewalks, building entrances or classes and other previously scheduled activities. In addition, sales activities will not be allowed on the upper Lawn or in the Gardens of the historic Grounds area.
9. Fundraising projects may not provide a financial benefit to individual officers and/or members.
10. Use of the University's name, trademarks, logos, symbols, mottoes, etc., is subject to the "University of Virginia Policy for the Use of University Name, Trademarks, Service Marks, Seals, Logos and Other Indicia on Products."

Student Organizations seeking solicitation/fundraising approval should submit a request on-line at [www.virginia.edu/~newhall](http://www.virginia.edu/~newhall) or in person to the Newcomb Hall Reservations Office for all fundraising projects held at all locations on Grounds except:

- *School of Architecture* - Associate Dean for Finance and Administration (982-2036)

- *Curry School of Education* - Assistant Dean for Admissions and Student Affairs (924-0757)
- *Darden School* - Associate Dean for Administration (924-4854)
- *School of Engineering and Applied Science* - Assistant Dean for Administrative and Academic Affairs (924-3155)
- *Law School* - Associate Dean for Management & Finance (924-7343)
- *McIntire School of Commerce* - Office of Student Services (924-3865)
- *Medical School* - Student Affairs Office (924-5579)
- *Nursing School* - Office of Admissions and Student Services (924-0141)
- *School of Continuing and Professional Studies* - Office of the Dean (982-5206)
- *Athletic Facilities* - Program Supervisor (982-5151)
- *Family and Faculty/Staff Housing* - Accommodations Department (924-7030)
- *Intramural/Recreational Facilities* - Department of Intramural-Recreational Sports (924-3791)

In these cases, requests should be directed to the offices noted above.

## Security Policy

The University of Virginia strives to maintain a safe and secure environment for members of the student body, faculty, staff and the general public so that they are not unreasonably impeded in their activities by concerns for personal safety. The University Police Department is assigned broad security-related functions. At the same time, individual units, for example, schools, colleges, and various non-academic departments have responsibility for the security of facilities assigned for their use. The Police Department is charged to provide security regulations by which students, faculty, and staff are required to abide. Any building-specific regulations, established by units responsible for those buildings, must be consistent with the regulations established by the Police Department.

The University, as with any other public or private entity, cannot assure or guarantee a crime-free living or working environment. Accordingly, it is the responsibility of members of the University community to act in a security-conscious manner and to avoid actions which jeopardize their security as well as the security of others. Members of the faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the University Police Department.

## Sexual Assault

### Sexual Assault

The University of Virginia is a community of trust, in which students, faculty, and staff must be able to engage in their work without

any fear of violence, threats, harassment, or other unwanted sexual actions. The University considers sexual assault a violent crime in all its forms, including assaults by friends and acquaintances. Sexual assault is prohibited under state statute (§18.2-61, §18.2-67.1, §18.2-67.4, §18.2-67.5) as well as by the University's Standards of Conduct.

"Sexual assault" consists of sexual intercourse without consent, forcible sodomy or sexual penetration with an inanimate object, the intentional touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. To constitute an assault, the above acts must be committed either by force, threat, surprise or intimidation, or by taking advantage of someone's helplessness or inability to consent of which the alleged perpetrator was aware or should have been aware.

The term "helplessness or inability to consent" means: 1) unable to understand the circumstances and implications of the sexual advances; 2) unable to make a reasoned decision concerning the sexual advances; and/or 3) unable to communicate the decision in an unambiguous manner. These situations can result from illness, the influence of alcohol or some other substance, physical, psychological, or developmental disabilities, unconsciousness, or from some other cause.

Consent requires speech or conduct indicating a freely given agreement, with no fear of retribution accompanying refusal to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator, or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator or victim is not an excuse for violation of the sexual assault policy.

Individuals who are not sure if their case meets the definition of sexual assault are encouraged to contact either the Sexual Assault Resource Agency (SARA) 24-hour crisis hotline (434-977-7273), a community agency that serves the Charlottesville and University communities, or one of the University offices listed below.

Many victims doubt their own interpretations of events and hesitate to seek help. Even if a student is unsure whether or not her or his experience fits into the legal definition of rape or sexual assault, it is very important to get medical attention immediately at the UVA Emergency Room. There, specially-trained Sexual Assault Nurse Examiners will contact SARA, which will send a companion to provide emotional support if desired. Alternatively, survivors may contact SARA themselves. We also encourage students to report their assaults to the police, although this is not required. It is not the University's policy to call a student's parents, unless the student is a legal minor or it

is the express wish of the student that they be contacted.

A student's courses of action may include any or all of the following:

- Criminal prosecution: to file charges, contact the police by calling 911.
- Civil suit for damages: to file a lawsuit, you must hire a private attorney. Student Legal Services (977-1670) or the UVA Women's Center (982-2361) can refer you to an attorney.
- Third party anonymous report to the police: file by calling 982-2774, or SARA, or via the web: [www.sexualassault.virginia.edu](http://www.sexualassault.virginia.edu).
- Redress through University processes: 1) an internal hearing through the University's Sexual Assault Board--initiate this process by filling out a complaint form available through the Office of the Dean of Students or the UJC; or 2) mediation between the complainant and the accused--to request mediation, contact the Office of the Dean of Students (924-7427).

Confidential adjudication or mediation through the University's Sexual Assault Board, a panel of faculty, administrators and students, may be requested even if a police report is not filed. The University has judicial jurisdiction over a sexual assault only if the assault was committed by a student (a) against any person on University-owned or leased property, or at a University-sponsored or supervised function, or (b) against any University student, faculty member or staff person at the local residence of any student, faculty member or employee within the City of Charlottesville or Albemarle County.

The University's Sexual Assault Education Coordinator (982-2774) provides information and guidance regarding these options, assists in making decisions about what course of action to take is best, and refers students to University and community counseling resources. Students may file for an internal hearing or mediation at the Office of the Dean of Students (924-7427). For a written description of the hearing process, contact either the Sexual Assault Education Office or the Office of the Dean of Students, or visit [www.sexualassault.virginia.edu](http://www.sexualassault.virginia.edu).

### **Domestic/Dating Violence**

The University of Virginia is a community of trust, in which students, faculty, and staff must be able to study, teach, and work without any fear of violence, threats, harassment, or other unwanted abuses of power and control. The University considers domestic/dating violence a crime in all its forms. Domestic violence is prohibited under state statute (§18.2-57.2) as well as by the University's Standards of Conduct. The generally accepted definition of domestic violence is:

A pattern of physically, sexually, and/or emotionally abusive behaviors used by one

individual to maintain power over or control a partner in the context of an intimate or family relationship.

Dating/domestic violence includes a wide range of behaviors, including emotional, physical, economic, and sexual abuse. Intimate partners may be in a dating relationship, cohabiting, married, separated or divorced. Both heterosexual and same-sex couples can become violent.

The University strongly urges students who are in abusive relationships, or who are being stalked (see section on Stalking), to seek assistance from the Shelter for Help in Emergency's 24-hour hotline (293-8509), a community agency that provides counseling, emergency shelter, and other services to the University and Charlottesville communities. The Sexual Assault Education Coordinator assists students in abusive relationships, and will help them connect with community resources, and provide assistance with obtaining protective orders, among other services. The SAEO website ([www.sexualassault.virginia.edu](http://www.sexualassault.virginia.edu)) has valuable information and resources as well.

A student may obtain an Emergency Protective Order from the magistrate on her/his own or with the assistance of the police. Preliminary and Permanent Protective Orders must be obtained by applying through the Juvenile and Domestic Relations Court or General District Court. The Commonwealth of Virginia requires police officers to arrest the individual that they determine to be the aggressor when they are called to the scene of a domestic dispute. This removes the burden from the victim to make a citizen's arrest. If an arrest is made, the Victim Witness Assistance office may offer guidance through the court process. At the University, cases of dating or domestic violence that do not include sexual assault (in any form) are heard by the University Judiciary Committee, if the victim chooses this avenue of recourse.

### **Stalking**

The University of Virginia is a community of trust, in which students, faculty, and staff must be able to study, teach, and work without any fear of violence, threats, or other unwanted abuses and harassment. Stalking is prohibited under state statute (§18.2-60.3) as well as by the University's Standards of Conduct. Stalking is defined as:

Behavior in which an individual willfully, and repeatedly engages in a knowing course of harassing conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person.

Many of these behaviors may appear benign on the surface but can be perceived by the victim as malicious or frightening. Stalking can include a range of behaviors such as breaking into personal e-mail accounts; monitoring the victim's every move, stealing mail; breaking into a resi-

dence to alter or steal items; leaving telephone threats, repeated calling, hang ups, and much more. A stalker may be a former partner, a classmate, a vague acquaintance or a total stranger.

Like dating violence, stalking is adjudicated by the University Judiciary Committee. Depending on the specific circumstances, a stalker can violate more than one Standard of Conduct and be brought up on charges accordingly. In order to be considered a criminal act (for lodging a complaint with the police), the victim must feel threatened or in fear of her or his personal safety. Stalking is against the law in Virginia, starting as a misdemeanor and escalating to felony status by the third offense (If the survivor already has a protective order against the stalker, felony status is automatic). The UVA Police Department (924-7166) or the Sexual Assault Education Coordinator (982-2774) can discuss practical strategies for dealing with a stalker, as well as refer the victim to other resources. More information on stalking can be found at [www.sexualassault.virginia.edu](http://www.sexualassault.virginia.edu).

### Statement of Students' Rights and Responsibilities

The University of Virginia is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The University is committed to supporting the exercise of any right guaranteed to individuals by the Constitution and the Code of Virginia and to educating students relative to their responsibilities.

#### Students' Rights

The University of Virginia seeks to maintain an environment where students have the following rights:

- *Expression* - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom;
- *Association* - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- *Freedom from Discrimination* - Students can expect to participate fully in the University community without discrimination as defined by federal and state law and University regulations;
- *Safe Environment* - Students can function in their daily activities without unreasonable concerns for personal safety;
- *Discipline* - Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued University involvement (as appropriate) until the resolution of the charges;

- *Privacy* - Students are free of unreasonable intrusions into personal records and/or matters relevant to identity, living space and well being;
- *High Quality Resources* - Students have access to high quality resources which support intellectual and social development;
- *Counseling* - Students have access to support in managing personal adjustments, understanding self and others, and career planning and personal decision making;
- *Grievance Process* - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to the University;
- *Learning Beyond Formal Instruction* - Students have access to a variety of activities beyond the classroom, which support intellectual and personal development;
- *Education* - Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process;
- *Personal Growth* - Students live and study in a setting that fosters personal growth;
- *Participation in Community Affairs* - Students have opportunities to interact with people and institutions both within and beyond the University community;
- *Student Activity Fee Refunds* - Students may apply for a partial refund of their student activity fee if they do not wish to support the particular speech activities of some student organizations receiving these funds;
- *University Governance* - Students participate in the governance of the University, with opportunities including but not limited to the Honor, Judiciary and Bad Checks, allocations of student activities fees, programming (University Union), Residence Life (resident staff and house councils), and through membership on University and school committees;
- *Prompt Responses from Administration* - Students have the right to expect prompt and courteous responses from the University's academic and administrative departments;
- *Academic and Administrative Policies* - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

#### Students' Responsibilities

The exercise and preservation of these freedoms and rights require a respect for the rights of all in the community. Students enrolling in the University assume an obligation to conduct themselves in a manner that is civil and compatible with the University's function as an educational institution. It is clear that in a community of learning, willful disruption of the educational process,

destruction of property, and interference with the orderly process of the University, or with the rights of other members of the University, cannot be tolerated. In order to fulfill its functions of imparting and gaining knowledge, the University has the authority and responsibility to maintain order within the University and to exclude those who are disruptive of the educational process.

**Standards of Conduct** The University of Virginia is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University or with the rights of other members of the University cannot be tolerated. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to discipline is defined as follows (not including violations of the Honor System and motor vehicle regulations):

1. Physical or sexual assault of any person on University-owned or leased property, at any University sanctioned function, at the permanent or temporary local residence of a University student, faculty member, employee, or visitor, or in the city of Charlottesville or Albemarle County.
2. Conduct which intentionally or recklessly threatens the health or safety of any person on University-owned or leased property, at a University sanctioned function, or at the permanent or temporary local residence of a University student, faculty member, or employee.
3. Unauthorized entry into or occupation of University facilities which are locked, closed to student activities or otherwise restricted as to use.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures, other University activities, or activities authorized to take place on University property.
5. Unlawfully blocking or impeding normal pedestrian or vehicular traffic on or adjacent to University property.

6. Violation of University policies or regulations referenced in The Record, including policies concerning residence and the use of University facilities.
7. Alteration, fabrication, or misuse of, or obtaining unauthorized access to University identification cards, other documents, or computer files or systems.
8. Disorderly conduct on University-owned or leased property or at a University-sanctioned function. Disorderly conduct is defined to include but is not limited to acts that breach the peace, are lewd, indecent, or obscene, and that are not Constitutionally protected speech.
9. Substantial damage to University-owned or leased property or to property of a University student, employee, faculty member, or visitor occurring on University-owned or leased property or at the permanent or temporary local residence of any student, faculty member or employee.
10. Any violation of Federal, State, or local law, if such directly affects the University's pursuit of its proper educational purposes and only to the extent such violations are not covered by other Standards of Conduct and only where a specific provision of a statute or ordinance is charged in the complaint.
11. Intentional, reckless, or negligent conduct which obstructs the operations of the Honor or Judiciary Committee, or conduct that violates their rules of confidentiality.
12. Failure to comply with directions of University officials acting under provisions 1-11 set above. This shall include failure to give identity in situations concerning alleged violations of sections 1-11.

Students should consult the Dean of Students for any revisions to the foregoing policies or changes in procedures.

**Sanctions** One or more of the following sanctions for prohibited conduct may be imposed by the Judiciary Committee upon students, depending upon the gravity of the offense:

1. *Admonition* An oral statement to a student that he or she is violating or has violated institution rules;
2. *Warning* Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
3. *Reprimand* A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time;
4. *Disciplinary probation* Exclusion from participation in privileged or extracurricular activities as set forth in the notice of

probation for a period of time not exceeding two academic semesters;

5. *Restitution* Reimbursement for damage to or misappropriation of property.
6. *Suspension* Exclusion from classes and other privileges or activities or from the University, as set forth in the notice of suspension, for a definite period of time.  
*Interim suspension* Temporary suspension by an official of the University of a student who has engaged or engages in conduct which reasonably threatens the health or safety of other members of the University, University property, or the educational process, pending a hearing of the offense.

Upon the student's request, any student so suspended shall be entitled to preliminary review within 24 hours before the Vice President for Student Affairs or designee. If the student is unavailable, such review may be postponed by the Vice President for Student Affairs until he or she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the Grounds denied him or her by the terms of the suspension, other than with the permission of or at the request of University officials or of a duly authorized hearing body for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities. Should the interim suspension be found to be without good cause, any notation referring to such shall be stricken from the student's record. Should the Vice President (or designee) affirm or otherwise modify the interim suspension, the student may seek a hearing before the Judiciary Committee. The Vice President or designee shall provide the student with the name and telephone number of the chair of the Judiciary Committee or the office to which the student may seek a hearing which shall be scheduled as soon as practicable, subject to the rules and procedures adopted by the Judiciary Committee.

A student so suspended must be given the following warnings by the suspending official:

- a. You are hereby temporarily suspended and barred from (location—Grounds or portion thereof or specified activities). You may not enter (area) without the permission of or upon the request of University officials or of an authorized hearing body for purposes of a hearing.
- b. You are entitled to a review within 24 hours (or later for good cause) before the Vice President for Student Affairs or his designee to determine whether this suspension is with good cause and may continue pending a hearing before the Judiciary Committee. It is your responsibility to request such

review and subsequent hearing and the suspending official will notify the Vice President for Student Affairs of your wishes.

*Suspension held in abeyance* Exclusion from classes and other privileges or activities or from the University as set forth in the notice of suspension for a definite period of time be enforced should another violation occur.

7. *Expulsion* Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

**Cases Involving Sexual Assault** The University has established a separate procedure to deal with allegations of sexual assault. Contact the Office of the Dean of Students (924-7133) for full information on the procedure.

**Cases Involving Psychiatric Issues** The University has established two separate procedures to deal with allegations of misconduct for certain student cases involving psychiatric and psychological issues: Procedure for Psychological Hearings on Honor Offenses and Procedure for Certain Student Cases Involving Psychiatric Issues. Contact the Office of the Dean of Students (924-7133 or ask-odos@virginia.edu) for full information on the procedures.

**Cases Decided By the President** The University President (or his designee) may initiate, intervene in and preempt proceedings before any University body when the President (or his designee) determines, in his discretion, that established processes will be unable to timely or properly adjudicate a case or complaint involving students arrested, charged or convicted of criminal conduct or other serious conduct not involving criminal proceedings which, in the discretion of the President (or his designee), reasonably endangers or threatens to disrupt the University community or University operations.

The foregoing shall include, without limitation, conduct involving the possession or distribution of controlled substances on or off University property, attempted or inflicted bodily injury or other harm to any member of the University community, and destruction or attempted destruction of University property. The President's (or designee's) disciplinary review shall provide affected students with written notice and opportunity to be heard consistent with due process of law, and such further proceedings as he may stipulate appropriate to the circumstances. Disciplinary proceedings before the President (or his designee) shall not be governed by established processes of other University bodies, and shall terminate proceedings before any other University body unless authorized by the President (or his designee).

The jurisdiction of University bodies shall be subject to the continuing authority of the President to discipline, suspend and/or expel as provided above.

**Conduct in the Residence Area** In addition to the University regulations and policies described above, the Housing Division provides specific regulations that define the terms and conditions of occupancy of University Housing. These policies are published in the Student Housing Calendar. It should be noted that these regulations are encompassed under the University's Standards of Conduct, specifically under standards six.

Resident Staff live in single student housing to enforce University regulations, policies and Housing Terms and Conditions.

### Use of University Equipment

1. "University community," as used herein, includes the University, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students and student organizations which are Contracted Independent Organizations (CIOs).
2. The administrative head of each unit of the University, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for assuring that use of the equipment is consistent with this Policy and the purpose, mission and goals of the University.
3. University equipment may not be used by University faculty, staff or students for personal purposes unrelated to the University's mission or for commercial purposes. Likewise, University owned and provided consumable materials and supplies may not be used for such personal purposes or commercial purposes.

Personal activities related to teaching, scholarship and research or public service promote the University's mission. Accordingly, faculty and staff members may be offered the privilege of occasional and reasonable use of University equipment in connection with their personal academic pursuits and professional development, provided the University incurs no unreasonable costs for materials and supplies, maintenance and repairs. Approval of these cases will be handled on a case-by-case basis.

4. Use of University equipment by individuals and organizations who are not part of the University community is not permitted unless the responsible unit head approves a user request form. Such a form may be approved only when the use meets one of the following criteria:
  - a. The use is in connection with approved University sponsored activities, events or services. (Reference to Policy and Procedure on University

Services and Activities.)

- b. The use is part of a contractual agreement between the University and a government agency, a private business or another educational institution, and the agreement has been reviewed for consistency with University policy relative to competition with the private sector and unrelated business income by the administrative head of the related unit with the assistance of the Office of the General Counsel.
- c. The use is by official visitors to the University and is appropriate to the purpose of the visit.
- d. The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

The unit head responsible for the equipment may establish a user fee, when appropriate. Such a fee must be approved in accordance with the University's Services and Activities procedures.

### Use of University Facilities

These policies and guidelines are intended to ensure that extracurricular use of the physical facilities of the University is responsible and consistent with the mission of the University.

#### I. General Policies

The following policies apply to all extracurricular uses of all University property, unless a specific exception is noted. Facilities normally closed to extra-curricular activities because of their function as well as locked buildings, classrooms or other facilities are excepted from these policies. The Vice President for Student Affairs or his or her designee is authorized to administer and interpret these general policies.

##### A. Definitions

1. "University groups" includes the University and all of its departments, service units, student organizations, affiliated or related organizations and foundations.
2. "University individuals" includes faculty members, staff members, students and groups of students.
3. "Student Organizations" are those organizations which are Contracted Independent Organizations (CIOs) or special status student organizations.
4. "Student" is a person registered in the resident schools or College of the University at Charlottesville for the academic semester in progress at the time University property is to be used.

##### B. Who May Use University Space

1. University space may be reserved by any University group and in some cases by University individuals. For more information, contact the reservations office on the fourth floor of Newcomb Hall, telephone

(434) 924-3203.

2. University space may be used by a non-University group in accordance with these policies and guidelines as long as the group is sponsored by a University group and executes a use of space agreement. The space agreement contains both an indemnification provision holding harmless the University and its officers and employees and restrictions for use of space consistent with University policies. University individuals may not act as sponsors of non-University groups for the purpose of using University space.
  3. University facilities may be used—subject to these procedures and guidelines and other space restrictions—for religious purposes by University students, groups of students, student organizations, faculty members or staff members. This provision does not apply to University Hall or the Chapel, where special rules apply.
  4. Unless otherwise notified, guests of students and other visitors to the University are welcome on the Grounds but are not entitled to use those facilities or to attend those events which are limited to students by reason of their payment of tuition or fees or which are limited to faculty and staff members by reason of employment.
- C. *Permitted Uses*
1. University space must be used in a manner which is in keeping with the goals of the University and does not violate University policies and procedures.
  2. No use of University property will be permitted that:
    - a. is unlawful.
    - b. discriminates on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era (although attendance at an event can be limited, such as "members only," "students only" or "faculty and students only," it cannot be limited specifically by age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era).
    - c. disrupts academic activities, scheduled events, University functions or other normal pursuits that take place in the area.
    - d. is for personal gain.
  3. Admission may be charged for events sponsored by University groups. Admission may not be charged for events sponsored by University individuals, nor may admission fees be collected for events held at the Rotunda. For purposes of the extracurricular use of University property, the proceeds from collections made at events held in University facilities are considered to be admission charges.

Any income-generating use of University space that is in competition with private enterprise or is not directly related to the University's mission is not permitted unless the University's Services and Activities procedures have been followed.

4. Building supervisors may develop use guidelines for their assigned facilities in order to maintain safety and to insure the normal operation of the facility. A person or group may seek clarification and/or interpretation of such use guidelines from the facility supervisor designated for the building.

## II. General Guidelines on Conduct During Permitted Use

The following instructions and procedures governing conduct shall apply to the extracurricular use of all University property. The Vice President for Student Affairs or his or her designee may adopt and issue supplementary provisions when necessary.

- A. Persons who have reserved space or who are responsible for an event on University property are responsible for taking reasonable steps to ensure the safety of University property and persons attending the events.
- B. In order to ensure that the rights of all parties are protected, the Dean of Students, in cooperation with students who have reserved University space, may develop and make available in advance specific provisions to govern conduct at a given event. For example, special rules may be devised to prevent disorder or other interference with the activity; precautions may be taken to avoid physical harm to persons or to property; and attendance may be limited according to space requirements or the desires of those who have reserved the space, so long as they do not conflict with the provisions herein.
- C. When University space has been reserved or is in use, persons who wish to communicate to those in attendance (for example, by the distribution of leaflets or carrying of signs) will be permitted to do so in a manner that does not disrupt the activity in progress, that does not interfere with or harass those who are entitled to attend and that complies with any special rules developed pursuant to paragraph B of this Section. Actions that interfere with the opportunity of the audience to hear and observe the proceedings, that physically interfere with the proceedings or that create disruptive noises which penetrate the area of the proceedings are prohibited.
- D. All persons on University property are subject to these provisions and to the provisions of local, state and federal law. Appropriate action may be instituted against any person who does not comply

therewith.

- E. Persons designated by the President are authorized to ask persons who are using or occupying University space in a manner inconsistent with these policies or guidelines to leave. A person who has reserved space or who is in charge of the event is also authorized to ask any person who engages in conduct inconsistent with these provisions to leave the event.
- F. Students who do not comply with a request to leave should be warned that disciplinary action may be taken which could result in suspension or expulsion from the University. If the violation continues, University disciplinary procedures may be initiated.

Any person who does not comply with a request to leave should be warned that action may be taken which could result in arrest for violation of the law. If the violation continues, appropriate action may be instituted.

## III. General Guidelines for Scheduling

The following procedures and guidelines are designed to ensure efficient use and management of University buildings, grounds and playing fields. Building Supervisors, or others responsible, may develop specific reservation procedures and scheduling guidelines for particular buildings or fields. Such specific rules shall be considered a part of the general reservation procedures and scheduling guidelines.

- A. University space can and should be reserved in order to assure its availability at the time desired. General information concerning reservable spaces at the University can be obtained from the reservations office on the fourth floor of Newcomb Hall, telephone (434) 924-3203. Available spaces in Student Activities Buildings can be reserved through the reservations office. Spaces in other buildings or playing fields can be reserved through individual Building Supervisors. Consult the staff in the reservations office for current information.
- B. In order to achieve a fair distribution among interested parties of certain facilities in high demand and to insure that the use of space is appropriate to its character, Building Supervisors or other persons charged with responsibility for University space may establish restrictions and priorities for the use of University facilities. The principles of first applied-first granted will in most instances guide decisions on assignment of space except that academic (curricular) uses have priority in academic space.

### Use of the Lawn

The Lawn is the geographical and spiritual heart of Jefferson's "academical village," which still serves much of its original purpose—a setting where faculty and students

live and work together. The entire University Community—students, faculty, administrators—are its trustees, as well as the beneficiaries of its beauty and usefulness. The Lawn has extremely diverse uses and characteristics, among which are the following:

1. It is a national and international historic treasure.
2. It is a center of highly varied day-to-day academic activities.
3. It is used occasionally as a setting for University activities, such as official convocations.
4. It is a residential precinct for students and faculty.
5. It is an area for limited active and passive outdoor recreational activities.
6. It is a site for a steady stream of visitors and tourists from all over the world.

The University community has developed a proud tradition of mutual accommodations of all these diverse uses. The Lawn must perforce be open and accessible under reasonable rules and regulations.

The Lawn is replete with fragile, delicate structures and landscape content. Preservation is a constant concern and a burgeoning curatorial responsibility. That responsibility has been entrusted to the University as part of its fiduciary obligations to future generations. The danger that misuse of the Lawn presents to the historic edifices, and to their dependencies and surroundings, is real, not theoretical. Differing rules and regulations may apply to different parts of the Lawn—e.g., the lower terrace may be governed by different safety precautions and regulations from those that apply to the upper three terraces. Moreover, space limitations and the number of requests for facilities dictate orderly administrative rules, always providing that these rules be content neutral.

Based on the foregoing considerations, the operative policy for the use of the Lawn area consists of the following:

- A. That the gardens of the Pavilions are public areas. Those garden areas adjacent to the Pavilions are not required to be open to the public at all times. They are to be open when not in personal use, and they must be open on certain occasions, e.g., Garden Week. To temporarily close these adjacent gardens for personal use by the Pavilion residents, an appropriate sign may be placed upon the gates notifying the public. Where the garden is divided into two portions by the intervening wall, the remote section may be open to the public at all times. The use of the gardens for social gatherings of University organizations is to be permitted where consistent with the occupancy of the Pavilion as home by the resident.
- B. That for the upper terraces of the Lawn (those between the Rotunda and the crosswalk at the northern limit of the

“Homer Terrace” at the south) no structure shall be permitted on the Lawn except for those needed in connection with official University functions. (The term “structure” includes props and displays, such as coffins, crates, crosses, theaters, cages, and statues; furniture, and furnishings, such as desks, tables except those temporarily used by participants in the ceremonies or by University officials for the conduct of the ceremonies), books, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; and other similar physical structures. The term “structure” does not include chairs, signs held by hand, bicycles, baby carriages, and baby strollers temporarily placed in, or being moved across the Lawn; and wheelchairs and other devices for the handicapped when used by handicapped persons.) The same rule shall be in effect for the lower (“Homer”) terrace, except that for that area of the Lawn officially recognized student groups, academic or administrative departments, or University-related organizations or foundations may be granted use by the Office of the Dean of Students. That office will consider use in accordance with dictates affecting time, place, and manner. Among them are the following:

1. The use of the designated space (“Homer Terrace”) by any one group at any time shall not exceed three consecutive days.
2. Disruption or obstruction of teaching, research, administration, disciplinary procedure, or other University activities, or of other authorized activities on University property is forbidden.

For information on reserving the Lawn, contact the reservations office on the fourth floor of Newcomb Hall, telephone (434) 924-3203.

### Use of the Rotunda

Reservations may be made by contacting the Rotunda Administrator (924-1019). Reservations will be made in accordance with the guidelines set forth below and in accordance with University regulations.

Rotunda facilities may be reserved for dignified occasions, within the guidelines, by University departments, groups primarily controlled by faculty, staff, the Alumni Association, Student Council recognized student groups, or University contracted independent organizations. Any event held in the Rotunda must be related to the University’s primary mission. Assignment of spaces shall be content neutral. Because of the heavy demand, it will be the responsibility of the Rotunda Administrator to make the facilities available to as many requesters as possible, avoiding overuse of any group. The Rotunda will not be used for private parties (e.g., wedding receptions) nor will it be used for events requiring the collection of admission fees at the Rotunda. No displays of corporate spon-

sorship are allowed in the Rotunda.

The Dome Room is the most fragile of the Rotunda facilities. Of special concern is the heart pine floor, which is fragile and irreplaceable. Special care must be taken in the use of this room. Such affairs as seated dinners, lectures, and musical events would be appropriate uses; however, cocktail parties and dances are not permitted. Refreshments may be served only at seated meals. *Smoking is prohibited.*

Events that do not conflict with inside users may be held on North or South Porticos of the Rotunda provided that they are dignified occasions and are in compliance with Lawn Use regulations. Alcoholic beverages may not be served on the Porticos while the University is in session. Reservations may be made through the Rotunda Administrator.

The Dome Room and other Rotunda facilities may be used after the normal closing hour for the Rotunda (4:45 P.M.) only if official Rotunda personnel are present. Users will be billed for the cost of these employees on an hourly basis. A modest use fee will also be assessed. The use of candles in the Rotunda is restricted to oilless candles in the Dome Room during catered dinners. Candles are to be placed in holders on dinner tables by catering staff. Candles are *not* to be carried when lit. Because of very limited fire escape routes, there is an absolute limit on the capacity of the Dome Room which was set by the University Safety Officer. The maximum capacity for banquets is 105 persons; for lectures and similar functions, the maximum capacity is 140 persons (124 seated, 16 standing). For additional room capacities, please see University Policy XV.I.1. In addition, all events are to end and all guests must vacate the premises by 10:30 P.M. This curfew will be strictly enforced.

University Dining Services must provide and serve food and beverages for all Rotunda events. Visitors may not bring food or beverages into the Rotunda. Food and drink may be served only in the Lower West Oval Room and the Dome Room (seated meals only). No food or beverages may be transported between floors.

No furnishings, antiques, tables, chairs and heavy equipment may be moved in any of the rooms without the permission of the Rotunda Administrator. Furniture, antiques and furnishings will be moved only by qualified Rotunda or University employees. Heavy equipment such as pianos are not to be taken to the Dome Room. Audio visual equipment and musical instruments are to be arranged by the user. All equipment must be approved by the Rotunda Administrator prior to the event.

Because of the high demand for use of the Rotunda, all requests for its use must have a sponsor. A University of Virginia department, a contracted independent organization, or a University related foundation may serve as a sponsor. A representative of the sponsor must be present during the event and will serve as

the liaison with Rotunda and other University staff.

A \$50 security deposit is required at the time of reservation for a dinner. Deposits for other evening events will be determined on an individual basis by Rotunda Administration. The deposit will be deducted from the itemized bill sent to the sponsor following the event. No refunds will be issued for events cancelled less than 30 days prior to the event. Users are required to agree in advance to pay for damage done to the Rotunda as a consequence of their event.

During the time the Rotunda is open to the public (usually 9:00 A.M. to 4:45 P.M.) Dome Room events will not normally be closed to the public. The oval rooms, if reserved, may be used for lectures, seminars, and meetings to which the public is not invited. The public is not invited into the Rotunda after the normal closing hours.

Students are encouraged to use the alcoves in the Dome Room for study whenever the room is available during normal open hours, subject to normal regulation by the Rotunda Administrator.

Except for official University-wide functions, the Dome Room will not be used for luncheons or receptions; these events may be scheduled in the Lower West Oval Room.

The Dome Room may be used for dinners no more than three times each week, and on an annual average of no more than ten times each month. No activity may reserve the Dome Room for more than two consecutive evenings.

An elevator to the upper floors is available for those visitors to the Rotunda with mobility limitations. These persons will be taken on the elevator by Rotunda personnel upon request. Others should use the stairways.

The glass doors overlooking the South Portico are to remain closed at all times except for official University-wide functions.

## University Services and Activities

These policies and procedures were adopted to ensure that services and activities offered by the University are consistent with the mission of the University and do not compete unfairly with the private sector.

### I. General Policy

- A. When determining whether University services and activities should be maintained, supported or established by the University, the following factors will be considered:
  1. Does the service or activity play a significant role in the fulfillment of the University’s educational, research, public service and/or support functions, without regard to profit?
  2. Does the activity provide an important service at a reasonable cost to the University?
  3. Will this activity provide a convenience

to staff, faculty, students and patients because of location or other considerations?

4. Does the activity offer a required service which the private sector cannot conveniently, adequately or economically provide?
  5. Will the program or activity unnecessarily duplicate services already provided at the University?
- B. Goods and services may be offered to the general public when incidental to the provision of such goods and services to University faculty, staff, students and patients. Such University services and programs should, however, further the University's mission. (Such services and goods could include food, refreshments, mementos, etc., provided in conjunction with approved University programs.)
- C. Services and activities should not be offered to the general public or to the University community solely as a means of creating additional revenue or because the University can provide the service at a cost savings to its faculty, staff, students and patients.
- D. Services and activities should be reviewed periodically, as provided below, to ensure conformance with the intent and purpose of this policy.
- E. This policy does not apply to instructional programs currently approved by the Provost or sponsored program activities currently reviewed by the Office of Sponsored Programs.

## II. Procedure

- A. New or Expanded Services and Activities  
All new or expanded services and activities, except those relating to degree programs and course offerings, must pass through a four-step review process before being offered to the general public or to University faculty, staff, students and patients. If a proposal is offered before final approval is secured under these procedures, the University will not be responsible for any commitments, obligations or expenses incurred if the proposal is disapproved.
1. The proposal must be approved by the responsible department head or dean. If such approval is obtained, an activity description must be prepared. The activity description should include the following information to demonstrate that the proposal meets the conditions of the Services and Activities Policy or that sufficient justification exists for an exception to those conditions:
    - a. A statement of the activity's purpose describing the goods and services it will provide.
    - b. An analysis of costs (including rate calculation) and benefits of the service and of what alternatives exist through other sources to provide similar ser-

vices. This comparison should also evaluate quality, price and convenience compared to services which could be purchased on the outside.

- c. Documentation showing the funding source or the extent to which the activity must be subsidized by the University, including required usage of University facilities and services and the intended disposition of any net income generated by the activity.
  - d. Factors pertinent to the proposed or current activity which show how it affects the overall mission of the University.
  - e. A statement describing the customers served, methods of customer solicitation and planned pricing policies.
2. The activity description must be sent to the Assistant Comptroller for Financial Analysis or, if a Hospital activity, to the Director of Finance of University Hospitals. The Assistant Comptroller or Director of Finance should review the activity to ensure congruence with the policy on Services and Activities and to secure additional reviews from the General Counsel, the Director of Governmental Relations, Risk Management and Budget Office, as appropriate. Such reviews could turn up potential problems such as unrelated business income (by the General Counsel); political sensitivity to competition with private business (by Governmental Relations); uninsured risks (by Risk Management); and lack of funds to cover overhead (by the budget office).
  3. Upon completing this review, the Assistant Comptroller or Director of Finance must send a brief analysis of the proposal and recommendations for its adoption, modification, or rejection to the department head or dean. If the department head or dean proposes alterations in the proposal in response to the recommendations, the proposal goes back to step 2 of this process. If the Assistant Comptroller or Director of Finance recommends adopting the proposal, or if the department head or dean continues to support the program despite a negative recommendation, the activity description and the recommendations must be sent to the Senior Vice President and Chief Financial Officer.
- B. Existing Services and Activities  
Services and activities provided by the University will be reviewed at least once every five years by the responsible Vice President to make sure they are in compliance with the intent and purpose of the University's policy on Services and Activities. This review should include consideration of the information contained in an activity description as outlined in Paragraphs 1(a), 1(b), 1(c), 1(d) and 1(e) of Section II. A of this procedure.

## The Honor System

### Origin

University of Virginia students have entered into an agreement embodied in the Honor System that they shall not tolerate lying, cheating, or stealing from their fellow students. In addition, all students have agreed to conduct themselves in accordance with the spirit of the Honor System in Charlottesville and Albemarle County, or whenever they present themselves as University students, to induce reliance. Students are thus presumed to be honorable unless their actions prove otherwise.

Those who violate this spirit of mutual trust have committed an offense against the community. Their continued residence at the University would undermine the basis of this community, which holds that personal fulfillment is best achieved in an atmosphere where only honest means are used to achieve any ends.

In an effort to maintain its viability as a norm of conduct characterizing life at the University, the Honor System has undergone many changes since its establishment in 1842. Each student generation must ensure that the system covers only those offenses that are intolerable to their community.

In the event of a guilty verdict, the student is denied further membership in the University community and is not entitled to hold or receive a degree from the University of Virginia. Recommendation is made to the General Faculty to revoke degrees awarded to students who have breached the Honor Code during their tenure as students. In such instances, the General Faculty conducts separate degree revocation proceedings consistent with due process of law.

The Honor System is the finest example of student self-governance at the University. It demands from each student a commitment to the ideal that forms the very basis of the system. A thorough understanding of the system is an essential part of every student's matriculation.

### Responsibilities

The benefits that accrue from the Honor System, both tangible and intangible, are possible only if the system is supported by the entire student body. Each student has a responsibility under this system to report any breach of the Honor Code to the Honor Committee.

Students who enforce the system are not spying or talebearing; rather, they are performing the solemn duty of protecting their individual liberties and those of the student body. Accused students may either admit their guilt and leave the University or inform the Honor Committee that they would like a jury panel to convene to consider the case. After a full hearing of the case, accused students are either absolved of all guilt or found

guilty by a jury of their peers. In the event of a guilty verdict, students are denied further membership in the University community and are not entitled to receive or hold degrees from the University of Virginia. Shortly after matriculation, every entering student is given an orientation on the philosophy and procedures of the Honor System. The first exposure to the system, however, takes place before enrollment begins. Videos and letters containing information about the Honor System are sent to each entering student, so that before arriving at the University, the student understands his or her obligation to the Honor System.

The Honor System has thrived as a way of life at the University since 1842. Its success represents the willingness of every student generation to live by its principles. The system's continued strength depends on the responsibility of current and future students of the University.

### **The Honor Committee**

The Honor Committee is responsible for the overall administration of the Honor System. It is composed of two representatives from each of the eleven schools of the University with the exception of the College of Arts and Sciences, which has three representatives. The committee elects a Chair, Vice-Chair for Investigations, Vice-Chair for Trials, Vice-Chair for Services, and a Vice-Chair for Education from among the representatives. Honor Committee members are elected each spring by the student body. Students should consult with the Honor Committee for any revisions to policy and procedure.

### **Policy**

The Honor Committee will not send notification of an accusation to the University Registrar or the Dean of the school of enrollment. The accused student will be accorded all rights of a registered student in good standing, until proven guilty of the offense by trial, or by leaving the University admitting guilt.

The Honor Committee will notify the University Registrar immediately when a student is dismissed from the University as a result of an honor trial, or the result of an accused student leaving the University admitting guilt. The effective date of dismissal must be clearly stated. If the student is not currently enrolled, the date must be within the most recent term of attendance. Prior to the official dismissal, no record of an honor accusation will be noted on a student's record.

Only letters signed by the Honor Committee Chair and delivered to the Office of the University Registrar will be considered official, though unofficial letters will be sent directly to the University Registrar electronically to expedite notification. Immediately upon the receipt of this communication, the notation "Enrollment Discontinued" and

effective date will be entered onto the student's academic record by the Office of the University Registrar. The Honor Committee will also forward copies of dismissal letters to the Vice President for Student Affairs.

### **Degree Candidates**

In coordination with the Office of the University Registrar, and with the use of the Integrated Student Information System (ISIS), the Honor Committee will identify those students who have been accused of an Honor offense who may be degree candidates in the current semester. If such students are identified, the Honor Committee will forward a list of these accused students (full name and identification number) to the University Registrar. This notification will be provided to the University Registrar at least two weeks prior to graduation day and will be updated, as needed, and provided to the Office of the University Registrar as soon as possible up until the date of degree conferral.

Degree candidates who are accused, but have not appeared at trial prior to graduation day, will be accorded many of the rights of other degree recipients. This includes participation in all ceremonies, inclusion on all lists of degree candidates for the specified term, and inclusion in the Finals Program. They will not, however, receive their degree until the completion of all Honor proceedings. The Committee will notify degree candidates in person, by certified mail, or by courier prior to Finals Day. This notification must specifically state that (1) the student has been accused of an honor violation, (2) that the degree is being withheld with the understanding that, should the student be found not guilty, the degree will be conferred and the diploma awarded. Students will also be notified at this time of their right to confidentiality and their responsibility to inform parents and others who may be attending graduation ceremonies that they will not receive a diploma on graduation day. Neither the Honor Committee, nor any University official, will inform any party of the accusation against the student without the express consent of the student him or herself.

This policy is in accordance with the procedures of the Honor Committee and the Office of the University Registrar.

*Drafted February 2001*

### **Juries**

In 1990, the student body reaffirmed a 1980 referendum to allow randomly selected students to serve as jurors in honor trials. It is the right of the accused to be judged by a panel of peers; therefore, students are called upon to serve as jurors to help judge the guilt or innocence of an accused student. To ensure that the trial process remains as equitable and expedient as possible, students are obligated to respond to the jury notification letters forwarded by the Honor Committee. Once secured as a juror, students are

expected to appear on the designated trial date. Failure to meet these obligations will be considered a breach of the University Standards of Conduct. These cases will be subject to an appropriate sanction as determined by the Honor and Judiciary Committees.

In March of 1997, the student body approved a change to the manner in which jury members vote at trial. Jurors now take two votes. They first vote on the factual matters of act and intent; then they vote on the more subjective standard of seriousness. This second vote only occurs if the jury finds, by a four/fifths vote, that act and intent exist. A majority vote on seriousness is required to find the accused student guilty.

### **Honor Support Officers**

The Honor Committee appoints student support officers each year who are responsible for various aspects of the Honor System. Honor Advisors, Counsel, and Educators are charged to advise students involved in honor cases, conduct investigations, advocate sides at trials, and disseminate the philosophies and guidelines of the Honor System, respectively. When an honor violation is suspected to occur, an Honor Advisor should be contacted immediately at 924-7602. The Honor Committee selects support officers each fall and spring through a series of tests and interviews.

### **The Bad Check Committee**

The Bad Check Committee, an agency of the Honor Committee, has promoted good student-merchant relations in the area since 1923. Upon receipt of a bad check, merchants contact the Bad Check Committee rather than the police. The primary function of the committee is to assist University students in clearing up their bounced checks quickly to ensure students the privilege of writing checks in the community. Its second purpose is to protect this relationship by requesting suspension for the few flagrant violators who damage the merchant's trust. Finally, the committee attempts to preserve and expand the good relationship that students and area merchants enjoy due to the Honor Code.

Unknowingly writing a bad check that is paid upon notification does not fall within the scope of the Honor System. However, willfully writing and passing bad checks is a violation of the spirit of trust between students and merchants in our community. The Bad Check Committee may refer any case involving the willful passing of bad checks to the Honor Committee for investigation as a possible honor offense. Students deemed repeat offenders by the committee may be suspended from the University for up to one semester.

The Bad Check Committee is composed of elected representatives from the schools of the University and selected support officers. The Honor Committee's Vice Chair for Services serves as the chair, assisted by the bad

check coordinator. The coordinator is a support officer chosen by the Vice-Chair for Services and confirmed by the Honor Committee to that position.

## Department of Parking and Transportation Services

In accordance with Section 23-9.2:3 of the Code of Virginia the Transportation and Parking Committee has approved the following regulations for the operation of motor vehicles by all students, faculty, and staff members of the University of Virginia. As appropriate, these regulations also apply to visitors operating motor vehicles on the University's Grounds. The regulations remain in effect from July 1, 2001 until amended. Students should contact the Department of Parking and Transportation for any amendments which may be effective without notice.

**General Introduction** Operating and parking motor vehicles in University controlled areas is permitted only in accordance with University Motor Vehicle Regulations. These regulations have been prepared and distributed to assist those who plan to operate and park motor vehicles on University property. Knowledge of the regulations is assumed, and they are enforced by the Department of Parking and Transportation and the Department of Police. Ignorance of the regulations is not a basis for appeal of parking citations.

Parking in University controlled areas is by permit only except at meters and in attended lots. The responsibility for finding a proper parking space rests with the vehicle operator. The regulations apply to all vehicles driven or parked on University property, regardless of who operated the vehicle. The individual in whose name the permit is held, the registered owner and/or operator of the vehicle is held responsible for violation of these regulations. Employees who are being payroll deducted and fail to return their permits or gate access pass upon separation are held liable for the remaining balance.

The University of Virginia assumes no responsibility for the care or protection of any vehicle or its contents at any time.

The University of Virginia reserves the right to set aside areas for special events such as plays, funerals, athletic events, etc., in all University controlled parking areas.

### Definitions

1. Motor Vehicles: All self-propelled vehicles which require state licensing.
2. Motorcycles: Two and three wheeled vehicles with a primary or auxiliary gasoline engine.
3. University Grounds: For the purpose of these Regulations, "University Grounds" is defined as any University property in the Charlottesville/Albemarle area.
4. Parked car: Any vehicle that is stopped

and has no driver, regardless of whether flashers are on or motor is running.

## Registration of Motor Vehicles

**General Registration** Except at meters or in attended lots, all staff, faculty, students, and other University affiliated personnel must purchase and display parking permits on their vehicles in order to park in University controlled areas. Visitors are required to park at metered spaces, in attended lots, or in permit areas with appropriately purchased temporary parking permits.

**Eligibility** Standard commuter, storage, and reserved parking permits may be purchased by the following individuals provided they have paid all parking fines/bills due and have not lost their parking privileges through suspension or revocation:

1. Staff and faculty members
2. Graduate students
3. Undergraduate students beyond the first semester of their first year who have GPAs of at least 2.0 for the preceding semester, or cumulative, and who are not on academic or social probation. (No first year undergraduate student in their first semester is permitted to operate a motor vehicle in Charlottesville or Albemarle County at any time during that semester. Requests for exceptions due to physical disability are made to the Department of Student Health. All other requests for exceptions should be made to the Dean of Students.)
4. Employees of non-University agencies working full time in buildings located on the University Grounds.

### Visitors may purchase temporary parking permits or park at metered spaces or attended lots.

**Certification** By signing a parking permit application form, the purchaser:

1. agrees to comply with the regulations set forth herein;
2. is able to furnish evidence of:
  - a. a valid motor vehicle registration, and
  - b. a minimum motor vehicle liability insurance coverage prescribed by the laws of the state in which the vehicle is registered, or
  - c. payment of the requisite amount into that state's uninsured motorist fund;
3. certifies to being the registered owner of the vehicle(s) or:
  - a. is the spouse of the permit purchaser,
  - b. is the child of the permit purchaser,
  - c. the owner has provided written permission from the Dean of Students or the Director of Parking and Transportation to the permit purchaser.

The permit year begins June 1 and ends May 31.

## Parking Permits

**Standard Commuter Permits** authorize parking in parking spaces and areas which are labeled blue or red permit areas. Students living in dormitory, Lawn, or Range housing may not purchase or use these permits without written permission from the Dean of Students or the Director of Parking and Transportation.

**Storage Permits** are sold to students living in University housing, including the Lawn, the Ranges, dormitories, Copeley III and IV, and Lambeth Apartments. These permits authorize parking in accordance with the letters and/or numbers on the permits in lots which are labeled as orange "S" permit areas.

**Reserved Permits** are generally available only to Staff and Faculty on a first-come, first-serve basis. However, reserve permits are available to students in certain lots. Permit privileges in some lots may be determined either by lottery or by assignments by University departments that have spaces designated solely for their use. Reserved permits authorize parking in accordance with the letters and/or numbers on the permit in lots with the same letter and/or number designation. Reserved permits are also authorized in any blue (not red) commuter area.

**Handicapped Permits** Persons with a permanent or temporary physical handicap who hold a U.Va. parking permit may submit requests to the Department of Parking and Transportation for special permits entitling them to reserved parking. In addition, these permits allow parking at meters free of charge and at designated handicapped spaces. Students must submit such a request through the Department of Student Health.

**Resident Permits** are sold to residents of the University owned family housing. These permits grant parking privileges in accordance with the Family Housing Handbook, published by the Division of Housing.

**Second Car Permits** A person may register more than one vehicle, provided each vehicle meets the certification requirements set forth previously in section II D. The vehicle displaying the second car permit may not be parked on the Grounds at the same time the vehicle displaying the primary permit is parked on the Grounds.

**Transferable Permits** Transferable (hang tag) permits are available for all areas and convey the same privileges as stick on mirror permits. Any vehicle displaying a transferable permit must satisfy eligibility requirements stated for the particular permit displayed.

**Temporary Permits** Temporary permits, issued for periods of up to twelve weeks, convey the same privileges as permanent permits. Temporary permits can be issued to a permit holder at no charge if the permit is

to be applied to a temporary alternate vehicle that is being used by the permit holder, such as one borrowed or rented.

**Note** Parking permits are the property of the University and may be physically removed from bearer's vehicle by University representatives if they are not voluntarily returned when a permit is revoked.

**Gate Access Passes** are issued in lieu of the types of permits described above for reserved parking in gated areas. A deposit is charged at the time of purchase for a gate access pass.

**Carpools** HSC employees may establish a carpool with a co-worker who has been issued a permit to park in a Health Sciences Center (HSC) reserved parking lot. If the employee who has been assigned an HSC reserved permit should leave the University and wishes to transfer the permit to a member of the carpool, the following procedure is required to accomplish the transaction: the employee who has the HSC reserved parking assignment must register the existence of the carpool membership by requesting a Carpool Form from the Office of the Associate Vice President at the HSC (Box 800799, telephone 434-924-5147). This form is required in order for consideration to be given for transfer of the reserved permit to another member of the carpool.

**Display of Permits** Stick on mirror permits must be displayed on the back of the inside rear view mirror on cars, and on the back of the left handle bar mirror on motorcycles. Dashboard permits must be displayed on the dashboard on the driver's side of the vehicle. Transferable permits must be hung from the inside rearview mirror or displayed on dashboard of the driver's side. Any other special permit must be displayed as the permit indicates. Parking privileges are not in effect until the permits are properly affixed or displayed on the vehicle. When a permit holder has more than one permit, the permits must be displayed adjacent to each other.

#### Replacement and Exchange

1. Lost or damaged permits may be replaced by paying a replacement fee. Scrapings of the damaged permit, including the numbers, must be returned to the Department of Parking and Transportation.
2. When a vehicle is sold or traded, the permits must be removed or parking fine liabilities continue to apply to that permitholder. Replacement permits may be obtained for a fee provided the old stickers, including numbers, are returned to the Department of Parking and Transportation.

**Refunds** Permanent permits and gate access passes are sold for the entire permit year. Scrapings of the old permit, including

numbers, or the gate access pass must be returned to the Department of Parking and Transportation in order to receive a refund. No refund will be made for an amount less than \$5, or for second vehicle permits.

**Riding the Bus** A student I.D. serves as a bus pass for unlimited rides on University buses. Non-students should be prepared to show the bus driver proof of their UVa affiliation (for example staff I.D., summer conference bus pass) whenever riding the bus. Children under the age of 12 may ride the bus when accompanied by an adult with proper U.Va. identification. Permit holders who have family members requiring access to the University bus service but who are not affiliated with the University need to contact the Department of Parking and Transportation to receive proper identification. The bus driver may request a passenger's I.D. card at any time to help protect the safety and security of the other passengers.

#### Regulations and Restrictions

- A. General Parking at the University is controlled by signs, painted curbs and painted pavement. Generally, yellow paint indicates that parking is prohibited at all times. Red paint indicates limited parking in accordance with the posted signs. It is the responsibility of the vehicle operator to find a proper parking space. Failure to find a legal space is not a license for violation of these Regulations.
- B. Parking restrictions are in effect all year, including student breaks, from Monday through Friday, 7:30 A.M. to 5:00 P.M. unless otherwise posted. Holidays are established separately by the academic and medical areas and may be determined by contacting the Department of Parking and Transportation. Signs at the lot entrances denote permit restrictions. Additional signs within the lot may denote an individually reserved space. In many lots, permit restrictions are lifted after 5 P.M. However, some permit restrictions are modified after 3:30 P.M. or 5 P.M. For example, E1, E3, A9, A10, and D3 lots allow blue permits after 3:30 P.M.; an R1 or R2 permit is required in R2 after 5 P.M.; any U.Va. permit is required in the U lots after 5 P.M. Check the signs at every entrance/space for exact restrictions.
- C. Short duration parking: Any person anticipating a temporary parking problem, regardless of duration, should contact the Department of Parking and Transportation in advance to seek possible options. Unless arrangements are made in advance, illegally parked vehicles are subject to ticketing and possible towing at the owner's expense. A vehicle is considered parked if it is stopped and there is no driver, regardless of whether the flashers are on or the motor is running.
- D. Vehicles shall be parked within twelve inches of the curb for parallel parking and within surface markings for off-street parking.
- E. Driving or parking on the grass, mulch or walkways is prohibited.
- F. Whether marked or not, parking is prohibited in driveways, alleys, crosswalks, or within 15 feet of a fire hydrant.
- G. Special motorcycle parking areas are designated throughout Grounds. A blue, red, or orange permit is required in these areas during normally restricted hours. Motorcycles using a vehicle space in other parking areas are subject to the same permit restrictions as the other vehicles using that space/area.
- H. Metered Parking: The days and hours of metered parking is in effect as posted. The duration for which a vehicle may be parked at a meter is posted and may not be exceeded, regardless of the amount of money placed in the meter. All motor vehicles, except those that are properly marked as vehicles for the handicapped, must pay at meters. It is prohibited to allow a vehicle to remain parked in a metered space with an expired time flag or coupon showing, even if the meter is not functioning. If a meter malfunctions, that space must not be used and the malfunction should be reported to the Department of Parking and Transportation Garage and Meter Operations immediately. A refund of money lost in a malfunctioning meter must be requested within one working day of the loss.
- I. Football Games: Parking areas near Scott Stadium are reserved on days of home football games. Vehicles parked in these areas after 1:00 A.M. on the day of the game are subject to ticketing and towing at the owner's expense.
- J. Basketball Games: When the University hosts a home men's basketball game, parking is restricted in several lots surrounding University Hall as posted. Vehicles in violation of the posted restrictions are subject to ticketing and towing at the owner's expense. On all home game days, Orange permit holders must vacate the East Lot and Cage Lot by 1 A.M. Blue, Red, and Green permit holders must vacate the East, West, and Cage lots by 5:30 P.M. the day of the game. The North Massie Lot at U Hall is unrestricted on the days of home Men's basketball games. Should North Massie fill up on a weekday, Parking and Transportation personnel will provide a parking permit and/or instructions to relocate to another parking facility.
- K. Reserved Parking: Parking without a proper permit in a reserved space or area is prohibited. Violators are subject to ticketing and towing at owner's expense. If a permit-holder's space or area is filled, the permit holder must find a legitimate space and contact the Department of

Parking and Transportation in order to have violator's vehicle(s) towed and to obtain authorization to park.

- L. Service Parking and Loading Dock: Parking in a service vehicle space without a valid service vehicle pass or without proper markings on the vehicle is prohibited. Loading docks are used for loading and unloading only. Parking at a loading dock is prohibited.
- M. Handicapped parking spaces are reserved for the use of those possessing valid handicapped permits (provided by the Commonwealth of Virginia or the University of Virginia). Any use of these spaces without a proper handicapped permit is prohibited.
- N. Resident parking is located in areas of University family housing and is reserved at all times for residents' vehicles bearing the appropriate permits.
- O. Blocking access to a parking space or blocking another car in a parking space is prohibited.
- P. Disabled Vehicle: Should a vehicle become disabled in an unauthorized area, the vehicle must be removed without delay. If it is necessary to leave the vehicle unattended while making arrangements for its removal, the Department of Parking and Transportation must be notified immediately (after hours, notify the Department of Police at 924-7166). If the vehicle is not removed promptly it may be towed away at the owner's expense.
- Q. Parking Problems: Any person anticipating a temporary parking problem, regardless of duration, should contact the Department of Parking and Transportation in advance to seek possible options. Unless arrangements are made in advance, illegally parked vehicles are subject to ticketing and possible towing at the owner's expense.
- R. Alternate Vehicles: Permitholders who wish to park an unregistered vehicle temporarily should telephone the Department of Parking and Transportation each day the alternate vehicle is used before driving or parking on the Grounds (after hours contact the Department of Police, 924-7166).
- S. Other Vehicles: Vehicles covered in this section include but are not limited to trail-bikes, minibikes, snowmobiles, and trailers for cargo, boats, camping, traveling, etc. Permits to park other vehicles in University controlled areas are not sold. These vehicles shall not be parked in areas designated for motor vehicle parking or in bicycle racks. The owner or custodian of such vehicles shall arrange for their off-Grounds parking or storage if their area of residence has no storage area designated.
- T. Parking Garages: Parking in the Health Sciences Center parking garages is restricted to patients, visitors, and autho-

rized employees who have been issued gate access passes. Employees and students are not allowed to park in the HSC garages even if they choose to pay those costs except during times they are bona fide patients or visitors to a patient.

**Enforcement**

**General** The enforcement of University Parking Regulations is primarily the responsibility of the Department of Parking and Transportation. The Department of Police also exercise authority to enforce University Parking Regulations. The Department of Parking and Transportation assess fines and penalties and may revoke parking privileges of violators. Health System employees should refer to Medical Center Policy Number 0041-N for specific details applicable to Health System employees.

**Offenses and Penalties** Listed below are the violations of these Regulations with the fine indicated. Fines must be paid to the Department of Parking and Transportation in person or by mail.

1. For most violations, the first ticket issued on a license number in the 12 months preceding the violation date is normally a warning ticket and the fine may be waived. The warning ticket is forfeited for all violations that carry a \$100 fine. If you are unsure about warning ticket status on any particular ticket, contact Parking and Transportation.
2. For operation of a motor vehicle by a student not entitled to motor vehicle privileges, the penalty is \$100 and/or possible suspension from the University.
3. For altering a permit the penalty is \$100 and revocation of parking privileges.
4. For purchasing, displaying, or selling a permit under false pretenses, (for example, a dorm student purchasing or displaying a commuter permit) the penalty is \$100 and/or revocation of parking privileges.
5. For parking an additional car (second cars or carpool) in a University controlled area without having paid full fees, the penalty is \$100 and/or revocation or parking privileges.
6. For improper use in the Hospital parking garages, for example, abusing a night time gate access pass, abusing the fee structure or patient validation system, or paying of hourly charges by an employee of the HSC during the course of a work schedule, the penalty is \$100, possible revocation of parking privileges, and/or departmental disciplinary action after referral to the Office of the Associate Vice President for Health Services.
7. For improper parking, the penalties are as follows:
 

Parking in a Blue or Orange area	\$25
Parking in a reserved space or area	\$30
Double parking	\$30

Parking within 15 ft of a fire hydrant	\$30
Parking in a fire lane	\$100
Parking in a prohibited zone	\$30
Parking with motor running	\$30
Parking on the grass, mulch, dirt, etc.	\$30
Parking with wrong side of vehicle to curb	\$30
Improper angle	\$30
Blocking another vehicle	\$30
Parking over 12 inches from curb	\$30
Parking in a service space/area or loading dock	\$30
Parking in a loading zone	\$30
Parking on sidewalk, crosswalk, or driveway	\$30
Parking in a bus loading zone	\$30
Parking overtime	\$25
Improper display of registration decal	\$5
Meter violation	\$25
Parking in a handicap space	\$100
Parking in a handicap discharge area	\$100
Displaying a revoked permit	\$100
Obstructing a dumpster	\$30
Parking across a stall line	\$25
Parking a vehicle in a motorcycle area	\$30

8. After 14 calendar days from the issue date of the ticket any unpaid and unappealed ticket is considered delinquent. A \$20 late penalty is added to delinquent tickets. The ticket is considered the first notice. If the payment due date falls on a weekend or a holiday, payment must be received on the previous business day to avoid a delinquent account.
9. A vehicle for which four or more tickets have become delinquent is subject to being towed from University Grounds at the owner's expense.
10. Parking permits for University controlled areas are revoked for extended non-payment of fines or for concurrent non-payment of four or more ticket fines. Flagrant violations by staff or faculty may result in other administrative action. Flagrant violations by students may result in suspension from the University. All student fines are treated as official financial obligations.

**Removal and Immobilization of Vehicles**

1. The Department of Parking and Transportation or the Department of Police may immobilize or have removed and put into storage any vehicle in University controlled areas which is parked in violation of these Regulations.
2. Costs of such removal and storage are charged against the individual in whose name the car is registered. Towed vehicles may be retrieved by the owners at the appropriate towing company office. (Note: Vehicles are not released by the tow companies until tow and storage charges are paid.)
3. Any student, staff or faculty member whose driving or parking privileges are compromised as a result of a vehicle parked in violation of these Regulations may request that the Department of

Parking and Transportation take action against the violating vehicle. After hours the Department of Police respond to such requests. Ticketing and towing may result.

### Review and Appeals

1. Any person who has been issued a ticket may appeal to the Department of Parking and Transportation provided that no more than 14 calendar days have elapsed since the issuance of the ticket. Appeals must be in writing and received by the Department of Parking and Transportation within the above time, otherwise appeal rights are lost. The appeal must be signed and state the merits of the appeal. Appeal forms are available from the Department of Parking and Transportation. The hearing officer reviews the appeal to determine whether or not a violation has occurred and delivers or mails the decision to the individual's address provided on the appeal form. The hearing officer's decision is one of the following:
  - a. Citation dismissed; no fine is due.
  - b. Citation is upheld. This is a warning ticket, no fine is due.
  - c. Citation is upheld. Fine is excused due to mitigating circumstances.<sup>(1)</sup>
  - d. Citation is upheld, a fine is due.
2. Any person who has received an "upheld" decision from the hearing officer may appeal to the Traffic Appeals Committee. The Traffic Appeals Committee is a three person committee appointed by the President of the University. The Traffic Appeals Committee decides whether a violation of University regulations is shown without presumption of guilt if there is any new evidence that warrants a change in the hearing officer's decision. Decisions are reached by majority vote and the final decision is reported to the individual. The Traffic Appeals Committee may decide to affirm, reverse, or otherwise modify the decision of the hearing officer. Any appeal to the Traffic Appeals committee must be in writing and received by the Traffic Appeals Committee with 14 calendar days from the date of the hearing officer's decision. For good cause shown, the above time period may be extended by the Traffic Appeals Committee. The appeal must be signed and must state the merits of the appeal. Any person who has received an "upheld" decision from the Traffic Appeals Committee may appeal a second time to the committee requesting a personal appearance before the committee. An individual who has made such a request shall have the right to present witnesses with relevant information provided the request is timely, made on the appeal form, and accompanied by a statement of relevance to the matters on appeal. The Traffic Appeals Committee shall govern proceed-

ings and may question any witness. The Traffic Appeals Committee's decision is final and is one of the following:

- a. Citation dismissed; no fine is due.
- b. Citation is upheld. This is a warning ticket, no fine is due.
- c. Citation is upheld. Fine is excused due to mitigating circumstances.<sup>(1)</sup>
- d. Citation is upheld, a fine is due.

<sup>(1)</sup> Mitigation is an unforeseen emergency not within the control of the individual, such as a proven exigent illness, that could not otherwise be managed to avoid a violation. The burden is on the individual to show mitigation. It does not include the defense that "I did not know" or "mean" to violate parking regulations, or that "I or others may have parked in the area before without any penalty," or "I did not see any signs prohibiting parking."

### Modification of Privileges

The privilege of parking in University controlled areas is granted when a permit is affixed to the vehicle. The privileges granted may be modified or the permit revoked at any time by the University for good cause.

**Notice of Modification** of privileges or revocation of permit is given to the permit holder at least five days prior to modification or revocation. The permit holder may, at that time, request a prorated refund for the unexpired portion of a revoked permit or they may request a cancellation (and prorated refund) of the modified privileges granted.

**Good Cause for Revocation** of permit or modification of privileges includes, but is in no way limited to, the following circumstances:

1. Removal of parking from an area for safety reasons.
2. Removal of parking from an area due to construction or renovation including provision of adequate storage space for contractors and a safety zone surrounding construction.
3. Removal of parking from an area in order to improve traffic flow for motor vehicles, bicycles and pedestrians.

The holder of a permit that is revoked or whose privileges have been modified as set forth above is given priority in assignment of another space.

**Amendments** to these regulations may be initiated by students through the Student Council and by staff and faculty through the Department of Parking and Transportation for consideration by the Traffic and Parking Committee. Amendments are effective without notice.

### Personal Property Tax

Owner(s) of vehicles operated by students in University housing, Albemarle County,

Charlottesville City or other surrounding localities may be subject to the personal property tax for the locality in which the student resides while attending school. For a vehicle titled in a student's name only, the decal fee and the personal property tax go back to the student's domicile. Proof of taxes paid is required.

Payment of local property tax does not convert non-Virginia tuition status to in-state status.

For additional information, please contact the Albemarle County Department of Finance (434) 296-5851 or the Charlottesville Commissioner of the Revenue (434) 970-3160.

## Department of Student Health

### Services

Student Health provides outpatient care in general medicine, gynecology, and counseling and psychological services to enrolled students. Confidentiality is strictly observed. When necessary, students are referred for specialty services and hospitalization. Through its Office of Health Promotion, the professional staff and Peer Health Educators of Student Health provide education and support programs within the center and on Grounds. These educational services are also included in the student health fees.

**Eligibility and Costs** All students who pay the UVA comprehensive fee along with tuition are eligible for services at Student Health. Students in the School of Continuing and Professional Education or students who pay a reduced fee to maintain "non-resident" status are NOT eligible.

The comprehensive fee covers the costs of professional services described below. There are fees charged for lab tests, medications, and some medical supplies and equipment. Whenever possible, we will offer to file a claim to your health insurance company for charges incurred.

**Hours of Operation** Student Health is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, and from 8:30 A.M. to 12:00 noon on Saturday. Hours vary during breaks and summer session. Clinicians are seen by appointment. When Student Health is closed, telephone consultation is available for urgent advice and health questions (call 972-7004). The University of Virginia Hospital Emergency Room will provide emergency treatment.

**General Medicine** The clinical care staff in General Medicine provides primary care services to students for a wide range of medical problems. In addition to diagnosis and treatment of illness, health education and disease prevention are emphasized. Students are seen by appointment (call 982-3915), and acute

care is available without an appointment for students with urgent medical problems. Students are urged to make appointments to avoid long waits.

**Gynecology** The clinical staff provides comprehensive preventive and problem-oriented primary care gynecology services to students. Referrals are made within Student Health for non-gynecologic problems detected during the visit or to providers outside of Student Health if the need for consultation or specialized care is indicated. Appointments can be made by calling 924-2773. Education and outreach activities are conducted by the Gynecology and Health Promotion staff and through the Peer Health Education Program.

**Harrison Bowne "Tersh" Smith, Jr. Memorial Center for Counseling and Psychological Services (CAPS)** The center provides a broad and comprehensive range of psychological services: psychological and psychiatric assessment, referral, individual and group psychotherapy, pharmacotherapy, 24-hour on-call crisis consultation, emergency walk-in and crisis intervention, and consultation to administrators, faculty, students, families, and allied professionals. A substance abuse clinician provides consultation and referral to students concerned about their use of alcohol and other drugs. CAPS provides suicide prevention programming and outreach to numerous faculty and student organizations. For an appointment, call the center from 8:00 A.M. to 5:00 P.M. at 924-5556. For an after-hours emergency, call 972-7004.

As with all other clinical services at Student Health, CAPS abides by the laws regulating confidentiality.

**Learning Needs and Evaluation Center (LNEC)** For students with diagnosed disabilities, the LNEC mediates academic accommodation with faculty and deans; reading services, word processing and written language assistance, interpreters, and class notes during periods of absence related to the disability; and serves as liaison with standardized test bureaus, Recording for the Blind, and agencies for specific disabilities or rehabilitation. Students with disabilities should be prepared to submit appropriate documentation in support of a request for accommodations. The LNEC also offers limited screening services to identify and address academic problems of matriculated students. Brief individual and/or group study skills assistance is available each term. Please call 243-5180.

**Health Promotion** The Office of Health Promotion staff works in partnership with students, helping them learn the skills and knowledge required to achieve optimal health. Through direct services, collaboration,

and public relations connections, the Office of Health Promotion works toward building and supporting a healthier university community. Services include: health consulting, nutrition consultations, research and social marketing, academic and other courses, patient education, outreach, data collection and special events. All services are provided by health education and nutrition faculty as well as Peer Health Educators and interns (specially trained students). For information or appointments, call 924-1509.

**Exclusions** Student Health does not pay for services rendered outside of the facility. A student's health insurance is always billed first for services provided outside of Student Health. The student is responsible for charges not covered by insurance.

Students in Continuing Education pay no health fees and are not eligible for Student Health services.

### Requirements

1. Pre-entrance Health Record: All students admitted to the University must submit a health history form and record of immunizations before they register for their first semester. The University sends the form to students after they have accepted an offer of admission.
2. Health Insurance: The University requires all students to have health insurance to pay the cost of hospitalization, outpatient specialty care, and outpatient diagnostic tests and procedures. Students may enroll either in the health insurance plan sponsored by the University of Virginia or in a plan that is comparable. The University-sponsored insurance carrier will send information concerning its plan during the summer to all students entering or returning to the University in the fall. Students entering the University at other times should contact Student Health directly for enrollment information.
3. Failure to comply with immunization or insurance requirements results in blocked registration until verification is provided.
4. Medical Withdrawal/Readmission: Student Health must review requests for readmission by students who originally withdrew for health reasons. If a family or personal physician was involved in the withdrawal and recommendation to resume studies, a letter in this regard should be sent to Student Health, Division of General Medicine, Gynecology, or CAPS as appropriate.

Anyone with questions relating to the health of students should write to the Director, Department of Student Health, Health Sciences Center Box 800760, Charlottesville, VA 22908.