Non-Academic Regulations

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Address Changes

Students are required to notify the university registrar of a change of permanent (home) or present (local) mailing address within 48 hours of such a change. Changes in address may be made using ISIS Online. 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 prohibits 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 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 a license from the Virginia Alcoholic Beverage Control (ABC) Board;
2. Alcoholic beverages are not to be given, sold or served to persons under 21 years of age;
3. Alcoholic beverages are not to be given, sold or served 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 under 21 years of age.
Confidentiality of Student Records

Students attending, 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) implementing this Act.

Student Rights Student rights under the Act and Rules may be summarized as follows:

1. To inspect and review the content of the student's education records. The University shall comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request;
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 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 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 if the student is regarded as a dependent for federal income tax purposes, once the Office of the University Registrar has contacted the student and he or she is aware of the request. The parent must present evidence that the student has been claimed as a dependent on their most recent federal tax returns.

Policies and Procedures The University has adopted policy and procedures to protect the privacy rights of the 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 procedures controlling the recording of each request for and each disclosure of personally identifiable information from the education records of a student; and
6. The individuals and organizations who have access to a student's education records.

Consent is not required where the disclosure is to school officials within the University. They need not necessarily be paid employees of the University.

School officials are those individuals who engage in the instructional, supervisory, advisory, and administrative functions of the University. They need not necessarily be paid employees of the University. Such individuals include:

- Those University students who, pursuant to their duties as officers in officially recognized honor societies, periodicals, and other activities which recognize or encourage superior academic achievement, require personally identifiable information (e.g. grades) from students' education records to determine the satisfaction of specified eligibility requirements;
- Those University students who, pursuant to their duties as members of official University committees (e.g. scholarship committees), require personally identifiable information from students' education records;
- Those University students who, pursuant to the authority granted by the Honor System, require personally identifiable information from a student's education records to investigate, adjudicate, or advise students involved in an alleged violation of the Honor System;
- A person, company, or agency with whom the University has contractually agreed to provide services that the University would otherwise provide.

http://records.ureg.virginia.edu/content.php?catoid=7&page=08b_non_academic_regulations.html
In order for a school official to have a legitimate educational interest, he or she must require the student's education records in the course of performing his or her duties for the University. The selection of students to officially recognized honor societies, periodicals, and other activities which recognize or encourage superior academic achievement is a legitimate educational interest. The continued and effective functioning of the Honor System to promote and preserve a community of trust is also a legitimate educational interest.

Copies of the University's policy and procedures are available to students (and authorized parents of students) upon request at the Office of the University Registrar or on the web at: http://www.virginia.edu/finance/polproc

**Directory Information** The University may disclose personally identifiable information from a student's education records without a student's prior written consent, unless the student informs the Office of the University Registrar that they wish to restrict the release of their directory information. A student must so inform the Office of the University Registrar in writing within ten class days after the initial day of class for a fall semester in order to be excluded from the University Directory.

Directory information includes the student's name; home and school address; home and school telephone number; e-mail address; day of birth; place of birth; country of citizenship; major field of study; school in which student is enrolled; participation in officially recognized activities and sports; weight and height of the members of athletic teams; dates of attendance; candidacy for degree; degrees, honors, scholarships, and awards received; the most recent previous educational agency or institution attended, and the names of a student's parents or guardians.

**Conflict of Interest: Personal Relationships Between Faculty and Students**

As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their specific teaching, research, or administrative assignments—over their spouses or other immediate family members. The responsibility of faculty members to avoid engaging in sexual relationships with or in a position of authority by virtue of their specific teaching, research, or administrative assignments—over their spouses or other immediate family members—is also the responsibility of faculty members to avoid engaging in sexual relationships with or in a position of authority by virtue of their specific teaching, research, or administrative assignments. (NOTE: In this context, the term “faculty members” broadly includes all full-time and part-time University personnel as well as all graduate teaching assistants, graders, and coaches.)

These professional constraints derive from AAUP ethical standards and the University's requirement that the evaluation of students is conducted fairly and without any perception of favoritism or bias. Perhaps less obvious, but equally compelling, is the interest in avoiding potential harm to students as well as the liability that could occur, for example, if facts regarding a sexual relationship or sexual overture are demonstrated that support a legal claim of sexual harassment by either party. To read the full Conflict of Interest Policy, see www.virginia.edu/provost/conflict.html. A student with questions or concerns about a faculty member's compliance with this policy may contact the Office of the Dean of Students (924-7133) for more information on how to proceed.

**Copyright Law**

**Videotapes** The federal Copyright Act of 1976 grants the copyright owner the exclusive right to perform motion pictures in any place 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 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 the copyright.

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 and Procedures**

Any University of Virginia employee, student, applicant for admission or employment, or other participant in University activities who believes he or she has been unlawfully discriminated against on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status may file a complaint with the Office of Equal Opportunity.