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 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 a license from the Virginia Alcoholic
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, color, disability, sex (including pregnancy), national or ethnic 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, color, disability, sex (including pregnancy), national or ethnic 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.

**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 web site, 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, and, therefore, student-on-student discriminatory harassment complaints may be brought to the Judiciary Committee without first going through EOP. EOP may refer complaints of student-on-student discriminatory harassment to the Judiciary Committee if an EOP investigation concludes that Judiciary Committee 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.

**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 University personnel or regulations in the area of student affairs may pursue a grievance according to the procedure listed below. (Also see Grievance Procedure in the Academic Regulations section.)

1. After discussing the situation with the assigned advisor, a student’s 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 and Chief Student Affairs Officer;
3. In circumstance number 1, if appropriate relief is not forthcoming, the next level of discussion should be with the Vice President and Chief Student Affairs Officer; and
4. Should the level of concern relate to the Vice President and Chief Student Affairs Officer, appropriate documentation should be presented in writing to the President of the University.

**Hazing**

Hazing is prohibited by state law and University policy including the University’s Standards of Conduct. The University does not condone hazing in any form. The