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Mission Statement

“Ferrum College is a liberal arts institution founded on Christian principles and related to the United Methodist Church. It is our mission to educate students in the disciplines of higher learning and to help them be thoughtful and perceptive, to be articulate and professionally capable, and to be caring and concerned citizens of their community, nation, and world. We therefore commit ourselves to developing the whole student, both in openness to a wide range of intellectual discovery, and in the physical, spiritual, and social aspects of life.

Our campus environment supports service to others and the development of a personal code of values. Toward these ends, we expect all members of the campus community to treat each other with compassion, to respect each other’s diverse qualities and backgrounds, and to support each other in the common pursuit of insight and discovery. In all these endeavors, we encourage students, faculty, and staff to appreciate excellence and to dedicate themselves to achieving it.”

-- Mission Statement

Non-Discrimination Policy

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, gender, sex, or disability, or any other protected status in admission to, access to, treatment in or employment in its programs and activities. Ferrum College affirms the dignity and worth of every individual, regardless of sexual orientation or gender identity, and will not tolerate harassment or discrimination toward any individual.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Director of Human Resources
Ferrum College
109 Ferrum Mountain Road
P.O. Box 1000
Ferrum, Virginia  24088-9001
(540) 365-4287
Ferrum College has attempted to be as comprehensive as possible in preparing this Student Handbook. However, the handbook cannot possibly cover all situations that may arise. If you need further information, or if you would like to discuss any policies in the handbook, please speak to Student Life Staff, the Dean of Students, or the Provost.

All students, by virtue of enrollment at Ferrum College, are protected by, and have responsibility for, agreeing to policies and procedures of the Ferrum College Student Handbook which can be found online. Ferrum College Student Accountability Procedures, Community Standards, and Residence Hall Procedures are found in the Ferrum College Student Handbook.

The rules and policies set forth in the Student Handbook are effective for all students at Ferrum College. For the purposes of the Student Handbook, the term “student” includes all persons who have paid a deposit for admission or are currently taking courses at the university, either full-time, part-time, pursuing credit, and/or continuing education studies sponsored by the university, up to and including any graduation or completion date. It is inevitable that new policies will need to be written from time to time, and old policies will need to be revised. The College reserves the right to make these changes and will strive to advise students on a timely basis of any changes. Students should be aware that the most recent version of the Ferrum College Student Handbook is the online version. The online version will contain any revisions to the Student Handbook and should be consulted as the most up-to-date source of information.

**ACADEMIC SERVICES**

Ferrum College offers a variety of academic opportunities and support services to address the needs of our diverse student body. Students are strongly encouraged to utilize these services to maximize their academic potential.

**Academic Advising**

Academic advising at Ferrum College provides students with information that will strengthen academic performance, enhance the student registration process, and improve timely degree completion.

All freshmen are advised by their Gateway professor. During the second semester of the freshman year, students are assigned to an advisor that specializes in a single major. Students who have not selected a major remain with the Gateway professor until a major is decided upon. While students are ultimately responsible for fulfilling college requirements, advisors are the assisting experts who help students plan an efficient program of study.

**Academic Resource Center (ARC)**

The ARC houses a number of programs that assist and empower students to achieve academic success. Housed in the lower level of the Stanley Library, the ARC is open twenty-four hours a day and provides a quiet place for students to study or complete individual or group projects. Throughout the day, faculty from varied disciplines hold their office hours in the ARC, giving students an opportunity to work with professors outside of class in a comfortable environment.
Ask ME First Center (AMFC)
The Ask ME First Center (AMFC) is committed to providing first generation college students, those whose parents never enrolled in postsecondary education, with resources that contribute to their academic and personal success. With an emphasis on mentorship, social activities, and pre-professional development opportunities, the AMFC aims to increase retention and graduation rates of first generation students.

Boone Honors Program
The Boone Honors Program has both curricular and co-curricular components designed to enhance the honors student’s overall undergraduate experience. The co-curricular components help create a community within the program that builds friendships while supporting curricular initiatives. Any student entering with a cumulative high school GPA of 3.5 or higher and a combined math/verbal SAT score of 1200 or higher is eligible for honors program membership, and members are awarded scholarship at the highest level of the Admissions/Financial Aid matrix. Students who do not meet eligibility criteria upon entry but make the Dean’s List at Ferrum College may apply for membership; such students should contact the honors director or the Admissions Office for a more complete description of the honors program and procedures for entering it.

Students who complete the Honors Program graduate with a special honors designation on the diploma and are awarded the Boone Honors Medallion at Commencement. They will have completed four special honors designated seminars in lieu of 12-hours of applicable general education requirements and a capstone course taken during the junior or senior year, currently listed as HON 435: Values and Vocation. Students must earn a grade of “C” or higher and an overall GPA of 3.2 or higher for these seminars, and must also maintain a cumulative GPA of 3.4 or higher throughout their program. Please refer to Course Descriptions under the Honors (HON) course designation for a current list of special honors courses and descriptions.

Additionally, honors students take 12 hours of honors-enriched courses. These honors-enriched courses will be regularly taught courses, generally in the student’s major or minor, in which honors students undertake individualized enrichment projects. The point of honors-enriched coursework is to extend a topic, approach, or project so that honors students gain an enhanced understanding of the area of study and have greater opportunity for individualized research. Students have the option of undertaking an honors thesis project to satisfy up to six hours of the honors enrichment requirement, depending on the scope of the project.

Honors students also complete foreign language study through the intermediate level and are required to undertake a Study Abroad experience; most students fulfill this requirement through an E-Term course (thus completing another general education requirement). Scholarship funding of up to $3,000 is available for the honors student for the Study Abroad experience.

Honors students get priority preregistration, and resident honors students are offered special housing options. Finally, Honors students also are regularly invited to participate in a number of social and
cultural outings to museums, lectures, and entertainment venues, at no cost to them. Contact Dr. Lana Whited, Director of the Boone Honors Program, for more information.

**Brother4Brother and Sister4Sister**
Brother4Brother (B4B) and Sister4Sister (S4S) are peer mentoring programs in which upper class students provide personal, academic, and social mentoring for freshman students at Ferrum College. Students learn to conduct themselves in a mature manner, discover ways to engage themselves in the Ferrum community and beyond, and develop the skills and attitude required to be successful; both at Ferrum and in their chosen career.

**College Skills Courses**
College skills courses are designed to support students at Ferrum College who are placed on academic warning or probation. These courses provide special advising to discuss students’ adjustment to college life and transition issues that can impact academic performance. It is the ultimate goal of the course to help students make the fundamental changes that will enable them to become successful.

**Student Success Alert System**
The Student Success Alert System is a central place for faculty and staff to record concerns about a student’s progress and allows for tracking communications to students and other concerned parties. Students are expected to review their progress and to seek help from instructors, advisors, or campus resources as soon as they experience problems in class. Faculty and staff are encouraged to submit Student Success Alerts when issues arise, especially related to academic performance (e.g. poor attendance, assignments not turned in, daily grades). The student’s academic advisor, coach or special advisor are notified when alerts are submitted. For alerts related to academic issues, students are contacted via email.

**Ferrum Foundations**
Ferrum Foundations is a pre-first semester experience held one week prior to the beginning of the Fall semester. Experiences are designed to facilitate students’ transition from high school to college. Students participate in curricular and co-curricular activities that help develop readiness for college, critical thinking skills, a sense of community, and connection to the Ferrum College campus. Incoming freshmen also register for HHP 149, Selected Topics in Physical Education and earn 1 college credit.

**First Year Experience Program**
The First Year Experience Program addresses issues and concerns shared by new Ferrum College students and introduces them to the responsibilities and privileges of living and learning in an academic community. The program is designed to help students adjust to Ferrum College, develop a better understanding of learning processes, acquire academic and social skills crucial to personal and professional success, and take advantage of the campus resources available to them.
The Program consists of Panther PAWS, Connection Weekend, and GWS 101. New students, both freshmen and transfers, and their parents or guardians, are introduced to the College during one of the Panther PAWS days scheduled during the summer. When students come to campus in August, they participate in Connection Weekend, a three-day orientation to college life. Freshmen take GWS 101, a two-hour, two-credit course that helps students begin their college experience with an integrating academic experience and to achieve familiarity with campus resources and college policies.

**International and Intercultural Learning Opportunities**
Ferrum College students are provided multiple opportunities to learn about various domestic and international cultures. A few examples are provided below:

**The Appalachian Cluster:** The Appalachian Cluster examines modernization in Appalachia from several different points of view – English, sociology, and science. All participants take three classes together so that students and faculty form a unique learning community. Classes involved are SOC 101 (Introduction to Sociology), ESC 102 (Introduction to Environmental Science), and ENG 101 (Composition and Research I). Students who have already received credit for the freshman composition requirements may enroll in ENG 207. Any one of these courses can be honors-enriched by students in the Boone Honors Program. While participants learn a great deal about Appalachia, the focus of instruction is general education, teaching basic concepts of science, sociology, and English, using Appalachia as a tool for getting there. The region is close at hand and rich in opportunity. So participants do site visits to locations under study, learning fundamentals of critical thinking through original research.

**Study Away:** Ferrum College students may elect to participate in a number of study abroad opportunities, ranging from several weeks to a summer, a semester or a full academic year. International study/travel short term programs are offered regularly by members of the College faculty each May as part of our E-Term courses, as well as at other times of the year. These programs have included, but have not been limited to such destinations as Austria, Belize, England, Honduras, Ireland, New Zealand, the Russian Federation and South Africa. We also have on-going exchange programs with China Three Gorges University in Yichang City, China, Sejong University in Seoul, South Korea and the Pskov Pedagogical University in Pskov, Russia. In addition, numerous approved study abroad providers, such as The Center for Cross Cultural Study: Spanish Studies Abroad, have been popular with the College students, offering additional opportunities for long-term study in areas ranging from Asia to Europe to Central and South America. Finally, a new initiative of the Methodist Church will support international academic opportunities among Methodist Institutions world-wide, offering exciting new study abroad possibilities. Students are invited to visit the Ferrum College Office of International Programs for guidance in exploring study abroad.

**Learning Opportunities Program (LOP)**
The LOP is designed to help students succeed academically as they make the transition to college. The goal of the program is to increase students’ potential for academic success by helping them “learn how to learn.” Although the program is intended as a one-year program, students have the option of extending their participation into a second year with the approval of the program staff.

Math Help Center
The Math Help Center provides assistance to students taking any mathematics course or math-related course offered at Ferrum College. Assistance is provided for homework, test preparation or projects. Math faculty are available according to scheduled hours to provide tutoring and help during the week. The Math Help Center is located on the lower level of the Stanley Library in the ARC.

Office of Academic Accessibility (OAA)
Ferrum College admits qualified students regardless of disability and welcomes the full participation of students with disabilities in all aspects of campus life. The OAA coordinates with various campus partners to ensure equal access to College programs, facilities and services. Students with disabilities who require accommodations should contact the OAA as early as possible prior to the start of their first academic semester, or upon onset of disability, to initiate the intake and eligibility process. Students who seek academic accommodations must submit current disability documentation to the Director of the OAA to request the desired accommodations.

Peer Assisted Learning (PAL)
Peer tutors are assigned to primarily (but not limited to) introductory level courses. The student PAL facilitator is recommended by the professor and then works with that professor to provide current help. The PAL establishes a schedule for study sessions twice a week, as well as provides extra sessions prior to major tests. Students may also schedule one-on-one sessions with the PAL tutor assigned to their class. A schedule of classes and study sessions can be found on the ARC website, posted around campus and in the ARC.

Think and Learn Center (TLC)
The TLC supports certain sections of first-year courses at Ferrum College. The TLC provides regularly scheduled, out-of-class, professionally facilitated learning sessions. These sessions provide an interactive, collaborative review of the difficult material in the course.

Writing Center
The Writing Center is available to all students who seek to improve their writing skills in connection with any course on campus. Students at all levels of ability are encouraged to visit the Writing Center for individual assistance at any stage of a writing project from brainstorming and planning to researching, drafting, and revising. Located on the main floor of the Stanley Library, the Writing Center is open for drop-in visits on a regular schedule of both day and evening hours during the academic semesters and E-Term.
Library Services
The Stanley Library houses an excellent collection of more than 200,000 print and electronic volumes selected to support research at the bachelor’s degree level. Thousands of print and electronic periodicals are under subscription, and books and journals from over 8,000 other libraries are available to students through interlibrary loan. A staff of experienced professional librarians is on duty to help students research academic topics, select and use instructional technology, and locate items for recreational reading. The library features over 80 online periodical databases, which are available to currently enrolled students both on and off campus. The library has a variety of learning spaces and equipment that you may use, including the Learning Commons, the Digital Media Center, computer workstations, printers/copiers, and large study tables.

Most books may be borrowed for 30 days and renewed once for an additional 30 days, but reserve items are limited to either one-day circulation or use in the library only. College identification cards are required for all checkouts.

Library Hours:
- Monday – Thursday: 7:45 a.m. – 12 midnight
- Friday: 7:45 a.m. – 6:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 2:00 p.m. – 12:00 midnight

You may contact the Library by telephone at extension 4424 or by e-mail at stanleylibrary@ferrum.edu. You can visit our website at http://www.ferrum.edu/stanley_library.aspx.

Academic Research – Internet
The Stanley Library features an online catalog of our materials, and includes full-text access to thousands of books and journal articles. Internet access and email privileges are also available to students in the computer labs and residence hall rooms throughout the campus. The campus network, including email, is also available by web access to all students and features wireless connectivity throughout the library.

Inclement Weather Policy
Since Ferrum College is primarily a residential college, classes are rarely postponed due to weather conditions. Students should use good judgment in determining the feasibility of attending classes when weather conditions create safety concerns. If weather conditions prevent class attendance, students are expected to notify professors of their situations. Students assume responsibility for coursework covered during the class period, as well as initiating steps for making up missed work.

Local television and radio stations will be notified when there is a change in the normal hours of operation for the College. Students will also receive emergency, safety and weather alerts via text and e-mail through the Rave Alert System. Notifications are also posted on the front page of the campus website, Facebook and Twitter.

Abbreviated Schedules for Inclement Weather
On occasion, Ferrum College may utilize abbreviated class schedules due to a special event or weather condition. Carefully compare the announced schedule change to the appropriate schedule below. The abbreviated class schedules can be found at:
http://www.ferrum.edu/academics/schedule-of-classes/abbreviated-class-schedules/#1483468758261-df2f8c2b-e8b88468-dcb0

Please refer to the current Ferrum College Academic Catalog for other academic policies.

**CAMPUS SERVICES**

**Admissions Office – Spilman-Daniel House**
The Admissions Office is responsible for recruiting first time in college and transfer students who will comprise a quality student body. Current students who would like to assist the College in its recruitment efforts should contact the Admissions Office at 540.365.4290 or admissions@ferrum.edu.

**Alumni and Family Programs – 622 Ferrum Mountain Road**
The Alumni and Family Programs Office is responsible for all on-and off-campus programs for Ferrum College alumni and families. Contact the Alumni and Family Programs Office for more information at 540.365.4216 or by email at alumni@ferrum.edu.

**Blue Ridge Institute (BRI) and Museum**
The Blue Ridge Institute, the official State Center for Blue Ridge Folklore, is dedicated to the demonstration and presentation of traditional life and culture in the Blue Ridge. Organized by the College in the early 1970s, the Institute now plays a major role in the ongoing preservation efforts of the region and offers various types of learning experiences for college students and the public. Primary emphasis in all activities is on the development of an appreciation for the Blue Ridge Mountains area and its people. The Institute is located on the western end of campus adjacent to Route 40.

**Blue Ridge Institute and Museums:** The Blue Ridge Institute includes two museum facilities to showcase the heritage and culture of the Blue Ridge and Virginia as a whole. The Blue Ridge Farm Museum, a re-created Virginia-German farmstead representing a regional settlement in the year 1800, presents period farm and household activities with costumed interpreters. The Institute galleries feature changing exhibits on historical and contemporary folkways related to music, lore, and regional material culture.

**Blue Ridge Folklife Festival:** Held on the fourth Saturday of October, the Blue Ridge Folklife Festival celebrates the vitality of today’s Blue Ridge traditions. The festival, the largest event in Virginia to focus upon authentic folkways, features regional crafts, music, traditional foods, horse and mule competitions, coon dog contests, children’s games, a car culture area, and displays of vintage agriculture equipment. The festival is an annual highlight for both students and the general public.

**Blue Ridge Heritage Archive:** The archive, located in the BRI Museum building, serves as a repository for collected data on the history and folk culture of Virginia and the Blue Ridge Mountains and as a research facility for the use of students and visiting scholars. Holdings include field tapes, written
collections, student papers, videotapes, photographs, records, books, and historical manuscripts covering all areas of traditional life and culture.

**Bookstore**
The College has partnered with Akademos to provide easy ordering of a variety of textbook options online. Visit the bookstore at https://ferrum.textbookx.com/institutional/index.php. A Campus Spirit Shop will be located on campus.

**Cable Television Services – Ferrum College Help Desk, lower level of the Stanley Library**
Each residence hall room has been wired to receive cable television services. While cable service is provided by Shentel, arrangements for cable service and service problems on campus are coordinated through Information Services. Cable television service is included in the room charge and includes approximately 70 channels (Channel guide is on Panther Portal). Tampering with equipment and/or damage to equipment will be subject to fines and possible legal action. For additional information, contact the Help Desk in the lower level of the Stanley Library, email helpdesk@ferrum.edu, or call 540.365.HELP (4357).

Students may also subscribe to high-speed internet service through the Cable Television Office. High-speed service may be purchased on either a semester or academic year basis. Information on high-speed service is available at the help desk. (*Subject to change as technology changes.)

**Career Services Office (CSO) – Career and Leadership Center, Franklin Hall**
This office assists students confirm or decide on a career direction and, when appropriate, how to prepare for and conduct an effective employment search strategy. Services offered:
- **Career Advisement** – Individual career advisement and assessments can aid students in choosing a major or targeting career options. It helps just to discuss the possibilities! Appointments may be made by calling 540.365.4259.
- **Career Fair Opportunities** – The CSO is involved in several career fairs. Among them are the Human Services Career Fair which we host on campus in the spring and the Fall Job and Internship Fair, a major career fair held at the University of Virginia. In the spring we coordinate the Career Premiere Internship and Employment Fair in Roanoke with twelve area colleges/universities.
- **Career Week** – A concentration of programs, usually held during the spring semester, devoted to both career planning opportunities and to assist soon-to-be graduates with the job search and/or graduate school process.
- **Graduate School** – A computerized search program linked to the CSO website enables students to discover graduate programs based on personal criteria – location, cost, programs offered, etc. A complete guide to graduate and professional schools is also available on the Career Services website. This website also contains links to graduate and professional school testing information and registration forms. Free practice test information is also available each semester.
- **Internet Resources** – Open the CSO website to learn about upcoming events such as career fairs, on-campus interviewing opportunities, and to research possible careers and employers who hire college graduates. The “CareerShift” online program is an exceptional job search and alumni search tool for students seeking internships and full-time employment. It is available for current students, faculty, staff and alumni.

Using the Career Services Office website is an invaluable addition to the career development and job search process. Go to www.ferrum.edu/career.
Internship Development – Staff members assist students who are interested in finding internship opportunities related to their career field. The Internship Coordinator for Ferrum College, Mrs. Leslie Holden, can be contacted at 540.365.4460 or lholden@ferrum.edu.

Mock Interviewing – Digitally recorded mock interviews are available for all students. This is a great preparation tool for first interviews, internships, graduate school interviews or summer jobs. These can be individual or panel mock interviews.

Professional Protocol Dinner – A community and employer sponsored dinner to encourage enhanced social and dining skills as well as professional image development is held in the fall semester.

Resource Library – Career and Employment Guides and other media career resources are available covering issues ranging from choosing a major, applying to graduate school, and the job search.

Résumé Service – Individual résumé development assistance and critiquing provided by staff members.

Self-Assessment – Self-assessment for career decision-making is available to all Ferrum College students via FOCUS 2, an interactive online career guidance system. FOCUS 2 enables students to explore their own values, interests, and skills, as well as discover in-depth information regarding career choices.

Career Classes: These courses are taught when there is a need and interest.

Career Exploration (FER 200) – half-semester, 1 credit - This course will assist students in the career decision-making process through the integration of self-knowledge and research in the world of work and higher education opportunities.

Career Planning (FER 202) – half-semester, 1 credit - This course teaches students effective job-seeking skills such as résumé and cover letter writing, job search strategies, and interview skills.

Contact the Career Services Office at 540.365.4259 Hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.

College Vehicles

Students who operate college-owned vehicles must first be qualified as college-approved drivers. For students to qualify, they must complete a vehicle record check through the Division of Motor Vehicles. Computer and road tests are also required to operate certain college vehicle. Students driving a college vehicle must also have authorization from a faculty or staff member. To contact the Campus Police Office to complete the above requirements, call 540.365.4255.

Copiers

Information Services is looking into the possibility of providing a mobile printing/copying solution for student use in the Stanley Library. Should this option not be available by the beginning of the fall semester, a coin-operated machine will be provided on the main floor of the Stanley Library.

Counseling Services – Bassett Hall

Ferrum College students have access to a professional counselor located on campus in Bassett Hall. Students should call the Student Counseling Office directly (540.365.4219) during normal business hours, Monday through Friday, 8:00 a.m. – 5:00 p.m., or email the counselor at jstallard@ferrum.edu to schedule an appointment.

Ferrum College Student Counseling Center (FCSCC) offers short-term, brief therapy and skills-based groups or workshops for students who are currently enrolled in classes. Students are provided 8
individual counseling sessions per academic year (Fall and Spring semesters) without charge. An extension for additional sessions may be considered if the student meets 1 of the following criteria:

- If the student is experiencing symptoms that significantly impact academic functioning
- If the student is at risk of significant decompensation
- If the student requires support to remain stable in the campus community and to reduce the need for psychiatric hospitalization

Psychiatric services are available to students with a need for this service which can be discussed with FCSCC therapist. Please note that FCSCC staff do not provide assessment for or documentation recommending Emotional Support Animals (ESA).

Confidentiality
Information regarding services is confidential and will not be released to any other agency or individual without permission, except when required by law. FCSCC staff are required to report suspected abuse or neglect of a person who is presently a minor, an elderly person, or an incapacitated adult. Confidentiality may also be broken if there is a serious intent of harm to self or others or if there is a court order from a judge.

For information about additional resources, please visit Ferrum College Student Counseling Center web page: http://www.ferrum.edu/student-affairs/counseling/

Dining Services – Dining Hall, Franklin Hall

Incoming Freshmen: Meal Plan B will be the default resident meal plan (included in board fees) for all incoming freshmen residential students living in Clark, Dyer, Roberts, Riddick, Chapman, Bassett, Moore, Arthur and Susannah Wesley for the Fall 2017 semester. Freshmen students may request to change to Meal Plan A during the Spring 2018 semester.

Meal Plan B: 15 meals per week plus $325/semester in Dining Dollars for use at any of our Retail Dining venues or in the Dining Hall plus three guest meals per semester.

RESIDENT MEAL PLANS (included in board fees):

Meal Plan B will be the default resident meal plan for all residential students living in Clark, Dyer, Roberts, Riddick, Chapman, Bassett, Moore, Arthur and Susannah Wesley.

Meal Plan A: 19 meals per week plus $175/semester in Dining Dollars for use at any of our Retail Dining venues or in the Dining Hall plus three guest meals per semester.

Meal Plan B: 15 meals per week plus $325/semester in Dining Dollars for use at any of our Retail Dining venues or in the Dining Hall plus three guest meals per semester.

Please contact Kim Allen at kallen@ferrum.edu if you would like Meal Plan A instead of Meal Plan B. There is no additional cost to change from Plan B to Plan A.
RESIDENT MEAL PLANS (included in board fees):

Meal Plan M will be the default resident meal plan for resident students approved to live in Ferrum Village, Hillcrest Apartments or 602 Apartments.

Meal Plan M: 10 meals per week plus $325/semester in Dining Dollars for use at any of our Retail Dining venues or in the Dining Hall plus three guest meals per semester.

These students may request Meal Plan A or Meal Plan B by contacting Kim Allen at kallen@ferrum.edu to request the meal plan change. There is an additional $550 charge per semester which has to be paid through Student Accounts (540.365.4239) located in John Wesley Hall before Meal Plan A or B can be issued.

COMMUTER STUDENTS

Commuter students may place money on their Ferrum ID card ($20 minimum) using a credit card at Student Accounts (540.365.4239) located in John Wesley Hall. Commuter students may place money on their Ferrum ID card ($20 minimum) using cash or check at the Dining Services Office (540.365.4453) located in Franklin Hall. Commuter students may also pay cash prices when eating at any of our Retail Dining venues.

When deciding about the appropriate meal plan, consider,

➢ How many meals are normally eaten per day
➢ Participation in athletic or club activities
➢ Whether Retail Dining food choices are desirable

The Ferrum College ID serves as the meal card and must be presented for all meals and Dining Dollar transactions. There are limited options for students who forget to bring their ID for Dining Hall transactions: 1) Retrieve ID card and return to the Dining Hall, 2) Pay cash for the meal, 3) Have another student who has a card with sufficient Dining Dollars pay for the meal, or 4) Purchase a new Ferrum College ID card.

- Shirts and shoes are required in the Dining Hall.
- The meals per week can only be used by the cardholder and are not transferable.
- Dining Dollars must be used before the end of each semester and are not refundable.
- Students are allowed to add additional dollars to their account, but these dollars must also be used by the end of each semester.
- If a student uses all available meals for a week, Dining Dollars may be used to purchase meals/menu items in the Dining Hall or at any of our Retail Dining venues.
- Guest meals must be identified upon entry to the Dining Hall.
- The week starts on Sunday and ends on Saturday.
- Please return all dishes, glassware, and utensils to the dish room window after dining.
Students will only be allowed to change their meal plan prior to the start of the semester. If changes are not made prior to the start of the semester, the student will have to wait until the following semester to change their meal plan.

Dining Hall Hours of Operation when classes are in session:

Monday-Thursday
Breakfast    7:00 am – 9:45 am
Light Breakfast 9:46 am – 10:59 am
Lunch        11:00 am – 2:15 pm
Light Lunch   2:16 pm – 4:29 pm
Dinner       4:30 pm – 7:00 pm

The Dining Hall will close at 6:30 pm on Friday.

Saturday & Sunday
Brunch        10:30 am – 1:00 pm
Dinner        4:30 pm – 6:00 pm

Please note: During inclement weather when classes are cancelled or delayed, the Dining Hall will open at 10:00 am and may close at 5:30 pm based on employee availability.

Questions or concerns regarding meal plans or the Dining Hall should be directed to Kim Allen, Operations Manager, in the Dining Services Office at 540.365.4453.

Billing inquiries and credit card payments should be resolved through Student Accounts at 540.365.4239.

PLEASE “LIKE” FERRUM COLLEGE DINING SERVICES ON FACEBOOK TO RECEIVE IMPORTANT UPDATES, LEAVE SUGGESTIONS, AND RECEIVE DAILY MENUS AND INFORMATION ON SPECIAL EVENTS!

FERRUM COLLEGE RETAIL OPERATIONS
Ferrum offers a variety of retail options for students. For the latest offerings, locations, and hours, please visit the dining services website. (Hours of Operation will change during the summer and when there is inclement weather, during breaks and when students are not on campus.)

Ferrum Express Shuttle—Career and Leadership Desk in Franklin Hall
We offer a free bus service to Rocky Mount and Roanoke, VA, when college is in session during the academic year. The bus stop is located in the Stanley Library parking lot. It runs into Rocky Mount, VA, every hour between 5:00 p.m. – 10:00 p.m. on Thursdays and Fridays. On Saturdays, the bus’s route also includes trips to Roanoke, VA, every two hours between 1:00 p.m. – 10:00 p.m. We encourage you to pick up a schedule at the Career and Leadership Desk and take advantage of this service. The Ferrum Express does not run during holidays or Fall or Spring Breaks. Most current schedule is available online at www.ferrum.edu/leadershipandengagement. Contact Student Activities
Office, 540.365.4441, or drop by the Career and Leadership Center in Franklin Hall for additional information.

**Financial Aid – John Wesley Hall**

Personnel in the Financial Aid Office are responsible for the administration of all student financial assistance programs. Last year over 1160 students were awarded over $41,000,000 in financial assistance. This amount includes funds from grant/scholarship, loan, and work programs. Many require that the student demonstrate financial need.

Professional staff members are available for financial planning conferences by appointment or on a walk-in basis Monday through Friday from 8:00 a.m. – 5:00 p.m. All students who are having financial difficulties are encouraged to consult one of our staff members. To set up an appointment, call 540.365.4282.

**Application Process** – FAFSA applications for returning students should be completed online as soon as possible after October 1 prior to the year they intend to enroll.

Financial aid applications are available online at [www.fafsa.gov](http://www.fafsa.gov).

**Notification of Eligibility** – Returning student awards are mailed in November. All students must meet satisfactory academic progress guidelines in order to receive federal financial assistance.

**Institutional Withdrawal Policy**

(Also applies to moving off campus during the semester.)

SCALE 1 - Students who withdraw will be charged for tuition, room and board, based on the following scale:
- During the first week of the semester – 20%
- During the second week of the semester – 40%
- During the third week of the semester – 60%
- During the fourth week of the semester – 80%

SCALE 2 - In situations involving suspension or expulsion of a student, charges for tuition, room and board will be based on the following scale:
- During the first week of the semester – 40%
- During the second week of the semester – 60%
- During the third week of the semester – 80%
- During the fourth week of the semester – 100%

The above scale does not apply to fees. Fees are charged at 100%. After four weeks of any semester, no adjustments to any charges will be given.

**Title IV aid recipients will have their financial aid prorated if they withdraw within the first 60% of the semester.**

**Ferrum College Grant Funds Policy**
Ferrum College funds (Merit Grants, FC Grants, FC Scholarship, Endowments, etc.) will be prorated based on SCALE 1 as listed above (i.e., students will receive 20% of total Ferrum College Grant funds if they are charged 20% and withdraw in the first week).

Students who are expelled/suspended will receive institutional funds based on SCALE 1 (i.e., if a student is suspended in the first week, the student will be charged 40% and only receive 20% of their institutional funds).

**Return of Title IV Funds Policy**  
**Federal Withdrawal Policy**

When a student withdraws from coursework before 60% of the semester is completed (regardless of the reason for withdrawal), a Title IV refund is required by federal law. Title IV refund refers to all Title IV federal funds such as Pell Grants, SEOG Grants, Iraq/Afghanistan Service Grant, TEACH Grants, Perkins Loans, Stafford Loans (subsidized and unsubsidized), and PLUS Loans.

For example, if a student withdraws on day 30 of a semester that is 100 days in length (week 4), they essentially would be eligible for 30% of any Title IV aid received (30/100=30%). This percentage is the amount of Title IV aid “earned” by the student.

Assume that the student received an award of $2,775 Pell Grant, $350 SEOG, $7,000 Ferrum Grant, $750 Perkins, and $1,742 in subsidized Stafford Loan for a total of $12,617 (both federal and institutional funds) for the semester.

Total federal funds $5,617  
Multiplied by percentage earned 30%  
Federal funds earned to date $1,685.10

Essentially, the institution would be required to refund $3,931.90 of the student’s Title IV federal aid since this portion is considered “unearned” by the student. The student would then be responsible for payment of these funds and any other outstanding balance to Ferrum College after all adjustments have been made.

Only aid that is final and disbursed is eligible to be included in the total Title IV and Ferrum Grant aid figure (i.e., if a student fails to sign a promissory note and their Stafford Loan has not yet been disbursed, the student may no longer be eligible for those funds).

**Additional Information**

A student who earns a grade of “F” or “I” in all classes at the end of the semester is also subject to the Return of Title IV policy. Professors will be emailed to verify the last date of attendance in class and the withdrawal calculation will be completed based on the professor’s certification of the last day the student attended the course.

Note: If a student withdraws before census date (4th Friday of class or end of drop/add period), they will lose eligibility for state aid such as the Virginia Tuition Assistance Grant (VTAG), College
Scholarship Assistance Program (CSAP), and Higher Education Teacher Assistance Program (HETAP).

Change of Residency Status

Students who move off campus, whether with a relative or in their own residence, will see a change in their financial aid award. Merit awards, including Ferrum College Scholarships and Grants, as well as Ferrum College need-based financial aid awards, will be reduced for students who move off campus. Students should make an appointment to speak with a staff member in the Financial Aid Office to learn about changes to their financial aid award should they wish to live off campus.

Help Desk – lower level of the Stanley Library

Assistance with computers and other campus technology is available from the Ferrum College Help Desk in the lower level of the Stanley Library. Students can submit a request by pressing the “Help Button” on the portal home page and filling out the request support form. The Help Desk walk-up counter is open 8:30 a.m. – 4:30 p.m., Monday – Friday when classes are in session. Requests can also be made by telephone (540.365HELP [4357]) or by email (helpdesk@ferrum.edu).

Housekeeping

The Housekeeping Department is responsible for cleaning the residence halls and academic buildings on campus. Each building is scheduled to be cleaned daily, Monday through Friday, with limited cleaning on Saturday. This includes community bathrooms, hallways, steps, floors, and emptying hallway trash cans. Students are responsible for housekeeping in their assigned rooms, and private or suite bathrooms, and for placing personal trash in trash containers in public areas.

Laundry Facilities

Washers and dryers are located in all residence halls and on-campus apartment areas. Any problems with the machines should be reported immediately to a residence hall staff member. There is a laundromat in Ferrum and dry cleaning businesses in Rocky Mount. (Please see Section 33.0, Laundry, in the Residence Hall Policies section for more information.)

Lost and Found – Career and Leadership Center

Ferrum College's Lost and Found is located at the Career and Leadership Center in Franklin Hall. If you find any items, please bring them to the Lost and Found. We periodically post items that have been turned in to the center. If you lose an item, please stop by and give a description of your lost property along with your contact information to aid us in its return. Contact the Career and Leadership Desk, 540.365.4441, for more information.

Mail Service – lower level of Franklin Hall

The Ferrum College Mail Service Office offers the same services (e.g., stamps, insurance, certified mail) as any U.S. Post Office (with the exception of money orders). Mail arrives daily (no mail on Sunday) and is usually sorted and placed in mailboxes by 11:00 a.m. each day. Outgoing mail leaves the Mail Service Office at 2:30 p.m., Monday through Friday.

Students will be assigned a mailbox during the registration process and a mailbox key will be issued when they begin school. If the mailbox key is lost or misplaced, the mail service personnel will distribute mail to the student at the window for three days; after that a replacement key must be
purchased. Mailbox keys may be kept for a student’s entire enrollment or may be returned to the Mail Service Office at the end of each academic year, but must be returned to Mail Service upon withdrawing during a semester. If a key is lost or not returned, a $25 replacement fee will be charged.

Mailboxes are used for important on-campus communication as well as for regular United States Post Office mail. Students are encouraged to check their mailboxes several times a week.

**Mail Window Hours:**
- Monday – Friday 8:30 a.m. – 5:00 p.m.
- Saturday 9:00 a.m. – 1:00 p.m.
*(Saturday hours apply when school is in session.)*

**Office of Marketing and Communications – John Wesley Hall, Rooms 217 and 213**
The Office of Marketing & Communications performs a wide range of essential services including managing the College website, print and digital design, copywriting and editing, photography, traditional and social media communications, and other marketing and public relations functions. In addition, the office is tasked with managing the Ferrum College brand. When in need of design elements for web, print or other collateral materials, or assistance promoting a news story or event, please contact the Office of Marketing & Communications at marcomm@ferrum.edu

**Physical Plant**
An educational facility is more than just buildings, equipment, and grounds that must be maintained and protected. The facilities must be conducive to learning – clean, attractive, well lit, cool in the summer, warm in the winter, and with electrical and mechanical systems that can be relied upon. The College’s Physical Plant performs duties as assigned or directed by the Vice President of Business and Finance. The Physical Plant’s purpose is guided by the mission of the College. This requires the coordinated efforts of maintenance, housekeeping, groundskeepers, and support personnel.

Students should report necessary repairs to a residence hall staff member. Repairs may also be reported on the Computer Services Information Web Page. Using the new Programming Request Module drop down box, select Maintenance/Grounds/Buildings. You will receive an email that your request has been received. You may also report needed repairs using our email site at pplant@ferrum.edu. Our office hours are 7:00 a.m. – 3:30 p.m. Our staff strives to make repairs the same day they are reported, so please report all repairs as early as possible.

**Police Department/Campus Safety – 10021 Franklin Street**
The College Police Department is responsible for the enforcement of federal and state laws and College Community Standards. It is the responsibility of the College Police Officers to ensure that a quality of life exists that is conducive to the educational and personal development of all members of the community. This includes: attending to the personal safety of individuals; and the physical security of all College buildings, property, and facilities; implementing and enforcing parking and traffic regulations; cooperating with other law enforcement and emergency service agencies; developing and presenting crime prevention programs; and enforcing the laws of the Commonwealth of Virginia. For more information, call 540.3654255. In case of emergency, call 911. To contact a College Police Officer for non-emergency services, call 540.3654444.

**Office of Student Life – Bassett Hall, Room 105**
The responsibilities of the Office of Student Life include residence hall and apartment staffing and training, housing assignments, Title IX, and student accountability (formerly known as judicial). Residence Hall engagement helps create a sense of community and enhance living-learning environments within the residence halls. The Ferrum College Office of Student Life is supervised by the Dean of Students and Title IX Coordinator. Each individual residence hall and apartment area is supervised by a Residence Hall Educator (RHE). You can contact Student Life at 540.365.4461 or studentlife@ferrum.edu.

**Services for Students with Disabilities**

Such services at Ferrum College are provided through various levels of administrative assistance:

Office of Academic Accessibility (OAA): This office offers support for students with documented disabilities. Students seeking academic accommodations must submit current disability documentation to the Director of OAA and make an appointment to discuss the available services. Students must also request the desired accommodations in a timely manner, as academic accommodations are not automatically assigned. Students must meet with the director of OAA each semester to begin accessing academic accommodations for the current semester. The Handbook outlining procedures can be accessed through a link at the bottom of the webpage at [http://www.ferrum.edu/accessibility](http://www.ferrum.edu/accessibility).

The OAA Director’s office is located in the lower level of the Stanley Library, Room 110, and the email address is nbeach@ferrum.edu. Academic accommodations are available during the fall and spring academic semesters.

Section 504/ADA Coordinator: Ferrum College’s Section 504 Coordinator is the Director of Human Resources. Students who either know or perceive that they qualify for assistance under Section 504, or ADA guidelines, and are seeking a form of non-academic assistance, including dining modifications, must submit current disability documentation and make an appointment to discuss the available services. Such requests must be communicated in a timely manner.

The Section 504 Coordinator is located in the Human Resources Office (Pine House) at 109 Ferrum Mountain Road, or can be reached by phone at 540.365.4287.

Office of Student Life: Any housing accommodations can be submitted by contacting the Office of Student Life at 540.365.4461, studentlife@ferrum.edu, or by visiting the office in Bassett 105.

**Share a Ride – Ride Board – Career and Leadership Center**

The Student Activities Office offers the opportunity for students to assist each other when traveling home for academic breaks, holidays, or weekend trips. Please visit the Career and Leadership Desk, Franklin Hall. We have a “Ride Board” posted that includes the following areas: Roanoke (bus terminal or airport), northern and southern Virginia areas that also include NC, SC, GA, FL and MD, DC, PA, and the Tidewater area. Contact the Career and Leadership Desk at 540.3654441 for additional information.

**Student Accounts – John Wesley Hall, Rooms 6 and 8**

The Student Accounts Office is responsible for posting charges to student accounts and assisting students and parents with questions related to student accounts. The Student Accounts Office can be contacted by calling 540.365.4239 or email stacctm@ferrum.edu. Students can view their financial
information by accessing the Student Finance tab of Self-Service under Applications on the Panther Portal at https://portal.ferrum.edu. Log in with user ID number and password.

The Accounting Office, John Wesley Hall Room 104, accepts student account payments in the form of cash, checks, money orders, debit or credit cards. Checks and money orders should be made payable to Ferrum College (include the student ID number on the payment).

**Student Employment – 109 Ferrum Mountain Road/Human Resources**
Ferrum College employs approximately 600 work study students in a variety of campus positions. Only those students who are awarded College Work Study as part of their financial aid package are eligible to participate in the program.

There are a limited number of jobs on campus not associated with the Work-Study Program.

Additional information on employment opportunities on campus may be obtained by contacting the Student Employment Office, 109 Ferrum Mountain Road/Human Resources Office or calling 540.365.4596.

**Student Activities Office (SAO) – 101 Franklin Hall**
By being engaged in student activities, clubs and organizations, intramural programs and leadership, students learn to become more involved citizens in the greater community and the world. Through meaningful involvement in the co-curriculum and linking learning to the classroom experience, a learning community is enhanced. This interaction is all about FUN because the “SAO puts the FUN in Ferrum.”

Learning at Ferrum College takes place in and out of the classroom. The mission of the Student Activities Office is to help create a vibrant learning community by helping to develop well-rounded student citizens. Offices are in Franklin Hall, adjacent to the Career and Leadership Center. Contact 540.365.4441.

**Student Government – 101 Franklin Hall**
2017-2018 Ferrum College Student Government
President, Mr. Lawrence Baranski
Vice President of Legislation, Mr. Dustin Swaine
Vice President of Student Activities, Miss Kimberly Clements
Secretary, Miss Natasha Shelton
Treasurer, Mr. Moore Dolue
Public Relations, Miss Jocelyn Jackson

**Student Personal Property Insurance**
The property insurance for Ferrum College does not include the personal property of students residing in residence halls or other living spaces of the institution. Consequently, the College assumes no responsibility for property owned by students or others.

Students should consult with their parents/guardians concerning personal property insurance coverage which may be available through their existing personal insurance policies such as a
homeowner’s or tenant’s policy. If there is no such insurance protection currently, a student may wish to purchase coverage before arriving on campus.

**Switchboard**
Campus offices have 4-digit extension numbers which can be used when calling between extensions. When calling from a campus phone, students may contact any campus extension directly by dialing only the last 4 digits of a campus number. When calling from an off-campus telephone, students may contact any extension directly by dialing 540.365. plus the 4-digit extension number. The college switchboard can be accessed from a college phone by dialing 0.

A directory of all campus phone numbers can be accessed on the Ferrum College website near the upper right corner of the homepage. The campus switchboard can be accessed off-campus, or by cell phone, by calling 540.365.2121.

**In case of fire or medical emergency on campus,** dial 911 first, then call the Campus Police emergency number 540.365.4444 and/or the residence hall staff as appropriate.

Please use the emergency number only for true an emergency situation. Use the following procedures when you have an emergency:
1. Identify yourself;
2. Identify the type of emergency;
3. Identify the location of the emergency; and
4. Identify the phone number from which you are calling.

**Tri-Area Community Health Center at Ferrum (TCHC)**
The TCHC is staffed by licensed medical providers (physician, physician’s assistant, licensed clinical psychologist, and nurse practitioner). Hours are Monday, 8:00 a.m. – 6:30 p.m., Tuesday, 9:00 a.m. – 5:00 p.m., Wednesday and Thursday, 8:00 a.m. – 5:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. The TCHC Pharmacy is open Monday, 8:30 a.m. – 6:30 p.m., Tuesday – Thursday, 8:30 a.m. – 6:00 p.m., and Friday, 8:30 a.m. – 5:30 p.m.

**Sudden Illness or Injury** – In case of sudden illness or injury requiring immediate attention, the nurse may be contacted at the health center at 540.365.4469 during hours of operation. After hours, students may call 1.800.295.3342 to reach the provider on call. In the event of a medical emergency, students should immediately contact a residence hall staff member, a College Police Officer, or call 911.

**Charges** – A visit to the TCHC is just like a visit to any physician’s office. Co-pays will be collected at the time of service (if applicable), and the visit will be submitted to the individual’s insurance carrier. The student is responsible for having the co-pay with them each time they visit the TCHC.

**Major Illness** – In case of a major accident or illness requiring a prolonged convalescence, or if an infectious or communicable illness develops, the student will be sent home until he/she is able to resume classes without difficulty.
Confidentiality – The relationship between students and the TCHC staff members is privileged communication and will be kept confidential at all times. Privileged communication will not be kept confidential if the TCHC believes that the student may physically harm him or herself or cause harm to another individual.

Class Absence Due to Illness – The TCHC does not excuse students from class attendance. This is the prerogative of each professor.

Insurance – Ferrum College does not offer student health insurance coverage. However, it is strongly recommended that students have health insurance. Students should have a current insurance card (including prescription card) available for on-campus, emergency, or other off-campus medical care.

Students Covered by HMO Insurances: For students whose insurance requires a PCP (assigned Primary Care Physician), a referral to a provider at Tri-Area Community Health may be required in order to receive full coverage. If the student’s PCP is not in the local network (network which includes Ferrum and surrounding areas), the coverage of charges may be less or a higher co-pay may be required even with a referral from their PCP.

SPIRITUAL LIFE OPPORTUNITIES

Spiritual Life
College life is a time of exciting intellectual and social growth. Students consider new ideas, discover new interests, and explore ever-broadening horizons. College can also be a time for real spiritual growth. College offers students a chance to examine their faith to assess what is most important, and to forge a system of values that will sustain them throughout their adult years.

Ferrum College Spiritual Life seeks to be a sanctuary for a diverse community for the love of God and others. Growing out of its history of service and its affiliation with the United Methodist Church, Ferrum College Spiritual Life is committed to creating an environment that encourages spiritual growth and development for all persons. As a result, Ferrum College offers a number of opportunities for students to celebrate life and explore God's intention for human living.

Worship and Empowerment
Worship is the heart of spiritual life. Therefore, students are encouraged to be part of the worshiping community both on and off campus. Worship experiences are offered weekly on Ferrum College campus in Vaughn Chapel. Chapel Worship includes Christian faith-based messages, mime, theatrics, Gospel Choir and praise band.

Students will also find a variety of churches from different faith traditions in the surrounding Ferrum community. The Office of Spiritual Life can assist students in finding the church, synagogue, temple, or other place of worship of their choice. The Spiritual Life Office is located in lower level Franklin Hall, Room 108.

Spiritual Life Opportunities
- Small Group Studies – Throughout the semester, various small group studies are offered to include Book Studies, Topic Studies and Bible Studies.
- Spiritual Formation – Opportunities to build and/or enhance spiritual practices are offered throughout the semester. Practices may include such practices as silence, meditation, mindfulness, prayer, and holy conversation.
• Mission Opportunities – Various mission opportunities are offered each year to include local, national, and international settings.
• Movie Nights – Throughout the semester, Spiritual Life offers alternative worship opportunities through free movie nights which include free food, movie, and talk back.
• Mu Sigma Chi – Mu Sigma Chi Fraternity promotes the interest and welfare of the college campus and instills in its members the desire to achieve academic success, leadership skills, and to develop in both the spiritual and physical realms of everyday life. We believe that in order to grow closer to God, we must be a group of men who serve others without desire of personal recognition. All men who seek to grow in their own spiritual lives and live out their faith are welcome and encouraged to become a part of this brotherhood.
• Fellowship of Christian Athletes seeks to reach out to every person (athlete and non-athlete) who has a passion for athletics, seeks Gods direction for their life, and opportunities to share Christs love and compassion with others.

Dean of the Chapel
Ferrum College employs a full-time Chaplain who is available for consultation and is interested in helping students sort through the many different feelings that can accompany emerging adulthood and campus life. In addition to pastoral consultation, the Chaplain is interested in developing new faith-based programs that will be of interest to students. The Chaplain’s Office is located in Franklin Hall, Room 108.

Policy for the Use of Vaughn Chapel for Worship Service and Ceremonies
Students, faculty, staff, alumni and friends of Ferrum College representing religious traditions whose doctrines and philosophical positions are compatible with the United Methodist Church may use the Vaughn Chapel sanctuary for worship service and ceremonies. Contact the Dean of the Chapel for more information.

STUDENT ACTIVITIES

Student Activities Office (SAO) – 101 Franklin Hall
Learning at Ferrum College takes place in and out of the classroom. The mission of the Student Activities Office is to help create a vibrant learning community by developing well-rounded citizens. Through meaningful involvement in the co-curriculum and linking learning to the classroom experience, a learning community is enhanced. By being engaged in student activities, clubs and organizations, and intramurals, students learn to become more involved citizens in the greater community and the world.

The Student Activities Office (SAO) is responsible for the following:
• Serves as a resource for the development and coordination of student co-curricular activities, including intramural programs.
• Manages the student activities and programs on campus.
• Maintains the Student Activities Calendar and helps to maintain the master calendar of events.
• Coordinate the Intramural Program
• Publishes “What's Happening This Week”, a flyer with weekly events and programs.
• Assist with the coordination of leadership programs.
• Works closely with all branches of the Student Government Association (SGA) to ensure that objectives outlined in the constitution are achieved.
• Supports and houses the Student Government Association and Panther Productions Offices in the Career and Leadership Center.
• Oversees the Career & Leadership Center (CLC) for general student use and all club/organization needs. Makes resources available for clubs that need to create publicity for events they are sponsoring.
• Coordinates and approves all activities reported by the various student clubs and organizations.
• Assists the Inter-Club Committee, Student Activities Committee, and Panther Productions in coordinating their efforts during major events including Homecoming and Family Weekend, and Spring Fling.
• Approves all publicity for posting on campus.

**Student Clubs and Organizations**
College is about expanding one’s horizons – both in and out of the classroom. One of the most fulfilling ways to experience college life is to participate in Student Government, campus committees, intercollegiate athletics, or in one of the many clubs and organizations offered. Membership in a campus organization enriches the educational experience, improves leadership ability, enhances academic achievement, increases career success and develops social skills. All students are urged to get involved and become engaged so that you make the most of the opportunities already here.

**Policies for Clubs and Organizations**
Every student organization on campus must have a written constitution or statement of purpose and notify SAO and the Interclub Committee of any changes to the constitution or statement of purpose, have a faculty or staff member as an advisor, maintain all funds in a college account, have all events and/or fundraisers approved by SAO, have all imprinted items approved by SAO before ordering, and furnish SAO with an annual Student Organization Registration Form.

A business activity is any form of selling, soliciting, or charging for admission or advertising. Permission to conduct a business activity must be granted by a professional in SAO. If a club or organization desires to sign an agreement with an outside group or vendor, this agreement must be approved by the advisor, a professional in SAO, or, in some cases, the Vice President for Business and Finance. Students are not allowed to sign contractual agreements.

Student organizations are expected to conduct their affairs within the framework of Ferrum College policies, state laws, and any provisions stated within the constitution of the organization. Membership must be open to the college community for all persons who meet the prescribed criteria for eligibility and does not discriminate on the basis of race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, or any other protected status.

**Privileges of Recognized Student Organizations**
When a student organization becomes recognized, it shall be accorded the following privileges:

1. Use Ferrum College’s name as part of the name of an organization or event.
2. Access to resources and assistance provided by the Career & Leadership Center in Franklin Hall
3. Use of the Business Office to deposit or withdraw money
4. Status as a non-profit organization and use of the tax-exempt number when making purchases
5. Maintain a Ferrum College e-mail account
6. Reserve meeting and event space on Ferrum College’s campus with support from Facility Services for activities/events sponsored by the organization
7. Participate in the annual fall and spring club fairs
8. Utilize Panther Productions, SGA, and the Student Activities Team to assist in organization management, event promotion, and recruitment
9. Use of the College bulletin boards and other promotional procedures consistent with the College posting policy
10. Raise funds on campus through the sale of merchandise or through admission to events. All fundraising activities must be in accordance with the guidelines listed in this handbook (see Policies for Clubs and Organizations)
11. Request funding from the Student Government Association Appropriations Committee, the SGA Senate Grant Funds, and participation in Incentives. Some restrictions may apply on some of the funding.
12. Receive student awards for success and accomplishments as an organization or as an outstanding individual
13. Use of the campus mail service within established guidelines
14. Use of College-owned vehicles

Room Reservations
Student organizations have the privilege of using various college meeting rooms and facilities. In order to do so, the organization should submit the “Submit an Event” form on www.ferrum.edu well in advance. The Facilities Service office will receive the request and can also help in the completion of plans. It is suggested that plans for major events be discussed with SAO.

On-Campus Publicity
All posters, flyers, and other forms of publicity must be stamped for approval by SAO professional staff at the Career & Leadership Center. The name of the sponsor should appear on all materials. The display of signs, posters, and notices is limited to public bulletin boards in all buildings except the residence halls. Signs, posters, and notices should not be posted on walls, doors, windows, furniture, floors, and ceilings. Materials improperly posted will be removed and the group may be charged for any damages resulting from their publicity. Groups are responsible for distributing their own publicity and then removing within three days after the event. For additional information contact SAO at 540.365.4451.

Recognition of New Clubs and Organizations
Students are encouraged to form new groups and/or join existing ones based on their interests. Should you decide to start a new organization, be sure to consult with the Director of Student Activities for help and advice. All new clubs and organizations must meet the guidelines for recognition of campus organizations. The Director can help with these guidelines and in the writing of the constitution. Once you have written your constitution, it will be reviewed by the Interclub Committee and then forwarded to the President of Ferrum College for final approval.

During the initial period of an organization, a new group may reserve space and post notices, flyers, and posters on campus in accordance with campus policies. While the group searches for a faculty or staff sponsor, a SAO professional staff member shall serve as the advisor. A minimum of five currently enrolled Ferrum College students is required for a new group to be formed.

Withdrawal of Recognition
Student organizations may lose privileges or official recognition status by the College (deactivation). Some of the reasons for losing privileges or deactivation include, but are not limited to, the following:
- Failure to maintain a current list of officers and advisors in the Student Activities Office (SAO)
- Failure to maintain current constitution and bylaws in the SAO
- Failure to maintain at least five current members
- Having first semester freshmen participate in the new member initiate process
- Failure to be fiscally responsible
- Failure to abide by the “Hazing Policy” (see Hazing policy)
- Failure to abide by Ferrum College rules and policies
- Being inactive for a period of one year
- Failure to abide by the “Business Activity Policy”

Ferrum Intramurals
The Student Activities Office is proud to offer intramural activities to Ferrum College students. Our goal is to increase the overall participation and enjoyment of these activities on campus. We want students to have fun, take pride in, and develop good sportsmanship on their intramural teams and in their residence halls. For information, contact the Student Activities Office in 101 Franklin Hall.

**Ferrum Outdoors**

Where fun, adventure and friends come together! We are the outdoors connection for students, faculty and staff, plus an on-campus guiding service and free equipment rental and recreation source. You can go out kayaking, paddle boarding, rock climbing, caving, zip lining, sailing, hiking, biking, plus more with us or venture out on your own canoeing, backpacking or camping trip using gear that you can rent for free. We can even help you plan it with guidebooks and maps to nearby resources. Ferrum Outdoors also has a Rock Climbing Club/Team, Mountain Biking Club/Team and Trout Unlimited 5 Rivers Fly Fishing Club.

Visit us at the Ferrum Outdoors House located next to the Ferrum Mercantile on Franklin Street and online at [www.ferrum.edu/outdoors](http://www.ferrum.edu/outdoors). You can also send an email to ferrumoutdoors@ferrum.edu or call 540.365.4324.
Student Accountability

Ferrum College Community Code

All members of the Ferrum College community share a common responsibility to refrain from actions which obstruct the mission of Ferrum College, hinder the safety and security of community members or their property, prevent the proper use of the facilities of the College, or impair the development and maintenance of an environment which is necessary for an institution of higher learning.

Together, we have the responsibility to safeguard the rights of others, to encourage discussion, to respect the right to study and learn, and to create an image and atmosphere of which we can be proud. The basis for implementing this responsibility can be found in the Ferrum College Community Code, which states:

In reaching toward the full development of our individual potential as persons and toward a high quality of life as a community of people, we of Ferrum College recognize the following basic principles as obligations to ourselves and to our community.

Personal responsibility for achievement in our work, study, and activities on campus.

Care for and assistance to colleagues on campus in the fulfillment of their responsibilities.

Respect for the rights of all members of the campus community.

Protection and preservation of personal and community property, resources, and heritage.

Worthy participation in the wider community beyond campus.

Approved by Faculty and Students
Ferrum College – 1974

Students, upon voluntary registration at Ferrum College, are expected to observe the Standards and Policies of the College, as well as all local, state, and federal laws. Students who violate public laws, on or off campus, are not exempt from further sanctions being imposed upon them by College authorities. The College may refer cases involving violations of local, state, or federal laws to appropriate officials off campus.

The College has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the College’s rules operate independently and do not substitute for each other, the College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. The College will make no attempt to shield members in the College community from the law, nor will it interfere in legal proceedings on behalf of a member of the community.
ACADEMIC CONTRAVENTIONS: The Honor Board

Academic Contraventions: The Honor Board

A. Philosophy – Academic endeavor is undermined by cheating, plagiarism, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning, first through its own example as a community of scholars, but also through the establishment and support of a system by which situations where students implicated in academically demeritorious behavior can be examined. If said behaviors are discovered, the student will be held accountable and will have the opportunity to repair the harm done to the relationship he/she has with the instructor. Such a system should be founded on the following principles:

1. The relationship between student and teacher is essentially a private one, one that should be kept between the two parties whenever possible. Therefore, academically demeritorious behavior can and should be kept between the two parties and resolved to their satisfaction. In cases in which matters cannot be resolved in this way, recourse by either party should be to the Honor Board.

2. In most circumstances, grading is the prerogative of the faculty. However, in cases brought before the Honor Board, all parties are obligated to accept the decision resulting from Honor Board procedure.

3. More graduated remedies than a faculty member may assess individually (Penalty F, non-implemented suspension, suspension, expulsion) are the responsibility of the College as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.

4. Board members are expected to disqualify themselves from a hearing panel if potential bias for or against a student may give the appearance of a conflict of interest.

5. A fair and independent appeal process is vital to protect student rights and correct abuses.

6. Students have rights and are afforded procedural protection through the Student Accountability Process. These include:
   a. a fair notice of academically demeritorious behavior;
   b. the opportunity to be heard with fairness;
   c. the right to present information and witnesses to support the claim;
   d. the right to be treated with fairness and dignity.

7. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.

8. The Honor Board is not an adversarial system. Academically demeritorious behavior is viewed as harm done to the relationship between the student and instructor and the goal is to repair that harm through a nurturing and restorative justice process.

9. Since the Honor Board and the Student Accountability Process are two related parts of the Campus Accountability System, it is in the interest of justice that individual Honor Board records be available, upon request, to the Dean of Students. The chair of that board will not release the contents of the record to the remaining members unless it has found the student responsible for a violation of the Ferrum College Community Standards and Residence Hall Policies. In that case the Honor Board record, if any, will be used only to help assess a proper remedy.

10. Other than as stated in paragraph 9 above, Honor Board records are for the exclusive use of the Honor Board, are not to be used for any other purpose and are destroyed upon graduation of the student. The exceptions are that in the case of suspension or expulsion the sanctions become a part of the student’s Student Accountability record. An additional exception is that the chair of the Honor Board will review the names of the individuals in clubs and organizations to determine if these clubs and organizations have individuals with honor violations as outlined in
the Ferrum College Incentive Plan. The names and individuals are to be kept strictly confidential.

B. Jurisdiction – Plagiarism, cheating in academic work, academic misrepresentation and multiple submission of the same work without previous written approval of the instructor(s) are issues which fall under the jurisdiction of the Ferrum College Honor Board.

1. Cheating – Students must complete all tests and examinations without help from any unauthorized source; they may not use, offer, or solicit unauthorized information, materials, or help without the explicit consent of the professor. Cheating includes, but are not limited to, looking at another student’s paper, an opened textbook, a notebook, or a “crib” sheet during a test; talking to another student during a test; the sharing of information between students who have taken a test and students who have not; and using or soliciting unauthorized test copies as study aids. The student who knowingly shares information or supplies material to another student has also cheated and can be asked to respond under this section. These rules apply to take home exams as well as any other unless the professor explicitly says otherwise. Check with the professors to clarify what is acceptable.

2. Plagiarism – What is plagiarism? Plagiarism is “the presentation of someone else’s ideas or words as your own”. Plagiarism can be deliberate or accidental. Deliberate plagiarism includes copying a passage word for word with the intention of omitting the source, or summarizing or paraphrasing another’s ideas without indicating where they came from, or submitting someone else’s work (for example, a paper) as one’s own. Accidental plagiarism includes careless omission of quotation marks around a passage that was copied word for word, or the unintended omission of documentation when summarizing or paraphrasing another’s idea. A student must avoid both kinds of plagiarism. The professor of the course will determine the remedy, the most significant of which may be an F in the course.

Which kinds of information need acknowledgment? (1) the writer’s own “thoughts and experiences,” (2) “common knowledge, the basic knowledge people share,” (such as “major facts of history,” popular folk literature with untraceable authors), and “common sense observation”, and (3) “other people’s independent material.” The third category is the one that requires acknowledgment.

Which format should students use to document a paper? Students should consult their professor to determine the format (such as MLA, APA, or CBE) of a research paper. They should refer to any standard source recommended by their professor.

3. Academic misrepresentation – Any act of dishonesty committed for academic advantage is academic misrepresentation. Violations include, but are not limited to, lying about reasons for absences or for late work and forging an academic document (a drop/add form, for example).

4. Multiple submission of work – Students may not, without prior written consent of all instructors involved, submit the same work for credit in two or more courses simultaneously or for a repetition of the same course, nor may they submit previous work completed at Ferrum or at another institution without the prior written consent of the current instructor.

5. Failure to cooperate with the Honor Board – Members of the College community who are notified of Honor Board action which involves them and who fail to attend a scheduled meeting or hearing may be subject to disciplinary action at the discretion of the Honor Board. Witnesses are required to participate when called. Students deemed responsible by the Honor Board for violating rules and who fail to comply with the remedies set by the board may be subject to further disciplinary action.

C. Organization – The Honor Board shall hear two types of cases. First, any member of the College community may bring a case directly to the Honor Board. This is called an “initial case”. Second, the student involved may appeal to the Honor Board if it is felt that the faculty member’s settlement was
unfair. This is called an “appeal”. Both types of cases shall be heard by an Honor Board panel with student participation and with the right to appeal an Honor Board decision to the Provost or designee. Five members of the faculty shall be nominated to the Honor Board. Each will serve a three-year term. Terms are staggered as prescribed by the Provost. Elections for new members are held during the first regular faculty meeting of the year. The Board shall choose its own chairperson. The chair or chair’s designee normally is a non-voting member who shall arrange the time, place and personnel for the hearing panels. The Honor Board chairperson shall keep the files and records of the Honor Board. The Student Government Association Executive Council shall nominate five students to serve on the hearing panels, and they shall be confirmed by the Provost. The SGA is required to inform the chairperson of the names, phone numbers, and local addresses of the selected students within 15 days of selection.

D. Process – A faculty member who learns of a possible violation of rules from personal observation, physical evidence, or the complaint of a student may settle this matter privately with the implicated student. Once the faculty member is convinced that the student contravened a rule, they must check with the Honor Board chairperson (1) to be sure of the proper procedure and (2) to be aware of previous violations (though not the details). If there are any previous adverse adjudications, the chairperson will urge that the case come to the Honor Board so that the remedy will reflect this history, since the most significant remedy an individual faculty member can give is limited to an F in the course. The faculty member is obligated to inform the student of his or her decision and must report any violation, including those settled privately, to the Honor Board chairperson for the Board’s permanent records. This information should include the name of the student involved and the decision on the matter. A form for this purpose is available from the Honor Board chair or the Provost’s Office. The faculty member is also required to advise the student of the right to appeal this decision to the Honor Board within two working days. The faculty member must inform the student of the name, phone number, and office location of the chairperson. If the faculty member considers appropriate a remedy more significant than an F in the course, then the faculty member must bring the issue directly to the Honor Board.

The Honor Board shall handle this case according to its initial case procedure.

If there appears to be an honor violation involving a member of the academic community who is not a student in the course involved, the alleged violation should be reported to the Honor Board chair, who will meet with the student involved to attempt to arrive at a common understanding of the violation and an appropriate remedy. If such an understanding cannot be reached, an Honor Board panel would hear the case and, if a violation is determined, assign an appropriate remedy.

Prior to convening an Honor Board hearing, the student and faculty member are encouraged to meet separately with the Honor Board chairperson to discuss and review procedures. In the event of an Honor Board hearing, such a hearing should be conducted at a time and place on campus so as to ensure the confidentiality of the student or students involved.

1. Any member of the College community may initially bring a case to the Honor Board by contacting the Honor Board chairperson. In the case of a student appeal, the student shall contact the Honor Board chairperson to initiate the appeal within two working days of receiving the decision of the faculty member. In either case, the Honor Board chairperson shall arrange for a hearing panel consisting of two faculty members, who may not be the chairperson, and two student members, plus the Honor Board chairperson or a designee, who serves as a non-voting member except as specified in paragraph 9 below. The chairperson shall arrange the time and place for this hearing and be responsible for notifying the accused in writing 48 hours in advance. A copy of this notification shall go to the Dean of Campus Diversity, Wellness, and Student
Leadership. In the case of an initial procedure, this written communication shall also advise the student of the charges.

2. Students will be notified by the Honor Board chair that they are required to pick up all written communication from the Honor Board chair. If necessary, an alternate location for pick up of written communication will be designated by the Honor Board chair. Normally, this would be the office of the Provost.

3. The Honor Board chairperson shall inform the student of the right to have any member of the College community attend as an advisor. The advisor’s participation shall be limited to counseling the student, and he/she may not speak on behalf of the student or be questioned by the panel members unless participating as a witness.

4. In the event that two or more students are implicated in the same violation, each student shall have his or her case heard separately and independently by the Honor Board. Each case will be heard consecutively by the same panel members and each student can be called to testify for or against the other student(s).

5. The proceedings shall be tape recorded.

6. In an initial case, the instructor shall briefly describe the alleged violation, after which the student may respond culpable or not culpable. A culpable response may be accompanied by a statement of extenuating circumstances. If the response is culpable, the panel members shall ask any questions of either student to clarify the issue. If the implicated student does not appear for an Honor Board hearing, the hearing shall proceed on the basis of available information.

7. In an appeal, the faculty member involved shall briefly describe the potential violation and the remedy selected. The student shall then state the reason for the appeal. The appellant’s absence shall result in the automatic termination of the appeal.

8. In an initial case in which the student responds not culpable, or in an appeal, the faculty member shall, in the presence of the student, present the evidence of the potential violation and, in the case of an appeal, the rationale for the remedy. The student and the advisor shall then present evidence for the student’s position in the presence of the faculty member. Evidence may consist of personal testimony, the testimony of others, and the physical evidence of tests or papers. The panel members shall ask any questions they may feel are needed to clarify the issue. The panel may decide to recess during the hearing, but not during deliberations, by a majority vote of the panel, including the moderator.

9. The panel will retire to consider its decision and reconvene immediately to announce it. The panel’s deliberations in reaching a decision shall not be recorded. Record of previous honor violations will be given to the panel for use only in determination of a remedy. The panel may decide remedies as follows: a grade of zero on the assignment(s), F in the course, penalty F, non-implemented suspension, suspension, or expulsion. When voting on the issue of culpability, closed ballots will be used. In order to adjudicate a student as responsible, three of four panel members must vote in favor. Votes will be counted by the moderator. The moderator shall vote only to assign remedy and, though present, shall not participate in panel discussion of the decision of responsibility. The instructor is obligated to accept the panel’s decision.

10. If the student is determined to be culpable, the panel moderator shall immediately inform the student of the right to appeal the decision or the remedy to the Provost in writing within 24 hours. Grounds for the appeal are limited to new evidence acquired by the student, a contention that the board did not follow the established procedure or an assertion of conflict of interest on the part of a panel member. The request for the appeal must specify the nature of the new evidence or conflict of interest or the exact manner in which proper procedure was not followed.

11. The panel moderator shall be responsible for sending the Provost a report on the Board’s decision and the tape recording of the hearing. The moderator, if not the chairperson, shall deliver a copy of this report to the Honor Board chairperson for the Board’s permanent file.
12. The Provost shall use the tape recording as the basis for a decision on any appeal and may also choose to speak to the parties involved and examine the physical evidence. If the Provost consents to hear new evidence, they shall consult the Honor Board chair or the chair’s designee concerning the new evidence prior to reaching a decision. The Provost shall communicate the result of any appeal in writing to the Honor Board chairperson for the Board’s permanent file and state the reason for any change. The Provost shall also notify the student of the results of the Provost’s review.

13. Records of all Honor Board decisions and remedies from each semester will be published anonymously in the first Iron Blade of the subsequent semester. Honor Board activity will be summarized in log format: published information will include the offense and remedy, and, in the event that the student has been adjudicated as responsible in the past, the number of the occurrences. In keeping with students’ rights to privacy, the Honor Board will not make public the names of students whether or not responsibility was established.

E. Penalties
1. Expulsion – Expulsion means the permanent separation from the College. Notice of expulsion will be placed permanently on the student’s accountability record.
2. Suspension – Suspension means that a student is dismissed from the College. The student may apply for readmission after a specified amount of time and may return through the readmissions process. Notice of suspension will be placed with the student’s record but will be removed at the end of the suspension period. A student placed on suspension may, at the discretion of the Honor Board, have stipulations added to the suspension and subsequent petition for readmission.
3. Non-implemented Suspension – Non-implemented suspension means that the student will be suspended if found culpable of any additional Honor Board violation. A student placed on non-implemented suspension may, at the discretion of the Honor Board, have additional stipulations added to the sanction.
4. Penalty F – The student is given a failing grade in the course. While the course may be repeated, the F would still be computed in the GPA.
5. F in the Course – The student is given a failing grade in the course. This course may be repeated with the F removed from the GPA.
6. Zero on the Test or Other Assignment – The student is given a grade of zero on the particular test(s) or assignment(s) involved.

Please refer to the current College Catalog for the most up-to-date academic policies.

ACADEMIC VIOLATIONS: CIVILITY

Learning Environment

A faculty member may take reasonable steps to prevent or resolve disruptions to the learning environment in class or class-related activities. This policy applies equally to enrolled students and visitors. Students may be prohibited from eating and drinking under certain classroom situations.

Civil in the Classroom: Expulsion Procedures

Civil behavior and mutual respect between faculty and students are critical in the college classroom environment if teaching, learning, critical thinking and sharing of ideas are to occur. Respectful and civil behavior at a very basic level includes: turning off cell phones; arriving to class on time; engaging appropriately in classroom activities, lecture or discussion through attentive listening without interruption or side chats; and demonstrating the ability to discuss topics without inappropriate language or attacking others (verbally or
physically). The Ferrum College academic honor code and community standards for behavior published in the Student Handbook provide more specific guidance in this area.

Beyond the expectation that all classroom behavior must be consistent with the published community standards, the establishment of other specific guidelines rests with each individual faculty member and should be stated clearly in the course syllabus. Some faculty may choose to include the students in establishing some of the classroom’s guidelines, but once established, these should be printed and distributed.

If the faculty member believes that the student’s behavior is an imminent physical threat to anyone, then campus security should be contacted for immediate removal of the student.

If a faculty member believes a student’s behavior violates the established behavioral standards and classroom guidelines, they may require the student to leave the classroom.

When a student has been required to leave class the following must occur:

1. The faculty member must submit a student success alert and a separate brief written report describing the student’s unacceptable behavior to the School Dean as soon as possible (preferably the same day in which the unacceptable behavior occurred but no later than the following business day).
2. Within 48 hours, the Dean will meet with the faculty member and the student individually to discern the events that led up to the student’s removal from class. The Dean may also talk with others present at the alleged incident to gather information at their discretion.
3. The School Dean and the faculty member will then determine what the final decision will be regarding the student’s class participation.
   a. the decision must be placed in writing with the student and faculty member signing. The faculty member, student, and School Dean will receive copies.
   b. if the School Dean believes this decision should be delayed beyond the next class meeting, it is then that School Dean’s responsibility to notify the student of the deliberations underway, as well as to inform the student not to go to the class until a decision has been reached. Under no condition should two class meetings occur after the offending one before a decision is reached and the student is notified.
   c. the student has the right to appeal to the Provost (or designee) within 48 hours (or 2 business days). The appeal must be in writing with the student’s signature.
4. If permanent expulsion from the class is the ultimate decision, the faculty member must then notify the student in writing (with copies to School Dean and the Provost within 48 hours or 2 business days) before the next meeting of the class.* This notification will state that:
   a. the student has been expelled from the class,
   b. the student has the right to appeal the decision to the Provost (or designee) within 48 hours (or 2 business days). The appeal must be in writing with student’s signature.
   c. the student may not attend class during the appeal process.
   d. within one week (5 business days) or less (due to semester timing of grades), the faculty member must notify the student in writing (with copies to the School Dean, Provost and the Registrar’s Office) of the student’s grade as a result of the expulsion. Grade options will be determined by the faculty member within the academic standards rules of the College Catalog.
5. In cases of appeal, the Provost will confer with the parties involved to assure process has been followed.

*Note: If the class meets only once per week then notification must still be within 48 hours of the incident unless the School Dean has delayed the process as allowed in #3 above; then the final decision must still be made prior to the next weekly class meeting.
Please refer to the current College Catalog for the most up-to-date academic policies.

**Student Accountability Overview**

Mission: The student accountability process will support Ferrum’s mission by developing and upholding college standards with cooperation from students, faculty, and partners in order to promote accountability, and student development.

Vision/Purpose: The student accountability process approaches student conduct from an educational, developmental and restorative perspective. Inherent in the College’s accountability process is the commitment to serve, equally, all involved parties in an unbiased and fair manner.

When a student has their rights violated and/or fails to meet prescribed responsibilities, as in society at large, consequences will follow. Our process is commissioned with the task of detailing the rights and responsibilities of students, reviewing cases involving disciplinary matters and, when necessary, imposing sanctions for violations in accordance with the policies laid out in the Student Handbook.

Things to Remember:
The College and it’s Student Accountability Process:
- recognizes that all students, in addition to being members of the College community, also belong to our society at large
- in no manner, stated or implied, protects or shields students from their responsibilities under local, state, and federal laws
- reserves the right to refer any incident information to the appropriate authorities and also reserves the right to take action through its own Accountability Process regardless of any court procedures

The Student Accountability Process is a part of the educational process. Since it is intended to be an educational experience and not a court of law, neither the College nor a student may bring an attorney as an advocate to a meeting, case review, or Review Panel.

When a student violates a Community Standard, they are expected to accept responsibility for their actions and the consequences that result from the behavior. Students have the responsibility for reading and understanding the Ferrum College *Student Handbook* and following all Community Standards and Residence Hall Policies. The official version of the Ferrum College *Student Handbook* can be found online.

Certain rights are afforded to every member of the Ferrum College student body. These rights include:

A. The right to be free from discrimination, to be treated equally and individually without regard to race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, and any other protected status, and the right to be free from harassment;

B. The right to express and discuss those and other ideas, facts and opinions;

C. The right to co-exist peacefully with other members of the Ferrum College community, which includes the right to protection against force, violence, threat, harassment, and abuse; the responsibility to treat others respectfully and fairly and the right to join associations for educational, political, social, religious, or cultural purposes;
D. The right to be treated fairly, to be informed of any charges of misconduct that could result in disciplinary proceedings, to have adequate time to prepare a response to the charges, to receive assistance from an advocate, to an case review, and to be informed of the outcome of any proceeding.

The individuals implementing the Student Accountability Process are pledged to maintain a balance between individual and institutional integrity. The accountability process is closed to the public.

All violations of Ferrum College Community Standards, Special Campus Policies, and Residence Hall Policies, will be handled through the Student Accountability Process, unless otherwise noted. Academic violations are handled through the Honor Board. Sexual misconduct violations are handled through the Title IX process.

The establishment, interpretation, and enforcement of Community Standards, Special Campus Policies, and Residence Hall Policies, are designed to assist students as members of the Ferrum College community in the realization of educational goals, and to assist in providing an environment in which every student may achieve their highest potential. Accountability actions vary according to the situation and the person(s) involved.

The accountability history of an individual student remains active throughout their enrollment at Ferrum College. Thus, violations carry over from semester to semester and may have an impact on determining appropriate sanctions after a decision of responsibility has been rendered in reviewing a subsequent incident.

**STUDENT ACCOUNTABILITY – Process**

The Dean of Students is responsible for the overall administration of Student Accountability Process. In addition to the Dean of Students, the Provost; Dean of Campus Diversity, Wellness, and Student Leadership; Director of Residence Life & Housing; Residence Hall Educators; Chief of Police/Director of Campus Safety; and College Police Officers may also serve as case review Officers in the Student Accountability Process. The Provost, Dean of Academic Affairs, and the Honor Board are responsible for academic violations.

Under normal conditions, the following principles, guidelines, and procedures prevail in dealing with violation(s) of Community Standards, Special Campus Policies, and Residence Hall Policies of Ferrum College. (For academic violations, please refer to the Academic Honor Board section; For sexual misconduct violations, please refer to the special campus policies).

**I. Incident Notification & Charges**

A. Typically, charges initiate from the Office of Student Life receiving a police report, incident communication form, incident narrative, witness statement, or record of court outcome, but charges may be placed in other circumstances at the discretion of the Dean of Students or designee.

B. Any member of the Ferrum College community may file a complaint of an alleged violation of Ferrum College policy by contacting a Student Life member or the College Police or by emailing studentlife@ferrum.edu. Complaints should be filed as soon as possible after the alleged conduct has occurred.

   a. Within one week of the date of the complaint or incident, if reasonable, the staff member will prepare a report and submit the report to the appropriate professional (Residence Hall Educator, Director of Housing & Residence Life, Dean of Students and Title IX Coordinator, or the Chief of Police/Director of Campus Safety). If, due to the unusual or complex nature of the report or the factual circumstances, the staff member cannot prepare a report within one week of the date of the incident or complaint, then the staff member shall alert the party making the complaint of the timeline for preparing the report. In no case shall the report be prepared later than 30 days after the date of the complaint.
C. Upon receipt of report, Student Life Staff or the Case Administrator will be responsible for gathering pertinent information regarding the incident and notifying the referred student(s) in writing (email acceptable) of the nature of the charges and notification of scheduling of an case review.

II. Case Review

A. The Case Review, in person or through other electronic means, is a meeting with an administrator in which a student has the opportunity to discuss the accountability process, the incident, and violations the student has been charged with violating. In most cases, if they have committed the acts underlying the charge, students admit responsibility for violations in which they have been charged and accept the consequences of their actions.

B. When a student has been notified in writing (most often by Ferrum College email) of an Case Review, it is the student’s responsibility to attend the meeting, unless the student has a legitimate pre-authorized reason for missing the hearing. Students may choose to have an advocate attend the hearing for support purposes. The advocate must be a member of the Ferrum College community, such as a faculty or staff member. The advocate may not be an attorney. If the student chooses not to attend the case review, the hearing will be held in the student’s absence. The case administrator will decide the outcome of the case and, if necessary, will assign appropriate sanctions.

C. It is important to remember that Ferrum College is not a court of law. Unlike the criminal justice system, we do not have to determine responsibility for a policy violation “beyond a reasonable doubt.” Instead, College officials utilize what is called preponderance of evidence when adjudicating a possible violation of College policy. This means that the adjudicating officer will consider all of the information and evidence available regarding a reported incident and decide what the most probable course of events were, based on this information.

D. If a student admits responsibility for violations in which they have been charged, the case administrator will find the student responsible and will assign appropriate sanctions.

E. If a student does not admit responsibility for violations in which they have been charged, the case administrator will determine whether or not the student is in violation. The case administrator will use information generated from investigating the incident which may include, but is not limited to, reading reports, interviewing witnesses and/or others involved, and gathering other pertinent information to determine whether or not the student is found responsible.
   a. If the case administrator determines that the student is not responsible, charges are dropped and no sanctions are applied,
   b. If the case administrator determines that the student is responsible, the student will be found responsible and the case administrator will assign appropriate sanctions.
   c. In limited circumstances the case administrator may determine that the student may have been found in the presence of a policy violation committed by another individual, but not hold the student formally accountable for the violation. In these cases the case administrator will mark the student “Present at Incident” and issue a Statement of Concern in writing to the student and close the case.
   d. A case administrator may choose to refer a particular incident to another case administrator at his or her discretion.
   e. A case administrator may require the student to enter into the mediation process in lieu of, or prior to, hearing the incident through the student accountability process. (see also Mediation Process).
   f. After an case review, and if the sanction(s) are accepted, the case administrator will document the outcome in an accountability letter to the student and close the case. A copy of the letter will be kept on file.
   g. After an case review is complete and sanctions are assigned, if new evidence is made available that could not have been known during the case review, the student or the case administrator may request a new case review to address the new evidence. The new evidence may or may not change the outcome of the original hearing.
III. Accountability Board

A. Members of the Accountability Board volunteer to serve on Minor Boards, on Major Boards, or in some circumstances as Case Administrators. Minor Boards, Major Boards, and Case Administrators act as the original decision making body for cases in which a student is charged with minor, major, or flexible policy violations as classified by the Office of Student Life.

B. The Accountability Board shall have faculty, staff, and student members. Student members are selected by the Office of Student Life from the student body, exclusive of student government executive officers.

C. The Accountability Board shall have some members that serve as Board Chairs and/or Case Administrators.

D. The Office of Student Life may appoint additional members to the Accountability Board as needed.

E. Appointment to the Accountability Board shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity.

F. The Office of Student Life is responsible for the training of the Accountability Board.

G. Minor Board

   a. The role of a Minor Board is to act as the original decision making body for cases in which a student is charged with a violation of a policy classified as “minor” under the university’s procedures. The board shall also act as the original decision making body for “flexible” violations when so designated by the Office of Student Accountability and Restorative Practices.

   b. For case reviews by a Minor Board, the board will be composed of three student members of the Accountability Board. Minor Board Case Reviews will be chaired by a nonvoting faculty or staff member of the Accountability Board.

H. Major Board

   a. The role of a Major Board is to act as the original decision making body for cases in which a student is charged with a violation of a university policy classified as “major” under the university’s procedures, when the student is charged with more than one policy violation, and/or the student has been found responsible for a previous charge. The board shall also act as the original decision making body for “flexible” violations when so designated by the Office of Student Life.

   b. For case reviews by a Major Board, the board will be composed of three student members and three faculty and/or staff members of the Accountability Board. Major Board Case Reviews will be chaired by a nonvoting faculty or staff member of the Accountability Board.

I. Accused Students participating in an Accountability Board Case Review have a right to a support person provided that person is willing and able to attend the scheduled Accountability Board Case Review and the Office of Student Life is notified at least two days prior to the Accountability Board Case Review. A support person attending an Accountability Board Case Review may not actively represent the Accused Student but may give advice on how to present their case; a support person cannot also serve as a witness at the Accountability Board Case Review. The support person must be a current faculty or staff member selected from the university community.

J. If any member of the Accountability Board serving on a Minor Board or Major Board feels that their previous contact with the case or the students involved will prevent a fair decision from being rendered, the member must request that they not serve for that Accountability Board Case Review. Upon receiving notification of the board members that will be reviewing their case, an Accused Student may immediately request that a member serving on the board be excused if the student can show a bias on the part of the member. In order to make such a request, an Accused Student must contact the Dean of Students immediately, setting forth their reasons in writing. The Dean of Students or designee will review all requests. Any decision to remove a board member and/or to postpone an Accountability Board Case Review is at the discretion of the Dean of Students or designee.
K. Accountability Board Case Review times are set based on the academic schedule of the Accused Student and the availability of the Administrative Witnesses. If an Accused Student fails to appear at an Accountability Board Case Review after being properly notified of its date and time, the case will be heard on the basis of the information accumulated in the case file and as a result of the information provided by those present. In such situations, the Accused Student will be notified of the decision via email. If a witness fails to appear at an Accountability Board Case Review, the Accountability Board Case Review will generally proceed without the witness.

L. The decision to postpone an Accountability Board Case Review for any reason is at the discretion of the Dean of Students or designee.

M. In circumstances where multiple Accused Students in the same case reject the decision of the Case Administrator, the Accused Students will be given the option to have their cases heard together during the same Accountability Board Case Review or to have their cases heard separately at an Accountability Board Case Review. If Accused Students choose to have their cases heard separately, the same members of the Accountability Board and/or Board Chair will be used to make the decisions for all the Accused Students’ cases. Decisions of responsibility and sanctioning, if applicable, will be made individually for each Accused Student by the members of the Accountability Board.

N. An Accountability Board Case Review will generally be conducted in accordance with the procedures below.

   a. The board members (or University Case Administrator, as applicable) and participants are introduced.
   b. The statement of the charges is presented by the Board Chair.
   c. Participants state any questions they have concerning rights or procedures.
   d. Information is presented about the incident allegedly involving the Accused Student; each Administrative Witness is called individually.
   e. Each Administrative Witness will individually share their perspective and be questioned by the Board Members and the Accused Student.
   f. The board members may request witnesses to return for further clarification.
   g. Information is presented about the incident allegedly involving the Accused Student; the Reporting Party and each Reporting Party Witness, if applicable, is called individually.
      i. Each Reporting Party Witness will individually share their perspective and be questioned by the Board Members and the Accused Student.
      ii. Reporting Party Witnesses can provide information relevant to the case, including but not limited to what they know about the alleged incident or their knowledge of the Reporting Party. Reporting Party Witness may not provide their perspective on the character of the Accused Student, nor what they feel the appropriate decision or sanction in the case should be.
      iii. A support person for the Reporting Party may not also serve as a witness at the Accountability Board Case Review.
   iv. The Board may request that the Reporting Party or a witness for the Reporting Party return at a later point in the case review for further clarification.
   v. The Board Chair shall have the authority to limit the number of witnesses in order to avoid unreasonable delays, where the information would be repetitious or unnecessary, or where the information does not contribute positively to the fair review of the case.
   h. Information is presented by the Accused Student. The board members may question the Accused Student.
      i. The Accused Student will call their witnesses individually.
      ii. Each witness called by the Accused Student will individually share their perspective and be questioned by the Accused Student, followed by questions from the members of the board.
iii. Witnesses called by the Accused Student can provide information relevant to the case, including but not limited to what they know about the alleged incident or their knowledge of the Accused Student. An Accused Student Witness may not provide his or her perspective on the character of the Reporting Party, nor what they the appropriate decision or sanction in the case should be.

iv. A support person or attorney for the Accused Student may not also serve as a witness at the Accountability Board Case Review.

v. The Board may request that a witness for the Accused Student return at a later point in the case review for further clarification.

vi. The Board Chair shall have the authority to limit the number of witnesses in order to avoid unreasonable delays, where the information would be repetitious or unnecessary, or where the information does not contribute positively to the fair review of the case.

i. The Board may ask final questions of the Accused Student.

j. The Accused Student may present concluding remarks.

k. All persons are excused from the board room while the Board determines responsibility and, if applicable, sanctions.

i. The Board and Board Chair will consider only the information introduced in the Accountability Board Case Review and/or case file.

ii. The Board and Board Chair will deliberate in closed session until a decision is made as to responsibility. The decision is based on the preponderance of the evidence and is decided by a simple majority vote. In case of a tie vote, the Board will find the student not responsible after deliberation.

l. If a student is found responsible, the Board and Board Chair will then be informed of the Accused Student’s previous violations and sanctions, if applicable. Previous violations and sanctions are to be considered in the assigning of appropriate sanctions for the current case; the Board and Board Chair will deliberate in executive session until a decision is made as to sanctioning. In cases of a tie vote with regards to sanctioning, the Board will impose or recommend the less severe sanctions.

m. The decisions regarding responsibility and, if applicable, sanctioning is then given to the Accused Student and their support person.

n. After receiving the decision made at the Accountability Board Case Review, a representative from the Office of Student Life will provide the student with information on the process for submitting an appeal. The student will also be provided the opportunity to waive their right to appeal and accept the decision made at the Accountability Board Case Review.

o. In circumstances where the Accused Student waives their right to appeal the decision made at the Accountability Board Case Review, or if the Accused Student does not submit an appeal of the decision made at the Accountability Board Case Review within the timeline set by the procedures listed in the Student Handbook, the Dean of Students will not review the decision made at the Accountability Board Case Review; the decision made at the Accountability Board Case Review will be considered final in these circumstances. Procedures for appeals in the Accountability Process are outlined within the section titled “Appeals.”

p. Accountability Board Case Reviews are closed meetings; the College will maintain confidentiality of all information and decisions.

IV. Appeals

A. If found responsible, students have the right to submit a written appeal of the decision made by a Minor Board, Major Board, or Case Administrator within four days of the date the Accountability Board or Case Review occurred based on a violation of due process or new evidence.

B. If an appeal is submitted, it must be submitted directly by the Accused Student.

a. Appeals from an Accused Student based on due process must outline how the college failed to follow the stated process for the adjudication of the charge and how that affected the decision.
b. Appeals from an Accused Student based on new evidence must introduce evidence that was not available or accessible to the Accused Student at the time of the Accountability Board Case Review.

C. The Dean of Students or designee will review the appeal submitted and determine if an appeal review will be granted to the Accused Student based on these criteria. An appeal that does not meet these requirements will be denied.
   a. If an appeal is submitted by the Accused Student and the appeal is denied, the decision rendered at the Accountability Board Case Review will be considered final when the sanctions imposed at the Accountability Board Case Review do not include suspension or expulsion.
   b. If an appeal is submitted by the Accused Student and the appeal is denied in cases where the Accountability Board Case Review recommended a sanction of suspension or expulsion, the Dean of Students or designee shall conduct a final review of the recommendations made by the Accountability Board.
      i. The reviewer will review all materials relevant to the case and take one of the following actions:
         Uphold the decision of the Board
         Reverse the decision of the Board
         Reduce the decision of the Board
         Have the case reheard at a new Accountability Board Case Review
   c. After the review by the Dean of Students or designee, the Office of Student Life will notify the Accused Student of the outcome of the Dean of Students or designee’s review and, if applicable, the final decision.

D. If the appeal is submitted by the Accused Student and the appeal is granted, the make-up of the Appeal Board will be determined using the following guidelines:
   a. For appeal reviews of decisions made by a Minor Board, the appeal board will be composed of two students and one faculty or staff member of the Accountability Board. The faculty or staff member, in addition to being a voting member, will also serve as the Board Chair. If the appeal is held within the last three weeks of a semester or during the summer sessions, it may be reviewed by a University Case Administrator.
   b. For appeal reviews of decisions made by a Major Board, the appeal board will be composed of two students and two faculty and/or staff members of the Accountability Board. One of the faculty or staff members, in addition to being a voting member, will also serve as the Board Chair. If the appeal is held within the last three weeks of a semester or during the summer sessions, it may be reviewed by a University Case Administrator.
   c. For appeal reviews of decisions made by a University Case Administrator during the last three weeks of the semester, the appeal will be conducted by another University Case Administrator.
   d. If any member of appeal board feels that their previous contact with the case or the students involved will prevent a fair decision from being rendered, the member must request that they not serve for that appeal review.
   e. Upon receiving notification of the appeal board members that will be reviewing their case, an Accused Student may immediately request that a member serving on the appeal board be excused if the student can show a bias on the part of the member. In order to make such a request, an Accused Student must contact the Dean of Students immediately, setting forth his or her reasons in writing.
   f. The Dean of Students or designee will review all requests. Any decision to remove a board member and/or to postpone an Accountability Board Appeal Review is at the discretion of the Dean of Students or designee.
   g. Appeal boards will review the case file, the written appeal, and the minutes of the Accountability Board Case Review.
E. If an appeal is submitted by the Accused Student and an appeal review is granted by the Dean of Students or designee based on due process, the Appeal Board will first vote to uphold, overturn, or alter the decision of responsibility rendered at the Accountability Board Case Review. If the Appeal Board upholds or alters the decision of responsibility, it will then vote to uphold or alter the sanctions assigned at the Accountability Board Case Review as applicable. Decisions of the Appeal Board will be determined by a majority vote. In cases of a tie vote with regards to responsibility, the Board will find the student not responsible after deliberation. In cases of a tie vote with regards to sanctioning, the Board will impose or recommend the less severe sanction.

F. If an appeal is submitted by the Accused Student and an appeal review is granted by the Students or designee based on new evidence, the Accused Student may choose to present the new evidence or testimony in person to the board. In such circumstances, the appeal review will be arranged around Accused Student’s academic schedule.

G. In appeal reviews based on new evidence where the Accused Student chooses to present to the appeal board, the Accused Student has a right to an advocate, provided that person is willing and able to attend the scheduled appeal review.

H. An appeal review based on new evidence will generally proceed in accordance with the procedure below.

I. The board members (or Case Administrator, as applicable) and participants are introduced.
   a. If the Accused Student is present, information is presented by the Accused Student solely about the new evidence in the case. The board members may question the Accused Student about the new evidence.
      If applicable, the Accused Student’s witnesses will be called individually.
   b. Each witness called will individually share their testimony on the new evidence and be questioned by the Accused Student, if the Accused Student is present, followed by questions from the members of the board.
   c. At the conclusion of the testimony and questions for each witness, the witness will leave.
   d. If the Accused Student is present, the board members may ask final questions of the Accused Student.
   e. The Accused Student and Support Person will leave; the board will enter closed deliberation.
   f. The Appeal Board will deliberate and make a decision using the procedures below:
      i. The Appeal Board will first vote to uphold, overturn, or alter the decision of responsibility rendered at the Accountability Board Case Review.
      ii. If the Appeal Board upholds or alters the decision of responsibility, it will then vote to uphold or alter the sanctions assigned at the Accountability Board Case Review as applicable.
      iii. Decisions of the Appeal Board will be determined by a majority vote.
      iv. In cases of a tie vote with regards to responsibility, the Board will find the student not responsible after deliberation. In cases of a tie vote with regards to sanctioning, the Board will impose or recommend the less severe sanction.
      v. If an Appeal Board upholds the decision of responsibility and chooses to alter the sanctions imposed, the Appeal Board may not impose or recommend sanctions more severe than imposed at the Accountability Board Case Review.
      vi. If an Appeal Boards recommendation includes a sanction of suspension or expulsion, the Dean of Students or designee shall conduct a final review of the recommendations made by the Appeal Board. The Dean of Students or designee will review all materials relevant to the case and take one of the following actions:
         1. Uphold the decision of the Appeal Board
         2. Reverse the decision of the Appeal Board
         3. Alter the decision of the Appeal Board
         4. Have the case reheard at a new Accountability Board Case Review or Appeal Review
vii. If the Dean of Students or designee upholds the decision of responsibility but chooses to alter the sanctions imposed by the Appeal Board, the Dean of Students or designee may not impose sanctions more severe than those imposed at the Accountability Board Case Review. However, if the Dean of Students or designee orders the case to be re-heard at a new Accountability Board Case Review, it is possible that the Accused Student may receive more severe sanctions at that new Accountability Board Case Review.

viii. After the review by the Dean of Students or designee, the Office of Student Life will notify the Accused Student of the outcome of the Dean of Students or designee's review and, if applicable, final decision.

V. Sanctions – To maintain fairness and uniformity in the assignment of sanctions for policy violations, charges have been classified as either major, minor, or flexible. Depending on the severity of the incident, a flexible violation can be classified as major or minor. Typically, major violations will carry more severe sanctions than minor violations. A student’s violation will be classified as either major or minor by the Office of Student Life.

To balance consistency and fairness in sanctioning, guidelines have been developed as a starting point for Case Administrators and Board Members to consider when determining sanctioning for a student found responsible for a first time violation. However, the totality of the evidence, the severity of the incident, previous case history, and the perspectives of the students involved may result in the severity of the sanction being higher or lower than the guidelines listed below. Case Administrators or board members have the ability to increase or decrease the severity of the sanction when making a decision in a case.

- Sanctions resulting from first time minor policy violations typically include disciplinary probation and educational programs.
- Sanctions resulting from first time major policy violations can include probation, educational programs, fines, special assignments, special restrictions, suspension or expulsion from housing, and suspension or expulsion from the university.
- Sanctions resulting from first time flexible policy violations when classified as minor typically include disciplinary probation and educational programs.
- Sanctions resulting from first time flexible policy violations when classified as major can include probation, educational programs, fines, special assignments, special restrictions, suspension or expulsion from housing, and suspension or expulsion from the university.

- Minor Policy Violations (examples)
  - Alcohol - Underage Possession or Consumption, Drunk in Public, Open Container
  - Littering
  - Smoking

- Major Policy Violations (examples)
  - Alcohol - Providing Alcohol to Underage, DUI, Hospitalization
  - Alcohol and Drugs in the same incident
  - Drugs - DUI, Hospitalization, Distribution, Felony Possession
  - Failure to Comply with a Disciplinary Decision
  - Harassment and/or Bullying
  - Hazing
- Interference with or Retaliation for Exercising or Participating in the Accountability, or Honor Process
- Theft
- Assault, Physical Force or Attempted Physical Force
- Weapons

- Flexible Policy Violations (examples)
  - Computer Misuse
  - Damage, Attempted Damage, or Vandalism of Property
  - Disorderly Conduct
  - Drugs - Possession of Drug Paraphernalia
  - Falsification of Information
  - Fire Safety
  - Non-Compliance with an Official Request
  - Obscene Conduct
  - Responsibility for Guests
  - Trespassing

Multiple sanctions may be applied for violations of Community Standards and Residence Hall Policies. Sanctions include, but are not limited to:

- **Statement of Concern** – May be issued to students who are found in the presence of a policy violation committed by another person, but who are not held formally accountable for that violation.
- **Written Warning** – A written reprimand for violation of Community Standards is intended to further educate a student about living in a community and not to have that student violate further policies.
- **Probation** – Probation is designed to acquaint the student with their responsibilities as a member of the College community. A student is expected to accept responsibility for their behavior. During the period of probation, the student will be expected to avoid any additional violations.
- **Fines** – Fines may be assigned to students as a result of alcohol or drug violations, trash or pet policy infractions, and any other time fines are deemed appropriate.
- **Parental Notification** – Parental notification as permitted by FERPA includes notification of parents following violations of drug and alcohol policies when a student is under age 21.
- **Educational Class or Experience** – Educational sanctions are assigned to encourage development of community responsibility and to encourage a student’s personal growth. Educational sanctions may include, but are not limited to, assessment for alcohol or drug abuse or addiction, educational service hours, attendance at personal growth workshops, attendance at specific programs, writing assignments, posters and/or presentations.
- **Mentoring** - The Mentor Experience is an informal mentoring program that gives students the opportunity to develop a relationship of mutual respect and trust with a Ferrum faculty or staff member. Students meet weekly with their mentor and are free to discuss any number of topics including, but not limited to: Personal values, Life at College, Common interests, Time management, Academic and career endeavors, Opportunities for involvement at Ferrum. Students will also work with their mentor to create a personal mission statement. The mentoring pair will then identify short- and long-term goals and strategies for achievement that can be implemented during the relationship as well as after the mentoring experience has concluded.
- **Site Experience** - Students are matched with an on-campus site that is in line with their involvement interests, needs, and/or strengths where they will be invested over time. Students meet regularly with the site supervisor to discuss progress and ongoing expectations. Students also complete involvement activities to become aware of different opportunities on campus. The Site Experience is mutually beneficial for the student and the site. Students are given the opportunity to meet new people, have new
experiences, and become aware of all the Ferrum campus has to offer. The site will benefit as a result of the student utilizing his or her strengths to contribute to the site's mission.

- **Community Programs** - Sometimes students will referred to community programs to meet their needs. Examples of this include: anger management programs, or conflict resolution classes.

- **Campus Restitution** – Service hours or financial repayment expected to be completed in a given area as a way to give back to the campus or local community or repair damages/costs caused in incident.

- **College Restriction** – Restriction from certain buildings, events, activities, etc.

- **College Housing Restriction** – Residence reassignment, or restrictions on type of housing where a student may live.

- **College Housing Suspension** – Suspension of a student from the residence hall for a specified period of time. This removal from the residence halls allows the student to complete classes while living elsewhere.

- **Deferred Suspension** – Students who have been held responsible for behavior that warrants suspension, but where mitigating circumstances and additional sanctions may allow a student to remain in the community while these sanctions are being completed. Failure to complete any of the additional expectations by the stated deadlines will lead to the immediate implementation of suspension without further hearing. In addition, if a student is found responsible for any further College policy violations, at minimum, the student may automatically be recommended for immediate suspension for a minimum of one full semester.

- **Suspension** – Suspension means that a student is dismissed from Ferrum College. The case administrator will determine the period of suspension. Refer to the College Catalog for the College's refund policy. The student may apply for readmission after a specified period of time and may return if their application is approved through the readmission process. Suspendable violations include, but are not limited to, arson; assault; battery; intimidation; coercion; harassment; hazing; stalking; verbal abuse; drugs; theft; violations of federal, state, or local laws; weapons, and tampering with life safety equipment. Other violations may be deemed suspendable by the Dean of Students or designee based on the frequency or seriousness of the violation.

- **Expulsion** – Expulsion means that a student is permanently separated from the College. The President of the College or designee automatically reviews an expulsion decision. A student may choose to write a statement on her/his behalf prior to the President's review. The statement must be submitted to the President within 48 hours after the decision of expulsion is rendered to be considered. Refer to the College Catalog for the College's refund policy. Violations that may lead to expulsion include, but are not limited to, arson; assault; battery; intimidation; coercion; harassment; hazing; stalking; verbal abuse; drugs; theft; violations of federal, state or local laws; weapons; and tampering with life safety equipment. Other violations may be deemed severe enough to warrant expulsion by the Dean of Students or designee.

- **Other Sanctions** – Other sanctions may be imposed for various violations. These actions will be reviewed by the Dean of Students or designee and may include anything deemed educational given a specific set of circumstances.

### VI. Sanctions for Campus Groups and Organizations

A. Violations of the Community Code, Campus Policies, etc., involving Ferrum College groups and organizations may be adjudicated through the Student Accountability Process. If groups and organizations are found responsible of an infraction sanctions typically will be issued in consultation with The Director of Student Activities and the Dean of Students. A group or organization who has received sanctions for a policy violation may choose to have the Dean of Campus Diversity, Wellness and Student Leadership and/or the Provost review. Individuals within organizations may still face Student Accountability violations stemming from group or organization violations and may also individually go through the Student Accountability Process.

B. Sanctions listed above may be imposed upon groups and organizations. In addition, specific group and organization sanctions may include:
i. Loss of New Member Class(es) – denied the opportunity to recruit for a specified period of time; normally not less than one full semester.
ii. Deactivation – loss of privileges, including College recognition, for a specified period of time.

VII. Interim Suspension
A. If the Dean of Students or designee determines that the behavior of an individual is dangerous to the welfare of himself, or others, and/or property in the College community and that immediate removal from campus is necessary, the Dean of Students or designee may implement an interim suspension and the Dean of Students will notify the Provost. A student who is suspended on an interim basis must leave campus immediately. The student will not be allowed to return until the date and time of a scheduled appointment with the case administrator. Students on interim suspension are encouraged to communicate with faculty to continue with missed work while absent from campus, especially in the rare case where an investigation may take longer than 2 days.

B. In extremely limited circumstances, the Dean of Students or designee may allow a student to remain on campus during an interim suspension but be placed on a College Restriction and be banned from certain buildings/areas/activities on campus until the scheduled appointment with the case administrator.

VIII. Withdrawals
A student may choose to withdraw from the College when confronted with possible disciplinary action. If a student withdraws from the College, following all College procedures, the investigation of the incident will still be completed. Based on the completion of the investigation, appropriate accountability action will be initiated and the proceedings will be completed in the absence of the individual. The result shall be part of the student’s record, even if the accountability action is completed while the student is willingly absent.

IX. Student Accountability Records
A. If a student has been expelled or permanently separated from Ferrum College, the records will be a part of the academic records as well as the student accountability records. These records will be kept permanently.
B. If a student has been suspended from the College, the record will be kept for a period of ten years.
C. In all other student accountability records where the sanctions do not involve permanent separation (expulsion) or temporary separation (suspension), they will be maintained for a period of three years from the time a student graduates or leaves the College. If the student has satisfied all of the sanctions, the records will be destroyed after three years.
D. If a student does not fulfill all the sanctions, the records will be maintained for a ten-year period.

X. Interpretation and Revision
A. Any question of interpretation regarding the Student Accountability Process shall be referred to the Dean of Students & Title IX Coordinator or designee for final determination.
B. The system of Judicial Education shall be reviewed every three years under the direction of the Dean of Students & Title IX Coordinator.
STUDENT ACCOUNTABILITY – Standards & Policies

Ferrum College’s Community Standards set forth the behavior that is expected of all members of Ferrum’s community. Failure to adhere to the policies set forth in the following Community Standards section can lead to discipline, up to and including suspension or expulsion.

SECTION 1.0 – ALCOHOL POLICY

1.10 – Philosophy

Ferrum College is an educational institution which is related to the Virginia Conference of the United Methodist Church. The College supports the position of the church that the choice to abstain from the use of alcohol is a wise one. Therefore, the College supports, encourages, and respects the decision of individuals who choose not to consume alcohol.

Ferrum College also recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportions in our society. The primary goal of Ferrum College is to provide an atmosphere where students can achieve academic excellence. Illegal use or misuse of alcohol does not foster academic excellence and, therefore, is not condoned or permitted. The College takes the strongest possible stance against such abuse.

Consequently, the College expects all members of the community to be aware of the potential for abuse and to approach the consumption of alcohol in a responsible manner. Students must adhere to community standards and local, state, and federal laws regarding the use of alcohol.

Ferrum College views the consumption of alcohol by students of legal age as a privilege, not a right. The Community Standards set the parameters of that privilege.

1.30 – College Alcohol Policies

Ferrum College has established the following specific alcohol policies:

1.31 - Students under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. The Ferrum College definition of possession of alcohol includes the presence of such materials on or in the student’s person, among the property owned by the student, or among such College property that is being used by the student.

1.32 - Inappropriate behavior as a result of alcohol consumption is a violation of Community Standards. Alcohol abuse which results in intoxication, destruction of property, abuse of or personal injury to an individual(s), litter, and misconduct of any kind, is a violation of the Ferrum College Alcohol Policy. Such behavior is intolerable. Being under the influence of alcohol is not a valid reason for inappropriate behavior and, in fact, increases responsibility for one’s behavior.

1.33 - Public use or display of alcohol on the Ferrum College campus is prohibited. This includes, but is not limited to, all campus buildings, hallways, lobby areas, classrooms, parking lots, recreational areas, public areas, and all motor vehicles on campus (except when otherwise designated by the Dean of Students and Title IX Coordinator or the Dean of Campus Diversity, Wellness, and Student Leadership). Alcohol is prohibited in Adams Field Sports Complex or at any sports venue at Ferrum College.

1.34 - The possession or use of a keg of beer and/or large quantities (more than 300 ounces or 25 beers) of alcohol is prohibited. College officials, upon discovery of a large quantity of alcohol, will require students who have violated this policy to dispose of the alcohol and container(s) in a manner determined by College officials. Kegs, returnable bottles, beer taps, etc., will be confiscated and returned to the distributor by Ferrum College. All proceeds derived from deposits will be donated to residence hall activities and improvements.
1.35 - Possession and/or display of alcohol containers such as liquor bottles, beer cans, beer bottles, kegs, beer balls, beer bongs, beer cases, alcohol posters, and the like are prohibited in all areas of the College.

1.36 - Serving or providing alcohol to anyone under the age of 21 is strictly prohibited.

1.37 - Students who sponsor an event where alcoholic beverages are being consumed, including the assigned students of residence hall rooms in which alcoholic beverages are being consumed, are responsible for: 1) ensuring that underage students and/or guests are not in attendance, and 2) ensuring that underage drinking of alcoholic beverages does not take place on the premises, and 3) ensuring that of-age drinking of alcoholic beverages on the premises does not lead to intoxication. Failure to abide by this policy may result in housing assignment reassignment or the loss of campus housing.

1.38 - If a student is 21, he/she may not drink alcohol in a residence hall room or apartment where both student occupants are not 21 years of age. Of-age students living with an under-age student in a residence hall room or apartment may not drink alcohol in that residence hall room or apartment until such time when all assigned occupants are of legal age to consume alcohol.

SECTION 2.0 – ARSON
Tampering with fire alarm systems or intentionally lighting any fire on College property is strictly prohibited. (See Fire Safety Policies in the Residence Hall Policies Section, 18.0)

SECTION 3.0 – COMMUNITY DISTURBANCE
The assault, battery, coercion, harassment, intimidation, stalking, or verbal abuse of another member of the College community or any person is a serious violation of the law and other persons’ rights. Examples include, but are not limited to, harassment based on gender, racial/ethnic background, religious belief, gender identity, or sexual or affectional orientation, and any disability. Physical fights will not be tolerated and will result in educational sanctions which could include suspension from Ferrum College.

Assault, battery, coercion, harassment, intimidation, stalking, or verbal abuse, are prohibited. Acts which cause actual offensive contact or place a reasonable person in fear of offensive contact are also prohibited. A person commits offensive contact when they:

a. intentionally, knowingly, or recklessly causes bodily harm to another;

b. exhibits behavior which threatens another through intimidation, coercion, or verbal threats;

b. is verbally abusive, causing another person fear or embarrassment or

d. intentionally irritates, torments, or annoys another persistently.

Note: Certain violations of this section may be adjudicated through the Sexual Misconduct Policy which supersedes the Student Accountability Process. For sexual misconduct violations, please refer to the section beginning on page 72.

3.10 - Assail (Verbal and/or Physical)
Assault is defined as a threat of violent physical or verbal attack or a threat or attempt to inflict offensive physical contact or bodily harm on a person (as if by lifting a fist in a threatening manner) that puts a person in immediate danger of, or in apprehension of, such harm or contact.

3.20 - Battery
Battery is defined as the undesired touching of another; an offensive touching or use of force on a person without the person’s consent. Any act of fighting, where physical contact with another is made, will be considered a violation of this policy.

3.30 - Coercion
Coercion is defined by looking at the root word coerce, meaning to restrain or dominate by force, to compel to an act or choice, and/or to achieve by force or threat.

3.40 - Harassment
Harassment is defined as intentionally irritating, tormenting, or annoying another persistently.

3.41 - **Discrimination**
Ferrum College will not tolerate any physical or verbal conduct which constitutes discrimination or harassment of any member of the community – student, employee, or guest, based on race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, and any other characteristic protected by law (see Special Campus Policies, page 73).

3.42 - **Sexual Misconduct**
Ferrum College will not tolerate any physical or verbal conduct which constitutes the sexual harassment of any member of the community – student, employee, or guest. Ferrum College will not tolerate sexual assault in any form (including acquaintance rape), dating violence, and domestic violence. (See the Sexual Misconduct Policy, page 72).

3.50 - **Hazing Policy**
Ferrum College prides itself on being an institution of higher education devoted to excellence in teaching, learning, and service. Our motto, “Not Self, But Others” truly embodies the spirit of the College.

Hazing by individuals and/or organizations is illegal in the state of Virginia and strictly prohibited at Ferrum College. Both individuals and organizations must be responsible for ensuring that all activities exclude any form of hazing. While chapter or club members may not be present at an activity associated with their group, they are not excused from the responsibility of ensuring the activity does not include hazing. It is most important that all members realize they are responsible for activities sponsored by their group and may be held accountable for hazing violations if they occur.

In keeping with its commitment to a positive academic environment, Ferrum College is unconditionally opposed to any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort, embarrassment, harassment, or ridicule. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The College interprets hazing in a manner consistent with other colleges and universities. In essence, hazing may include any willful act or practice by a member or prospective member directed against another member or prospective member, which, with or without intent:

1. is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain as defined by a reasonable person. This includes, but is not limited to, paddling, beating, drug/alcohol abuse, eating/drinking foreign or unusual substances, and eating or drinking large quantities of any substance.
2. is likely to compromise the dignity of a member or prospective member. This includes any activity or game that makes the individual an object of amusement, ridicule, or intimidation, or causes them to be degraded or humiliated.
3. is likely to cause embarrassment or shame to a member or prospective member in public. This includes wearing anything designed to be degrading or to cause discomfort, or denying access to any means of maintaining bodily cleanliness.
4. is likely to cause a member or prospective member to be an object of malicious amusement or ridicule. This includes kidnapping, transportation, and/or stranding anyone.
5. is likely to cause psychological harm or substantial emotional strain.
6. will unreasonably or unusually, impair a member or prospective member’s academic efforts. This includes depriving individuals of the opportunity for sufficient sleep (6 hours per day minimum), or any activity that interferes with or causes a loss of reasonable study time.

7. compels a member or pledge to participate in any activity which is illegal, which is known by the compelling person or group to be contrary to a member’s or prospective member’s moral or religious beliefs, or which is contrary to any policies, rules, or regulations of Ferrum College.

3.60 - **Intimidation**

Intimidation is defined as making a person timid or fearful and/or to compel or deter by real or perceived threats.

3.61 - **Bullying**

A person is bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons and they have difficulty defending himself or herself. This definition includes three important components: 1) Bullying is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim, 2) involves a real or perceived power imbalance between the aggressor or aggressors and victim and, 3) is repeated over time or causes severe emotional trauma.

Ferrum College considers the following types of bullying, but understands this list is not all-inclusive:

- Verbal bullying including derogatory comments and bad names
- Bullying through humiliation, social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged
- Being threatened or being forced to do things
- Racial bullying
- Sexual bullying
- Cyber bullying including, but not limited to, cell phone, Facebook, Twitter, Instagram, or cell phone

3.70 - **Stalking**

Stalking is defined as repeated conduct which places a person, or his or her family, in reasonable fear of death, sexual assault, or bodily injury. Stalking may also be looked at as to pursue obsessively and to the point of harassment. Stalking is strictly forbidden by Ferrum College and will not be tolerated. Students found in violation of stalking will face educational sanctions which could include suspension or expulsion from Ferrum College. Stalking includes, but is not limited to, in person, electronic, or by other means.

3.80 - **Verbal Abuse**

Verbal abuse is a form of abusive behavior involving the use of language. It is a form of profanity that can occur with or without the use of expletives. Oral communication is the most common form of verbal abuse, however, it includes, but is not limited to, abusive words in written form.

3.90 - **Threat(s)**

Threat is defined as a communicated intent to inflict punishment, harm, injury, or loss to another person(s), group(s), or institution(s). Threats are taken very seriously and may lead to immediate removal, suspension, and/or expulsion from Ferrum College.

**SECTION 4.0 – CHEATING, LYING, PLAGIARISM**

Ferrum College has high expectations for all students in the areas of academic success as well as self-development. For this reason, honesty is expected from students related to all aspects of their lives, both
inside the classroom and out. Cheating, lying, and plagiarism will not be tolerated at Ferrum College and is a violation of the Ferrum College Community Standards.

4.10 - **Cheating**
Cheating for any purpose or reason is a violation of Ferrum College standards and, as such, cannot be condoned in a community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Student Accountability System (e.g., academic or non-academic).

4.20 - **Lying**
Lying for any reason or purpose is a violation of Ferrum College standards and will not be tolerated in this community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Student Accountability Process (e.g., academic or non-academic).

4.30 - **Plagiarism**
Plagiarism for any reason or purpose is a violation of Ferrum College standards and will not be tolerated in this community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Student Accountability Process (e.g., academic or non-academic).

**SECTION 5.0 – COMPLICITY IN STANDARDS VIOLATIONS**
Any student who is aware that a violation of any standard, law, or ordinance is about to occur, is taking place or has taken place, and who fails to make some reasonable effort to stop the offense; or notify a College staff member; or remove self from situation at once, will be considered a participant in the offense. Penalties may be the same for these persons as for the person who actually commits the offense.

**SECTION 6.0 – DISORDERLY CONDUCT**
Ferrum College students are expected to act and dress in an orderly and responsible manner. Therefore, students may not be involved in such actions as verbal harassment, physical restriction, coercion, or intimidation of any person; participation in, or encouragement of, any effort to disrupt any class, or other College function (see Crowd Management & Control, Demonstrations and Peaceful Assembly); disrespectfulness or belligerence toward any College employee, including but not limited to, staff members, instructional or non-instructional faculty members, any administrative officers, police officers, any student in a supervisory capacity, a fellow student, or guest. Indecent, inappropriate, or obscene language, behavior or dress may result in disciplinary action, up to and including suspension or expulsion.

6.10 - **Indecent, Inappropriate, or Obscene Language**
Indecent, inappropriate, or obscene language in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to monitor their language at all times and avoid swearing, cursing, or using sexually explicit terms except when such terms would pertain to an academic discussion. Words and/or phrases that are considered “fighting words” are not permitted. All students, staff, and faculty are asked to assist in enforcing this policy and may report disregard or violations to the Office of Student Life.

6.20 - **Indecent, Inappropriate, or Obscene Behavior**
Indecent, inappropriate, or obscene behavior in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to monitor their behavior at all times and to act appropriately. Examples include, but are not limited to, aggressive hand gesturing, urinating in public, flashing, streaking, screaming, cutting, prankng, or other behaviors as determined by the College. All students, staff, and faculty are asked to assist in enforcing this policy and may report disregard or violations to the Office of Student Life.

6.30 - **Indecent, Inappropriate, or Obscene Attire**
SECTION 7.0 – DRUGS

The possession, use, or sale of illegal drugs, drug paraphernalia, stimulants, hallucinogens, depressants, or any other illegal substance is a very serious violation of community standards that may result in immediate suspension or expulsion. The Ferrum College definition of possession of dangerous drugs includes the presence of such materials on or in the student’s person, among the property owned by the student, or among such College property that is being used by the student.

7.10 - Marijuana

The possession, use, or sale of marijuana is prohibited. This includes both the drug, and other items that contain marijuana and/or THC, such as wax, THC laced gummies, etc. Selling marijuana is a serious violation of community standards and may result in immediate suspension or expulsion. Students are prohibited from possessing marijuana paraphernalia, which includes bowls, pipes, bongs, and any other device that is, or has been adapted, to smoke and/or consume marijuana.

7.20 - Prescription Abuse

Prescriptions are to be used as directed by a student’s physician and/or as indicated on the prescription packaging. Using a prescribed medication incorrectly, or a medication not prescribed to the student can lead to personal harm or injury. Students are prohibited from selling a prescribed prescription and may receive the same sanction(s) as an individual that has sold illegal drugs.

7.30 - Unauthorized Possession of Prescription Drugs

Students are prohibited from possessing and using a prescription medication that belongs to another individual. Possession, use, or sale of another individual’s prescription is a serious violation of community standards and may result in immediate suspension or expulsion.

Intervention:

Ferrum College has several options available for students and staff members who need to address alcohol and other drug abuse issues. The College has an agreement with Carilion Clinic to provide counseling for students and staff members. Students are also given information regarding other resources in the area: Piedmont Community Services, Tri-Area Health Center, and Alcoholics Anonymous.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to the Human Resources Department, Dean of Students, or Dean of Campus Diversity, Wellness and Student Leadership.

Some other resources include:

- Narcotics Anonymous – (540) 344-3400, Roanoke, Virginia
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- Piedmont Community Services – (540) 483-0582, Rocky Mount, Virginia

SECTION 8.0 – FAILURE TO COMPLY
Students who fail to comply with the directions of agents and employees of the College are subject to accountability sanctions.

8.10 - Students who are notified of accountability or academic related appointments and who fail to attend the meeting/hearing may be subject to disciplinary action. Students who cannot attend a scheduled meeting should contact the office of the individual requesting the meeting as soon as possible in order to schedule a mutually convenient time.

8.20 - Failure to complete assigned accountability sanctions also constitutes a failure to comply.

SECTION 9.0 – FAILURE TO CARRY I.D. CARDS
While on campus or attending Ferrum-sponsored events, Ferrum College students are required to carry identification cards issued by the College at all times and must identify themselves to College officials upon request. Students failing to carry their student I.D. may receive accountability sanctions.

SECTION 10.0 – UNAUTHORIZED DUPLICATION OF KEYS
Duplicating Ferrum College keys is prohibited. Proper authorization is required for possession of any college key other than a student’s assigned room and residence hall key (see Section 24 of Residence Hall Policies).

SECTION 11.0 – PERSONAL RESPONSIBILITY

11.10 – Personal Responsibility On or Off Campus
Each student is responsible for their actions on or off campus, whether or not Ferrum College is in session. If a student is involved in a violation of local, state, or federal law (or any other action which is inconsistent with that expected of a student at Ferrum College based on the Student Handbook), Ferrum College reserves the right to take disciplinary action regardless of any action that may or may not be taken in a court of law. Typically, with a violation that occurs off campus, the College is notified and the student will be charged with both personal responsibility and the charge as found in the Student Handbook. Students arrested for violent acts and/or any other criminal law violation(s) on or off campus, whether or not Ferrum College is in session, may be immediately removed from campus and/or not be allowed to return to Ferrum College.

11.11 – Personal Responsibility of a Student’s Guest(s)
All visitors to the campus are required to observe the Community Standards and Residence Hall Policies of the College as well as all local, state, and federal laws. Hosts/Hostesses of visitors are responsible for the actions of their guests on the Ferrum College campus or at College-sponsored events off campus. If a visitor is causing a disturbance or problem, he/she may be escorted off the campus or from the event by a College Police Officer or designated College official. After violation of a local, state, or federal law or College policy, non-students may be banned from Ferrum College and/or trespassed.

11.13 – Personal Responsibility for Campus Safety
The safety of the campus is everyone’s responsibility. Students, faculty, and staff must alert Campus Police and the appropriate administrator when a safety concern and/or emergency arises. Students that fail to report a known safety concern, tamper with a safety measure, and/or purposely disable safety equipment such as propping open a door, removing a smoke detector, disabling a lock, etc. might receive disciplinary action.

11.20 – Use of Campus Lakes
Students are prohibited from going on and/or into the lakes or causing others to do so. (This policy excludes any College-sponsored activities that would require the use of any campus lakes.) Students are to remain off the lakes in the winter. Even though the lakes may appear frozen, often the thickness and ability to hold a person’s weight may be deceiving. The College is not responsible for personal injury or property damage. Throwing items into the lakes is strictly prohibited. Students are not to harm or kill animals that may be in or near the lakes.
11.21 - **Use of Gazebos**
The gazebos are for the use of everyone and should be treated respectfully. Vandalism, trash, and/or destruction of property is strictly prohibited.

11.30 - **Personal Responsibility for Campus Communication**
Communication on campus is critical. During times of crisis or emergency, it is imperative to be able to contact students quickly. Also in an academic community, communication provides for announcements of important events, academic assignments, and so much more. In general, students are notified through Brightspace, campus mail, by phone, through the Rave Alert System, or through electronic mail. In order to optimize campus communication, students are responsible for information sent through the following:

11.31 - **Campus Mail**
All students are assigned a campus mailbox in the College Post Office area in Franklin Hall. Students are responsible for the information sent through campus mail. Students are responsible for the return of their campus mailbox key to the College Post Office when they will no longer be a Ferrum College student (i.e., withdraw, transfer).

11.32 - **Electronic Mail**
All students are assigned a Ferrum College electronic mail account. Students are responsible for checking their Ferrum College email on a regular basis and are responsible for information contained therein. Electronic mail is the preferred method by which many students, staff, and faculty convey important information. Students should contact the Information Services Help Desk in the lower level of the Stanley Library (visit in person, email helpdesk@ferrum.edu, or telephone 365-HELP) for assistance with their Ferrum College email account.

11.33 - **Learning Management System**
All students are assigned an account on the Ferrum College Learning Management System: Brightspace. Most faculty use Brightspace to distribute course materials to their students, to make announcements, give online assessments, allow submission of reports, facilitate discussions and to display grades. Students are responsible for keeping their login credentials confidential, checking their Brightspace accounts and reviewing course information on a regular (daily) basis. Students should contact the Information Services Help Desk in the lower level of the Stanley Library (visit in person, email helpdesk@ferrum.edu, or call 365-HELP) for assistance with their Brightspace account.

11.34 - **Rave Alert System**
Students, for whom the College has a cell phone number, are automatically entered into the system. Text messages are communicated directly to students’ cell phones and email during an emergency.

**SECTION 12.0 – THEFT, UNAUTHORIZED ENTRY**

12.01 - **Theft**
Unauthorized appropriation or possession of the property of another is strictly prohibited. The act of stealing, specifically the taking and removing of personal property or identity with the intent to deprive the rightful owner, is considered a serious violation and may result in suspension. This includes theft of such things as credit cards, debit cards, bank cards, telephone access codes or computer passwords.

12.02 - **Unauthorized Entry**
Unauthorized entry to, or use of, College facilities, property, or equipment is prohibited. Entering a student’s room, whether lock or unlocked, without the student’s permission is prohibited.

12.03 - **Endangering Campus Facility** (See also Section 11.13 Personal Responsibility of Campus Safety)
Students are prohibited from propping open doors, tampering with room/building locks, or any other action that compromises the safety of a residence hall, apartment, or campus facility.

**SECTION 13.0 – USE OF EXTERIOR SURFACES**
The use of exterior surfaces such as roofs, fire escapes, balconies, and ledges is prohibited. Students are prohibited from hanging out of any windows, throwing objects out of windows, or from rappelling or climbing on any College building. College roads, sidewalks, exterior stairs, and trails must be used in an appropriate manner. Students using outdoor trails are encouraged to wear bright, reflective clothing and/or blaze orange vests. Skateboarding/Skating on College property is prohibited.

13.01 - **Window Screens, Window Entry/Exit**
For the safety of the students, all window screens must remain down at all times and students are prohibited from using the window as an exit or entrance unless there is a documented emergency situation such as a fire. Repeated screen violations may result in monetary fines for students in residence halls or apartments.

13.02 - **Skateboards/Skates/Hoverboards**
For the safety and protection of all persons on the Ferrum College campus, skateboards/skates/hoverboards (including skateboards, longboards, motorized skateboards, roller skates, roller blades, scooters, coasters or similar devices, hereafter referred to as skateboards/skates/hoverboards), shall not be used for recreation or as a means of transportation on the property of Ferrum College. If members of the Ferrum College campus community and/or visitors bring skateboards/skates to the campus, for use elsewhere, these must be stored in campus residences or in motor vehicles. Hoverboards are not permitted on Ferrum College property. As with all campus policies, faculty and staff, including administrative personnel, are encouraged to report violations to Campus Police at 540-365-4255.

**SECTION 14.0 – VANDALISM** (See also Section 17.06 Vandalism)
Students are prohibited from destroying, graffiting, vandalizing, or otherwise defacing public or private property. Actions of this nature will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities.

**SECTION 15.0 – UNAUTHORIZED USE OR POSSESSION OF WEAPONS**
**Possession of weapons is strictly prohibited and may result in immediate suspension or expulsion.** Possession or use of firearms (including pellet guns, airsoft guns, bb guns, and paintball guns – regardless of propellant used) or explosives (firecrackers, fireworks, noisemakers, smoke devices, or any explosive or incendiary device) are prohibited on College property. This standard also includes such weapons as knives (3” blades or longer), ammunition, swords, Martial Arts weapons, metal knuckles, blackjacks, tasers, stun guns, and other items which could potentially be dangerous weapons. This includes toys or non-lethal entities that resemble and/or mimic weapons, including foam and/or water guns. This standard includes possession of such items in a vehicle located on campus.

15.01 - **Hunting Provision**
Prior permission regarding storage privileges of hunting implements such as ammunition, rifles, shotguns, and/or archery-related equipment may be obtained from the College Police Department. College Police will store the hunting implements at the Campus Police Station. At no time should any hunting implement be stored in a student room or vehicle.

**STUDENT ACCOUNTABILITY – Residence Hall Policies**

The following Residence Hall Policies have been designed to maximize a student’s academic success in a living-learning environment. The goal of the Residence Hall Policies are to develop a comfortable living atmosphere in which students can expect reasonable attitudes and behaviors from each other in all areas of residence life. Every student is responsible for these policies, and by signing the Housing Agreement, they have formally agreed to abide by them. Failure to abide by these policies will result in disciplinary action. We strive
to be educational at all times, though also recognize sometimes education is required time away from campus. Ferrum College reserves the right to change these guidelines, upon written notice, at any time.

**SECTION 16.0 – ATHLETIC ACTIVITIES OR HORSEPLAY**

No athletic activities (i.e., football, ball bouncing, boxing, wrestling, jumping rope, frisbee, water fights, tennis, soap slides, soccer, skateboarding, etc.) are allowed inside any residence hall, residence hall room, or apartment.

**SECTION 17.0 – DAMAGES**

17.01 - **Accidental Damage to Student’s Room or Apartment**

Any accidental damage that occurs in a student’s room, to the furniture in the room, or in a hallway, must be reported to the Residence Hall Educator of that area immediately. Students who are responsible for the damage will be billed for proper repairs. Students are responsible for maintaining the cleanliness and physical appearance of the room or apartment assigned to them by Ferrum College. Any damage that occurs in the room or apartment, unless reported otherwise, is the responsibility of the student(s) assigned to that room or apartment. Damage billing may occur at any time, but primarily will be addressed after the student(s) has/have checked out of the residence hall room or apartment.

17.02 - **Damage to Residence Hall/Apartment Public Areas**

Keeping the hallways and other public areas of the residence halls and apartments in good condition is the responsibility of everyone. Any damage in these public areas by unidentified persons will be appraised by maintenance and the residents of that hall may be assessed the charges. Damage to areas such as elevators, exit signs, kitchens, and/or vending areas can be very costly and assessed charges can add up quickly. Students are encouraged to report vandalism as soon as it occurs and to report any potential suspects to an appropriate College official (Residence Hall Educator, maintenance staff member, and/or College Police).

17.03 - **Damage to Student Rooms or Apartments**

Any damage to a student room or apartment will be charged to the resident(s) of that room or apartment. Damage to common areas in apartments will be charged to all residents of the apartment, unless the student(s) responsible for the damage comes forward and documents their damage and agrees to pay for the damage repairs in writing.

17.04 - **Use of Dart Boards**

Metal tipped darts are not to be used in residence hall rooms due to damage that results from their use. Students will be billed for any damage incurred and dartboards will be confiscated.

17.05 - **Use of Exercise Weights**

Exercise weights in excess of 5 lbs. are not to be stored or used in residence hall rooms due to damages that may result from their use. Students found with weights in excess of 5 lbs. must remove weights immediately in order to avoid a charge of Failure to Comply.

17.06 - **Vandalism** (See also Section 14.0 Vandalism)

Destruction of public or private property will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities. Tampering with video surveillance equipment, including cameras, in any fashion will be considered a serious violation and may result in immediate suspension or expulsion. Video cameras are considered life safety equipment.

17.07 - **Unnecessary Mess**

Sweeping personal debris into public areas, littering the hallways, or otherwise creating a mess in the public hallways and grounds on the Ferrum College campus is prohibited. Haircutting is not allowed in hallways, nor should any hair be left in public areas. Any unnecessary mess in public areas by unidentified persons will be appraised by housekeeping and the residents of that hall may be assessed
the charges. Unnecessary mess in student rooms at checkout will lead to additional charges. Students are expected to keep their rooms neat in appearance.

SECTION 18.0 – FIRE SAFETY POLICIES (See also Section 2.0 Arson)

18.01 - Fire Equipment
Tampering with fire equipment and false reporting of a fire through the use of a pull station, smoke detector, or other means is a federal offense and is not permitted. Tampering with, obstructing, painting, or damaging sprinkler heads is prohibited. This includes, but is not limited to, hanging items from, or attaching anything to, sprinkler heads. Students who are found guilty of tampering with fire equipment and other life safety equipment could face suspension or expulsion from the College, a fine, and could also face referral to law enforcement authorities. Public area life safety equipment vandalism is community-billed until the violator is identified. Any faulty fire equipment (such as smoke detectors) must be reported to the Residence Hall Educator of that area immediately.

18.02 - Evacuation
Students and their visitors are required to evacuate the building when the fire alarm sounds and must gather at their assigned evacuation point. Students may not enter the building until proper authorization has been given and students can only enter through designated entrances. Individuals failing to vacate the building during a fire alarm or reentering the building prior to receiving proper authorization will be assessed a disciplinary sanction and/or fine. Students may also receive a charge of Section 8.0 Failure to Comply.

18.03 - Electrical Appliances
The following small appliances are allowed in residence hall rooms: electric blankets, popcorn poppers (with self-contained heating units), curling irons, hair dryers, refrigerators up to 5 cubic feet, and microwave ovens up to 700 watts. The following appliances are not allowed in residence hall rooms: full-size refrigerators, microwave ovens exceeding 1000 watts, Halogen lamps, bunsen burners, hot plates, air conditioners, fog machines, space heaters, fryers, and George Foreman-type grills.

18.04 - Open Flames
Due to safety considerations, flame producing items including, but not limited to, candles, incense, oil burning lamps, and lanterns, are not permitted in any form in residential areas. Such items found in residential areas will be confiscated. Smoking in residential areas, residence hall rooms or public areas, or apartments is not permitted at any time.

18.05 - Room Decorations
Residence hall rooms must not be decorated in a manner that is destructive, a fire hazard, or in violation of good judgment. They should be neat, orderly, and clean. Students are not to nail, tack, or glue items to the walls or woodwork; masking tape may be used for this purpose. Objects should not be placed or hung from the ceiling, walls, windows, or floors that will prevent or hinder access to and from the room or which are deemed a fire hazard. Items hanging from the ceiling or strung from wall to wall are considered a fire hazard. Decorations may not be placed on exterior surfaces of buildings. Window coverings such as foil, sheets, towels, flags, cardboard or other items are not permitted. Students are not permitted to write on the walls.

18.06 - Room Capacity Regulations
Room capacity in Bassett Hall, Riddick Hall, Chapman Hall, Susanna Wesley Hall, Clark Hall, Dyer Hall and Roberts Hall is eight (8) people per room. Room capacity in Arthur Hall, Moore Hall, Hillcrest Apartments, 602 Apartments, and the Ferrum Village Apartments is twelve (12) people per apartment. If the number of people in a room is such that movement in the room is inhibited, this designates a violation of fire safety. Residents of the room will be responsible for guests adhering to this policy. A violation of this policy may result in housing assignment reassignment or the loss of campus housing.
18.07 - **Wooden Constructions**
Lofts – Free standing wooden structures may be constructed according to set guidelines and placed in student rooms after approval has been granted by the Residence Hall Educator. Any student who wants to construct such a structure or place one in their room should contact the Residence Hall Educator and receive written permission for wooden structure construction. A fire extinguisher, purchased by the student, must accompany all wooden structures.

**SECTION 19.0 – HALL MEETINGS**
Residence hall meetings are held as needed to discuss the needs and ideas of resident students, as well as to provide necessary information to students. Students are expected to attend these meetings and are responsible for the information covered when they cannot be in attendance.

**SECTION 20.0 – LOBBY CLOSINGS**
It will be at the discretion of the Residence Hall Educator of each building or area to determine if it is necessary that the residence hall or apartment building lobby have specified closing hours. The lobby policy for each hall will be posted in the residence hall lobby.

**SECTION 21.0 – NOISE REGULATIONS**
It is the responsibility of all members of the College community to work together in assuring that an academic atmosphere is maintained throughout the campus.

21.01 - **Quiet Hours**
Within the residence hall, time periods have been designated as “Quiet Hours” and “Courtesy Hours” to promote an environment conducive to living and learning. Ferrum College is committed to providing students with housing in which they may grow and develop both personally and academically. The development of an atmosphere conducive to study is the mutual responsibility of all the residents. Therefore, the following community standards have been established:
- Every residence hall will have quiet hours and these hours will be posted throughout the hall.
- A violation of Quiet Hours occurs when noise emanating from a student room can be heard more than two feet from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Quiet Hours periods.
- The residents of each residence hall will vote to establish quiet hours (North and East Bassett will be considered separate halls.) This will be accomplished through the Community Living Agreement and will require a two-thirds majority vote by residents. The minimum time required for quiet hours in each residence hall is from 10 p.m. to 9 a.m. weekdays, beginning Sunday at noon through Friday at noon, and 12 a.m. to 10 a.m. on weekends, Friday at noon through Sunday at noon.
- Prior to the adoption of quiet hours for a new academic year, quiet hours are 10 p.m. to 9 a.m., weekdays, and 12 a.m. to 10 a.m., weekends. Quiet hours will begin on the first evening the residence halls are open.
- Quiet hours are in effect 24 hours a day beginning the evening before Reading Day, until the end of final examinations.
- Students who violate the Quiet Hours or Courtesy Quiet Hours Policies will receive accountability sanctions including, but not limited to, warning, probation, fines, removal of offending noise-creating personal items, relocation, or suspension.
- At no time should noise from inside a residence hall room or apartment be heard outside the residence hall or apartment via the windows of a building.

21.02 - **Courtesy Quiet Hours**
Whenever quiet hours are not in effect, a policy of courtesy quiet hours will be enforced in each residence hall. The purpose of courtesy quiet hours is to make each student responsible for the
environment in the residence halls. Consideration for one another is the key to maintaining a conducive learning environment. A violation of Courtesy Quiet Hours occurs when noise emanating from a student room can be heard more than two doors from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Courtesy Quiet Hours periods. Students asked to lower the volume of music, a conversation, or other reason of noise should do so immediately.

21.03 - **Use of Stereos, Radios, Musical Instruments**
Radios and stereos may be used by students as long as the use of the equipment does not disturb other members of the College community. Sound equipment or musical instruments may not be used in residence hall rooms. See your Residence Hall Educator for a place to use instruments with sound amplification equipment. Confiscation or banning of stereos and sound equipment may result if noise levels remain too high. The placement of speakers in windows and hallways is prohibited. It is recommended that headphones be used to avoid disruption of classes or other activities.

21.04 - **Outdoor Noise**
Students should refrain from screaming/yelling when outside the residence halls or apartments. Noise from outside, when created outside the parameter of a campus-sponsored event, should not be heard indoors. Car stereos and bass, when driving or parking on Ferrum College property, should not be heard inside the residential or academic facilities at any time.

**SECTION 22.0 – PAINTING POLICY**

22.01 - **Public Areas**
Students are not permitted to paint the public areas of the residence halls or apartments. Exceptions to this may be granted by the Director of Residence Life & Housing to student groups wishing to paint a mural in a public area in a residence hall or apartment.

22.02 - **Student Rooms**
Students are not permitted to paint any surface in a residence hall or apartment room or common area inside an apartment. Students are prohibited from writing on walls, doors, and/or furniture surfaces inside the residence hall or apartment.

**SECTION 23.0 – ANIMALS**

**Definitions:**

**Assistance Animal:** Assistance animals are not pets. Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Assistance animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection to rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefits needed as a reasonable accommodation by the person with the disability. An assistance animal may or may not also qualify as a service animal.

**Service Animal:** Any dog, miniature pony or simian that is individually trained or in the process of being trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks,
alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

**Pet**: a domestic or tamed animal kept for companionship or pleasure.

**23.01 - Pet Policy**

With the exception of fish, students are prohibited from possessing a pet on campus. This includes having a pet in the residence halls, apartments, and other campus facilities. Violation of the Animals policy and associated policies may result in a fine of $500.00. Students are responsible for the financial restitution of any damages sustained to campus residence halls, apartments, and all other campus property by a student’s pet. Students may have fish as pets according to the following guidelines. Snake tanks are not permitted on campus. Tanks may not exceed 10 gallons and there cannot be more than 2 tanks per room. All tanks must be taken out of the residence halls during all breaks exceeding 4 days, and tanks must be cleaned regularly.

**23.02 - Assistance Animals Policy**

Ferrum College is committed to compliance with applicable laws and regulations regarding individuals with disabilities. Ferrum College strives to provide safe, healthy housing to all students who live in its residence halls and is committed to providing equal access to College housing to all students with qualifying disabilities. In keeping with this obligation, it is the policy of Ferrum College that Assistance Animals are permitted in all housing facilities in accordance with Ferrum College policies and procedures. This policy will outline the procedures for an Assistance Animal and the responsibilities of students who have an Assistance Animal in Ferrum College student housing. For the purpose of this policy, the term, “residence halls” or “campus housing”, will pertain to all student housing including traditional residence halls and apartments. Ferrum College recognizes the broader category of Assistance Animals under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Assistance Animals are defined as a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability, but, which are not considered Service Animals under the Americans with Disabilities Act.

1. Requests for physical accommodations as related to student housing, including Assistance Animal should be directed to Office of Student Life.

2. The health and safety of Ferrum College students, faculty, and staff, as well as the Assistance Animal, are important concerns; therefore, each request for such an accommodation will be made on a case by-case basis in accordance with applicable laws and regulations. Only in cases where the Assistance Animal and the necessary documentation satisfy the criteria described below will the Assistance Animal be exempt from rules that otherwise restrict or prohibit animals from being in the residence halls.

3. A student requesting an Assistance Animal should provide the College with the appropriate documentation by July 1st for Fall Semester or December 1st for the Spring Semester. For any new diagnoses or treatment plans that occur during the semester, the student should provide documentation, at least 30 days before accommodation will be needed. The Office of Student Life requires such advance notice in order to gather, review, and verify the necessary documentation, which includes, but is not limited to: verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal including all the...
necessary licensing. Please be aware that students seeking to have an Assistance Animal in campus housing must submit a request, with all accompanying documentation, for review each academic year.

4. The Assistance Animal must not be in the residence hall prior to approval. Students and roommates who have an unapproved animal in their residence hall are subject to sanctions related to applicable campus policies in the Student Handbook. Regular follow-up visits will be made to ensure that the animal has been removed.

5. Once approved, an Assistance Animal will only be allowed within the student’s residence, whether in an on-campus residence hall or in off-campus College housing. No Assistance Animal will be allowed in other campus buildings. The Assistance Animal must be contained within the student’s assigned individual living quarters, (room, suite, or apartment), except to the extent the resident is taking the animal outside for natural relief. When the animal is left alone in the residence hall room, it must be crated or contained. When the Assistance Animal is outside the resident’s private living quarters, the animal must be in an animal carrier or controlled by leash or harness and the student must be present with animal at all times. Animals cannot be tethered or let outside unattended. The Assistance Animal is not permitted in other areas of the campus, (e.g. other residence halls or apartment buildings, dining facilities, academic buildings, athletic buildings and facilities, workplace, classrooms, labs, libraries, other resident’s rooms, etc.)

6. Assistance animals are required to be at least 12 months of age unless an exception to this requirement has been approved by the Office of Student Life.

7. Due to the confined nature of residential living space, no more than one Assistance Animal will be permitted in a residence hall room/apartment.

8. The student must submit the following documentation:
   a. A completed Assistance Animal Registration Form
   b. Supporting Documentation Form for Assistance Animal (completed by treating medical provider)
   c. Alternate/Emergency Caregiver of Assistance Animal if student owner is unable to be reached
   d. Veterinarian Verification Form
   e. Roommate/Suitemate/Apartment Mate Agreement (if applicable)
   f. Review (with a member of the Student Life Staff), initial, sign, and date the Assistance Animal Guidelines Form

8. Ferrum College is not responsible for either the care or the supervision of an Assistance Animal, and the animal must not pose any undue financial or administrative burden to the College. Students who are approved for an Assistance Animal are responsible for:
   a. Assumption of liability in regards to any and all damages to persons, property, or otherwise, including unnecessary cleaning or repairs and pest control;
   b. Licensing, vaccinating, and owner identification (including providing appropriate documentation to Ferrum College for each of these);
   c. Keeping the animal under control by harness, leash, or other tether, and, if the animal is not under control, taking effective action to do so;
   d. Feeding and walking/exercising the animal;
   e. Promptly disposing, in secured double bags and in outside trash cans, of animal waste;
   f. If the owner is absent from College Housing overnight, the Assistance Animal must accompany, (as applicable), or secure other arrangements to board the Assistance Animal outside of College housing. Local animal control will be notified and asked to remove any animal that is left overnight in housing without its owner present. Owners are strongly encouraged to have plans for alternate housing in place for the Assistance Animal in the event the owner must be absent from College housing overnight, including emergencies and other unexpected events. Should there be no arrangements for
emergency care, Ferrum College reserves the right to make arrangements with a local veterinary clinic for boarding or call Franklin County Animal Control for assistance. Any expenses incurred would be the responsibility of the student and be charged to their Student Account.

9. Should corrective action become necessary, each situation would be reviewed on a case-by-case basis. Based upon the severity of any incident which may impact the animal’s presence on campus, the student may be warned and given the opportunity to correct the problem or the animal may be banned immediately. Ferrum College can ban an Assistance Animal, without notice, if the Assistance Animal: is out of control and the student does not take steps to control the Assistance Animal; poses a direct threat to the health or safety of others, and the threat cannot be reduced or eliminated by reasonable modifications; and/or the does not prove to be housebroken.

SECTION 24.0 – RESIDENCE HALL KEYS/KEY CARDS
Access to Residence Hall entrances and Residence Hall rooms is provided by use of either a “physical” key or a key card. Residence Hall entrance keys/key cards and residence hall room keys/key cards are distributed to residents when they check into their residence halls. Key/key card problems should be reported to your residence hall staff. For each “physical” key that must be replaced, students must pay a $100.00 fee for replacement of the core locks and keys. Unauthorized duplication of college keys is strictly prohibited. All keys/key cards must be returned to residence life staff when checking out of a room/residence hall. Failure to fulfill this responsibility will result in the student’s account being billed the appropriate amount for replacement/reprogramming. For each key card that must be replaced, students must pay a $25.00 fee for replacement and reprogramming of locks. For Residence Hall “physical” exterior entrance keys that must be replaced, students must pay a $25.00 fee for key replacement.

24.01 - When a student is locked out of their room, they need to contact one of the Resident Advisors in the building in which they reside in order to gain access to their room. If a Resident Advisor is not available, then the student will need to contact the Office of Student Life and an authorized staff member will be located to open the room.

24.02 - A loss of a student room key/key card poses a severe security risk. Students must report a lost key/key card immediately. Missing or lost keys have to be replaced and the core locks and keys changed. Missing or lost key cards have to be replaced and the locks and key cards reprogrammed. Minimum costs for missing and/or lost keys will be $100.00 charged to the student’s account. Minimum costs for missing and/or lost key cards will be $25.00 charged to the student’s account.

24.03 - Students may not lend their assigned keys/key cards for any reason.

SECTION 25.0 – RESIDENCE HALL STORAGE

25.01 - Storage Space
Students are not allowed to store property anywhere on campus.

25.02 - Abandoned Property
Any personal property which is abandoned by individuals upon termination of residence at the College, is left in unauthorized storage areas, is lost, or is stored in violation of the conditions stated above, will be collected by staff and stored in areas selected for this purpose. Such storage will not exceed 30 days. Any items not claimed by the end of the 30 days will be sold, destroyed, discarded, maintained for use by the College, or donated to an appropriate charitable organization depending upon the items and their value.

25.03 - Motor Vehicles
Any motor vehicle abandoned on campus will be disposed of as provided by Franklin County Ordinance Section 11-9 authorized under Title 46.1 – 3.2 of the Code of Virginia.

25.04 - Bicycles
Bicycles may be stored in the student’s rooms during periods of residency as long as they are placed so that they do not block or hinder movement within the room or block exits. Both roommates must agree to having the bicycle stored there. Bicycles may not be stored in hallways, stairwells, or other public areas of residence halls. Bicycles left unattended in hallways, stairwells, or other public areas of residence halls are subject to confiscation, a fine, and if unclaimed, may be donated to charity. Students are encouraged to use the bike racks located around campus for bicycle parking (please use a bicycle lock when using the racks).

SECTION 26.0 – ROOM CHANGE POLICY
Ferrum College maintains a philosophy that students should learn how to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff have been trained to deal effectively with roommate conflicts. Room change may result once there has been an attempt by both roommates to resolve the conflict. These room changes will occur only with the approval of the appropriate Residence Hall Educator.

26.01 - Room Change Periods
The Office of Student Life has designated two room change periods during the academic year for students to get approved room changes without additional cost. A student wishing to change rooms will need to speak with their Residence Hall Educator and have a plan of where and with whom they would like to live. The move will need to be completed during the designated time period.

26.02 - Room Change Procedure
Any student desiring a room change that is not during the designated room change period must speak with their Residence Hall Educator. The student must be able to demonstrate that they attempted to solve their issues via mediation, roommate contract, etc. A student may not move into a new room or building until he/she has gained approval from the Residence Hall Educator and made necessary arrangements to check into their new room and out of their old room. Students must return all keys by a specified date or they will be charged with the replacement of the old lock and new keys.

26.03 - Room Consolidation
During the fall semester, students in designated double rooms without a roommate are encouraged to move in with one another to create space for incoming spring semester students. Students are strongly encouraged to self-consolidate in the fall to avoid getting placed with a new unknown student and to avoid the official Spring Consolidation Process.

Ferrum College-owned apartments (Arthur Hall, Moore Hall, Hillcrest, 602, Village East and West), Clark Hall and Dyer Hall must be fully occupied as defined by the Office of Student Life. Students living in these buildings who find themselves with an open space/room must fill the space/room by a time designated by the Office of Student Life or the space/room may be filled by Ferrum College. Students are strongly encouraged to find their own roommates; however, Office of Student Life staff may be contacted for assistance.

The Office of Student Life implements an approved consolidation policy at the beginning of the spring semester with the participation of residents in designated double rooms who find themselves without roommates. The purpose for roommate consolidation is to improve the management of the residence halls and to decrease residence hall costs. The roommate consolidation procedure is as follows:

a) The Office of Student Life will compile a list of students living in a designated double room without a roommate at the end of the first week of the spring semester.
b) The student will receive a notice and explanation of the consolidation policy and an opportunity to view a list of other students who are also being consolidated. The student will be given the following options:
   1) Consolidate with another resident,
   2) Keep the room single for the remainder of the semester by paying a $600 single-room fee (students living in apartments, Clark Hall, or Dyer Hall do not have this option and must consolidate or find a roommate in the designated time frame determined by the Office of Student Life),
   3) Opt to stay in current location and accept any roommate that is assigned and not pay the $600 room fee (see letter g).

c) The student will have seven calendar days to inform Office of Student Life staff of their plan to consolidate with another resident, keep the room single for the remainder of the semester by paying a $600 single-room fee, or choosing to stay and accept any roommate. Students who wish to pay the $600 fee, have gotten a roommate, or choose to accept an assigned roommate, must sign a contract in the Office of Student Life.

d) On the seventh calendar day, students who have not indicated their intent will be assigned a roommate who is also undergoing consolidation.

e) On the eighth calendar day, students who have not completed the room change will be charged the $600 fee.

f) Students who opt to keep their room as a single and pay the $600 fee will not have rights to that room the following year as a single. The room remains a designated double for housing assignment purposes. They may sign up for the same room the following year with a roommate.

g) Students who opt not to move out and not to pay the $600 fee must accept any roommate that the Office of Student Life assigns to that room. The student will not have a right to refuse another student. The room must remain a double space and one side of the room will need to be available for someone to move in. If a student refuses a roommate (saying no, making the potential roommate feel unwanted, being aggressive to the potential roommate, coercing the potential roommate, etc.) then the student will be immediately assessed the $600 fee and may be charged through the student accountability process. The Office of Student Life will notify the student of any assignments and give a minimum of a 24-hour notice.

26.04 - Unauthorized Room Change
Unauthorized room changes are defined as those room changes which occur 1) without proper authorization from the Residence Hall Educator, or 2) during the established room change periods if proper procedures are not followed by the student. Students who make an unauthorized room change will be assessed a $100 fine and may have to return to their original room. The student will also be responsible for any damages found in the room where the unauthorized room change occurred. The student will only be allowed to move to their desired room with proper authorization and after consultation with their Residence Hall Educator.

26.05 - Unwelcoming to Potential New Roommate
Residents who misrepresent the truth, fail to respond to voice or e-mail messages, intimidate assigned occupants or students wishing to move in, or otherwise attempt to manipulate the housing assignment process may be subject to student accountability charges.

SECTION 27.0 – ROOM FURNITURE
Hall or room furniture is not to be removed or disassembled without authorization from the Residence Hall Educator. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Unauthorized use of College furniture (e.g., lobby furniture) or
disassembling of such furniture is not permitted and if found in students rooms/apartments could be considered theft.

SECTION 28.0 – ROOM INSPECTIONS AND ROOM SEARCHES
For a full explanation of these procedures, please refer to the Special Campus Policies Section.

SECTION 29.0 SMOKING POLICY
All buildings on Ferrum College’s campus shall be smoke-free. Smoking anything, including but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vape pens, or other smoking implements is not permitted within 100 feet of campus buildings. Smoking anything inside of a campus building, residence hall, or apartment is prohibited. For purposes of estimation, 100 steps away from a building will approximate a distance of 100 feet.

Tobacco users and smokers are asked to be considerate of others by refraining from use of such products where others are gathered outside. Those who use smokeless and other types of tobacco products outside are asked to refrain from spitting on sidewalks and other walking areas and from discarding such products except in appropriate trash containers.

Responsible Offices
Any violations by students will be addressed through the Student Accountability Process and the Office of Student Life. Faculty and Staff violations will be addressed by the immediate supervisor with assistance from Human Resources.

SECTION 30.0 – STUDENT RESIDENTIAL LIVING POLICY
Ferrum College is a residential institution of higher education and has developed programs to address the needs of traditional residential students. The residential program is designed to promote students’ academic, social, emotional, and cultural wellbeing. Therefore, traditionally-aged students are generally required to live in residence halls or apartments during their period of attendance at Ferrum College.

Traditionally-aged students may request permission to live off campus by filing a Residential Requirement Waiver Application with the Office of Student Life. Students will be billed for room and board as residential students if an approved application is not on file in the Office of Student Life. The Director of Housing, assisted by the Accommodative Housing Committee, will review all applications to waive the residency requirement. Generally students complete the application, submit a letter addressing why Ferrum College cannot meet their housing needs, and submit additional materials as needed (i.e., parent support letter, letter from medical professionals, financial statements, etc.). Applications are reviewed on a case-by-case basis.

There are automatic exemptions to the residency requirement. Students who meet the following criteria to receive off-campus approval will be coded as “commuter students” and will need to submit an address to the Office of Student Life during commuter check-in:

a) Living with parents or legal guardians (as verified by the parent or legal guardian) at the parent or legal guardian’s permanent home address within a fifty (50) mile radius from Ferrum College,
b) Married,
c) Twenty-four years of age or older, or
d) Enrolled in 11 or less credit hours.

Waiver applications must be received in the Office of Student Life 30 days prior to the first day of classes in the semester you are applying to live off campus.
30.01 - **Children in Residential Living Areas**

Children are not allowed in residential living areas. Students whose parents or legal guardians come to visit may bring younger siblings, however, the siblings must be escorted at all times by parents/legal guardians. Students are not allowed to babysit or watch any children in the residential living areas at Ferrum College. This includes, but is not limited to, students’ own children or other children for pay or no pay.

30.02 - **Family/Special Housing**

Students with dependent children (defined as living with the student, having custody and responsible for support) may, after being approved following the Residential Requirement Waiver Process, be granted off-campus approval. Students may also request Special Housing from the Office of Student Life. Please contact the Office of Student Life for more information about the special housing units available for married students or students with dependents. Special Housing is currently only offered at the Ferrum Village East apartment one-story complex. Special Housing is very limited.

**SECTION 31.0 – Break Stay**

During Fall and Easter Breaks, residential students wishing to stay in their assigned residence hall rooms must make their request no less than three days before the break starts, in writing to and receive written approval from the Office of Student Life. The College Dining Hall will be closed during these breaks. Any person entering into halls without written permission will be considered trespassing and may be subject to discipline, up to and including suspension or expulsion. Students are not permitted to have guests on campus when staying for breaks.

During Thanksgiving, Winter Semester, and Spring Breaks, the residence halls will be closed. Residence halls are considered closed and will not be staffed. Persons entering into halls without permission will be considered trespassing. Students living in Hillcrest, Ferrum Village East, and Ferrum Village West are permitted to remain in their apartments during these breaks; however, they must receive written permission from the Office of Student Life.

31.01 - **Departure at the End of the Academic Year**

Students completing final examinations must depart from the College within 24 hours from the time they finish their last exam unless they are involved in graduation activities or summer employment. Special permission to remain on campus may be granted by the Office of Student Life at the request of the student. All College standards apply as long as the student remains on campus. Students violating College standards will be asked to leave campus immediately and may face Student Accountability charges and/or sanctions.

**SECTION 32.0 – VISITATION/GUESTS**

Ferrum College residence hall and apartment residents may be allowed to have invited guests. Students are required to register their guest(s) before receiving permission to be a host. All non-Ferrum College student invited guests staying on campus and/or in campus housing after midnight on any day must be registered by their host at the Welcome Center with College Police. Guests must have a visitor-parking hanger prominently displayed on the rear view mirror of their vehicle while parked on campus and must park in student parking.

Ferrum College residence halls and apartments have self-governing visitation guidelines. Self-governing visitation is defined as an agreement between roommates, suitemates, and floormates as to the specific hours of visitation in rooms or suites. At the beginning of the fall semester, roommates and suitemates will be asked to sign a Roommate/Suitemate Agreement Form which will specify visitation hours for each room or suite. The Roommate/Suitemate Agreement Form will be kept on file in the Residence Hall Office.
Students monitored facilities. Ferrum

SECTION 33.0 – LAUNDRY

Cohabitation is strictly prohibited in any residence hall or apartment. Each student has the responsibility to be courteous to their roommate when inviting a guest or guests to visit. It is the responsibility of the individual student to become familiar with these hours and policies.

32.01 - Escort Policy
Residence hall students are responsible for their guests. Guests who are not Ferrum College students must be escorted at all times. In order to insure the right to a reasonable degree of privacy for each student, students inviting guests to their rooms should consult with their roommate concerning any possible conflicts. Any unescorted guest on campus will be in violation of the visitation policy. As a result, the guest will be escorted from Ferrum College. Access to restroom facilities in all residence halls is limited to persons of the same sex residing on the floor served by the facilities. Guests of the opposite sex are required to use authorized restroom facilities that are located in the lobby areas of the residence halls.

32.02 - Visitors
All off-campus visitors of students in the residence halls or apartments must check in with the Resident Assistant that is on duty in the staff office of the area they are visiting. All visitors to the campus are required to observe the standards and policies of the College. Hosts/hostesses of visitors are responsible for the actions of their guests and are expected to inform them of College regulations. If a visitor is causing a disturbance or problem, he/she may be escorted off the campus by a College Police Officer and may be banned from Ferrum College. A visitor is not an overnight guest (see below).

32.03 - Overnight Guests
Overnight guests of the host student may be housed in the residence hall room provided that they register at the Welcome Center with College Police. Unregistered guests will be asked to leave Ferrum College. Guests will be permitted to stay for a maximum of three (3) days and two (2) nights, unless the host has received written permission (email acceptable) from the Office of Student Life. Students are limited to a maximum of two (2) guests at any given time. Guests may be required to leave a hall at the discretion of the residence hall staff. Overnight guests must be 17 years or older in order to stay in a residential area unless approval is given by the Dean of Students or designee. All guests to the campus are required to observe the standards and policies of the College. Hosts/hostesses of overnight guests are responsible for the actions of their guests and are expected to inform them of College regulations. If a guest is causing a disturbance or problem, they may be escorted off the campus by a College Police Officer and may be banned from Ferrum College.

SECTION 33.0 – LAUNDRY
Ferrum College residence hall and apartment residents have the privilege to, and access of, free laundry facilities. Students are responsible for their own laundry detergent, dryer sheets, etc. These facilities are not monitored by Campus Police or the Office of Student Life. Ferrum College is not liable for lost or stolen items. Students are strongly encouraged to stay with their laundry at all times. Abusing the laundry facilities may result in student accountability charges.

33.01 - Items Left in the Laundry Facilities
Any item left in the laundry room for more than a week will be confiscated and removed by staff and donated to a clothing shelter.

33.02 - Misuse of Washers and Dryers
Students are not to abuse the laundry facility machines in such a way that only one item is placed in the machine per load or overloading the machines with too many items. Placing any type of footwear in the machines is strictly forbidden.

33.03 - Routine Maintenance
Students are required to take care of the machines after every use. Students are to check and make sure that no debris is left in the washing machines and dryer filters must be cleaned off after every use. Failure to do the latter may cause the dryer to overheat and break.
# SPECIAL CAMPUS POLICIES

## SEXUAL MISCONDUCT POLICY AND PROCEDURES

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SEXUAL MISCONDUCT POLICY AND PROCEDURES

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT:

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to consult Appendix A to this policy and seek immediate assistance from one or more of the sources listed there.

ARTICLE I. INTRODUCTION

(a) Notice of Nondiscrimination

Ferrum College does not discriminate on the basis of sex in its education programs and activities. As a general proposition, Ferrum College does not discriminate on the basis of any class protected by law including, but not limited to, sex, sexual orientation, gender identity, or national origin. Please see other College policies that also address the College’s commitment to nondiscrimination, especially as to all other classes protected by law.

Sexual Misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Ferrum College’s Title IX Coordinator or to the U. S. Department of Education’s Office for Civil Rights (www.2.ed.gov). Ferrum College’s Title IX Coordinator is Ms. Nicole Lenez, whose office is in Bassett Hall, Room B105. She may be contacted by phone at 540-365-4461 or by email at nlenez@ferrum.edu.

(b) Overview of This Policy

Ferrum College strives to maintain a safe and healthy educational and work environment in which no member of the College community is, on the basis of gender, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any College program or activity.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements including Title IX of the Education Amendments of 1972, relevant sections of the Violence Against Women Reauthorization Act, and Title VII of the Civil Rights Act of 1964. This policy applies to any form of sexual and/or gender-based misconduct which includes, but is not limited to, Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence, Stalking, and/or Sexual Harassment. The term Sexual Misconduct will be used herein to refer to all of these forms of improper conduct. This policy supersedes any prior or other policies on this topic.

It is the policy of the College to provide educational training programs regarding Sexual Misconduct, to encourage reporting of incidents, to make available timely services for those who have been affected by Sexual Misconduct, and to provide prompt and equitable methods of investigation and resolution in cases of Sexual Misconduct.

Any question of interpretation regarding this policy shall be referred to the Title IX Coordinator for final determination. The Title IX Deputy Coordinator may serve as the Title IX Coordinator’s designee for any procedures outlined in this policy.

(c) Applicability of This Policy
This policy applies to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged Sexual Misconduct occurred, if the conduct giving rise to the report is related to the College’s academic, educational, employment, athletic, or extracurricular programs or activities. However, the College’s disciplinary authority may not extend to third parties who are not students or employees of the College. Although there is no geographical limitation to invoking this policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College and/or outside of the College property may be difficult for the College to investigate. Any incident involving a Ferrum College employee must be reported to the Director of Human Resources.

(d) **Timeframe for Filing a Complaint**

The College does not impose a time limit for filing a Complaint. The College encourages Complaints to be filed as soon as reasonably possible following an alleged policy violation because the College’s ability to gather adequate information may be limited where a significant length of time has elapsed. Complaints should also be filed promptly, if possible, in order to preserve evidence for potential legal proceedings. Further, the College’s ability to complete its processes may be limited with respect to respondents who are no longer enrolled or are no longer employed.

(e) **Definitions Applicable to This Policy**

Terms used in this policy but not defined have the meanings set forth in Appendix C.

ARTICLE II. STATEMENTS OF POLICY

(a) **Prohibition on Sexual Misconduct**

Ferrum College prohibits all types of sexual misconduct including sexual assault, gender-based discrimination or harassment, domestic violence, dating violence, and stalking. This policy is designed to protect the rights and needs of Complainants and Respondents. Creating a safe environment is the responsibility of all members of the College community.

The College strongly encourages prompt reporting of all types of Sexual Misconduct and is committed to fostering a community that promotes prompt, fair, and impartial resolution of Sexual Misconduct cases. The College has defined Sexual Misconduct broadly to include any unwelcome conduct of a sexual nature and will review all allegations of Sexual Misconduct.

(b) **Prohibition on Retaliation**

Retaliation against any person who raises an allegation of Sexual Misconduct, cooperates in an Investigation, or opposes discriminatory practices is strictly prohibited. Violations of this prohibition will be addressed through this policy and/or other College disciplinary procedures, as deemed appropriate at the College’s discretion. Any person who feels that they have been subjected to Retaliation should make a report to the Title IX Coordinator.

(c) **Prohibition on Providing False Information**

Any individual who knowingly submits a Complaint that is not in good faith or provides false or misleading information in any review, Investigation or Resolution of a Complaint may be subject to disciplinary action.

(d) **Confidentiality**
(i) **Standard of Confidentiality (Applicable to All Complaints).** The College will respect and will make every feasible effort to properly preserve the confidentiality of the information shared by and the identities of the parties involved in Sexual Misconduct matters.

In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the Investigation and any information related to the College’s involvement in this process are not available to the general public. Documents prepared or received by the College, including but not limited to the Complaint, written statements, the Investigators’ notes, and the Final Report will not be discoverable or disclosed unless required or authorized by law.

In keeping with this respect for confidentiality, information regarding alleged Sexual Misconduct will generally be disclosed by College personnel only as follows:

1. **The College’s Responsible Employees will** (and are obligated to) report information regarding alleged Sexual Misconduct to the Title IX Coordinator as soon as practicable. The Responsible Employee must promptly report to the Title IX Coordinator all relevant details about the alleged Sexual Misconduct shared by the Complainant.

2. **College personnel will** (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws. For example, under conditions of potential imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the alleged incident of Sexual Misconduct. Similarly, information regarding the alleged Sexual Misconduct may be used as an anonymous report for data collection purposes under the Clery Act.

3. **College personnel may report alleged Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue.**
   
   (A) Per Virginia state law, if the College determines that disclosure of an act of Sexual Violence is necessary to protect the health and safety of the victim or other individuals, the College is required to disclose information, including personally identifiable information, to local law enforcement.
   
   (B) Per Virginia state law, in cases involving felony Sexual Assault, the College is required to consult with the local Commonwealth Attorney responsible for prosecuting the crime.

4. **College administrators will share information regarding alleged Sexual Misconduct, as appropriate and necessary, in order to implement interim measures, address and resolve the Complaint at issue, prevent the recurrence of similar Sexual Misconduct, and address the effects of the Sexual Misconduct.**

Please note that the College cannot control disclosures by students or third parties.

(ii) **Anonymity.** If information regarding alleged Sexual Misconduct is shared with a Responsible Employee, the Responsible Employee is obligated to report that information to the College’s Title IX Coordinator as soon as is practicable.

If the individual to whom the information pertains desires that the Title IX Coordinator not share the information with the Respondent or with others, even as appropriate and necessary to address the allegations, such individual must request that the College apply Anonymity to such information. This request must be made to the Title IX Coordinator.
In these cases, the College employee will report the details of the sexual misconduct incident to the Title IX Coordinator as they have been disclosed, excluding the name of the Complainant. The name of the Complainant will be released by the person who received the initial report only when deemed absolutely necessary by the Title IX Coordinator. The College will apply any remedies that can be effective within the bounds of Complainant anonymity. Complainant anonymity will be breached only when a comprehensive investigation is required to prevent the possible occurrence of another sexual misconduct incident.

The College takes requests for Anonymity seriously; however, these requests may limit the College’s ability to conduct an Investigation into the incident or pursue disciplinary action against the Respondent. The College, therefore, must weigh such requests against the College’s obligation to provide a safe, nondiscriminatory environment for all students.

The Title IX Coordinator has the authority to evaluate requests for Anonymity and may seek advice or input from any person(s) deemed appropriate in rendering a decision. Requests for Anonymity may be weighed against the following standards:

(A) the seriousness of the alleged Sexual Misconduct,

(B) the alleged Complainant’s age,

(C) whether there have been other Complaints of Sexual Misconduct against the Respondent,

(D) the Respondent’s right to receive information about the allegations if the information is maintained by the College as an “education record” under FERPA, and

(E) the applicability of any laws mandating disclosure.

Although rare, there are times when the College may not be able to honor a Complainant’s request for Anonymity. The Title IX Coordinator will inform the person requesting Anonymity of the College’s limitations on maintaining Anonymity and whether the College intends to pursue investigation and/or resolution in spite of the person’s request.

The College will remain ever mindful of the Complainant’s wellbeing, and will take the following steps as needed:

(A) Assist the Complainant in accessing available victim advocacy; academic support; counseling; disability, health, or mental health services; and other assistance both on- and off-campus.

(B) Inform the Complainant of the right to report a crime to campus or local law enforcement and provide the Complainant with assistance if the Complainant wishes to report.

(C) Take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence.

(iii) Professional and Pastoral Counselors

(1) Professional and Pastoral Counselors. Individuals may discuss alleged Sexual Misconduct in strict confidence with the College’s professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the College community. These individuals are not required to report any Personally Identifiable Information about an incident without a Complainant’s permission. The information may be
reported as required by law, as may be the case with alleged Sexual Misconduct involving a minor or under conditions of imminent physical harm for example.

At Ferrum College the Professional and Pastoral Counselors are:

(A) College Counselor

(B) Dean of the Chapel

College employees who are not defined as Professional and/or Pastoral Counselors are considered Responsible Employees. Communications made to Responsible Employees and others are not entitled to the same confidentiality protections as those made to Professional and/or Pastoral Counselors.

(e) Requests Not to Investigate and Refusals to File a Complaint or Cooperate.

A Complainant may disclose an incident to a Responsible Employee but may (i) request that no Investigation into the incident be conducted or disciplinary action taken, (ii) refuse to file a Complaint, and/or (iii) refuse to cooperate in an Investigation and/or resolution of the allegations.

The College takes these requests seriously; however, such requests may limit the College’s ability to conduct an Investigation into the incident or pursue disciplinary action against the Respondent. The College, therefore, must weigh such requests against the College’s obligation to provide a safe, nondiscriminatory environment for all students.

The Title IX Coordinator has the authority to evaluate such requests and may seek advice or input from any person(s) she deems appropriate in rendering a decision. Requests may be weighed against the following standards:

(i) the seriousness of the alleged Sexual Misconduct,

(ii) the alleged Complainant’s age,

(iii) whether there have been other Complaints of Sexual Misconduct against the Respondent,

(iv) the Respondent’s right to receive information about the allegations if the information is maintained by the College as an “education record” under FERPA, and

(v) the applicability of any laws mandating disclosure.

The Title IX Coordinator will inform the person requesting that the College not pursue an Investigation, refusing to file a Complaint and/or refusing to participate in the Investigation or resolution of allegations of Sexual Misconduct, if the College intends to pursue the investigation and/or resolution in spite of the person’s request or refusal. Information about on- and off-campus resources and support will still be made available to the Complainant.

Regardless of an individual’s requests or decisions, Title IX requires the College to take reasonable action in response to the information known to it. Thus, the College may consider broader remedial action such as increased monitoring, enhanced security at locations where reported sexual misconduct occurred, increasing education and training efforts, and/or revisiting its policies and practices. Any report of sexual misconduct may simultaneously trigger a broader examination of past reports (including anonymous reports) in an effort to identify serial perpetrators.
Even if the College cannot take disciplinary action against the Respondent because of the Complainant’s refusal to file a Complaint or participate in the Investigation and/or resolution of allegations, to the extent practicable and appropriate, the College will take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence.

The Complaint or other information regarding alleged Sexual Misconduct may also be used as an anonymous report for data collection purposes under the Clery Act.

(f) Related Misconduct and Limited Amnesty

The College encourages the reporting of all potential violations of Sexual Misconduct. While the College does not condone underage alcohol consumption or the use of illegal drugs; however, because the College has a paramount interest in protecting the wellbeing of its community, the College may extend limited amnesty from disciplinary action in the case of illegal alcohol or drug use to victims, witnesses, and those reporting incidents and/or assisting victims of Sexual Misconduct. Said individuals must have acted in good faith in such capacity and any such violation must not have placed the health or safety of any other person(s) at risk.

The College may choose to adjudicate alleged misconduct that is related to the Sexual Misconduct at issue, even if such related misconduct is not, when standing alone, governed by this policy. The College may also initiate a discussion or other educational actions to address this conduct.

(g) Individuals with Disabilities

The College recognizes that there may be circumstances in which a student with a disability may be a victim of Sexual Misconduct and will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to aid in understanding and/or complying with this Policy. Requests for accommodations must be made to the Title IX Coordinator Ms. Nicole Lenez (located in Bassett Hall, Room B106 and available by phone at 540-365-4461).

ARTICLE III.

HOW AND WHERE TO REPORT ALLEGED SEXUAL MISCONDUCT

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to consult Appendix A to this policy and seek immediate assistance from one or more of the sources listed there.

Ferrum College students, faculty, staff, appointees, or third parties who believe they have experienced or witnessed Sexual Misconduct that is covered by this Policy may request information or advice, including whether certain conduct may violate the Policy; seek an informal resolution; or file a formal Complaint. Individuals are encouraged to share concerns with the Title IX Coordinator but may contact another Responsible Employee of the College who will refer the matter as appropriate.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the College may issue a timely warning to the community. Any such warning may not include information that identifies the victim.

Because Sexual Misconduct may in some instances constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College
encourages individuals to report alleged Sexual Misconduct promptly to campus officials and to law enforcement authorities, where appropriate.

(a) **Reporting to Local Law Enforcement.**

Individuals may file a Complaint directly with local law enforcement agencies by dialing 911. The matter may be handled by the Ferrum College Police Department by dialing 911 or by calling 540-365-4444.

Individuals may contact any of the following for assistance in filing a complaint:

(i) The Ferrum College Police Department, 24 hours a day, seven days a week. An officer is available by phone at 540-365-4444. The department is located at 10021 Franklin Street (on Route 40 adjacent to the Ferrum Mercantile across from campus).

(ii) The College’s Title IX Coordinator, Ms. Nicole Lenez, from 8:30 a.m. to 5:00 p.m., Monday through Friday. She is available by phone at 540-365-4461, by email at nlenez@ferrum.edu, and in room B105 Bassett Hall.

(iii) The College’s Title IX Deputy Coordinator, Mr. Christopher Chandler, from 8:30 a.m. to 5:00 p.m., Monday through Friday. He is available by phone at 540-365-4287, by email at cchandler@ferrum.edu, and in the Human Resources Office (located in the Pine House on Route 602).

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a College Complaint. Individuals who make a criminal complaint may also choose to pursue a College Complaint simultaneously.

Individuals may choose not to report alleged Sexual Misconduct to law enforcement. The College supports the individual’s decision with respect to reporting; however, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

In the event an allegation includes behavior or actions that are also being investigated by law enforcement authorities, the Title IX Coordinator will, in light of status updates from law enforcement authorities, assess and reassess the timing of the investigation so as not to compromise any criminal investigation. Depending on the circumstances, the Investigator and/or Title IX Coordinator may agree to temporarily delay the Investigation while law enforcement authorities gather evidence; however, in the event of such a delay, the College may take interim measures when necessary to protect the Complainant and/or the College community. The College will not wait for the conclusion of a criminal proceeding to begin and/or complete its own Investigation of a Complaint of Sexual Misconduct.

The College will cooperate with any law enforcement investigation. In addition, in the event the College learns that a court has entered a lawful order (e.g., Protective or Restraining Order) relating to a Complaint or to conduct that may also be a potential violation of this policy, the Title IX Coordinator will review the order and will comply with applicable law. The College’s resolution of a Complaint Investigation may differ from the resolution of a criminal investigation.

(b) **Reporting to College Administration**

Individuals may choose not to report alleged Sexual Misconduct to campus officials. The College respects and supports the individual’s decision with respect to reporting. However, if information about Sexual Misconduct comes to the attention of the College, the College may start an investigation (with the College acting as the
Complainant) even in the absence of a filed Complaint and/or notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices:

(i) Title IX Coordinator. The College’s Title IX Coordinator is Ms. Nicole Lenez, whose office is in B105 Bassett Hall. Ms. Lenez may be contacted during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), by phone at 540-365-4461 or by email at nlenez@ferrum.edu.

(ii) Title IX Deputy Coordinator. The College’s Title IX Deputy Coordinator is the Director of Human Resources, Mr. Christopher Chandler, whose office is in the Pine House (located on Route 602). Mr. Chandler may be contacted during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), by phone at 540-365-4287, or by email at cchandler@ferrum.edu.

(iii) Ferrum College Police Department. The College Police may be reached 24 hours a day, 7 days a week by calling 540-365-4444 or 911. Their office is located at 10021 Franklin Street (on Route 40 adjacent to the Ferrum Mercantile across from campus).

If any of the parties designated above is the Respondent or is otherwise at issue in a Complaint, or if an individual is uncomfortable with making a Complaint to one of the parties listed above, they may report alleged Sexual Misconduct to any other party or office listed above.

If an employee of the Ferrum College Police Department receives a report of alleged Sexual Misconduct, that employee must notify the College’s Title IX Coordinator or Title IX Deputy Coordinator.

(iv) An individual may report alleged Sexual Misconduct to a Responsible Employee other than those referenced above. No member of the College community may discourage an individual from reporting alleged incidents of Sexual Misconduct. No employee is authorized to Investigate or Resolve Complaints without the involvement of the College’s Title IX Coordinator or Title IX Deputy Coordinator.

Anonymous reports of Sexual Misconduct can be submitted in writing to any of the parties listed above or through the College Police Department’s Anonymous Silent Witness Form (http://www.ferrum.edu/campus_life/communications/campus_alerts/report_a_crime.html). The level of detail or identifying information regarding the alleged Misconduct will determine the College’s ability to thoroughly investigate and respond to the report.

Information related to Sexual Violence will be reported to the College’s Title IX Review Committee (TRC). The TRC consists of the Title IX Coordinator, the Title IX Deputy Coordinator, and the Ferrum College Chief of Police or their designees.

(a) The TRC may obtain law enforcement records, criminal history information, health records, institutional conduct or personnel records, known facts and circumstances of the information reported, and information or evidence known to the institution or to law enforcement.

(b) The TRC shall meet within 72 hours to review the information and meet as necessary as new information becomes available.

(c) If the TRC determines that disclosure of the information, including Personally Identifiable Information, is necessary to protect the health or safety of the student or other individuals, the Title IX Coordinator or designee shall immediately disclose such information to the law enforcement agency that would be
responsible for investigating the incident. Upon such disclosure, the Complainant shall be notified that such disclosure is being made.

(d) In cases in which the Sexual Violence would constitute a felony violation, the law enforcement representative on the TRC shall inform the other members of the TRC and shall, within 24 hours, consult with the local Commonwealth’s Attorney to provide him with the information received by the TRC without disclosing Personally Identifiable Information. If the TRC determined that disclosure of Personally Identifiable Information is necessary to protect the health or safety of the student or other individuals, Personally Identifiable Information may also be shared with the local Commonwealth’s Attorney.

ARTICLE IV.

PROCEDURES APPLICABLE TO ALL COMPLAINTS OF SEXUAL MISCONDUCT

(a) Overview.

(i) Oversight. The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial Investigation and Resolution of Complaints filed with the College.

(ii) Conflicts. If any administrator designated by this Policy to participate in the Investigation or Resolution of a Complaint is the Respondent, then the President will appoint another College administrator to perform such person’s duties under this Policy. If the President is the Respondent, then the Title IX Coordinator will appoint another College administrator to perform her duties under this policy.

(iii) Personal Advisors. Both the Complainant and the Respondent may bring a Personal Advisor to any interview or meeting. The Personal Advisor may:

(1) consult with the advisee they are there to support

(2) offer feedback on an advisee’s written statements

The Personal Advisor may not:

(1) participate in the meeting or interview by asking or answering questions

(2) make statements to the Investigator or Interviewer

(3) interview witnesses

(4) have any kind of speaking role

(5) have any first-hand personal knowledge about the alleged incident (for example, the Personal Advisor cannot also be a witness).

A Personal Advisor must maintain complete confidentiality regarding any and all communications exchanged pursuant to this Policy.

(iv) Timing. The College will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The College’s Investigation and Resolution of a Complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating
circumstances. Throughout the Investigation, the Complainant and the Respondent will receive periodic status updates from the Investigator or the Title IX Coordinator. The College may modify deadlines for good cause with written notice to both the Complainant and the Respondent of the delay and the reason for the delay.

(v) **Interim Measures.** Reasonably available interim measures designed to support and protect the Complainant, the Respondent, and/or the College community may be considered or implemented at any time. Interim measures may include, but are not limited to, no-contact orders, academic or work schedule alterations, academic accommodations, changes in housing, leaves of absence, immediate interim suspension, creating of a safety plan, and increased monitoring of certain areas of the campus.

Interim measures may be requested either verbally or in writing and should be directed to the College Police, Title IX Coordinator, or Title IX Deputy Coordinator.

The College will share information about protective measures with others if it is necessary in order to implement the protective measures.

(b) **Initial Review of Complaint and Meetings**

(i) **Complainant’s Initial Meeting with the Investigator.** Once a Complaint is received, the Title IX Coordinator may assign the case to an Investigator. The Coordinator or Investigator (“Investigator”) will contact the Complainant in an attempt to gather additional information including what remedy or relief they seek. The Investigator will conduct the interview in a trauma-sensitive. At this initial review, the Investigator will, as applicable:

(1) Provide the Complainant with a copy of the Policy.

(2) Explain avenues for resolution of the Complaint.
   a. Formal Resolution and steps involved.
   b. Informal Resolution (mediation).
   c. Criminal charges.
   d. Not to pursue.
   e. Allow someone to communicate with Respondent on behalf of the Complainant.

(3) Discuss confidentiality standards and concerns. Parties remain free to share their own experiences other than information that they have learned solely through the investigatory process. There is potential for compromising the integrity of the investigation by disclosing information about the matter, so it is generally advisable that all parties limit the number of people in whom they confide. The Complainant will also be notified that sharing information might be construed as retaliation.

(4) Discuss retaliation and how to report it.

(5) Provide the Complainant with Resources available both on- and off-campus (see Appendix A).

(6) Discuss possible interim measures that can be provided during the Investigation and Resolution process. The College may implement such measures, if appropriate and
reasonably available, whether a formal Complaint has been filed or whether an Investigation has commenced.

Following the meeting, the Title IX Coordinator will determine whether to implement interim measures or to revise any measures already in place. Such determination will be promptly communicated to the Complainant and the Respondent.

(ii) **Respondent’s Initial Meeting with the Investigator.** If the Complainant wishes to pursue a Formal or Informal Resolution through the College or if the College otherwise determines that a further Investigation is warranted, the Investigator will schedule an initial meeting with the Respondent. The Investigator will, as applicable:

1. Provide the Respondent, in writing, sufficient information consistent with state and federal privacy laws and, if applicable, the Complainant’s request for confidentiality, to allow him or her to respond to the substance of the allegation, including, if possible, the name of the Complainant and the date, location, and nature of the Sexual Misconduct.

2. Provide the Respondent a copy of this Policy.

3. Explain avenues for resolution of the Complaint.
   a. Formal Resolution and steps involved.
   b. Informal Resolution (mediation).
   c. Criminal charges.
   d. Not to pursue.
   e. Allow someone to communicate with Respondent on behalf of the Complainant.

4. Discuss confidentiality standards and concerns. Parties remain free to share their own experiences other than information that they have learned solely through the investigatory process. There is potential for compromising the integrity of the investigation by disclosing information about the matter, so it is generally advisable that all parties limit the number of people in whom they confide. The Respondent will also be notified that sharing information might be construed as retaliatory.

5. Discuss retaliation and how to report it.

6. Provide the Respondent with Resources available both on- and off-campus (see Appendix B).

7. Inform the Respondent of any interim measures already determined and being provided to the Complainant that directly affect the Respondent.

8. Discuss, as appropriate, possible interim measures that can be provided to the Respondent during the Investigation and Resolution process. The College may implement such measures, if appropriate and reasonably available, whether a formal Complaint has been filed or whether an investigation has commenced.

9. Allow the Respondent to provide a written statement in response to the allegation if the Respondent so desires.

(c) **The Investigation and Notification of Findings.**
(i) **The Title IX Coordinator’s Initial Determination.** The Investigator will confer with the Title IX Coordinator and make a preliminary determination as to whether the allegation, if true, would constitute a violation of this policy such that further Investigation would be warranted.

If the initial determination is that the allegation, if true, would not constitute a violation of this Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant and the Respondent. The Complainant may request reconsideration only if there is substantive and relevant new information that was not available and that may change the outcome of the initial decision. Any such request must be in writing and submitted to the Title IX Coordinator within three (3) days of the initial determination. The Title IX Coordinator will promptly inform the other party of the appeal.

If the allegation, if true, would not constitute a violation of the Sexual Misconduct Policy, but may constitute a violation of any other Ferrum College policy, the case may be referred to the appropriate office on campus for investigation and resolution.

(ii) **Investigators.** If the initial determination is that the allegation violates this policy, then the Title IX Coordinator will promptly appoint two Investigators, share their names and contact information with the Complainant and Respondent, and forward the Complaint to the Investigators. The Title IX Coordinator and Title IX Deputy Coordinators may also serve as Investigators.

At all times, the Investigators will remain neutral. If the Complainant or Respondent have a good faith basis to believe that an Investigator has a personal bias or is otherwise not able to be fair or impartial, the party must promptly inform the Title IX Coordinator in writing and prior to the conclusion of the Investigation of his or her contention and the basis for it. The Title IX Coordinator or Title IX Deputy Coordinator will evaluate and respond to the information.

In the event that the Respondent voluntarily admits to the conduct alleged by the Complainant, the Investigators will inform the Complainant and focus on the Respondent’s sanctions.

(iii) **The Investigators’ Activities and Report.** Upon receipt of the Complaint, the Investigators will promptly begin their Investigation, taking steps such as:

1. Conducting additional interviews as needed with the Complainant, Respondent, and third-party witnesses and summarizing interviews in written form.

   Witnesses will be informed of the potential for compromising the integrity of the investigation by disclosing information about the matter and the expectation that they keep such information confidential. They will also be notified that sharing information might be construed as retaliatory.

2. Reviewing law enforcement investigation documents.

3. Reviewing student and personnel files.

4. Gathering and examining other relevant documents or evidence.

5. Visiting, inspecting, and taking photographs at relevant sites.

6. Collecting and preserving relevant evidence. In cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies.
If the College learns that there is material evidence collected for purposes of criminal reporting, the Complainant and/or Respondent may be asked to grant the College access to the evidence including, but not limited to, material evidence and narrative reports. Failure of the Complainant to grant the College access to the evidence may result in the College turning the Investigation wholly over to law enforcement authorities thereby limiting the College’s ability to continue the Investigation or respond effectively to the Complaint.

(7) Investigators will conduct follow-up interviews with the Complainant and the Respondent to give each an opportunity to respond to any additional information. The Investigators will inform both the Complainant and Respondent that the Investigation is complete and will give them the final opportunity to provide anything that may be pertinent to the Complaint or Investigation.

The Investigators will compile an investigative file that includes items such as summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries and copies of relevant electronic records, and a detailed final report of the events in question.

(iv) Investigative Procedures

(1) Notice. Not less than two (2) days’ notice of interviews and investigative meetings will be provided to the Complainant, Respondent, and any witnesses or other third parties whose information the Investigators deem relevant. The notice should set forth, as applicable, the date, time, and location of the meetings.

(2) Failure to Appear. If the Complainant or the Respondent fails to attend meetings with Investigators if requested to do so, and the party was provided proper notice of the meeting, then absent extenuating circumstances, the Investigators will proceed to determine the resolution of the Complaint.

(3) Special Arrangements and/or Accommodations. In addition to disability-related accommodations, the parties may request special arrangements and/or accommodations (for example, the ability to participate remotely) in connection with the Investigation. Such requests should be submitted in writing to the Title IX Coordinator. The Title IX Coordinator will determine whether to grant such requests and his or her decision will be final. Additionally, even in the absence of a specific request from a party, the Title IX Coordinator may make special arrangements related to the Investigation or other accommodations as deemed necessary.

(4) Evidence. The Complainant and the Respondent will have an equal opportunity to present evidence and information pertinent to the Complaint. Formal rules of evidence do not apply.

Evidence of the past sexual histories of the Complainant and the Respondent will not be permitted at the hearing with the following exceptions:

(A) Evidence is permitted to show that the Complainant has, in the past, been formally disciplined by the College for falsely filing Complaints alleging Sexual Misconduct.

(B) Evidence is permitted to show that the Respondent has, in the past, been either convicted in a criminal proceeding or formally disciplined by the College for Sexual Misconduct.

(C) Evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to
such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Misconduct at issue before the Investigators, provided that (1) the Respondent has been found “not in violation” by the College in a proceeding related to such sexual activity, and (2) the Investigators made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Investigators to suggest a pattern of behavior.

(v) **Notification of Findings.** As soon as is practicable, the Investigators will share their findings, decision, and the rationale for their findings with the Title IX Coordinator. Within 20 days of receipt of the Investigators’ findings and decision, the Title IX Coordinator will issue a Notification of Findings to the Complainant and the Respondent simultaneously in writing. In cases where the Title IX Coordinator serves as an Investigator, the Title IX Deputy Coordinator will issue the Notification of Findings.

The Notification of Findings will include the following components:

1. **Findings of fact**

2. **Application of the Preponderance of the Evidence Standard**

3. **Determination of whether or not the Respondent violated the Sexual Misconduct Policy**

4. **Rationale for the findings and the sanctions, if any**

5. **If the Investigators conclude that the Respondent violated the Policy or if the Respondent admits to the allegations, the Title IX Coordinator will also include the sanction(s) to be implemented by the College.**

Sanctions are dependent upon the nature and gravity of the misconduct, any record of prior discipline, or both.

Sanctions may include, but are not limited to, educational sanctions, mandated counseling, disciplinary probation, expulsion from campus housing, suspension, expulsion from the College, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments. The sanctions should achieve the following:

(A) bring an end to the violation in question,

(B) remedy the effects of the violation, and

(C) educate the Respondent about Sexual Misconduct.

**Important Note:** Under Virginia state law, a Respondent suspended for, expelled for, or withdrawing from the College while under investigation for a violation involving Sexual Violence, said suspension, expulsion, or withdrawal will be **prominently** noted on the Respondent’s academic transcript. The notation shall be removed from the Respondent’s academic transcript if they a) completes the term of the suspension and all accompanying sanctions and b) has been determined to be in Good Standing.

6. **Information about both the Complainant’s and Respondent’s ability to appeal the decision.**
The Notification of Findings may also include any additional information deemed relevant and may include an analysis or judgments as to credibility and veracity.

Sanctions imposed are not effective until the resolution of any appeal period. However, if it is advisable in order to protect the welfare of the victim or the College community, the Title IX Coordinator may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted. Alternatively, the Title IX Coordinator may implement any interim measures as deemed appropriate including, but not limited to, no-contact orders, academic or work schedule alterations, academic accommodations, changes in housing, leaves of absence, immediate interim suspension, or increased monitoring of certain areas of the campus. If the sanction for a violation of this Policy is expulsion, the President of the College will review the expulsion regardless of whether the decision is appealed.

In addition to sanctions imposed on the Respondent, the Title IX Investigator will determine if there are other accommodations to be provided to the Complainant.

Consistent with FERPA, the Notification of Findings will not disclose the names of any witnesses without their express consent to do so.

(vi) **Appeal of the Notification of Findings.** The Complainant or the Respondent may appeal the decision as stated in the Notification of Findings within five (5) days of the Notification of Findings. The appeal must be in writing (email is acceptable) and addressed to the President of the College. The only permissible grounds for an appeal are as follows:

1. the discovery of new material evidence that was not readily available as of the conclusion of the Investigation and that could significantly impact the conclusion of the Investigators;

2. a material procedural error related to the investigation that affected the determination or sanction; and/or

3. if the Respondent was found to have violated this Policy, material evidence that the sanction imposed was either excessive or insufficient.

It is not a valid or proper basis for an appeal that a party merely disagrees with the decisions reached by the Investigators.

Upon receipt of a timely appeal, the President or her designee will notify the other party in writing. The other party may submit a written response within five (5) days of said notification.

The President will review the appeal and the other party’s written response (if one is submitted). The President then has the authority and discretion to either uphold the Investigator’s decision or determine that there is a valid basis for the appeal, in which case she will explain the reasoning and the revised outcome of the Complaint. The President will simultaneously notify both parties in writing of her decision.

All appeal decisions are final.

**ARTICLE V.**

**INFORMAL RESOLUTION (MEDIATION)**

A Complainant may make a request, either orally or in writing, for Informal Resolution. The request should identify the alleged Respondent(s), if known, and describe the allegations with specificity. The Title IX
Coordinator will consider the severity of the alleged misconduct and the potential risk for others in the community to determine whether Informal Resolution may be appropriate.

Informal Resolution may be appropriate if:

(a) the Complainant requests it,
(b) the Respondent agrees to such resolution,
(c) the Complainant and the Respondent are both students or are both employees of the College,
(d) the Title IX Coordinator or Title IX Deputy Coordinator determines that Informal Resolution is an appropriate mechanism for resolving the Complaint, and
(e) the Complaint does not involve Sexual Assault.

Upon a determination that Informal Resolution is appropriate, the Title IX Coordinator may assign the matter to an Investigator. The Investigator will consult the person initiating the request and seek to clarify the potential resolution the person seeks. The Investigator will inform the other party and gather additional relevant information as necessary from the parties and others. In consultation with the Investigator, the Title IX Coordinator may also put into place any appropriate interim measures to protect the educational, living, and work environment. The Investigator will attempt to aid the parties in finding a mutually acceptable resolution. The agreement reached by the parties will be shared in writing with both parties.

At any point prior to such an express agreement, either party may terminate the Informal Resolution process. Furthermore, the Title IX Coordinator may, where appropriate, terminate or decline to initiate Informal Resolution and proceed for Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution process may be considered in the subsequent Formal Resolution proceedings.

A matter will be deemed satisfactorily resolved through Informal Resolution when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator.

A request for Informal Resolution does not preclude a Formal Resolution nor does it guarantee that there will not be a criminal investigation by law enforcement.

**APPENDIX A**

**SUGGESTED ACTIONS AND RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT**
Any type of Sexual Misconduct is inappropriate and is taken seriously by the College. If you are the victim of Sexual Misconduct, the College’s priority is to help you take steps to address your safety, medical needs, and emotional wellbeing. You are strongly encouraged to seek assistance regardless of whether or not you decide to pursue criminal or College disciplinary charges.

1. **Ensure Your Physical Safety.**
   Please do not hesitate to call the Ferrum College Police Department (540-365-4444) or dial 911. College Police officers are on duty 24 hours a day, 7 days a week and can provide you with both on- and off-campus resources.

2. **Seek Medical Assistance and Treatment.**
   Local options for emergency medical care and collection of personal evidence include Carilion Franklin Memorial Hospital in Rocky Mount (540-483-5277) or Carilion Roanoke Memorial Hospital, located in Roanoke (540-981-7000).
   It is crucial that you obtain medical attention as soon as possible after a Sexual Assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases, and/or to screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). College staff can help you contact a support person, such as a family member, friend, or roommate.
   If you choose to have an evidence collection kit (or “rape kit”) completed, it is important to do so within 72 hours of an assault. Even if you have not decided to file charges, it is advisable to have the evidence collection kit completed so that you can preserve the options of obtaining a protective order and/or filing criminal charges at a later date.
   In order to best preserve evidence for an evidence collection kit, it may be advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.
   You can visit [www.notalone.gov/students](http://www.notalone.gov/students) for additional information and resources.

3. **Obtain Emotional Support.**
   The College Counselor and the Dean of the Chapel can help victims sort through their feelings and begin the recovery process as they are trained to provide confidential crisis intervention on short-term and emergency issues. They can also provide referrals for outside providers and law enforcement.
   Short-term counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors; however, absent a legal mandate to the contrary, counseling services are confidential, are not part of students’ College records, and will not be reported to other College personnel.
   The Dean of the Chapel can provide pastoral counseling which is also confidential, not part of students’ records, and not reportable to other College personnel except in instances where the law may require the disclosure of information shared by students with counselors.

4. **Obtain Information and Report Misconduct.**
   Even if you have filed a report directly with law enforcement, you are encouraged to report incidents of sexual misconduct to the College’s Title IX Coordinator or a Responsible Employee. These College personnel can help you access resources and can provide you with support and additional information.

**CAMPUS RESOURCES**

Ferrum College’s **Title IX Coordinator** is Ms. Nicole Lenez, whose office is located in B105 Bassett Hall. Ms. Lenez may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540.365.4461 or by email at nlenez@ferrum.edu.
Ferrum College’s Title IX Deputy Coordinator is Christopher Chandler, whose office is located in the Pine House (located along Route 602). Mr. Chandler may be contacted from 8:30 a.m. to 5:00 p.m., Monday through Friday at 540.365.4287 or by email at echandler@ferrum.edu.

The Residence Hall Educators are incredibly skilled professionals, and one is on call 24/7. They can be reached during business hours by emailing or calling 540.365.4461, or after hours by contacting your RA or Campus Police.

The Ferrum College Police Department has officers available 24 hours a day, 7 days per week who can be reached by calling 540.365.4444 or 911. They are located at 10021 Franklin Street, across from campus.

The Student Counselor is located in B-106 Bassett Hall and is available by phone at 540.365.4219 (you should leave a message if the counselor does not answer the phone) or email at jstallard@ferrum.edu. Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

The Dean of the Chapel, is located in lower Franklin Hall near the Campus Post Office. She can be reached by calling 540.365.4285 or through email at jcnicholson@ferrum.edu.

COMMUNITY RESOURCES

Local Law Enforcement Agencies can be reached by calling 911.

Franklin County Family Resource Center may be contacted at 540-483-1234. Their website address is www.franklincountyva.org/shelter.

Carilion Franklin Memorial Hospital is located at 180 Floyd Avenue in Rocky Mount. The Emergency Department can be reached by calling 540-483-5277.

Carilion Roanoke Memorial Hospital is located at 1906 Belleview Avenue, SE, in Roanoke. The Emergency Department can be reached by calling 540-981-7000.

Sexual Assault Response and Awareness, Inc. (SARA) runs a 24-hour hotline that can be reached at 540-981-9352. You can also visit them online at www.sararoanoke.org.

Piedmont Community Service Board, Franklin County is located at 30 Technology Drive in Rocky Mount and can be reached by calling 540-483-0582.

Contact Listen Line is a 24-hour counseling hotline that can be reached at 1-877-WEHELP6 or 1-877-934-3576.

The U.S. Government website www.notalone.gov/students offers links for additional information and resources.

LONG-TERM CARE

Options for long-term medical and mental health care are:

Tri-Area Community Health Center which is located on campus on the ground floor of the Chapel. Appointments may be made by calling 540-365-4469.

Piedmont Community Service Board, Franklin County is located at 30 Technology Drive in Rocky Mount and can be reached by calling 540-483-0582.

These providers may be able to make referrals to resources in other cities if needed.

APPENDIX B

SUGGESTED ACTIONS AND RESOURCES FOR INDIVIDUALS ACCUSED OF SEXUAL MISCONDUCT
Any type of sexual misconduct is inappropriate and is taken seriously by the College. If you have been accused of Sexual Misconduct, the College encourages you to take steps to address your emotional wellbeing. You are strongly encouraged to seek assistance and support through this process.

**Obtain Emotional Support.** - The College Counselor and the Dean of the Chapel can help you sort through your feelings as they are trained to provide confidential crisis intervention on short-term and emergency issues. They can also provide referrals for outside providers. Short-term counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors; however, absent a legal mandate to the contrary, counseling services are confidential, are not part of students’ College records, and will not be reported to other College personnel. The Dean of the Chapel can provide pastoral counseling which is also confidential, not part of students’ records, and not reportable to other College personnel except in instances where the law may require the disclosure of information shared by students with counselors.

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The **Ferrum College Police Department** has officers available 24 hours a day, 7 days per week who can be reached by calling 540-365-4444 or 911. They are located at 10021 Franklin Street, across from campus (on Route 40 adjacent to the Ferrum Mercantile).

The **Student Counselor** is located in B-106 Bassett Hall and is available by phone at 540.365.4219 (you should leave a message if the counselor does not answer the phone) or email at jstallard@ferrum.edu. Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

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APPENDIX C

DEFINITIONS

Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) is a federal law. The Clery Act generally requires all colleges and universities that participate in
federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

**Complainant.** A “Complainant” is an alleged victim of Sexual Misconduct who chooses to file a Complaint and participate in the College’s Investigation and Resolution of the alleged Sexual Misconduct.

**Complaint.** A “Complaint” is an allegation of Sexual Misconduct asserted against another party and reported to or filed with the College.

**Consent.** “Consent” is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent exists when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from:
1) Silence, passivity, or lack of resistance alone;
2) A current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else);
3) Attire;
4) Prior discussion as to sexual matters; or
5) Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used intimidation or coercion to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by:
1) Minors, even if the other participant did not know the minor’s age.
2) Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
3) Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments.

The use of alcohol or drugs does not diminish one’s responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other’s willingness to continue and capacity to consent. Neither party should make assumptions about the other’s willingness to continue.

**Dating Violence.** “Dating Violence” means violence committed by a person

1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a) the length of the relationship,
b) the type of relationship, and
c) the frequency of interaction between the persons involved in the relationship.

Dating Violence is a pattern of abusive behaviors used to exert power and control over a dating partner. Dating Violence may include but is not limited to:
1) Physical Abuse: Any intentional use of physical force with the intent to cause fear or injury.
2) Verbal or Emotional Abuse: Non-physical behaviors such as threats, insults, constant monitoring, humiliation, or intimidation.
3) Sexual Abuse: Any action that impacts a person’s ability to control his or her sexual activity.
4) Digital Media Abuse: Use of technology to intimidate, harass, or threaten a dating partner. This includes but is not limited to social media, cell phones, cyber-bullying, and sexting.

Day. A business day unless otherwise specified.

Domestic Violence. “Domestic Violence” includes felony or misdemeanor crimes of violence committed
1) by a current or former spouse or intimate partner of the victim,
2) by a person with whom the victim shares a child in common,
3) by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner,
4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
5) against any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“Domestic Violence” is a pattern of abusive behaviors used to exert power and control and can include emotional, sexual, verbal, economic, social media, or physical threats. Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame, or hurt someone.

Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that generally protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records, the right to challenge the content of education records, and the right to consent to the disclosure of education records.

Gender-Based Discrimination and Harassment. This includes:
1) Acts of verbal, nonverbal, or physical aggression; intimidation; or hostility based on sex, even if those acts do not involve conduct of a sexual nature.
2) Sex-based harassment by those of the same sex.
3) Discriminatory sex stereotyping (e.g., harassment of lesbian, gay, bisexual, transgendered, and/or questioning students).

Good Standing. A student is deemed in Good Standing as pertains to the sexual violence offense if the student has completed all other sanctions, requirements, and recommendations related to the offense. The College may determine that a student is not in Good Standing as pertains to the Sexual Violence offense if there are extenuating circumstances involving the offense or if there were additional offenses of any kind following the student’s departure from the College. The term “Good Standing” as pertains to the Sexual Violence offense is applicable only to the removal of the required transcript notation. The removal of the notation from the transcript marks the end of the suspension period, but does not guarantee readmission to a student.

Investigation. The “Investigation” is the process of compiling and synthesizing information gathered by the Investigators in their effort to determine whether a Complainant is in violation of the Sexual Misconduct Policy.
**Investigator.** The “Investigator” is a neutral fact-finder who is designated by the Title IX Coordinator to investigate a Complaint. The Investigator will be trained regularly on (1) reasonable and appropriate investigative techniques, (2) issues related to Sexual Misconduct, and (3) how to conduct an Investigation that protects the safety of victims and promotes accountability.

**Notification of findings.** Issued from the Title IX Coordinator or Deputy Coordinator, the Notification of Findings includes findings of fact, application of the preponderance of the evidence standard, determination of whether or not the Respondent violated the Sexual Misconduct Policy, rationale for the findings and sanctions, appeal process, any additional information deemed relevant, ongoing accommodations.

**Personally Identifiable Information.** Personally Identifiable Information (as that term is defined by FERPA) includes but is not limited to:

1) a Student’s name;
2) the name of a Student’s parent(s) or other family members;
3) the address of a Student or a Student’s family;
4) a personal identifier, such as a Student’s social security number, student number, or biometric record;
5) other indirect identifiers, such as a Student’s date of birth, place of birth, or mother’s maiden name;
6) other information that, alone or in combination, is linked or linkable to a specific Student and that would allow a reasonable person in the College community, who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty; or
7) information requested by a person whom the College reasonably believes knows the identity of the Student to whom the education record relates.

**Preponderance of the Evidence.** The “Preponderance of the Evidence” standard means that an Investigation must determine whether a complaint of Sexual Misconduct is “more likely than not” to have occurred or 51% likely to have occurred. This standard applies to all complaints of Sexual Misconduct.

**Rape.** “Rape” is penetration, no matter how slight, with any body part or any object, or oral penetration by a sex organ of another person or a sex-related object, without the consent of the victim.

**Relational Violence.** A form of Sexual Violence which consists of physical assaults or serious threats of bodily harm, including but not limited to domestic violence and dating violence.

**Reasonable Person.** A person under similar circumstances with similar identities to the victim.

**Respondent.** A “Respondent” is an individual who has been accused of committing Sexual Misconduct by the report or filing of a formal or informal Complaint.

**Responsible Employees.** The College’s “Responsible Employees” are any employees who have the authority to take action to redress sexual violence, who have been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility.

**Retaliation.** “Retaliation” means any adverse action threatened or taken against a person because they have filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

**Sexual Assault.** “Sexual assault means any actual, attempted, or threatened sexual act with another person without that person’s Consent. Sexual Assault includes but is not limited to:

1) Rape and attempted Rape;
2) Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective Consent, of a
person’s breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or attempting to coerce or force another to touch you, themselves, or a third party with any of these body parts or areas when such touching would be reasonably and objectively offensive;

3) Any sexual act in which there is force, violence, or use of duress or deception upon the victim;

4) Any sexual act perpetrated when the victim is unable to give Consent; and

5) Sexual intimidation, which includes but is not limited to:
   a) Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her Consent,
   b) Stalking or cyberstalking, and
   c) Engaging in indecent exposure.

**Sexual Exploitation.** “Sexual Exploitation” means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes:

1) Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;

2) Prostituting another person (for example, personally gaining money, privilege, or power from the sexual activities of another);

3) Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;

4) Exceeding the boundaries of Consent (for example, allowing another person to observe consensual sex without the knowledge of or Consent from all participants);

5) Voyeurism; and

6) Knowingly or recklessly transmitting a sexually transmitted disease to another individual.

**Sexual Harassment.** “Sexual Harassment” is any unwelcome verbal, nonverbal, written, electronic or physical conduct of a sexual nature. Examples of Sexual Harassment include instances in which:

1) Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
   a) pressuring an individual to engage in sexual behavior for some educational or employment benefit, or
   b) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.

2) The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment include:
   a) one or more instances of Sexual Assault;
   b) persistent unwelcome efforts to develop a romantic or sexual relationship;
   c) unwelcome sexual advances or requests for sexual favors;
   d) unwelcome commentary about an individual’s body or sexual activities;
   e) repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
   f) verbal abuse of a sexual nature.

Sexual harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

**Sexual Misconduct.** “Sexual Misconduct” means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.
Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

1) Dating Violence;
2) Domestic Violence;
3) Non-forcible acts, which are unlawful sexual acts where Consent is not relevant, such as sexual contact with an individual under the statutory age of Consent, as defined by Virginia law, or between persons who are related to each other within degrees wherein marriage is prohibited by law
4) Sexual Assault;
5) Sexual Exploitation;
6) Sexual Harassment; and
7) Stalking.

**Sexual Violence.** “Sexual Violence” is

1) use of physical force to compel a person to engage in a sexual act against his or her will, whether or not the act is completed;
2) attempted or completed sex act involving a person who is unable to understand the nature of condition of the act, to decline participation (give consent), or to communicate unwillingness to engage in the sexual act (e.g., because of illness, disability, or the influence of alcohol or other drugs or because of intimidation or pressure); or
3) abusive sexual contact.

Acts of Sexual Violence may include, but are not limited to, rape, sexual assault, sexual abuse, and coercion.

**Stalking.** “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1) fear for his or her safety or the safety of others, or
2) suffer substantial emotional distress.

“Stalking” may include, but is not limited to, non-consensual communication; following, pursuing, or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a Complainant; surveillance and other types of observation; trespassing; vandalism; non-consensual touching; direct physical and/or verbal threats against a Complainant or a Complainant’s loved ones; gathering of information about a Complainant from family, friends, co-workers and/or classmates; manipulative and controlling behaviors such as threats to harm oneself or threats to harm someone close to the Complainant; and defamation or slander against the Complainant.

**Student.** “Student” is any non-employee participating in a Ferrum College-sponsored educational program (a) at the time of the alleged Sexual Misconduct and (b) at the time a Complaint is filed.

**Substantial Emotional Distress.** “Substantial Emotional Distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Title IX Coordinator.** The College’s “Title IX Coordinator” has ultimate oversight responsibility for handling Title IX-related Complaints and for identifying and addressing any patterns or systemic problems involving Sexual Misconduct. The Title IX Coordinator is available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns or problems related to Sexual Misconduct on campus or in College programs. All allegations involving Sexual Misconduct should be directed to the Title IX
Coordinator or other designated College individuals or offices as outlined in the Sexual Misconduct Policy and Procedures.

**Title IX Deputy Coordinator.** The College’s “Title IX Deputy Coordinator” works under the oversight of the Title IX Coordinator to assist with the handling of Title IX-related Complaints. The Title IX Coordinator may assign a Title IX Deputy Coordinator in connection with a given Complaint.
**Health Risks and Effects:**
Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death.

Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

**Alcohol-and-Drug-Free Campus Workplace Policy:**
Ferrum College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The College recognized the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the College's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at Ferrum College and monitored by the Human Resource Department. All employees and students have been notified of this policy by print publication and electronic delivery.

**Student Life Summary:**
All Ferrum College students are responsible for complying with Virginia state laws and the policies of Ferrum College. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

**Residence Hall Summary:**
Ferrum College employs Residence Hall Educators and Residence Hall Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students residing in the residence halls. Each resident is provided information on residence hall policies along with the College’s alcohol and drug policies that are in the Student Handbook.
## Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. If death or serious bodily injury, not less than 20 yrs. Or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td></td>
<td>Fentanyl 400 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td></td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td></td>
<td>Heroin 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td></td>
<td>LSD 10 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td></td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>2 or More Prior Offenses:</td>
<td></td>
<td></td>
<td></td>
<td>Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
</tbody>
</table>

### Substance/Quantity

<table>
<thead>
<tr>
<th>Any Amount of Other Schedule I &amp; II Substances</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Drug Product containing Gamma Hydroxybutyric Acid</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense: Not more than 30 yrs. If death or serious bodily injury life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flunitrazepam (Schedule IV) 1 Gram</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Amount of Other Schedule III Drugs</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not more than 30 yrs fine not more than $1 million if an individual, $5 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Amount of All Schedule V Drugs</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Not more than 1yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |</p>
<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 Kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Not less than 20 yrs. or more than 40 yrs. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 Kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Not more than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 50 to 99 Kilograms marijuana mixture, 50 to 99 marijuana plants</td>
<td>Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
<td>Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td>Hashish More than 10 Kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil More than 1 Kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana less than 50 Kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants</td>
<td>Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td>Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.</td>
</tr>
<tr>
<td>Hashish 10 Kilograms or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil 1 Kilogram or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ferrum College Student Internal Complaint System**

The purpose of the following is to inform students of the general internal complaint system at Ferrum College and to serve as a guide for students who wish to file a complaint about any aspect of Ferrum’s operation, policies, or procedures, or about the actions of any student, visitor, or employee of Ferrum College. Students should also consult the procedures set forth in Special Campus Policies when filing a complaint for sexual harassment or assault or for discrimination or harassment based on a protected characteristic such as race or sexual orientation.
Procedures and Guidelines

1. Complaint forms may be picked up in the Office of Student Life Room 105 Bassett Hall, during normal business hours or requested via an email to Mrs. Vanessa Stone, vstone@ferrum.edu. Completed forms should be returned to Nicole Lenez, Dean of Students and Title IX Coordinator in Room 105 Bassett Hall, or via email to nlenez@ferrum.edu. Forms will be routed to the appropriate person on campus for investigation.

2. The person handling the complaint should, if possible, see that the situation is addressed and must inform the student in writing (within one month) of the outcome whether or not the complaint is found to be invalid. If the student does not receive a written response from the person handling the complaint within one month from the date of originally filing the completed complaint form, the student may bring the complaint back to the office to which they originally submitted the form.

3. If a student feels that a response to a complaint is unacceptable or unreasonable, the student may bring the complaint back to the office to which they originally submitted the form. If a student does not receive a response from the administrator in that office within two weeks, the student may then bring the complaint to the Provost or another President’s Cabinet member.

4. If a student is dissatisfied with the resolution of a complaint, the student can contact the Campus Conduct Hotline at 1.866.943.5787. The Campus Conduct Hotline is appropriately used if the complaint falls within the following categories: fraud or crime, sexual harassment, discrimination, safety or facility risk issues, security and internet policy abuses, code of conduct violations, workplace hostility, unethical grading practices, fraudulent financial or business practices, a violation of accreditation principles, or any other questionable behavior. Should the complaint still not be addressed satisfactorily, a violation of the SACS Principles of Accreditation may be filed with the SACS Commission on Colleges.

5. No adverse action will be taken against the student for filing a complaint. Anyone filing a complaint must be prepared to cooperate fully in any subsequent investigation. Failure to cooperate may result in the dismissal of the complaint. Students may be disciplined for willful failure to cooperate.

6. All documentation regarding a complaint, as well as its disposition, with the exception of harassment and sexual assault, must be securely stored in the office of the Dean of Students and Title IX Coordinator. These records must be maintained for a period of six years from the date of final action. Harassment and sexual assault documentation is to be held in accordance with the guidelines of each policy.

7. A log that tracks student complaints is kept in the office of the Dean of Students and Title IX Coordinator. The Student Life Office must be immediately notified upon resolution of a complaint and the file forwarded to the office of the Dean of Students and Title IX Coordinator.

8. Complaints filed against a student will be handled in accordance with the Student Handbook.

Mediation Process

Experience suggests that many grievances can be satisfactorily resolved through mediation if the institution provides ready access to an appropriate mediation process whose legitimacy is generally acknowledged.

The Process of Mediation

1. It is understood that, during any process of mediation, there shall be concern for the comfort and safety of all parties involved in the process.

2. The complainant and the referred may bring with them a member of the faculty, staff, or student body to serve as an advocate at the mediation. No person other than those mentioned above may act as an advocate. Since the College Mediation Process is intended to be an educational experience and not a court of law, neither the College nor a student may bring an attorney as an advisor.
3. All parties must agree in writing to the mediation process. (All procedures other than mediation do not require consent.)

4. It needs to be understood that the process of mediation will not lead to punishment; instead, the goal is increased understanding and transformed behavior.

5. All proceedings and resolutions of the mediation will be confidential. No information will be made public without the written approval of the parties involved.

6. There should be a reasonable timetable (no more than one semester) for the mediation procedure so that the process does not continue in an unhelpful manner.

When mediation is requested, the appropriate advocate will contact the Dean of Students and Title IX Coordinator or designee who will then make a recommendation of one or two mediators who they think would be suitable.

THE FERRUM COLLEGE POLICY AGAINST RACIAL HARASSMENT

Definition of Racial Harassment
At Ferrum College, racial harassment is defined as verbal, written or physical conduct which calls negative attention to the racial identity of individuals and rejects the validity of an individual or a group’s enjoyment of educational, social, or occupational benefits or opportunities. No matter how carefully worded a definition of racial harassment might be, unforeseen situations may arise which cannot easily be included in any definition.

Racial harassment can include, but is not limited to, negative, racially-oriented verbal or written statements or symbols, physical threat or intimidating conduct that is racially motivated, or any behavior that limits the full realization of open, creative pluralism on campus. A member of the Ferrum College community who knowingly, intentionally, and willfully participates in activities defined as racially harassing shall be considered in violation of this policy.

Procedures
The College has established the following campus procedures for dealing with allegations of racial harassment.

Student Complaint
A student who has experienced racial harassment may:

A. Report the incident directly to one of the College’s racial harassment counselors, of whom at least one shall be a member of a racial minority group represented on campus. For the 2018-2019 academic year, the racial harassment counselors are Dr. John Kitterman, Dr. Melvin Macklin, Mr. Justin Muse, and Dr. Lynise Anderson. Their responsibility is to counsel with and advise the student, evaluate the seriousness of the charge, and help determine the appropriate course of action. If, at any time, the student does not agree with the racial harassment counselor’s assessment, the student retains the right to take any of the following steps they think is most appropriate.

B. Discuss the incident with any Ferrum College faculty or staff member and seek his or her help in referring the matter to one of the racial harassment counselors.

After meeting with the racial harassment counselor, the student may choose one of the following:

A. With the assistance of the counselor, the student may talk with the accused to see if the situation can be resolved through mediation (see Mediation Process, page 105).

B. The student may bring the matter to the Dean of Students for appropriate application of the Student Accountability Process.

C. If the accused is a faculty member, the complainant may elect to bring the matter to the Faculty Council. Allegations against a faculty member must be reported to the Director of Human Resources.
D. If the accused is a staff member, the complainant may elect to bring the matter to the appropriate President’s Cabinet member or Human Resources. Allegations against a staff member must be reported to the Director of Human Resources.

**Faculty or Staff Complaint**
If the complaint of racial harassment is filed by a member of the faculty or staff and the accused is a student, the complaint may be taken to the Dean of Students & Title IX Coordinator for appropriate action through the Student Accountability Process outlined in the *Student Handbook*. Faculty or staff members filing a racial harassment complaint are encouraged to report the incident to his or her direct supervisor for informational purposes.

**Malicious Complaints**
Ferrum College takes all charges of racial harassment seriously. If a complaint is found to be malicious and unreasonable, the person who brought the complaint may be subject to strong disciplinary action, up to and including suspension or expulsion.
POLICY AGAINST DISABILITY DISCRIMINATION

It is the policy of Ferrum College to provide a work and educational environment that is free from all forms of discrimination, including discrimination based on disability, in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletics, or any other College-sponsored programs. Ferrum College prohibits harassment or retaliation against any individual requesting an accommodation or filing a complaint under the grievance procedure set forth herein. Ferrum College is fully committed to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended).

I. Disability Defined
An individual with a disability is defined as any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. An individual satisfying this definition and meeting normal and essential eligibility requirements shall be referred to as a “qualified individual with a disability.”

II. Reasonable Accommodation Defined
Any qualified student is entitled to receive a reasonable accommodation that satisfies the following standards:

A qualified student is entitled to receive a reasonable accommodation that allows for his or her full participation in Ferrum College’s educational and extra-curricular activities. A reasonable accommodation for a qualified student may include modified testing procedures, course load reduction, or use of auxiliary aides in the classroom, such as sign language interpreters or tape recorders. However, Ferrum College is not obligated to provide personal aids and services such as attendants, individually prescribed devices such as wheelchairs, readers for personal use or study, or other devices and services of a personal nature.

III. Requesting Accommodations
Qualified individuals who wish to request a reasonable accommodation may contact the designated Section 504 Coordinator:

Christopher P. Chandler
Director of Human Resources
Ferrum College
P.O. Box 1000
IV. Provision of Accommodations

Upon receipt of a request for an accommodation by a qualified individual, the Section 504 Coordinator shall engage in the interactive process with the individual making the request. This shall be an informal process designed to determine the nature of the limitations resulting from the disability and the appropriate accommodation that will overcome this limitation. Prior to providing an accommodation, Ferrum College reserves the right to require documentation prepared by an appropriate professional, including, but not limited to, a diagnosis of the disability, a statement regarding how it affects a major life activity, and a recommendation of a reasonable accommodation.

If the accommodation as initially provided is insufficient, upon receipt of notice of the insufficiency, the Section 504 Coordinator shall implement any reasonable and appropriate additional measures necessary to overcome the qualified individual’s limitations.

V. Grievance Procedure

Ferrum College has adopted the following grievance procedure to address complaints of disability discrimination, retaliation, harassment, or failure to provide a reasonable accommodation:

1. Any aggrieved individual may file a complaint in writing, containing the name and address of the person filing the complaint and describing the discriminatory act;
2. The complaint shall be filed in the office of the Director of Human Resources, who serves as the Section 504 Coordinator (“Coordinator”), within 30 days after the complainant becomes aware of the allegedly discriminatory act. Should the Coordinator be a party to the complaint, the complaint should be filed in the Office of Campus Engagement with the Dean of Campus Diversity, Wellness, and Student Leadership;
3. The Coordinator will investigate the allegations in the complaint. The Dean of Campus Diversity, Wellness, and Student Leadership, or the Director of Academic Accessibility Services, may assist in the investigation, as necessary. Should the Coordinator be a party to the complaint, the complaint will be investigated by the Dean of Campus Diversity, Wellness, and Student Leadership;
4. All interested persons and their representatives shall be afforded the opportunity to submit evidence relevant to the investigation. Such evidence shall be submitted to the Coordinator during the course of the investigation;
5. The Coordinator shall issue a written decision determining the validity of the allegations and distribute copies of the decision to the interested parties no later than 45 days after the filing of the complaint. If the decision cannot reasonably be issued within 45 days, then the Coordinator shall alert the parties of same.
6. The Coordinator shall implement all appropriate remedial steps necessary to address any findings of discrimination, harassment, retaliation, or failure to accommodate.
7. Should the complainant choose to appeal the Coordinator’s decision, the appeal shall be made in writing within 30 days of the date of receipt of the decision.
8. The appeal shall be submitted to the Dean of Campus Diversity, Wellness, and Student Leadership and shall demonstrate that: (1) there is new evidence; or (2) the investigation or decision exhibited prejudice or other unfair treatment.
9. The Dean of Campus Diversity, Wellness, and Student Leadership will render a final written decision and distribute copies of same to interested parties, including the Coordinator, within 60 days of the filing of the appeal. If the decision cannot reasonably be issued within 60 days, then the Dean of Campus Diversity, Wellness, and Student Leadership shall alert the parties of same.

10. Should the Coordinator, Director of Academic Accessibility Services, or Dean of Campus Diversity, Wellness, and Student Leadership be absent, their designees may assume their roles within the scope of this policy.

VI. Alternative Remedies
Inquiries concerning the application of nondiscrimination policies may also be referred to:

   Office for Civil Rights (OCR), DC
   U.S. Department of Education
   P.O. Box 14620
   Washington, DC 20044
   Tel: (202) 786-0500
   FAX: (202) 208-7797

OCR encourages use of email or fax to communicate with OCR whenever possible. Also, complainants may file a complaint with OCR, online, at the following website:

http://www.ed.gov/about/offices/list/ocr/complaintintro.html or email: ocr@ed.gov.

VII. Access to Regulations and Ferrum College Policies
Any student wishing to view copies of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or this policy, may do so by visiting the Office of the Director of Human Resources, 109 Ferrum Mountain Road.

POLICY ON COMMUNICABLE DISEASES
Communicable diseases are always a concern on college campuses. Ferrum College will follow recommendations and directives from local, state, national, and/or world health organizations as necessary. For information on a range of communicable diseases, please refer to the Centers for Disease Control website at http://www.cdc.gov/diseasesconditions/.

POLICY FOR VOLUNTARY AND INVOLUNTARY WITHDRAWALS FOR STUDENTS WITH MEDICAL, MENTAL, PSYCHOLOGICAL CONDITIONS OR DISABILITIES

1. When illness, injury, or psychological disability occurs or the effects of such condition become aggravated while a student is enrolled, a student or guardian may request, or the College may require, a medical withdrawal from the College.
2. Students withdrawing for medical reasons should refer to the Ferrum College Catalog for withdrawal procedures, grade policies, and tuition refund policies.
3. Students residing on campus who medically withdraw from the College are required to vacate the residence halls within 24 hours of their effective date of withdrawal. Students must check out with their Resident Assistant (RA), Residence Hall Educator (RHE), or the Office of Student Life. Students must also return their room key, post office key, and student identification card to the Office of Student Life. Failure to do so may result in damage fees and/or fines as outlined in the Student Handbook.
4. If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the College may be in the best interest of a student and the College, and the student does not agree, then the following procedures will be engaged:
   a. The Dean of Students or designee may implement a temporary medical removal from campus while case information is obtained and reviewed.
   b. The Dean of Students or designee will review all available information obtained from incident reports, conversations with students, faculty, and staff, and the expert opinions of appropriate medical professionals.
5. If the Dean of Students or designee learns or observes that the student appears to be suffering from an emotional, mental or psychological disorder or appears to be impaired by substance abuse, and as a result of the apparent emotional disorder and/or substance abuse the student exhibits any of the following, the Dean of Students or designee will meet with the student (if possible), giving notice to the students of the meeting and providing an opportunity for the student (and their family) to provide evidence and defense of their behavior and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the College:
   a. engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;
   b. engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others;
   c. engages in behavior which reasonably indicates that the student is unable to successfully complete the current academic requirements of the College;
   d. interferes with or disrupts the operations, activities, or functions of the College.
6. If, after the meeting, the student chooses to withdraw voluntarily, a withdrawal form will be processed indicating that the withdrawal is voluntary and of a medical nature and appropriate conditions for the student's return may be set at that time or upon the student's request for readmission.
7. If, after the meeting, the student maintains that they would like to remain enrolled, the Dean of Students or designee will consult with appropriate medical professionals regarding the evidence presented by the student. [Failure by the student to sign a consent to share information form and any other pertinent releases required by the College so that medical/clinical professionals may be consulted, will result in the involuntary withdrawal from the College as the College will have insufficient evidence to render an individualized determination.] The Dean of Students or designee will also consult with other College officials as appropriate.
8. The Dean of Students or designee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return may be contained within the withdrawal letter or may be set at any time the student seeks readmission. These conditions may include, but may not be limited to, specifying a period of time for the withdrawal and/or requiring a letter of medical clearance from a physician, psychologist, or psychiatrist attesting to the professional expert’s opinion the student is medically capable of handling the academic and social demands of college life.
9. All students medically withdrawing or being medically withdrawn from Ferrum College are required to reapply through the Admissions Office. In order to consider a request for readmission, the College may require the student to sign a release or releases so the Dean of Students or designee may obtain copies of all medical, psychological, educational and other records deemed relevant to discuss the student's readiness to return to the College and to assist in developing reasonable accommodation(s). Readmission is not guaranteed. Upon receipt of completed information, a decision will be rendered within thirty days.
   a. Should the student choose to appeal the Dean of Students or designee’s decision, the appeal shall be in writing and submitted within five business days of the date of the letter from the Dean of Students or designee to the Provost of the College. The appeal letter must demonstrate that:
i. there is new evidence and/or
ii. the withdrawal decision process exhibited prejudice or other unfair treatment of the student.

b. Given such evidence exists and the appeal is considered, the Provost will render a written final decision within 60 days. If unforeseen circumstances arise, the Provost will notify the complainant the decision may take longer than 60 days.

**PARENTAL NOTIFICATION POLICY**

In all cases of parental notification, the Dean of Students or designee will attempt to contact parents or guardians.

**Mental Health Crisis Notification**

**Purpose:**
To describe the specific procedures involved in the College’s compliance with Virginia Statute HB1005.

**Scope:**
This procedure pertains to all situations involving a student where there exists a substantial likelihood that the student will in the near future cause serious harm to himself/herself or others as evidenced by recent behavior or any other relevant information or suffer serious harm due to their lack of capacity to protect himself/herself from harm or to provide for their basic human needs.

**Responsibility:**
The procedure applies to Student Life and Student Affairs staff, Emergency Services staff, the College Police Department, and College counselors. The procedure also identifies the role of the Provost or designee in relation to the parental notification process.

**Procedure:**
In accordance with language of Virginia Statute HB1005 (in italics below) which identifies conditions of parental notification related to a dependent students danger to self or others, when “...it is determined that there exists a substantial likelihood that, as a result of mental illness, the student will in the near future cause serious harm to himself or others as evidenced by recent behavior or any other relevant information or suffer serious harm due to his lack of capacity to protect himself from harm or to provide for his basic human needs...” the following actions will be taken by staff and by the Dean of Students or Dean of Student Affairs:

1. Assuming the student is able to accurately understand communication from staff, the student may be informed that his or her behavior is consistent with criteria for parental notification and that the Dean of Students or designee will make notification. If the student is not able to accurately comprehend communication due to his or her mental condition, then parental communication will be made by the Dean of Students or designee.
2. The student who has been informed, understands the implications of parental notification, and already has a counseling relationship with the counselor, may be given the option of having such communication provided through the counselor if the counselor is available, instead of through the the Dean of Students or designee. The student will be required to sign a waiver with the counselor so that the counselor may 1) legally communicate with the student’s parent(s), and 2) legally communicate with the Dean of Students to confirm contact with the student’s parent(s).
3. The standard content conveyed to a student’s parents shall reflect 1) a description of student’s behaviors that meet criteria for parental notification, and 2) a description of actions that the College is taking to address risks posed by the student’s behaviors, and 3) the rationale for the selection of said process.
4. When a student meets criteria for parental notification, there is one exception which would reverse the parental notification requirement: As per language contained in HB1005... “notification may be withheld if the student’s treating physician or treating clinical psychologist has made a part of the student’s record a written statement that, in the exercise of his professional judgment, the notification would be reasonably likely to cause substantial harm to the student or another person.” Accordingly, when the Dean of Students or designee, in consultation with the counselor, if the counselor is readily available, determines that parental notification is contraindicated, then such determination shall be noted in the student’s record with clear indication of the anticipated harm that would be caused as a result of parental notification.

5. With any instances of exception to the parental notification requirement, the Dean of Students or designee shall be informed by the counselor of the student’s identity, the specific behaviors which meet criteria for parental notification, and the determination of the exception to the notification requirement. If the counselor is not involved in an incident, the Dean of Students or designee will determine whether parental notification should be withheld.

**Medical Emergency Notification**

**Purpose:**
To describe the specific procedures involved in the College’s response to a student medical emergency.

**Scope:**
This procedure pertains to all situations involving a student where a student is transported to the emergency room by ambulance during any emergency medical situation.

**Responsibility:**
The procedure applies to Student Life staff, Emergency Services staff, the College Police Department, and the Tri-Area Community Health Center at Ferrum staff. The procedure also identifies the role of the Dean of Students or designee in relation to the parental notification process.

**Procedure:**
1. If the medical situation is consistent with criteria for parental notification and the student is at the Health Center, then the Health Center staff, after receiving permission from the student, will inform the Dean of Students or designee about the specific situation that meets criteria for parental notification. Parental communication will be made by the Dean of Students or designee.
   a. If it is apparent that the student is already contacting his or her parents, the Dean of Students or designee will make no additional parental notification.
   b. If a student is unable to communicate, the Dean of Students or designee will notify parents.
2. The standard content conveyed to a student’s parents shall reflect 1) a description of student’s current medical situation that meets criteria for parental notification, 2) a description of actions that the College is taking to address the student’s situation, and 3) information regarding the facility the student is being transported to and the contact information of that facility.
3. Health Center staff will make notations in the student’s medical record reflecting 1) specific medical problems which meet criteria for parental notification, 2) the specific process of parental notification that has been selected, 3) the rationale for the selection of said process, and 4) the date and time that such responsibility for notification has been discharged.
4. The Dean of Students or designee can at any time determine whether parental notification should be withheld.

**Missing Student Notification Policy**
The purpose of this policy is to establish procedures for the College’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including College operated apartment units.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

I. Procedures for designation of emergency contact information
1. Students age 18 and above and emancipated minors - Students will be given the opportunity during each semester registration process to designate individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
2. Students under the age of 18 and not emancipated - In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College is required to notify a custodial parent or guardian and their confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing persons
1. Any individual on campus who has information that a residential student may be a missing person (and has been missing for 24 hours) must notify the Ferrum College Police Department as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Ferrum College Police Department will assist external authorities with these investigations as requested.

2. The Ferrum College Police Department will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

3. No later than 24 hours after determining that a residential student is missing, the Ferrum College Police or office of Student Life (or appropriate designee) will notify the missing person contact (for students 18 and over) or the parent/guardian and missing person contact (for students under the age of 18 and not emancipated) that the student is believed to be missing.
4. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Ferrum College will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by law enforcement authorities, who may
consult with the College’s Office of Marketing & Communications. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Ferrum College Police Department.

Prior to providing the Ferrum College community with any information about a missing student, the Office of Marketing & Communications shall consult with the Ferrum College Police Department and with local law enforcement authorities (as needed) to ensure that communications do not hinder the investigation.

Students in residential facilities are given the option of providing missing person confidential contact information of a person or persons who are to be contacted if the student is determined to be missing by the police department or the local law enforcement agency.

Ferrum College will register the missing person confidential contact information during the campus check-in process. This information will only be accessible to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

Repeating Courses

For the purpose of improving their overall academic average, students are permitted and encouraged to repeat courses in which they have grades of “D” or “F.” Although only the higher grade obtained in a repeated course is included in a student’s grade point average, it should be noted for transfer purposes that other institutions may consider total hours attempted in calculating the G.P.A. A Penalty “F” (see Grading System) may be repeated, but the “F” is still computed in the grade point average.

Student Success Alerts

The Student Success Alert System is a central place for faculty and staff to record concerns about a student’s progress, and allows for tracking communications to students and other concerned parties. Students are expected to review their progress and to seek help from instructors, advisors, or campus resources as soon as they experience problems in class. Faculty and staff are encouraged to submit Student Success Alerts when issues arise, especially related to academic performance (e.g. poor attendance, assignments not turned in, daily grades). The student’s academic advisor, coach or special advisor are notified when alerts are submitted. For newly created Student Success Alerts related to academic issues, students will receive an email message.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID ELIGIBILITY

The most current academic progress standards can be found in the Academic Catalog at http://www.ferrum.edu/downloads/registrar/Ferrum_College_Catalog.pdf

Financial Aid Policies

Using Federal Financial Aid for Repeating Courses

Federal regulations prohibit the Financial Aid Office from awarding aid to any student who is not making satisfactory academic progress. The satisfactory academic progress policy applies to all sources of Title IV financial aid programs (including Stafford and PLUS loans) with the exception of the Virginia TAG grant and selected Ferrum College entitlement grants which do not have an academic requirement for renewal. Satisfactory Academic Progress will be reviewed at the end of each semester.
Federal guidelines limit the use of federal financial aid when repeating courses. The first time that a student repeats a passed course with a grade of “D” or higher to improve Grade Point Average (GPA), it is permissible to use federal financial aid. However, if the same course is repeated a second time, the course will not be counted in the student’s total credit hours for the semester, possibly making the student part-time and therefore losing full-time federal financial aid. Students may retake failed courses with no reduction in federal financial aid.

Definitions

**Financial Aid Warning:** Financial Aid Warning occurs when a student does not make Satisfactory Academic Progress standards as listed above for the first time after a semester of good academic standing. Students who are placed on financial aid warning will retain their eligibility for financial aid for the next semester.

**Financial Aid Probation:** At the end of any semester during which the student has been on Financial Aid Warning, if the student does not return to good academic standing they are considered ineligible for Financial Aid. Students may appeal their financial aid status (see Appeals Process). If the appeal is approved by the Financial Aid Appeals Committee, the student will be placed on Financial Aid Probation for one semester and students may be required to complete an Academic Plan with the student’s academic advisor (see Academic Plan section below).

Policy

Student folders are reviewed each semester when final grades and academic standing lists become available. For those students attending E-Term, those folders will be reviewed after completion of E-Term coursework. The student’s name is checked against the Academic warning, probation and suspension lists provided by the Registrar’s Office. If the student is on academic probation, or suspension, he/she is determined to be ineligible to receive financial aid for the subsequent semester. A notification letter is sent to the student by the Financial Aid Office regarding their financial aid status and right to appeal. If the student later notifies us that he/she has been able to make up the deficiency during the summer for the next fall semester, the reviewer will obtain updated academic progress confirmation from the Registrar’s Office and mark the folder accordingly. The student will then be reviewed for financial aid for the next semester.

Academic semesters are defined by the college’s Calendar Committee each year. Traditionally, the fall semester begins in August/September and ends in December. The spring semester begins in January and ends in April/May. There are 15 weeks as required by law to award Title IV funds. Ferrum College is currently a credit hour based institution with two traditional terms and one experiential term (E-Term) in May that is at no additional tuition cost to the student for their first required course. Payment periods are determined on a per year basis, unless the student has notified the Financial Aid Office that their enrollment plans will be on a per semester basis.

Students who do not meet satisfactory progress at the end of the spring semester may be able to meet standards by attending summer school. The students must work with their advisor and/or any resources available to determine which courses are appropriate for completion in summer school.

Students will be reviewed for compliance at the end of each semester. The Financial Aid Policies apply to all students regardless of enrollment status.

Financial Aid Appeals Process
Students who are not making Satisfactory Academic Progress and have lost their financial aid eligibility have the right to appeal their financial aid status based on extraordinary or extenuating circumstances.

Extenuating circumstances include: death in the family, injury or illness of the student or family member, documented disability, or other extenuating circumstances not mentioned above. Students may also appeal the 150% maximum timeframe requirement based on extraordinary or extenuating circumstances as discussed above. The student will have met the 150% requirement if they have accumulated 182+ credit hours.

Students also entering their sixth year of coursework will be required to appeal for financial aid, based on length of time of their program.

To appeal the 150% maximum timeframe or sixth year limitations, the student must submit a letter of appeal to the Financial Aid Appeals Committee, C/O Financial Aid Office, P.O. Box 1000, Ferrum, VA 24088 or by email at finaid@ferrum.edu, detailing why additional time is necessary to complete the degree and when the student expects to complete their program of study.

To appeal academic standing, the student must submit a letter of appeal to the Financial Aid Appeals Committee, C/O Financial Aid Office, P.O. Box 1000, Ferrum, VA 24088 or by email at finaid@ferrum.edu. Appeals MUST contain: Why the student failed to make Satisfactory Academic Progress, and what the student will do, or what has changed in the student’s situation that will allow him/her to demonstrate Satisfactory Academic Progress at the next evaluation.

Students will be notified by letter when a determination has been made by the Financial Aid Appeals Committee.

Students are not guaranteed eligibility for financial aid through the appeals process.

**Financial Aid Academic Plan**

Students who have failed to meet Satisfactory Academic Progress requirements and who will require more than one semester to return to good standing may be eligible to regain eligibility for financial aid by completing an academic plan. The student must first appeal to the Financial Aid Appeals Committee as detailed above. If the appeal is approved, the student will work closely with their advisor to develop an academic plan that will have the student back in good academic standing within a specific time frame as designated in the approved academic plan.

**Graduation Requirements**

Students must utilize the assistance of faculty advisors in the formulation of an acceptable course of study leading to a degree and should review their progress frequently to be sure they are in compliance with all degree requirements. Prior to registration all students with Junior or higher status are required to complete a Senior Plan of Completion and Diploma Order with their advisor. Utilizing the Panther Portal Academic Planning Link click Create/Add to Worksheet. The student and the advisor will review the student’s academic record and complete the worksheet for meeting graduation requirements. Both the student and the advisor will review the catalog, program evaluation and the academic worksheet each semester and adjust the worksheet based on the course rotations and schedule of offerings. Completed Senior Plan of Completion and Diploma Order forms must be submitted to the Registrar’s Office for approval. The student is ultimately responsible for ensuring compliance with all degree requirements.

To graduate, a student must:
- complete the Senior Plan of Completion and Diploma Order form from the Registrar’s Office by early October of the Fall Semester prior to May graduation.

- successfully complete 121 semester hours, with 30 of these hours at the 300-400 level, maintaining a grade-point average of at least 2.0 for hours earned at Ferrum. Students must also maintain a 2.0 grade point average within their academic major.

- meet the appropriate Liberal Arts Requirements and major/minor requirements (including Program Specific Requirements, Experiential Component, and pass one Experiential Term (E-Term)).

- satisfy the Speaking Intensive requirement

- satisfy the Writing Intensive requirement

- satisfy the Global Awareness requirement (see Transfer Credit Policy if a transfer student, or Regulations Governing Catalog if changing a program of Study after the first year of enrollment.)

- satisfy the Integrated Learning requirement (see Transfer Credit Policy if a transfer student, or Regulations Governing Catalog if changing a program of Study after the first year of enrollment.)

- satisfy the Quantitative Reasoning requirement (see Transfer Credit Policy if a transfer student, or Regulations Governing Catalog if changing a program of Study after the first year of enrollment.)

- be enrolled for at least one academic year or its equivalent at Ferrum.

- have completed at least 50 percent of total hours required for a major at Ferrum. This requirement may be waived at the discretion of the Program Coordinator in association with the School Dean.

- have completed at least 50 percent of total hours required for a minor at Ferrum. This requirement may be waived at the discretion of the Program Coordinator in association with the School Dean.

- complete the last semester of academic work at Ferrum College. A student may transfer a maximum of nine semester hours of work to Ferrum to complete the requirements for graduation. More than nine hours must have the approval of the Academic Standards Committee.

- clear all financial obligations to the college.

- be approved for graduation by formal vote of the faculty.

To participate in graduation, a student may not fall short of the required minimum of 121 credit hours by more than one course or an internship. Also students must have attained at least a 2.0 cumulative and major grade point averages. Students lacking a course or internship must have submitted proof of summer registration with the Registrar to complete the work prior to the beginning of the next fall term. Unless excused by the Provost of the College, all degree candidates must participate in graduation exercises. Students requesting to be excused must submit a letter to the Provost.

**POLICY ON RESPONSIBLE USE OF COMPUTER AND COMMUNICATION EQUIPMENT**
For the current policy, please go to https://portal.ferrum.edu/infosvcs/generalinfosvcs/Documents/Forms/Allitems.aspx.

SOCIAL MEDIA POLICY

PURPOSE

As defined by Merriam-Webster, social media are forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos.) Social media tools, including Ferrum College-sponsored social networking sites, blogs, video or picture sharing sites, wikis, and other means of communicating online, are an important part of the College's public image and offer new opportunities to communicate directly with College constituents.

Ferrum College developed this policy and suggested best practices to assist those utilizing social media in protecting the College’s name and image as well as their personal and professional reputations. This policy applies to all Ferrum College employees, faculty, groups, departments, programs, entities, and others, all of whom are also subject to state, federal and international law, including FERPA and HIPAA, and rules set forth by third-party sites, as well as all existing College policies.

INDIVIDUALS ARE RESPONSIBLE FOR THEIR POSTS

Individuals are legally responsible for what they post online, whether on a personal site or a College-sponsored site. They may be held personally liable for defaming others, revealing proprietary information, and copyright infringement, among other things. All postings will be subject to state, federal and international law, including FERPA and HIPAA, and rules set forth by third-party sites. In addition, existing College policies apply to their online posts, including those posted on College-sponsored sites. The same laws, professional expectations, and existing College Community Standards, policies and guidelines for interacting with students, parents, alumni, donors, media, and other College constituents apply to online communications as well.

INSTITUTIONAL SOCIAL MEDIA SITE POLICIES

- **Obtain President’s Cabinet approval and notify the Marketing and Communications Department**: All Ferrum College social media sites must have a clearly identified employee who is accountable for site management and content. Only AC-authorized individuals may set up or post to College-sponsored social media sites. College faculty, groups, departments, programs, entities, individuals, and others who have a College-related social media page or would like to start one should notify and/or seek approval from the AC member responsible for their division. AC members will notify the College’s Marketing and Communications Department of approved sites and site managers.

- **Protect confidential and proprietary information**: Posting confidential or proprietary information about Ferrum College, students, employees, or alumni is prohibited. Applicable state, federal and international law, including FERPA and HIPAA, and all applicable College privacy and confidentiality policies must be adhered to.

- **The use of Ferrum College logos or other imagery on personal sites is prohibited**: Do not use the Ferrum College name, logos or any other College images on personal sites or to promote a product, political party, or other cause.

- **Abide by copyright and fair use laws**: Adhere to all state, federal and international laws regarding copyright and intellectual property rights.

- **Value Ferrum College time and property**: On campus electronic communication systems are the property of Ferrum College and should be used for College related business. College computers and time
on the job must be used in accordance with the College’s Policy on Responsible Use of Computer and Communication Equipment.

BEST PRACTICES

In general, individuals should be thoughtful about what they post and respect the purpose of the community in which they are posting. The following guidelines should be followed when communicating online:

- **Respect and professionalism.** Individuals should be professional and respectful when communicating online and remember that they are responsible for everything they post. It is okay to disagree as long as it is done civilly and inoffensively. Individuals should remember social media sites are open for all to see and search engines can turn up comments and posts for years to come. When in doubt about posting something online, individuals should wait to post questionable content until they consult with their supervisor or the Marketing and Communications Department.

- **Transparency.** Individuals must identify themselves and clearly state their intentions when blogging or posting on behalf of Ferrum College. It should be clear that an individual’s expressed views are not necessarily those of the institution.

- **Accuracy.** Individuals should be accurate and honest when posting to social media sites. Facts and sources should be verified and cited when possible. If a mistake is made, it should be quickly acknowledged and corrected.

- **Valuable posting.** Individuals who join a social network or comment on someone’s post or blog should be positive and productive when contributing to the online conversation. They should remember “quality, not quantity” and to keep things simple and relevant.

- **Liability.** Individuals are legally responsible for any commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts.)

- **Photography and images.** Photographs and images posted online may be easily appropriated. To protect intellectual property, individuals should consider adding a watermark and/or posting images no larger than 800x600 at 72 dpi resolution so that they are sufficient for viewing online but not suitable for printing.

HANDLING COMMENTS

Social media site content may elicit comments or discussion of opposing ideas. Not all reader responses to College social media sites are appropriate to post. Individuals who post entries that elicit reader comments should follow these guidelines when handling responses:

1. Do not allow the posting of any comment that is obscene or offensive.
2. Do not allow the posting of any comment that reveals proprietary information.
3. Do not remove relevant anti-College comments simply because they are negative. Do not engage in online arguments or "flame wars" through social media commenting.
4. Do not allow the posting of spam, advertisements, or comments that merely link to another website (unless they are responsive to the original post.)
5. If a complaint about the College is made in a social media site posting, immediately notify the Marketing and Communications Department so it can handle the situation directly.

HANDLING SOCIAL MEDIA POLICY VIOLATIONS

Failure to comply with this social media policy may result in disciplinary action, up to and including termination.
The following rules govern the use of privately owned computers and peripheral equipment that are allowed to connect to the Ferrum College network:

1. Each privately owned device must have all available software and firmware patches updates for their operating system.
2. Each privately owned device must have an up-to-date Anti-Virus installed before the device is connected to the College network. AVG Anti-Virus will be available for students to download and install if the student doesn’t already have an up-to-date Anti-Virus installed.
3. The College will assign IP addresses automatically when a student tries to connect to the network.
4. One Ethernet drop is provided per room at 1GB per second. If students require more than one Ethernet drop per room, they may purchase a “Non-Wireless” switch (“without routing capabilities”) or Mini Switch hub to connect to the College network.
5. Wireless access is available campus wide.

To obtain help for computer and technology issues, visit, call (365-HELP or 365-4357), or email (helpdesk@ferrum.edu) the Ferrum College Help Desk in the lower level of the Stanley Library.

**Help Desk Services Offered:**

1. Diagnose hardware issues and advise user.
2. Troubleshooting of hardware, software, and networking issues on personal machines owned by students, faculty and staff.
3. Problem resolution for application programs installed by the College (Ex: Word, Excel, etc.)
4. Installation of AVG Anti-Virus software on student-owned computers. If the computer is an Apple, Avast for Mac will be installed. AVG Professional also is available for students to download and install on their personal computers from the iAssistant link under the Applications tab at https://portal.ferrum.edu.
5. Assistance downloading Microsoft Office to student-owned computers from a central server. Office and other approved programs are available for students to download and install on their personal computers from iAssistant (link under the Applications tab at https://portal.ferrum.edu.) The download link can be found under the Campus Agreement Software link on iAssistant.

**Online Services Offered:** URL: https://portal.ferrum.edu

1. **Student Mail** (under My Bookmarks) – Log on with your User Name which is the first part of your Ferrum email address, e.g., for a student whose email address is astudent@ferrum.edu, their email User Name is “astudent.” Student email is hosted (for free) by Google and provides 25 gigabytes of online storage as well as access to the suite of Google applications (Google docs, Sheets, Drive, etc.).

2. **Self-Service (formerly Web Advisor)** for students offers the following options for students:
3. **Internet Connection** – The College provides wired and wireless internet connectivity.

**RESERVATION REQUESTS AND PROGRAMMING PROCEDURES**

Ferrum College encourages faculty, staff, students, and organizations associated with Ferrum College to plan events both for the general community and for particular audiences. The Student Leadership and Engagement Office serves as a resource for the development and coordination of all student-sponsored events.

All College-sponsored events or events using College-owned space are entered on the master calendar through the Facility Services Office. Facility Services coordinates the reservation of rooms and services for Ferrum College meetings, events and activities. This includes every use of Ferrum College facilities (buildings and grounds), from simple meetings to events that require use of the entire campus. To begin this process, please use the “Calendar of Events” link at Ferrum.edu.

At the time an event sponsor or organization requests a facility, the Coordinator of Facility Services will advise the person or organization of other events previously scheduled on campus. If the sponsor intends the event for the general campus community and it conflicts with a previously scheduled event similarly aimed at the general community, the Coordinator of Facility Services will ask the sponsor or organization to choose another time. Sponsors or organizations wishing to appeal this request should contact the Coordinator of Facility Services who will consult with the Student Leadership and Engagement Office to resolve any conflicts.

The Facility Services Office will advise the program sponsor or organization regarding procedures for program help including how to arrange for special room setups, Dining Services support, audio, visual and technology support, entertainment procedures, and the publicity resources. The goal of these procedures is to help people carry out successful events by giving them the information they need to access the resources of the College.

**GUIDELINES FOR INSPECTION AND SEARCH**

**A. Room Search**

1. As a reasonable exercise of the College’s duty to maintain discipline and an educational atmosphere consistent with the goals and purposes of the College, authorized personnel may search a residence hall room at any time.
2. The authority to conduct such a reasonable search may not be transferred to civil authorities, like police. (Civil authorities must conform to the standards of the fourth amendment.)
3. A room search will be conducted with permission from the Dean of Students or by verbal consent of the student who lives in the room.
4. A student’s permission may be sought before their room is searched.
5. Any illegal materials, or other materials which are prohibited by College rules, may be seized and used as evidence in an accountability hearing even if they are not materials for which the search was initially made.
6. Any illegal materials, or other materials which are prohibited by College rules, are the responsibility of the occupant and/or owner unless there is sufficient evidence to prove otherwise.
7. Any illegal materials found in a student’s room may, at the discretion of the Dean of Students, be turned over to civil authorities for criminal prosecution.
8. Residents of the room may be given an opportunity to be present during a room search, after which, a search can be conducted in the absence of the resident(s).
The above statements dealing with the search of students’ rooms are also applicable to students’ automobiles and any other areas used by students such as gym lockers. These statements also apply to areas such as offices used by student organizations.

B. Room Inspections – There are several reasons for room entry and/or inspection:
1. Routine Room Inspection – Ferrum College reserves the right to make periodic entry into and inspection of any residence hall room for reasons of safety, health, and sanitation; periodic check of condition of furniture and maintenance; or fire safety inspections. When possible, such inspections will be announced 24 hours in advance and all room residents should be present if possible. If residents are not present, a master key will be used to enter the room and complete the inspection.
2. Residence Hall Closings – Each residence hall room will be inspected by the Residence Hall staff at the beginning of every break period.
3. Emergency Situations – Room entry will be made should an emergency condition exist as determined by the Student Life or Residence Hall staff. Except for situations of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room. A master key may be used if necessary.

CROWD MANAGEMENT & CONTROL, DEMONSTRATIONS, AND PEACEFUL ASSEMBLY

CROWD MANAGEMENT & CONTROL
It is the policy of Ferrum College to prevent crowds or large gatherings of people, as defined by Ferrum College Administrators and/or Ferrum College Police Officers, from disrupting the normal operations of the College. Ferrum College recognizes that demonstrations and crowd situations are often very fluid and continually evolving and that each one is unique. As such, the term “crowd” may be different for each situation and Ferrum College reserves the right to determine when the implementation or application of this policy is necessary.

Crowd situations may also be volatile and there is always the potential for them to degenerate with the possibility of violence, law/policy violations and property damage. When it becomes necessary to manage the actions of a crowd that constitutes a disorderly assembly or has committed other violations of law or College policies, appropriate personnel (College Police, administrators, other state/local police personnel, etc.) shall take whatever action is reasonable to maintain order and peace, including application of crowd control techniques. A variety of techniques and tactics may be necessary to resolve such an incident. Such techniques shall be employed to ensure that Ferrum College is able to continue normal business without disruption and all members of our community have the right to go about their business freely and safely.

Violations of this policy and/or other policy violations occurring during a gathering may lead to discipline, up to and including suspension or removal from campus.

DEMONSTRATIONS AND PEACEFUL ASSEMBLY
Ferrum College, as an educational institution, believes that expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and must be guarded, protected, and preserved. Members of the College community, both individually and collectively, are, therefore, encouraged to express their views through the normal channels of communication. The College also recognizes the right of the individual to express their views by demonstrating peacefully and constructively for concepts and beliefs he/she wishes to make known. The College also has an obligation to protect the freedom of individuals who do not wish to participate in a demonstration, and do not wish to have their educational and employment pursuits interrupted.
The College is also obligated to protect its property and to prohibit interference with scheduled activities of students, faculty, staff of the College, and any person who may be a guest on the campus. Ferrum College will also uphold local, state, and federal laws and will attempt to inform students, staff, and faculty of such laws and other regulations. These obligations, regulations, and definitions have been established as reasonable guidelines for the public display of concern and opinions.

Students, faculty, and staff of the College must notify the Dean of Campus Diversity, Wellness, and Student Leadership (or designee) of the demonstration at least two business days prior to the event for approval. Notification forms may be picked up from the Dean of Campus Diversity, Wellness, and Student Leadership in Room 105 Bassett Hall.

Areas that are recommended on campus for demonstration purposes include Panther Circle, the quad in front of the bookstore and the quad between Beckham Hall and the Stanley Library. Other locations must be pre-approved by the Dean of Campus Diversity, Wellness, and Student Leadership or designee. Signage must abide by Facility Services and Student Leadership and Engagement policies or receive special approval.

Violations occur when:
1. a demonstration coordinator has not received approval from the Dean of Campus Diversity, Wellness, and Student Leadership or designee two business days prior to the scheduled demonstration.
2. demonstration participants violate Ferrum College Community Standards.
3. demonstration participants violate local, state, or national laws, or
4. demonstration participants disrupt the normal activities of the College including, but not limited to, research, teaching, administration, service or other authorized events.

Sanctions for violations will be subject to appropriate action as outlined in the Student Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT GUIDELINES
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer to the Ferrum College Catalog for a full explanation of these rights. The College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with College procedures. Exceptions may include notification of appropriate individuals of a mental or physical health or safety situation or of a missing person.

NON-DISCRIMINATION POLICY
Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, gender, sex, disability, or any other protected status in admission to, access to, treatment in or employment in its programs and activities. Ferrum College affirms the dignity and worth of every individual regardless of sexual orientation or gender identity, and will not tolerate harassment or discrimination toward any individual.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Director of Human Resources
Ferrum College
109 Ferrum Mountain Road
P.O. Box 1000
Ferrum, Virginia 24088-9001
(540) 365-4287
POLICE DEPARTMENT/CAMPUS SAFETY

College campuses are a microcosm of society, and as such, are subject to the same behaviors that occur in your hometown, including crime and accidents. With this in mind, it is our desire that students develop crime prevention and personal safety habits as a part of the college experience.

Crime Prevention/Operation Identification
Each student should engrave some identifiable markings on all valuables and record pertinent information. Each student should send one copy of this information to their parents. The recording and accessibility of this information can be very beneficial in recovering stolen items.

It is advisable for students to check with their parents’ homeowner and motor vehicle insurance policies to see if their belongings are covered in the event of theft or accidental damage. If you find that these policies do not cover your belongings, you may consider purchasing additional insurance coverage.

Lock your room, your car, and your bike. If you leave your room, even for a short time, such as going to the bathroom or walking down the hall to see a friend, LOCK your door, utilizing the deadbolt (if applicable) each and every time.

In Case of an Accident
If you are involved in an accident on campus, you must report it immediately to College Police at (540) 365-4444 or Emergency 911.

Neighborhood Watch
It will not take long for you to become acquainted with the people on your hall. When you see suspicious activity, please notify your Residence Hall Educator/Head Resident and/or a College Police Officer. Watching out for each other is part of being a member of a community.

Escort Service
The College Police Department provides escort service to students, faculty, staff, and guests who want to be accompanied when walking across campus. The officer will walk with the person making the request. Contact an officer at (540) 365-4444.

Motor Vehicle Regulations
The operation of a motor vehicle on campus is a privilege granted by Ferrum College to faculty, staff, and students upon proper registration of the vehicle. Courtesy, caution, and common sense must characterize all campus driving.

These regulations are part of Community Standards and compliance with College regulations is expected from all members of the College community.

Decals: All students, faculty, and staff members (both full-time and part-time) must register every motor vehicle they plan to operate on campus with the College Police Department and must properly display a current decal. A motor vehicle includes: automobiles, trucks, motorcycles, motor scooters, and any other motor-powered vehicle. Persons who fail to register their vehicles on campus and/or pay fines will be subject to fines, possible towing at the owner’s expense, and/or loss of campus parking privileges.
Parking regulations are designed to accommodate the large number of people who come to the campus each day. It is imperative that resident students park only in the perimeter parking areas at their respective residence halls so that the College will be able to accommodate commuter students, visitors, faculty, and staff members who must park on main campus. If there is a need for residents to park on campus to pick up or drop off supplies or equipment, then the parking must be in a designated parking space, with hazard lights on, and limited to 10 minutes.

From 7:00 a.m. to 5:00 p.m., Monday through Friday, students may park only in designated lots. After 5:00 p.m., parking in campus lots is open except for areas designate for student housing, for official College vehicles, reserved spaces, designated fire lanes, designated handicapped parking spaces, all areas restricted from any parking at any time, and in all yellow-curbed areas. Students are not allowed to park behind the bookstore or directly behind Franklin Hall at any time.

Ferrum College vehicle regulations also respect all traffic laws which are in effect for the Commonwealth of Virginia. Ferrum College Police Officers are authorized to issue state summonses for violations on both criminal and traffic laws. Any state summons which is issued will result in a court appearance in Franklin County General District Court, Rocky Mount, Virginia.

A. Registration
   a. Registration of a vehicle should take place before the end of the second full week of classes at the beginning of each academic year. If a vehicle is brought to campus after the beginning of the semester, it should be registered by the end of the first full college working day in which the vehicle is on campus.
   b. When registering a vehicle, each student must possess a valid driver's license and state vehicle registration card. The registration fee is $35.00 for commuters. Resident student decals are available at no cost and are included in room and board fees. These fees will be one-half price for second semester registrants. Decals are valid for one calendar year beginning September 1. When the vehicle is registered, an appropriate decal must be properly placed on the outside of the lower rear glass, driver's side only. Decals placed higher than five inches from the lower edge of the rear glass will not only be in violation of College policy, but also in violation of Virginia State law. Registration confirms that the driver agrees to abide by the regulations and that all data is truthful.

B. Decals are non-transferable.
   a. A charge of $5.00 is made for decal replacement or additional decals past the first issued. If a new vehicle is obtained or a decal is lost or defaced, a new decal must be obtained. Decals must correspond at all times with the license plate and the vehicle for which it was issued. New license numbers must be reported immediately to the College Police Department. Improper transferring of an issued decal, attempted removal of another vehicle’s decal, or tampering with temporary permits will result in disciplinary actions which could include loss of campus vehicle privileges and/or fines.
   b. Temporary parking permits are available when a registered vehicle is temporarily replaced by another vehicle or when a vehicle is brought to campus for a maximum period of two weeks. Temporary permits are available at a $1.00 charge.
   c. Temporary parking placards can be issued through the Police Department for persons with temporary disabilities.
   d. For the safety of our campus community, visitors to the campus are required to check in and provide vehicle and driver information to the Campus Police. Failure to do so will result in disciplinary action and/or fines to the student hosting the visitor.
C. Parking Areas
   a. Decals are issued as follows:
      i. Resident Students BH, LS, FV - Parking is permitted in the lots of Bassett, Hillcrest, Chapman, Riddick, Susannah Wesley, and Clark Halls. Resident Decals will also be issued to students living in the apartments along Route 602, Ferrum Mountain Road.
      iii. Commuter Students – C Decal - Parking is permitted in the commuter lot. Parking is also permitted around Bassett Hall, Chapman, Susannah Wesley, Clark and Riddick Halls.
      iv. Village East, Village West and Special Housing – FV Decal - Parking is permitted in the commuter lot. Parking is also permitted around Bassett Hall, Chapman, Susannah Wesley, Clark and Riddick Halls.
      v. Faculty and Staff – FS Decal - Parking is permitted in all main campus lots except in any area designated as a fire lane, reserved space, areas designated as no parking or against a yellow curb.
      vi. College-Owned Vehicles - Parking is permitted in any parking area at any time except those specifically prohibited by the College Police Department. Parking in fire lanes, reserved spaces, or against yellow curbs is prohibited.
      vii. Disabled Parking – Special Campus Disabled Decal - Parking is permitted in reserved disabled spaces on campus. Vehicles must display a state-issued disability placard, applicable Ferrum College decal and a Ferrum College Disabled Verification Permit to ensure the placard or license plates are registered to the corresponding student, faculty or staff member.
         1. To use disabled-designated parking on the Ferrum College campus, your vehicle must display: a state-issued disability placard, applicable Ferrum College parking decal, and a Ferrum College Disabled Verification Permit
         2. Anyone who is issued a Ferrum College Disabled Verification Permit must have either a valid state-issued permanent/temporary disability placard in the permit holder’s name or disabled license plates registered to the permit holder. This information must be presented to the Ferrum College Police Department at the time of the request of the Ferrum College Disabled Verification Permit.
      viii. Faculty, staff and students are not permitted to park in the Tri-Area Community Health Center parking lot unless using those services. If a ticket is received, bring a doctors excuse to the Police Department and the ticket will be voided. Health Center staff have special decals.
      ix. Students who are faculty/staff dependents, enrolled on either a part-time or full-time basis, must display an appropriate parking decal, based on the student’s status, on the primary vehicle the student plans to operate on campus, regardless of in whose name the vehicle is registered. For example, a dependent who is enrolled as a commuter student must display a commuter decal, resident students must display a resident decal, etc. Failure to comply will result in the issuance of an appropriate parking citation.

D. Violations and Penalties - Listed below are specific violations and corresponding fines. All could include towing (at owner’s expense) as an additional penalty. Excessive parking violations (over $500.00 in an academic year) or any moving violation could result in loss of campus vehicle privileges. The person in whose name a parking decal is issued will be held responsible for any violation involving...
a vehicle. Individuals receiving a campus citation must report to the College Police Department within two weeks after the receipt of the citation to pay the fine(s).

a. **Moving Violations** - Examples of typical moving violations are listed below but are not limited to those listed. Individuals operating a motor vehicle in a manner which violates a Virginia State Law could receive a Virginia Uniform Summons to appear in Franklin County General District Court. Fines through the General District Court vary. Some violations are pre-payable, yet others require an appearance in General District Court before a judge. Students guilty of moving violations may also be cited with a campus citation which carries a minimum fine of $20.00.
   i. Speeding
   ii. Reckless driving
   iii. Failure to stop at a stop sign
   iv. Improper driving
   v. Students driving on sidewalks, walkways, pedestrian thru-ways, grass, or any other non-road or parking lot without the permission of Ferrum College (plus restitution for damage, if applicable)

b. A fine will be imposed for the following violations:
   i. any unauthorized student parking in a handicap parking area - $100.00
   ii. Restricted parking - $50.00
   iii. Blocking traffic - $100.00
   iv. Improper/other parking - $5.00 - $50.00
   v. Parking in a fire lane - $100.00 (Bassett Circle, behind Franklin Hall, directly behind Beckham Hall, and all other yellow-curbed areas)
   vi. Parallel parking on Wiley Drive, roadway around Adams Lake, restricted areas along Route 602 (from Swartz Gym to Bassett Hall), roadway between the lower and upper Hillcrest lots, or any other roadway on campus unless otherwise posted - $50.00
   vii. Blocking a dumpster or dumpster area - $50.00
   viii. No college permit - $20
   ix. Improper display of issued decal - $20
   x. Parking on the grass (anywhere on campus) - $20

**Unauthorized vehicles parked in these areas may be towed at the owner’s expense without warning.**

**Payment** of fines should be made at the College Police Department, 10021 Franklin Street, or through campus mail, c/o Campus Police Department. Please do not send cash through the mail. If the fine is sent through campus mail and you do not receive a receipt within five days, contact the College Police Department.

Fines levied near the end of the semester will be due for payment by the end of the final day of exams.

Fines which are not paid or appealed within two weeks after the ticket date from the College Police Department will be billed to the student’s account and assessed a $20.00 processing fee for each ticket. Students with unpaid traffic fines will not be permitted to re-enroll and transcripts will not be issued by the College until all indebtedness has been paid.

All appeals are made to the Chief of Police. Decisions by the Chief of College Police are final.

Persons with excessive traffic violations may be subject to disciplinary action and loss of any vehicle privileges.
An individual who accumulates $500.00 in parking fines in one academic year may lose their privilege to operate or park a vehicle on the property of Ferrum College.

E. **Traffic and Parking Signs** - All traffic and parking signs, as well as instructions by College Police Officers and other College employees, must be obeyed. Tampering with or destruction of any traffic sign will result in disciplinary action and may result in arrest. The College Police Officers reserve the right to enforce any regulation covered in these guidelines even though signs may not be posted. Yellow painted curbing indicates parking is prohibited at all times.

F. **Traffic cones, No Parking Signs**, and/or other temporary traffic control devices are used to mark off areas to be reserved for special events on campus. These devices indicate “NO PARKING” in the areas so marked. Disregarding such “NO PARKING” designations will subject the owner to towing (at owner’s expense) and/or possible fines. Students are requested not to drive to special events on campus (e.g., athletic events, Blue Ridge Folklife Festival, lectures, concerts) unless absolutely necessary. Ferrum College reserves the right to prohibit driving on campus in designated areas during special events and/or when weather causes hazardous driving conditions.

G. **Vehicles** shall not be operated in excess of the campus speed limit of 15 miles per hour unless otherwise posted. Speed limits on roadways adjacent to campus are posted for students’ safety.

H. **Moving Violations** are considered very serious offenses. A violation in which the driver is driving in a manner contrary to the Virginia State law poses a threat not only to the driver and passengers, but also to members of the College community. Moving violations may also result in the loss of all campus vehicle privileges for a designated period of time in addition to appropriate fines and/or appropriate disciplinary action.

I. **Pedestrians** have the right of way at all crossings and parking lots.

J. **Any vehicle** (registered or unregistered) left unattended in an improper or restricted parking area for more than 24 hours without proper notification to the College Police Department will be towed at the owner’s expense. Vehicles parked in a manner which restricts the flow of traffic may be subject to immediate towing. No inoperable vehicles may be stored or parked on the premises. All vehicles must maintain a current license and be currently registered with all appropriate authorities and jurisdictions.

K. **Ferrum College is not responsible for the care and/or protection of any vehicle or its contents while on College property.** The College Police Department will assist, however, in every investigation of a crime or accident.

L. Parking on Route 602 from Bassett Hall past the commuter lot is prohibited.

M. **Towing** may be used in the enforcement of campus traffic and parking policies. Any vehicle on which towing results will be subject to a towing fee set by the towing company. Before the towing company will release any vehicles, all unpaid fines owed to the College must be paid in full. Ferrum College is not responsible for any damages that may occur.

It is the student’s responsibility to contact the College Police Department for appeals, payments, and registrations.