



General Information and Policies Handbook

May 23, 2025

Our students enter with promise and leave with purpose.

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PART A General Information

Ferrum College Mission

Our students enter with promise and leave with purpose. We foster personal growth, academic excellence, career-ready skills, and a compassion for service grounded in faith. We empower individuals to lead purposeful lives, guided by Ferrum College values and a commitment to impact their communities and the world.

Ferrum College Vision

We envision a dynamic and diverse community where academic excellence, career-ready skills, and Ferrum College values converge to shape individuals into purposeful leaders. We will instill a passion for lifelong curiosity, a motivation to excel, and an ability to impact the world one graduate at a time.

Ferrum College Core Values

- **Faith** reflects the commitment to a set of spiritual and moral principles.
Ferrum College provides a supportive environment for individuals to explore and express their faith, fostering community and shared values. It also involves cultivating a meaningful sense of purpose.
- **Compassion** involves showing empathy and kindness towards others.
Ferrum College cultivates a supportive and caring community where individuals understand and respond to the needs of their peers and colleagues.
- **Diversity** celebrates and embraces differences in culture, background, perspectives, and experiences.
Ferrum College promotes an environment that fosters creativity and contributes to a more vibrant understanding of society.
- **Impact** emphasizes the importance of education and research that make a meaningful difference in society.
Ferrum College inspires students and faculty to pursue work that has a positive influence on individuals, communities, and the world, instilling a sense of purpose and social responsibility.
- **Integrity** encompasses honesty, ethical behavior, and moral principles.
Ferrum College emphasizes forthrightness in academic pursuits, relationships, and overall conduct that fosters a culture of trust and reliability.
- **Justice** requires fairness, equity, and the adherence to ethical standards.
Ferrum College upholds rightful behavior and fair-minded treatment of all members of its community through its policies and decision-making processes.
- **Respect** fosters an environment where individuals acknowledge and appreciate the diversity of ideas, backgrounds, and perspectives.
Ferrum College promotes a culture of open-mindedness and consideration for others.

Ferrum College Community Code

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 at 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**

Ferrum College Academic Integrity Statement

Academic integrity is essential to achieving the Ferrum College Mission and living the Ferrum College Core Values. All members of the Ferrum College community are expected to:

- Uphold honesty in all academic work, ensuring that assignments, tests, and research reflect their own understanding and effort.
- Respect the intellectual property and contributions of others through proper citation and acknowledgment.
- Avoid all forms of academic dishonesty, including cheating, plagiarism, fabrication, and facilitating violations by others.
- Treat fellow students, faculty, and staff with civility, fairness, compassion, and respect, supporting one another in the pursuit of knowledge and promoting the principles of pluralism.

By embracing these principles, we affirm our commitment to personal growth, academic excellence, and the values that define the Ferrum College community.

1 Prologue

1.1 Handbooks & Public Disclosures

1.1.1 Handbooks

The Ferrum College Handbooks serve as an ongoing commitment and dialogue among our constituencies about our respective rights, benefits, duties, and responsibilities. Ferrum College involves our community in developing and maintaining our policies, procedures, standards, and guidelines. Doing so reflects our commitment to the principles of Shared Governance.

This ***General Information and Policies Handbook*** describes the College's basic operations and support activities as well as the general policies applicable to the Ferrum College community. It applies to all faculty, staff, students, contractors, guests, and others on campus or participating in College events and activities.

The ***General Information and Policies Handbook*** is incorporated into and serves as the introduction to all other Ferrum College Handbooks that may be in effect:

Ferrum College Employee Handbook

- Student Employment Handbook
- Student Employment Supervisor's Handbook

Ferrum College Student Handbook

- Student-Athlete Handbook
- [Ferrum College Catalog](#)
- Ferrum College Community Standards

Ferrum College Faculty Handbook

- Bachelors of Science in Nursing Program Handbook

The Ferrum College Handbooks and Catalog are available online at www.ferrum.edu.

While the College's administration and the Board of Trustees have the authority and the responsibility to create and change policies, procedures, standards, and guidelines, the College actively seeks and welcomes feedback and suggestions.

It is Ferrum College policy to offer faculty and staff the opportunity to review and comment on any changes to the Ferrum College Handbooks. Proposed changes will be offered to the Faculty and Staff Councils to coordinate such reviews. Generally, faculty and staff have 15 business days for the opportunity to review. However, in situations that do not permit such review before making a change, such as (but not limited to) an immediate change to laws, regulations, or

governmental action, the College will follow the review and comment process immediately after the change to consider further input.

1.1.2 Public Information & Disclosures

Ferrum College publishes all required information and disclosures to its public website:
<https://www.ferrum.edu/about-ferrum-college/accreditations-and-public-information/>

1.2 History

At the time of its founding in 1913, Ferrum College's community was the southern Blue Ridge Mountain area of Southwest Virginia, where public education at that time was in its infancy and circumstances often prevented students from attending school. To help meet the needs of private, non-denominational Christian and liberal arts education for mountain girls and boys, the Woman's Missionary Society, under the leadership of its then president, Miss Lutie Roberts, and the Board of Missions of the Virginia Annual Conference of the Methodist Church, provided the initial funds for the founding of Ferrum Training School. Dr. Benjamin M. Beckham, then presiding elder of the Danville District, became the school's first president. They were able to secure land for the campus, and Ferrum Training School opened its doors in 1914, with a faculty of six members serving ninety-nine students in elementary grades through high school.

As public educational facilities became more available, Ferrum College's branch schools were closed. In the early 1940s, the elementary division was phased out. Then, in 1955, the high school department was also discontinued. This allowed the institution to focus solely on its junior college programs, which had initially started in 1926 and were temporarily halted during the Great Depression until the late 1930s. This shift enabled a renewed emphasis on the college's core mission of higher education. The junior college received regional accreditation from the Southern Association of Colleges and Schools in 1960.

Under the guidance of Ferrum College's seventh president, Dr. C. Ralph Arthur, enrollment increased to over one thousand students and the campus experienced modernization and dramatic physical improvements—with over eleven new facilities constructed by the early 1970s. These included updated classrooms, dormitories, several athletics facilities, a new student center, a library, an audiovisual center, science laboratories, and the chapel.

Following nearly twenty years playing men's sports in the National Junior College Athletic Association (NJCAA), Ferrum College joined the NJCAA in 1971 and began competing in women's sports. Under Dr. Arthur's successor, Dr. Joseph T. Hart, Ferrum College established the Blue Ridge Institute in 1973, which was designated *The State Center for Blue Ridge Folklore* by Governor Gerald Baliles and the Virginia State Legislature in 1986. It now includes a museum and is known locally as "BRIM."

In 1974 the College began to offer bachelor's degrees in five human service fields. In December 1976 the College was awarded accreditation as a four-year college by the Southern Association of Colleges and Schools. The last associate degrees were awarded in 1991. Ferrum College also joined the National Collegiate Athletic Association (NCAA) in 1985 as a Division III school.

Today, the College offers numerous degree programs leading to the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Bachelor of Social Work, and Bachelor of Criminal Justice. Graduate programs began in spring of 2020, including its new Bachelor of Science in Nursing program in fall of 2020. On February 12, 2025, Ferrum College was accepted into provisional year one of the NCAA Division II expedited membership process, following the College's July 2024 acceptance into the Conference Carolinas, which "champions Body, Mind & Soul."

Under the leadership of successive presidents, the College continues to build on our distinctive community, culture, and locale to deliver an unparalleled holistic education to students at all levels of college readiness. Since our founding, our students have entered with promise and lead purposeful lives.

This is the honor roll of the presidents of Ferrum College: Dr. Benjamin M. Beckham, 1913-1934; John A. Carter, 1934-1935; Dr. James A. Chapman, 1935-1943; the Reverend Luther J. Derby, 1943-1948; Dr. Nathaniel H. Davis '24, 1948-1952; the Reverend Stanley E. Emrich, 1952-1954; Dr. C. Ralph Arthur, 1954-1970; Dr. Joseph T. Hart, 1971-1986; Dr. Bill J. Elkins, 1986-1987 (acting); Dr. Jerry M. Boone, 1987-2002; Dr. Jennifer L. Braaten, 2002-2016; Dr. Joseph C. Spooner, 2016-2017; Dr. Jennifer L. Braaten, 2017-2017 (interim); Dr. David L. Johns, 2018-2022 and Dr. Mirta M. Martin, 2022-Present.

1.3 Student Outcomes

Ferrum College uniquely integrates our programs, activities, resources, and relationships to provide each student personalized and holistic growth and education. With expert and innovative multi-disciplinary programming, guidance and advice, Ferrum College students follow their own pathway through a targeted and progressive experiential education.

We leverage our unique geography, natural resources, winning spirit, and extensive community and industry relationships to achieve our Vision. Ferrum College students acquire strong and deep sets of knowledge, skills, experiences, and attitudes to lead purposeful lives.

As reflected throughout the Ferrum College Handbooks, we are a college of opportunity, intent on developing purposeful leaders who learn career-ready skills. Our Student Affairs, Academics, Athletics, and Administrative departments take a team-based approach to develop the whole student to be prepared for rewarding careers, civic participation, and community and spiritual life that remains in tune with nature, self, and body.

1.3.1 Student Health and Wellness Programs

Ferrum Colleges takes a unified and holistic approach to developing and supporting students' physical, mental, and emotional health and wellness. Combined with strong and supportive policies, we deliver these services in close coordination with our academic, recreational, social, and work programs. As described in the Ferrum College Handbooks, these include:

- Success Coaches – Academic & life skills support
- Wellness Services
- Counseling Services

- Accommodations Services
- CARE Team
- Adjoining Medical Care Services

1.3.2 Campus Safety

Ferrum College uniquely provides on-campus law enforcement protection, proactive risk management, and emergency services from a network of local agencies.

We actively promote fair treatment through training across campus on our rigorous anti-discrimination policies, codes of ethics, and complaint response services.

1.3.3 Spiritual Growth

Growing out of Ferrum College's history of service and its historic affiliation with the United Methodist Church, our Spiritual Life is committed to creating an environment that encourages spiritual growth and development for all persons regardless of faith tradition.

1.3.4 Athletics

Ferrum College promotes highly competitive and ethical [Athletics](#). As a new provisional member of NCAA Division II, Ferrum College is also a member of Conference Carolinas, which "champions Body, Mind & Soul."

We field highly competitive teams in 9 men's sports and 12 women's sports.

Ferrum College fully integrates student-athletes into our Academic and Student Affairs Programs.

1.3.5 Comprehensive Student Affairs Programs

In the spirit of developing the "whole person," Ferrum College Student Affairs programs and services are designed to provide a personalized experience for each student. [Student Affairs](#) programs cover:

- Student Engagement Team
- Housing Services
- Residential Life Programs
- Dining Services
- Norton Outdoor Adventures Recreational Programs
- Intramural sports
- Performing Arts
- Physical Fitness Services
- Religious & Spiritual Services
- Clubs, Societies, and Other Civic and Social Programs
- Financial Literacy Training

1.3.6 Career Readiness

Ferrum College advances its mission and vision of career-ready outcomes by providing [programs](#) designed for our students to step immediately into the workforce. These programs include:

- Career Services Office – guidance and counseling to discern and plan for careers
- Student Employment and Work Study
- On- and Off-Campus Internships
- Study Abroad Programs
- Graduate and Pre-Professional Programs
- Customized and Progressive Academic Pathways that align with Career Goals
- Industry Training & Partnerships Towards Certificates and Certifications
- Academic courses on career preparation

1.3.7 Academic Services

In addition to our small class sizes, Ferrum College's faculty are dedicated to students' academic success. Also, in partnership with the Registrar, academic advisors are proactively engaged with students. In addition, the **Carter Center for Academic Success** and **Stanley Library** offer unlimited:

- Boone Honors Program
- Study Away and International Learning Programs
- STAR (Students Taking Academic Responsibility) Program
- Academic Recovery Program/ College Skills Courses
- First at Ferrum (first-generation student program)
- First-Year Experience program
- Peer Assisted Learning (PAL) tutoring program
- Tutoring – Get help with tough subjects
- Brother4Brother and Sister4Sister Peer Mentoring Programs
- Early Alert System to assist students with academic or attendance issues
- Math & Writing Center – Boost your skills
- Research Assistance – Papers & citations
- Study Rooms – Quiet reservable space to focus
- LEaP Gaming Studio – Great for short study breaks
- Math & Writing Center – Boost your skills
- Study Hall – A quiet space to focus
- 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
- Blue Ridge Folklife Festival: The largest of its kind in Virginia and held on the fourth Saturday of October, the Festival celebrates the vitality of today's Blue Ridge traditions.

1.3.8 Student Learning Outcomes

A degree from Ferrum College prepares students for careers in a broad range of fields,

including graduate training in professional disciplines. Students have multiple opportunities to engage in both internships and service learning in all areas of study, which provides hands-on experiences complementing a strong academic foundation as they enter their professional careers or graduate study. Our academic ***College Catalog*** includes more than 50 areas of study—ranging from agriculture and criminal justice to performing arts and elementary education—so students are sure to find a program that will fit their interests and goals.

The Ferrum College Student Learning Outcomes are:

Written Communication: Students will write clearly, coherently, and persuasively for different purposes and audiences.

Quantitative Reasoning: Students will reason and solve quantitative problems in an array of contexts and situations.

Civic Engagement: Students will participate in community service or civic activities, demonstrating their commitment to civic responsibility and ethical leadership.

Oral Communication: Students will deliver clear, effective, and coherent oral presentations.

Critical Thinking: Students will analyze information critically, evaluate arguments, and make informed decisions.

Career Preparedness: Students will gain the career development skills and methodologies necessary to become active agents of their career paths.

1.3.9 Student Outcome Data and Goals

Ferrum College believes in being transparent about its student progress and outcome data. We publish our data and our student outcome goals on our [website](#).

2 Ferrum College Services

To fulfill our mission and achieve our Student Outcomes, and in collaboration with our local and regional communities, the College administers and offers amenities and services that rival any close-knit town.

2.1 Wellness and Counseling Services

2.1.1 Wellness Center for Students – Roberts Hall

The Ferrum College Wellness Center (FCWC) takes a comprehensive approach to student mental health.

The FCWC offers mindfulness-based stress reduction activities like quiet contemplation, mindful breathing meditation, self-led yoga, and the expressive arts. By going inward and silencing the “noise” of the world through simple meditation practices, the FCWC aims to help students recalibrate their autonomic nervous system towards achieving a state of calm and a clarity of mind. The mindfulness space (Roberts Hall) is outfitted with ambient lighting, room darkening

curtains, yoga mats, blankets, bolsters, blocks, straps, a water feature, a mini-Zen Garden, as well as a variety of meditation pillows.

Students may use one or more of the Center's services, which are tailored to each student's particular needs, and coordinated with SCC staff. Students who have established their practice may participate in "self-service" mode after consultation. The creativity suite is adjacent to the mindfulness suite and offers students the opportunity to come in and color, draw, do collage, or explore a visual arts medium they prefer. It is open the same hours as the mindfulness suite and has a variety of tools for students to use for self-expression. More information, including hours of operation, about the mindfulness and creativity suites can be obtained by contacting Lee-Ann O'Dell at lodell@ferrum.edu.

For information about additional resources, please visit Ferrum College Wellness Center web page <https://www.ferrum.edu/counseling/>

2.1.2 Counseling Services for Students

We offer an option for 1:1 counseling with a licensed clinician through Teladoc Health. Information about counseling services is available on the Ferrum College counseling [webpage](#).

Teladoc delivers comprehensive, integrated virtual care that spans each stage in a student's health journey. This is a complete general medical and behavioral health package at **NO COST** to the student. The package includes:

- General Medical: 24/7 convenient, high-quality, low-cost care. Used for non-emergency conditions. All physicians are board-certified, with over 20 years of experience. They can prescribe medication and send it to the student's pharmacy of choice. Appointments can be on-demand or scheduled.
- Mental Health Crisis Support: When students log in, they answer a few questions to assess their symptoms and severity and any life events that may be impacting them. This will help them get the care they need and identify a crisis.
- Structured Mental Health Digital Support—Self-guided programs to manage episodic stress and provide in-moment relief. These programs enable progress between therapy or coaching sessions. They also reduce the risk of relapse or regression for those with complex conditions and address the unique needs of adolescents.
- Mental Health & Wellness—This program addresses mild symptoms before they become costly and complex conditions. It includes live coaching sessions, digital homework between sessions and ongoing 1:1 support and guidance.
- Scheduled Mental Health Therapy & Psychiatry: Students can schedule mental health therapy and continue to see the same counselor. If psychiatric intervention is necessary, the attending counselor or physician will refer.

Step by step instructions can be found [here](#). You must use your full legal name when registering on the website. To set up an account, use a computer or tablet and access the TeladocHealth.com/Comfort/EIIA website or you can call 866-509-8954. For any questions or help setting up an account, contact Student Counseling (counseling@ferrum.edu), by calling (540)365-4220, or by visiting lower Roberts Hall, room 2.

Counseling services are free of charge. Each student is clinically assessed to determine the frequency of sessions based on their needs.

2.1.3 Wellness Services for Employees

The Ferrum College Office of Human Resources provides on-site mindfulness services and a lactation room. We offer wellness services through our health insurance programs and through the Virginia Private Colleges Benefits Consortium, Inc., Wellness Program.

The College offers free, confidential assessment, short-term counseling, referral, and follow-up services for employees and their families through its [Employee Assistance Program](#) with the Virginia Private Colleges Benefits Consortium, Inc..

In providing an EAP, Ferrum College is extending a unique and valuable benefit. The EAP is available to aid in addressing any type of personal problem the employee or their family may be experiencing. An EAP counselor will provide a private, comprehensive evaluation of the situation and assist in resolving the problem. Participation in the EAP does not, however, excuse an employee from compliance with college policies. All meetings with EAP counselors are strictly confidential.

The EAP is paid for by Ferrum College to help with virtually any issue that may arise, including, but not limited to:

- Emotional
- Family
- Marital
- Grief/Loss
- Alcohol/Substance Abuse
- Job-Related
- Legal/Financial

Appointments can be made during both day and evening hours by calling 800-992-1931. The EAP counselors have offices located in Roanoke, Virginia and, upon request, in Rocky Mount. Additional information concerning the EAP program, including a brochure, is available in the Office of Human Resources.

2.2 Tri-Area Community Health (TACH) for Students and Employees

TACH is a private, non-profit organization that provides healthcare services throughout Southwestern Virginia and is staffed by licensed medical providers (physician, physician's assistant, psychiatrist, licensed clinical psychologist, behavioral health providers, and nurse practitioner). TACH is the primary health center for Ferrum College students, providing comprehensive health care services to support their well-being. To learn more information about their services, how to access, and hours of operation, visit TACH's website (<https://www.triareahealth.org/ferrum>).

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 TACH 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 TACH. Some medications are available over the counter, and certain services like Sexually Transmitted Infection screenings and pregnancy tests are available free of charge to students.

Confidentiality– The relationship between students and the TACH staff members is privileged communication and will be kept confidential at all times. Privileged communication will not be kept confidential if the TACH believes that the student may physically harm him or herself or cause harm to another individual.

Insurance – Ferrum College **strongly recommends 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. **Sickness Plan, Student Accident, and Intercollegiate Athletics insurance is provided to eligible students and is secondary to the primary insurance. See <http://www.eiaa.org/ferrum> for details related to the insurance policy and to download the claim form.**

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.

2.3 Spiritual Life- Vaughn Chapel and Franklin Hall

2.3.1 Vaughn Chapel

Students, faculty, staff, alumni, and friends of Ferrum College may use the Vaughn Chapel sanctuary for worship services and ceremonies, as well as campus-wide meetings. Chapel usage must be scheduled through the Office of Conferences and Events. All events of a religious nature must be cleared with the President's Office.

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 employees and students to celebrate life and explore faith.

2.3.2 Worship and Empowerment

Worship is an important part of spiritual life for many in our community. Therefore, students are encouraged to be part of the worshiping community both on and off campus. Worship experiences are offered on Ferrum College campus in Vaughn Chapel. Chapel Worship includes Christian faith-based messages, 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 employees and 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 107A.

2.3.3 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. In addition to scheduled events, the campus minister is also available for informal conversation and office hours during the week. Schedule of chapel and office hours is posted on the Franklin Hall 107 office window.
- 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.
- Pastoral counseling/spiritual conversations: Campus minister is available for consultation with students facing personal and spiritual conversations. See the Spiritual Life office for contact information.

2.4 Notary Service

Notary service is available at no charge to employees. Contact the Office of Human Resources at ext. 4596, or at (540)365-4596, for names of on-campus notaries.

2.5 Student Accounts – Spillman Daniel House

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 selecting the Student Finance tab of Self-Service. Self-Service can be accessed by clicking the Sign-In button located in the upper right-hand corner of the Ferrum College homepage.

2.6 Student Employment – Richeson Hall

Ferrum College employs 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. Ferrum College offers jobs to students 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, 235 Ferrum Mountain Road/Office of Human Resources or calling (540)365-4596.

2.7 Library Services – Stanley Library

Stanley Library is the intellectual nerve center of Ferrum College, comprising the three floors designed to give our students a variety of learning spaces. The 21st Century Learning Center is the first floor of the library and houses our Learning Engagement and Practice (LEaP) Gaming Studio, our mobile Green Screen Room and our Reading Room. The second floor houses the entire print collection along with our Learning Commons study area. The lower level of the library belongs to the Carter Center for Academic Success. Our collection offers books, journals, newspapers, DVDs, AV equipment, research workshops, study areas and community engagement to our patrons.

Library staff are also available via chat, email, or a scheduled Google Meet session when the library is open.

Stanley Library is available for use by employees, spouses, and dependent children. Presentation of a College ID is required for checking out materials, such as books, DVDs, etc.

Hours:

Monday—Thursday: 7:45 a.m.—11 p.m.

Friday: 7:45 a.m.—6 p.m.

Saturday: Closed*

Sunday: 3 p.m.—11 p.m.

* Special programs may be held on Saturdays if scheduled, along with tours.

2.8 Dining Services - Dining Hall, Franklin Hall

The College's [Dining Services](#) operations are managed by Metz. The venues under Metz's oversight consist of the Dining Hall, Boars Head Deli, Panther Pizzeria, and Panther Grounds.

For employees, their College ID can be used as a debit card to purchase meals. Prior to purchasing a meal, the employee can take cash or a check to the Dining Services Office in Franklin Hall, where it will be applied to the employee's debit account. Use of an employee debit card in lieu of cash enables the employee to receive a discount in the dining hall *only*. Contact the Dining Services Office for details and hours of availability.

For students, the Ferrum College ID serves as the meal card and must be presented for all meals and Dining Dollar transactions. Dining Dollars may not be used to purchase gift cards and catering. Please see the Ferrum College website for most recent dining hours.

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. Freshmen students may request to change to Meal Plan A two weeks prior to the beginning of the Spring semester by calling Student Accounts (540)365-4239.

The College Dining Hall (in Franklin Hall) is open seven (7) days a week for breakfast, lunch, and dinner and for brunch and dinner during weekends, or as announced. Exceptions to this schedule are observed during holidays and student/College break periods. The Dining Hall provides a wide range of foods, including hot entrees, a sandwich bar, a salad bar, specialty items, desserts, and a variety of beverages.

The following rules apply while in the Dining Hall:

- 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.
- Dining Dollars may NOT be used to purchase gift cards.
- 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.

Residential 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 \$200/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 \$200/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 Student Accounts two weeks prior to the beginning of the Fall Semester if you would like Meal Plan A instead of Meal Plan B.

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

Meal Plan M: 10 meals per week plus \$200/semester in Dining Dollars for use at any of our Retail Dining venues or in the Dining Hall plus three guest meals per semester. Students with Meal Plan M may request Meal Plan A or Meal Plan B by contacting Student Accounts 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 or visiting John Wesley Hall (room 203 or 205) to complete these transactions.

***Note:** Students will only be allowed to change their meal plan by requesting the change at least two weeks 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 Options for Commuter Students

Commuter students may place money on their Ferrum I.D. card for meals and residential students may add additional dining dollars. Please call Student Accounts at (540) 365-4239 or visit Spillman Daniel House to complete these transactions.

Metz Culinary Management may offer a Commuter Meal Plan that may be purchased through the Dining Services office, located in Franklin Hall. To complete the purchase, please see Nikki Pittman or email your questions to nikki.pittman@metzcorp.com.

2.9 Retail Operations

Chopping Block & Boars Head (540)365-4454

Located in the lower level of Franklin Hall offers made to order salads, wraps and subs. Chopping Block & Boars Head accepts Dining Dollars, cash, check, credit/debit cards. Meal deal items are also available as a meal swipe.

Panther Pizzeria (540)365-5000

Panther Pizzeria is also located in the lower level of Franklin Hall, adjacent to Boars Head. Our pizzeria offers a variety of pizzas, Stromboli, and cheese bread made with our very own sauce recipe. Wings and chicken bites are also available. Panther Pizzeria accepts Dining Dollars, cash, check and credit/debit cards. Meal deal items are also available as a meal swipe.

Panther Grounds & Campus Store (540)365-4471 | www.fccampusstore.com

Panther Grounds & Campus Shop is centrally located near the Quad. Panther Grounds is furnished with comfortable, custom-made seating, as well as a cozy fireplace which makes it a perfect place to relax, hang out with friends, or study. Grab N Go salad and sandwich items are also available as a meal swipe, or ala carte.

Show your Ferrum College pride with our assortment of officially licensed collegiate apparel – including Ferrum College t-shirts, sweatshirts, hats and more. The Campus Store also offers a wide selection of gifts, school supplies, along with a variety of health and beauty items. Visit <https://gear.ferrum.edu/> for the current hours of operation and shop 24/7. Cash, check, Apple Pay, or any major credit card can be used for merchandise or apparel purchases.

Additional information about Dining Services is available at <https://www.ferrum.edu/student-life/dining/>

2.10 Mail Services- Lower Franklin Hall

Ferrum College Mail Services is responsible for receiving, processing, and distributing the college's incoming and outgoing mail/packages. Ferrum College Mail Services is not a facility of

the US Post Office but is a campus service that supports the high standards of Ferrum College by offering courteous, accurate, and timely shipping services, as well as providing a means of communications within the college community. Located in the center of campus, you can find Ferrum College Mail Services in the lower level of Franklin Hall in suite #109.

Window services are available at specified times, Monday through Saturday. Employees should make other arrangements for personal mail, as this is not the responsibility of Campus Mail Services. For Student Mail Services, please see the *Ferrum College Student Handbook*.

2.11 Technology Support - Computer Help Desk

Virtual assistance with computers and other campus technology is available by contacting the Ferrum College Computer Help Desk. A support ticket can be submitted by sending an email to helpdesk@ferrum.edu. The Help Desk hours of operation are from 8:30 a.m. – 4:30 p.m., Monday – Friday when classes are in session. Requests may also be made by telephone (540)365-HELP [4357]. Out-of-hours support for network and service outages may be reported using the same methods.

2.12 Safety and Security

The Ferrum College safety and security program and procedures are published on the Ferrum College Police Office [webpage](#). The mandatory Annual Security and Fire Safety Report is also available on the Ferrum College Public Information & Disclosures webpage or upon request in the Campus Police Department, the Office of Human Resources, and Admissions Office. The Report contains policies and procedures for:

- Reporting and responding to criminal and other emergency incidents on campus;
- Building evacuation procedures;
- Building access policies and procedures;
- Alcohol and Drug Use and Prevention Policies;
- Missing Student Notification Policy;
- Descriptions of the Ferrum College Education and Prevention Programs on sexual discrimination, including sexual harassment, and dating violence, domestic violence, sexual assault and stalking required by the Jeanne Clery Campus Safety Act;
- Residential Facility Appliance, Smoking and Open Flame Policies;
- The rights of victims of crimes; and
- Fire Safety Education Program.

In addition, the Campus Police publish an [Emergency Action Plan](#) that addresses many types of potential adverse incidents and provides guidance on preventing, reporting, and responding to them. All campus personnel are encouraged to read and understand the Plan.

This section provides some important information about our safety and security. Part B of this *General Information and Policies Handbook* contains safety and security policies.

2.12.1 Police Department/Campus Safety – 109 Ferrum Mountain Rd.

The Ferrum 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)365-4444. In case of emergency, call 911. To contact a College Police Officer for non-emergency services, call (540)365-4444.

2.12.2 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 insurance 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.

All other residents on campus should consider similar practices.

2.12.3 In Case of a Security Incident or Accident

Crimes, potential criminal actions and other emergencies at the Ferrum campus should be reported immediately to the College Police by any student, faculty, staff member or visitor by telephone (540)365-4444 or in person.

If you are involved in an accident on campus, you must report it immediately to College Police at (540) 365-4444 or Emergency 911.

In the event of an accident, injury, or other emergency, employees should react as calmly, safely, and quickly as possible. Depending on the circumstances, help is available at one or more of the sources listed below. Whatever course of action is taken, the Campus Police should be notified of the incident. Other emergency resources involve:

- Ferrum College Police Department (540)365-4444
- Tri-Area Community Health Center (540)365-4469
- Ferrum Fire Department 911
- Ferrum Rescue Squad 911
- Franklin County Sheriff's Department 911

2.12.4 Neighborhood Watch

It will not take long for students to become acquainted with the people in your hall. When you see suspicious activity, please notify your Area Coordinator and/or a College Police Officer. Watching out for each other is part of being a member of a community.

All residents on campus are encouraged to become acquainted with their fellow residents and promote the Ferrum College Core Values as neighbors.

2.12.5 Safety 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.

2.12.6 Emergency Information and Notification

In the event of an emergency, faculty, staff, employees, and volunteers may be provided information in the following ways:

- [Emergency Action Plan](#)
- [The Rave Campus Alert System](#)
- One or many campus-wide email messages
- On-campus alert siren
- Local TV and radio stations
- Verbal instructions may be passed along, either in person or by phone tree
- Any other methods as necessary

2.12.7 Alert Siren

Ferrum College will sound its outside alert siren when an imminent threat to Ferrum College students, faculty, staff, and visitors is perceived. The siren will sound with a slow wailing tone. If the siren is activated, seek shelter and remain there until additional information is received. Do not assume the end of the siren tone indicates an "all clear" condition!

Once the threat has been contained, an "all clear" will be communicated by the same methods as listed previously under Emergency Information (except the siren). The siren tone will NOT be sounded to indicate "all clear."

Siren and other emergency plan testing will take place on a regular basis. Ferrum College will announce any testing in advance of the event.

2.13 Conferences and Events Resources

2.13.1 Reservation Requests and Programming Resources

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 Office of Student Life & Engagement 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 Conferences and Events Office. The Office of Conferences and Events 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.

2.13.2 Reservation Procedure

To begin this process, please go to the Conference and Events [webpage](#). At the time an event sponsor or organization requests a facility, the Conferences and Events staff 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 staff will ask the sponsor or organization to choose another time. Sponsors or organizations wishing to appeal this request should contact the Office of Conferences and Events staff who will consult with the Office of Student Life & Engagement to resolve any conflicts.

The Office of Conferences and Events 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.

2.14 Programs and Events

Staff, faculty, spouses, and dependent children are admitted free of charge to most cultural arts programs, lectures, and athletic events held on campus. College issued ID cards must be presented for free admittance.

2.15 Norton 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 source. All of our programs and activities are open to the whole campus community. You can go kayaking, paddle

boarding, rock climbing, caving, zip lining, sailing, hiking, biking and more with us or venture out on your own. We can even help you plan it. Norton Outdoor Adventures also has a Rock Climbing Club, Bass Fishing Club, Fly Fishing Club and a Clay Target Club as part of the program. We provide experiential education and leadership skill development opportunities as a partner with the Ecotourism and Recreation Leadership degree program. Get outdoors with us!

Visit us online at www.ferrum.edu/outdoors. You can also send an email to nortonoutdooradventures@ferrum.edu or call (540)365-4324.

2.16 Fitness Center

The Ferrum College Fitness Center is a campus fitness center offering 10,000 ft fitness facility for use by our Ferrum community. Membership for Ferrum students, staff, and faculty is free of charge. A variety of weights, cardio equipment, a fitness studio and a full basketball-multi sport court is available. Students, faculty and staff are provided a set number of personal training sessions free of charge and fitness classes are offered throughout the week. Hours and schedules are listed online at <https://www.ferrum.edu/campus-life/fitness-center/> and sent out via campus email.

2.17 Lost and Found

Employees. It is the responsibility of employees to ensure that their personal belongings are secured while on College property. Any personal items lost or missing should be reported immediately to Campus Police, and any items found on campus for which the owner cannot be identified should be turned over to Campus Police.

Students. Ferrum College's Lost and Found is located at the Office of Student Life and Engagement 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 Office of Student Life and Engagement, (540)365-4461, for more information.

3 Administrative Structure and Governance

The Ferrum College Board of Trustees has adopted a policy of Shared Governance of the College. Shared governance at Ferrum College is about engagement and inclusion in decision-making.

As the Association of Governing Boards of Universities and Colleges (AGB) explains (consistent with the view of the American Association of University Professors):

Simply put, shared governance is a fundamental principle of inclusion in key areas of institutional responsibility and decision making. Governing boards hold ultimate authority for an institution, as defined in bylaws and other foundational documents as well as state fiduciary principles. There is very little debate on this point. However, through longstanding academic practice, this authority is delegated to—or “shared with”—institutional leaders and faculty.¹

The Board of Trustees, the administration, and the faculty of Ferrum College share the responsibility for governing and operating Ferrum College. Some College policies are purely administrative and are often dictated by federal or state legislation. Other policies are delegated by the Board to the President, who may further delegate them to faculty or administrators, and the Chief Legal Officer. Delegations to faculty typically relate to curricular matters, composition of committees, and graduation requirements.

3.1 Board of Trustees

The Ferrum College Board of Trustees (BOT) oversees the administration of the College and has both policy and fiduciary responsibility to its health and well-being. They delegate, assign, appoint, and charge the officers and the committees of the Board of Trustees, the President of the College, and other officers and employees of the College with such authorities, rights, privileges, duties, and responsibilities as are necessary and appropriate to carry out the affairs of the College. The Board of Trustees may at any time amend or rescind such actions notwithstanding the terms of any employment or other contract between the College and such persons.

¹ [AGB Board of Directors’ Statement on Shared Governance](#), Oct. 10, 2017. According to the AAUP [Statement on Government of Colleges and Universities](#), governance involves:

inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort... Although the variety of such approaches may be wide, at least two general conclusions regarding joint effort seem clearly warranted: (1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand, as developed hereinafter.

The Board of Trustees shall elect a President of the College upon nomination of the same by the Executive Committee. The President shall serve as the Chief Executive Officer for the College and shall be the direct representative of the Board of Trustees in the management of the College. The President shall act as a duly authorized representative of the Board of Trustees in all matters in which the Board of Trustees has not designated some other body or person for that specific purpose.

3.2 President

The President of Ferrum College is the chief executive officer appointed by the Board of Trustees, responsible for operationalizing their governance responsibilities. This role involves setting the strategic vision, fostering academic excellence, and promoting a supportive, inclusive campus environment. The President engages with faculty, staff, students, alumni, and the local community to advance the college's mission and values. Key responsibilities include fundraising, enhancing student enrollment and retention, and ensuring financial stability. The President also serves as the primary advocate for the College, building partnerships and enhancing its reputation on regional and national levels.

3.3 Senior Leadership Team

The Senior Leadership Team (SLT) serves as the backbone of our executive leadership. The SLT carries out duties and responsibilities delegated to each of them by the Board of Trustees and the President. They work closely with each other to deliver our unified and holistic programming to students, alumni, donors, and our broader community. The SLT consists of:

- Provost
- Chief Legal Officer
- Chief of Staff & Operating Officer
- Vice President of Enrollment Management
- Vice President of Information Management
- Chief Financial Officer
- Vice President of Institutional Advancement
- Director of Athletics

The members of the SLT manage their respective departments, divisions, and offices of the College.

3.4 Governance of Ferrum College Academic Programs and Faculty

Please see the *Ferrum College Faculty Handbook*.

PART B General Policies

4 Policy Objectives

Ferrum College implements and maintains policies to ensure the effective and efficient operation of the College, the wellbeing and safety of our community, the professional development and education of our students, and the integrity of our reputation. We cannot achieve our mission without agreeing to follow clear expectations for our behavior. Compliance with applicable laws, regulations, rules, contracts, and other agreements is a fundamental component of the Ferrum College Core Values. Violations of any policies herein are subject to appropriate administrative mitigation and disciplinary actions as set out in the Ferrum College Handbooks.

4.1 Mandatory Training

All faculty, staff, students, volunteers, contractors, agents, and others on Ferrum College property shall complete mandatory training assigned to them by the due date assigned. Failure to complete all mandatory training may result in administrative actions, such as lock-out from information technology or holds on academic courses, or disciplinary action up to and including suspension or termination. Training on the following topics shall be completed at least annually by all employees, students, and volunteers:

- Title IX sex discrimination policies
- Title VI and VII non-discrimination policies
- Fire Safety
- Workplace Safety
- Family Education Records Protection Act (FERPA)
- Information Security Awareness
- Sexual Misconduct
- Ferrum College Community Standards
- Workplace and Domestic Violence
- Ferrum College Codes of Conduct and Ferrum College Core Values
- Working with Minors

The Office of Human Resources shall maintain a list of mandated training topics in consultation with the Senior Leadership Team and administer the online training programs for those topics. Ferrum College prefers in-person training on these topics when possible.

Senior Leadership Team Members shall establish mandatory training requirements for the functional areas under their supervision.

4.2 College Public Access Areas

The Ferrum College campus is private property; the open grounds are open to members of the public community to visit and enjoy. Unless otherwise designated by a physical sign, decal, or other device, all Ferrum College buildings, structures, and facilities are private property and not

open to the public. Ferrum College faculty, staff, and students may invite their guests into private spaces to which they are permitted access. All visitors and guests to the residence halls must be accompanied by a resident at all times. Residents are held accountable for their guests' actions. Ferrum College academic and administrative buildings are open and accessible to the Ferrum community and visitors during the day and sometimes into the evening hours, depending on scheduled events and activities. The building hours for each facility vary and information about the operating hours of a specific building can be obtained through the Ferrum College Police Department. Access to academic and administrative buildings after hours is controlled by keys or card access.

Access to and activities at the Ferrum College W.B. Adams Stadium is governed by the College [stadium policy](#).

Use of Ferrum College property for tailgating during sporting events is subject to the College [Tailgating Policy](#).

All guests and visitors are subject to the Ferrum College policies contained in this ***General Information and Policies Handbook*** and such other policies and regulations that may be issued by the College. Guests may be removed immediately from Ferrum College property for non-compliance with our property access and use policies.

Unsolicited visitors from government agencies shall be referred to the Campus Police Department or the Office of Human Resources, unless an official presents a judicial search, seizure, or arrest warrant.

4.3 Offering Private Instruction Using Ferrum College Property

No private instruction, including tutoring, lessons, coaching, or advising, with or without pay, may be provided to anyone other than a current employee, student or dependent of a College employee on or using Ferrum College property without prior approval from the Office of Human Resources.

Any faculty member, staff, or student wishing to provide any permitted instruction on or using Ferrum College property shall first complete appropriate training on the Ferrum College working with minors policy, Title IX policy, and such other mandatory training that may be required.

The instructor shall submit a request to the Associate Vice President for Academic Affairs for approval to provide private instruction covered by this policy.

4.4 Confidentiality Policy

4.4.1 Confidential Information

Ferrum College regularly has access to, creates, shares, and uses confidential information. Confidential information includes all records, electronic or hardcopy data, and reports of the College, information about the College's personnel, programs, activities, and functions, and

“proprietary information” owned by other parties (such as copyrighted software, photographs, electronic data, publications, etc.)

Ferrum College faculty, staff, contractors, volunteers, students, and others with access to confidential information are responsible to identify confidential information. Specific categories of information are considered confidential by federal or state law or regulation or a contract or other agreement entered into by Ferrum College. Statutorily protected information includes, but is not limited to:

- Student Education Records protected by the Family Education Records Protection Act (FERPA), as described on the College [FERPA webpage](#);
- Student financial aid information protected by the Gramm-Leach Bliley Act;
- Federal Tax Information protected by the Internal Revenue Code and the Higher Education Act;
- Complaints, reports, investigations, and related information related to alleged discrimination, sexual harassment, and other misconduct under Title IX of the Education Amendments Act of 1972, as amended, as described on the College’s [Title IX webpage](#);
- Personal health information, including counseling and medical records protected by the Health Insurance Portability and Accountability Act (HIPAA), as described on the College’s [website](#).
- Original works of authorship protected by federal copyright laws; and
- Individual’s Name, Image and Likeness protected by federal and state law.

4.4.2 Non-Disclosure and Duty to Protect

To ensure compliance with applicable laws, regulations, rules, licenses, and contractual obligations, and to ensure the integrity of Ferrum College’s operations, the Board of Trustees directs that, except as otherwise publicly disclosed by an authorized member of the Board of Trustees, faculty or staff; as required by law; or in order to appropriately conduct the College’s business, confidential information shall be disclosed only to those persons who have a legitimate need to know such information in the performance of their Ferrum College duties.

Ferrum College Trustees, faculty, staff, contractors, volunteers, students, and others may acquire confidential information about the College, its students, or its donors. Such information, whether recorded or not, must be handled with the utmost confidentiality. Ferrum College implements effective policies, controls, systems, and procedures for safeguarding confidential information.

The duty of persons listed above to protect confidential information under this Policy continues forever after their relationship with Ferrum College ends. Permission to disclose confidential information after separation from Ferrum College may be granted solely by a member of the Senior Leadership Team in consultation with the Chief Legal Officer.

4.4.3 Duties and Responsibilities

1. Handling Confidential Information:

- a. Employees must ensure the internal security and integrity of confidential information.

- b. Managers and supervisors must monitor and assess the effectiveness of the security, access, and disclosure controls over confidential information and ensure that employees understand and follow those controls. Managers, supervisors, and employees should consult with the Information Technology Department, the Office of the Chief Financial Officer, or the Chief Legal Officer about their information security, access, and disclosure controls.
 - c. No information pertaining to the College's business may be stored outside of the College (in written or electronic form) without proper approval. No information may be stored on a personal electronic device without approval from the Information Technology Department.
- 2. **Personal Responsibility:**
 - a. Employees hold a personal responsibility to maintain confidentiality and follow established security, access, and disclosure controls.
 - b. Inappropriate disclosure or use of confidential information may result in disciplinary action, up to and including termination. Inappropriate disclosure may also result in civil proceedings for damages, penalties, or other remedies, or in criminal prosecution.
 - c. Disclosing confidential personnel information to anyone other than the individual, their supervisor, or individual members of the Senior Leadership Team or Board of Trustees, should only be done on an as needed basis and is otherwise strictly prohibited. Anyone disclosing confidential information should report the nature of the confidentiality designation to all recipients.
- 3. **Annual Acknowledgment**
 - a. Employees must annually acknowledge their understanding of the College's confidentiality policy. Employees are entitled to ask questions about the policy to educate themselves about it.
- 4. **Enforcement**
 - a. Supervisors will collaborate with the Chief Legal Officer and the Ferrum College Compliance Program Manager to regularly identify confidential information their employees may have access to, to report any authorized disclosures, and to take immediate action to address any suspected unauthorized disclosures, including coordinating with the IT Department to mitigate further unauthorized disclosure or use of the information.

By adhering to this policy, Ferrum College aims to protect the privacy and security of sensitive information related to the College, its employees, its students, and its donors.

4.5 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. It is the responsibility of every Trustee, officer, and employee of the College to assist in creating and supporting a work and learning environment that is free of harassment and discrimination.

Ferrum College provides equal access to its programs and activities to all persons. The President shall publish this policy prominently and shall recommend to the Board of Trustees any changes that may be required by law, regulation, or best practices. Each contract awarded by the College shall contain an obligation by the contractor to comply with this policy. The President designates the Ferrum College Title IX Coordinator to administer this policy.

The Ferrum College Policy on sex discrimination under Title IX of the Education Amendments Act of 1972 is published on the [Ferrum College website](#).

Applicability

This policy applies to all Ferrum College students, faculty, staff, and volunteers, as well as all visitors to campus, including vendors, contractors, visiting athletes, alumni, parents, and guests of students.

Inquiries

Inquiries may be directed to Ferrum College's Title IX Coordinator:

Todd S. Hill, J.D.
Title IX and ADA/504 Coordinator
Ferrum College – Roberts Hall, Rm 15
235 Ferrum Mountain Road
Ferrum, Virginia 24088-9001
(540) 365-4287 Phone
(540) 420-1976 Cell
tshill@ferrum.edu

Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Each Ferrum College student, employee, volunteer, contractor, and any other person performing activities on behalf of Ferrum College shall complete the applicable Title IX training course assigned by the Title IX Coordinator

4.6 Disability Accommodations

Ferrum College supports and provides disability accommodations to all campus personnel who need them. It is the policy of Ferrum College to comply with all applicable federal, state, and local laws, regulations, and ordinances related to accommodating individuals with disabilities. Ferrum College provides accommodations to the maximum extent possible without creating an “undue hardship” on the College, including by significantly modifying its operations. The Office of Accessibility Services works with students, faculty, staff, volunteers, and guests to find the most appropriate accommodations.

The Office of Accessibility Services is located in the Carter Center, Office 110. Please contact the Director of Accessibility Services at:

Director of Accessibility Services
Carter Center, Stanley Library 110
Ferrum College
P.O. Box 1000
Ferrum, VA 24088-9001
(540) 365-4238
OAS@ferrum.edu

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.”

4.6.1 Accessibility Services for Students

Overview

Title III of the Americans with Disabilities Act, section 504 of the Rehabilitation Act of 1974, the Fair Housing Act, the Virginia Human Rights Act (VA Code section 2.2-3904), the Virginia Fair Housing Law (Chapter 5.1 of Chapter 36 of the Virginia Code), and Chapter 9 of Title 51.5 of the Virginia Code require that Ferrum College provide reasonable accommodations to a qualified student with a disability for both academic and non-academic purposes. For information on accessibility requirements for students, consider reviewing publications on this topic, such as the [Fact Sheet](#) issued by the Americans with Disabilities Act National Network and information [published](#) by the U.S. Department of Education’s Office for Civil Rights.

Academic accommodations are available during all academic terms. Students who either know or perceive that they qualify for assistance under Section 504, FHA, ADA, or Virginia Code guidelines, and are seeking a form of non-academic assistance, including dining or housing modifications, must submit current disability documentation and make an appointment to discuss the available services. The College will also reasonably accommodate students who have sincerely held religious beliefs, practices, or observances that conflict with an academic or other College activity, unless doing so would impose more than a minimal cost or burden on the College. Such requests must be communicated in a timely manner.

It is the student’s responsibility to alert the Director of Accessibility Services of the existence of a disability if a student desires an accommodation.

Provision of Accommodations.

Students seeking this support must submit current disability documentation to the Director of Accessibility Services and make an appointment to discuss the available services. Students must also request the desired accommodations in a timely manner, as accommodations are not automatically assigned. Students must meet with the Director of Accessibility each semester to begin accessing 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>.

Upon receipt of a request for an accommodation by a qualified individual, the Director of Accessibility Services 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 Director of Accessibility Services shall implement any reasonable and appropriate additional measures necessary to overcome the qualified individual's limitations.

4.6.2 Accessibility Services for Employees, including Student Employees

Overview

The Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act (ADAAA), Chapter 39 of Title 2.2 of the Virginia Human Rights Act, and Chapter 9 of Title 51.5 of the Virginia Code are laws that prohibit employers from discriminating against applicants and employees with disabilities. These laws require employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. The Fair Housing Act and the Virginia Fair Housing Law (Chapter 5.1 of Chapter 36 of the Virginia Code) apply to faculty, staff, and others residing on campus and using campus housing facilities.

In compliance with these laws that provide for nondiscrimination in employment against qualified individuals with disabilities, Ferrum College is committed to treating physically or mentally disabled individuals without discrimination in all aspects of employment, including but not limited to: recruitment, applicant processing, selection, hiring, transfer, job classification, rate of pay, benefits, compensation, training, tenure, performance evaluation, promotion, demotion, reduction in force, discipline, termination, and all other terms and conditions of employment.

It is the policy of Ferrum College, therefore, to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process, and that employees with disabilities are similarly treated in a nondiscriminatory manner with respect to all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential, in accordance with ADA requirements, and retain such information in separate confidential files.
- Provide applicants and employees with disabilities reasonable accommodation(s), except where such accommodation(s) would create an undue hardship on the College. The

College will also reasonably accommodate employees who have sincerely held religious beliefs, practices, or observances that conflict with a work rule or requirement, unless doing so would impose more than a minimal cost or burden on the College. Employees should inform the Office of Human Resources if they seek an accommodation based on religious beliefs, practice, or observance.

- Notify individuals with disabilities that Ferrum College provides reasonable accommodations to qualified individuals with disabilities, such as by including this policy on the Public Information and Disclosures website, and by posting required information in the Office of Human Resources in compliance with federal and state guidelines.

Provision of Accommodations

Qualified individuals with disabilities may make a request for accommodations to the ADA/504 Coordinator at OAS@ferrum.edu. Upon receipt of an accommodation request, Ferrum College will engage in an interactive process with the individual to identify and discuss the limitation(s) resulting from the disability, as well as the potential accommodation(s) that the College might make.

The ADA/504 Coordinator in conjunction with, if necessary, appropriate management representatives identified as having a “need to know” (e.g., the individual’s supervisor/department head), will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and cost of the accommodation, the accommodation’s impact on the operation of the institution. The individual agrees to cooperate with the College during this process.

4.7 Disability Discrimination Grievance Procedure

Ferrum College has adopted a centralized grievance procedure to address complaints of disability discrimination, retaliation, harassment, or failure to provide reasonable accommodation. Please see Section 4.20 of this *Handbook* for the grievance procedure.

Inquiries concerning the application of federal nondiscrimination laws and regulations 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.

Inquiries and complaints related to discrimination against classes of persons protected by the Virginia Human Rights Act may be referred to:

Office of Civil Rights
Office of the Attorney General of Virginia
202 North Ninth Street
<https://www.oag.state.va.us/citizen-resources/civil-rights>
Richmond, VA 23219
Phone: (804) 225-2292
Fax: (804) 225-3294
Email: CivilRights@oag.state.va.us

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 Ferrum College Associate Vice President of Compliance in Roberts Hall Room 15.

4.8 Anti-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.

HAZING IS AN ABUSE OF POWER AND RELATIONSHIPS, AND ITS PURPOSE DEMEANS OTHERS

Ferrum College defines hazing as any action taken or situation created intentionally, knowingly, recklessly, or through gross negligence, by an individual, organization or athletic team, that produces mental or physical discomfort, endangerment to life, embarrassment, harassment, intimidation, or ridicule, regardless of the person’s willingness to participate. Examples may include, but are not limited to, the following:

- Personal servitude
- A “boot camp” mentality
- Sleep deprivation
- Altering physical appearance (i.e., head or eyebrow shaving, branding, etc.)
- Forced or required consumption of liquids, solids, or combinations (i.e., alcohol, massive quantities of water, spicy or unusual foods, or non-food items)
- Paddling in any form

- Coerced physical activity that causes fatigue
- Exposure to inclement weather
- Confinement in any room or compartment
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property
- Physical or psychological shock
- Publicly wearing apparel and/or partaking in stunts not normally considered to be in good taste
- Participating in degrading or humiliating games and activities
- Misuse, theft, or destruction of property
- Engaging in behavior that is in violation of Ferrum College regulations or local, state, and federal laws
- Any requirement that compels a member or new member initiate, to participate in any activity that 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.²

Organizations/individuals found in violation of HAZING will be subject to the Ferrum College Student Accountability sanctions and may also face criminal charges and fines. Hazing by individuals and/or organizations is 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 a prospective member or other activity associated with their group, they are not excused from the responsibility of ensuring the activity does not include hazing.

Any incident involving potential hazing must be reported immediately to the Campus Police, the Student Conduct Officer, or the Title IX Coordinator. All incidents will be assessed and investigated by the Campus Police or the appropriate College administrative investigations officer.

4.9 Policy on Recordings of Individuals and Use of Recordings

4.9.1 Photographs, audio, video, and other recordings of people on behalf of Ferrum College

² Ferrum College's Anti-Hazing Policy provides protection against behaviors covered by the Stop Campus Hazing Act of 2024. The Act defines "hazing" as any intentional, knowing, or reckless act committed by a person against a student (regardless of that student's willingness to participate), that (1) is connected with an initiation into, an affiliation with, or the maintenance of membership in, an organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical injury, mental harm, or degradation. Hazing under the Act focuses on hazing associated with an "organization," which the Act defines very broadly as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Individuals generally have a legal right to control their own names, images, and likenesses. These rights vary across the States. Also, many federal and state laws and regulations and other contractual or membership agreements restrict the right of Ferrum College to use the likenesses of individuals for specific purposes. Due to the complexity of these laws and regulations, the Ferrum College policy on making or acquiring video, photograph, or audio recordings is:

Any person acting for or on behalf of Ferrum College who uses a recording device for the purpose of photography, videotaping or audio recording persons on Ferrum College's premises or at Ferrum College activities must obtain a signed Release & Consent Form from any subject of the recording who is visibly recognizable in the video, photograph or audio recording. Incidental uses - defined as scenes or activities where no single person is the dominant feature and not specifically identified (including their voice) are exempt. Likewise, scenes or activities that are newsworthy, for investigative, or for academic or educational uses are exempt. Otherwise, there are no exceptions to obtaining a signed Release & Consent Form unless granted by the Provost, the Chief of Staff & Operating Officer, or the Chief Legal Officer. The Release & Consent Form issued by Ferrum College is the only authorized form under this policy. Ferrum College entrusts to its employees the use of their best judgment in determining whether the above exemptions are triggered.

4.9.2 Use of Recordings of people

Ferrum College owns the video, photographic, and audio recordings that it makes, receives by donation, or purchases. Because of the complex interplay between the College's ownership rights and the recorded individual's rights to their name, image, and likeness, the Ferrum College policy on using, distributing, or granting licenses or rights to others to use names, images, or likenesses it owns or controls is:

Video, photograph, and audio recordings owned, controlled, or held by Ferrum College may be used or distributed by Ferrum College personnel, including contractors, students, donors, and any other individual or organization acting on the College's behalf only as permitted by the Terms of Use contained in Ferrum College Manual #24-001. No other uses may be made unless authorized by the Provost, the Chief of Staff & Operating Officer, or the Chief Legal Officer.

Implementing guidance, including appropriate forms to obtain consents to photograph, record, or otherwise use an individual's Name, Image, or Likeness, are contained in Ferrum College Manual #24-001, which is maintained by the Marketing & Communications Office.

Ferrum College permits student-athletes to "brand" their individual Name, Image and Likeness (NIL). The College policies on NIL for student-athletes are approved by the Board of Trustees and published in the ***Ferrum College Student-Athlete Handbook***.

4.9.3 Misuse of Likenesses or other Recordings

No student, employee, or volunteer of Ferrum College shall create or alter in any way the name, image or likeness (including photographs and video or audio recordings) of any other person by use of any form of Artificial Intelligence or other method without the express written permission of that person. Ferrum College does not tolerate the misuse of another's name, image or likeness for any purpose. Likewise, no student, employee, or volunteer of Ferrum College shall similarly create or alter in any way a work of authorship protected by copyright or any word, phrase, symbol, design, or a combination of these things protected by a registered trademark, servicemark, or other protected mark.

4.10 Inclement Weather Policy

The Ferrum College [Inclement Weather Policy](#), published as part of the Ferrum College Emergency Action Plan, is designed to give campus personnel as much flexibility as possible in their schedules during adverse weather conditions. This Policy applies to all campus personnel. This section provides additional details regarding the Policy.

Employees are urged to exercise good judgment and caution concerning weather/road conditions when attempting to report to and from work. For employees, all missed work is to be reported to the Payroll Office via Self-Service Time Entry or other electronic means. For hourly employees, any electronic time entry must reflect the actual hours worked.

Local television and radio stations will be notified when there is a change in the normal hours of operation for the College. **Weather-related alerts will be sent using our RAVE campus alert system.** In our continuing effort to ensure our notifications are received the most effective way, the College utilizes an opt-out system, which allows us to **send text message alerts to all students, faculty and staff who have a current cell phone number in our database.**

You can find weather-related notifications in several ways:

- If the College has your current cell phone number in the database, you will automatically receive a text alert on your cell phone.
- Weather-related alerts will also appear on the Ferrum College website's homepage (www.ferrum.edu).
- Weather-related alerts will also appear on the [Ferrum College Facebook page](#).

If you do not receive RAVE text alerts, you can [sign up here](#) or contact Ferrum College Chief of Police Joseph Kelley at jkelly@ferrum.edu. Please be sure to also provide your current cell phone to the Office of Human Resources.

General Adverse Conditions-Students on Campus/Classes NOT Canceled or Delayed

While there is no paid time specifically for adverse weather conditions, absences of four hours or less may be made up, during the same workweek only, with the written approval of the employee's supervisor. Personal or vacation leave may be used for such absences. If no paid leave is available and/or hours are not made up, time missed will be unpaid.

Severe Weather Conditions-Students on Campus/Classes Canceled or Delayed

If classes are canceled or delayed, all staff employees, especially essential employees, are expected to report to work IF they can do so safely. Essential employees include, but are not limited to, Campus Police, Dining Services, Housekeeping, Maintenance, Grounds, and others as designated. Employees who are unable to report to work may use paid vacation or personal leave or, with the approval of the supervisor, may make up lost time (within the same workweek only). Otherwise, missed time due to severe weather conditions is unpaid. In the event that classes are delayed due to inclement weather, Faculty will receive communications from the Office of Academic Affairs as to how they should proceed.

Severe Weather Conditions-Students NOT on Campus/College Is Closed

The College will not be considered closed when the general student population is on campus. If it is necessary to close the College when students are not on campus, employees will be notified by their supervisor if they are expected to report to work. Full-time employees who are regularly scheduled to work during a period of time when the College is closed will be compensated for that period of time that they would otherwise have been working. Hourly employees who are notified to report to work when the College is closed will be paid for the number of work hours that the College is closed in addition to their actual hours worked. Salaried exempt employees who are required to work will not receive additional compensation beyond their regular salary.

4.11 Missing Student Notification Policy

Missing Student Notification

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.

A. Procedures for designation of emergency contact information

1. Student's age 18 and above and emancipated minors - Students will be given the opportunity during each semester registration process to designate an 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.

B. 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 Dean of Students (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.

C. 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 Chief Legal Officer. 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 Chief of Staff 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 persons 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.

4.12 Reserving Campus Facilities Policy

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 Office of Student Life & Engagement 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 Conferences and Events Office. The Office of Conferences and Events 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 Conferences and Events staff 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 staff will ask the sponsor or organization to choose another time. Sponsors or organizations wishing to appeal this request should contact the Office of Conferences and Events staff who will consult with the Office of Student Life & Engagement to resolve any conflicts.

The Office of Conferences and Events 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.

4.13 Parking and Driving on Campus

4.13.1 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. Vehicles may be registered for operation and parking vehicles on campus by submitting the appropriate registration application available on the Campus Police [webpage](#).

For students, 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. When registering a vehicle, each student must possess a valid driver's license and state vehicle registration card. The registration fee is \$50.00 for all students. Decals are valid for one calendar year beginning September 1.

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 the 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 designated 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 of 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.

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. **New decals need to be obtained each year.**

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 the College's 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.

Decals are non-transferable.

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.

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 parking placards will be issued through the Police Department for persons with temporary disabilities.

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.

4.13.2 Parking Areas

Parking information is provided on the Campus Policy [webpage](#).

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.

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.

Faculty, staff and students are not permitted to park in the Nursing program parking lot unless they display the proper "Nursing" parking pass.

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.

4.13.3 Enforcement

Violations and Penalties - Listed below are specific violations and corresponding fines. All could include towing (at owner's expense) as an additional penalty. 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).

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.

1. Speeding
2. Reckless driving
3. Failure to stop at a stop sign
4. Improper driving
5. 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)

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.

Vehicles shall not be operated in excess of the campus speed limit of 15 miles per hour unless otherwise posted. Speed limits on roads adjacent to campus are posted everyone's safety.

Pedestrians have the right of way at all crossings and parking lots.

Fines

A fine will be imposed for the following violations:

1. any unauthorized student parking in a handicap parking area - \$100.00
2. Restricted parking - \$50.00
3. Blocking traffic - \$100.00
4. Improper/other parking - \$5.00 - \$50.00
5. Parking in a fire lane - \$100.00 (Bassett Circle, behind Franklin Hall, directly behind Beckham Hall, and all other yellow-curbed areas)
6. 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
7. Blocking a dumpster or dumpster area - \$50.00
8. No college permit - \$20
9. Improper display of issued decal - \$20
10. Parking on the grass (anywhere on campus) - \$20

***Note:** Unauthorized vehicles parked in these areas may be towed at the owner's expense without warning.*

Payment

Payment of fines should be made at the College Police Department, 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.

***Note:** 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.

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.**

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.

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.

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.

Ferrum College is not responsible for the care and/or protection of any vehicle or its contents while on any College property. The College Police Department will assist, however, in every investigation of a crime or accident.

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.

4.13.4 Driving Ferrum College Vehicles

Ferrum College owns a fleet of motor vehicles to enable employees and students to conduct the business of the institution. Driving a College Vehicle requires a high level of responsibility, while creating increased liability for the driver and for Ferrum College. It is therefore required that those who drive a College motor vehicle go through an approval process and are aware of and comply with local, state, and federal laws and College policies and safety rules relating to driving. Any employee who may use their personal vehicle for College business and who may transport passengers, should also become a College Approved Driver.

The complete Ferrum College Vehicle/Driver Safety Policy is published on Ferrum College Campus Police [webpage](#).

4.14 Smoking/Vaping Policy

All faculty, staff, students, and visitors to the College are expected to comply with Commonwealth of Virginia law regarding the minimum age for persons purchasing or possessing tobacco products, nicotine vapor products, and other tobacco products (21 years of age).

4.14.1 Smoking Policy

Smoking is prohibited in all College-owned and operated buildings and enclosed spaces. The right of the non-smoker to protect his or her health will take precedence over an individual's desire to smoke or "vape."

Use of any of the following products or devices to constitutes smoking:

- Cigarettes and cigars;
- Pipe, clip, or other paraphernalia intended to hold burning material for inhalation;
- Bidis;
- Hookah;
- Electronic smoking devices, such as e-cigarettes, Juuls, personal vaporizers, or other devices associated with "vaping".

The following specific guidelines shall apply:

- Smoking is prohibited in all indoor and enclosed locations owned or operated by the College;

- Smoking is prohibited in all outdoor athletic and other facilities and spaces that are defined by a fence or wall;
- Smoking is prohibited within 100 feet of the entrance of any such building or facility;
- Smoking is prohibited in all College vehicles, whether owned or leased;
- Smoking is prohibited in any area in which a fire or safety hazard exists.

Use of tobacco or other products containing nicotine, including smokeless tobacco products, is prohibited inside classroom buildings, administrative buildings, common areas in student residential buildings, dining areas, the College store, athletic facilities, or College owned or rental vehicles while on College business. The College also prohibits the sale and promotion of tobacco/nicotine products on campus.

Suspected violations of this policy may be reported to the Office of Campus Police. Suspected violations of this policy by faculty or staff may also be reported to the appropriate supervisor or the Office of Human Resources. Policy violations for students and employees will result in warning, education, and with repeat offense, may result in disciplinary action, including and up to termination.

Requests for exceptions from faculty for academic purposes must be submitted in writing and in advance to the Dean of Faculty.

4.14.2 Prevention and Cessation Programs

Employees seeking to eliminate their use of tobacco or nicotine products can contact the Office of Human Resources for available resources.

Students seeking to eliminate their use of tobacco products can contact the Student Health Center, Counseling Center, or visit <https://www.tobacco-edu.org/>.

In addition, online help can be found at:

- Quit Now Virginia - 1-800-QUIT NOW (1-800-784-8669), or text READY to 34191
- Live Vape Free - text VapeFreeVA to 873-373

4.15 Record Retention and Disposal Policy

4.15.1 Document Retention

Ferrum College recognizes the requirement to provide a written document retention and periodic destruction policy. As such, the College is adopting the Library of Virginia, Archival and Records Management Services Division, Records Retention and Disposition Schedules to include, but not limited to, General Schedules No. GS-111. This is a “living” set of schedules that will be added to or deleted from as required to maintain compliance. The link for these documents is https://www.lva.virginia.gov/agencies/records/sched_state/gs-111.pdf.

In addition, appendices will be developed by each Senior Leadership Team Member for department-specific records required by Ferrum College are identified but not addressed by General Schedules No. 101 through No. 113. These appendices will be located in the office of the respective Senior Leadership Team member.

Due to space limitations and where feasible, documentation should be maintained electronically instead of hard copy. The same retention period would exist for electronic information and then it should be appropriately destroyed once that retention period is satisfied.

4.15.2 Email Retention

The Email Retention Policy can be found on the Ferrum College Information Technology [webpage](#). Email accounts and records shall be retained under policies established by the Information Technology Department.

4.15.3 Storage & Security

- Records containing confidential information must be stored securely and access limited to authorized personnel. All Ferrum College employees, volunteers, and contractors shall follow “clean desk” practices. No confidential or otherwise sensitive information may be kept in an unsecured location when not in the presence of authorized personnel or otherwise open to viewing by unauthorized personnel.
- Electronic records must be stored in encrypted formats with appropriate backup procedures.

4.15.4 Document Destruction

Based on the above document retention schedules, destruction of documents no longer required to be kept should occur as soon as possible after the required retention period has expired, except as directed by the Chief Legal Officer.

Each area will be responsible for destroying their respective information. All sensitive, financial or confidential records should be shredded before disposal or placed in the secured bins located in various areas on campus which are shredded on site by an outside provider. This includes all documents that contain confidential information.

Records that have met their retention period must be disposed of securely, such as:

- **Paper Records:** Shredding or certified document destruction
- **Electronic Records:** Permanent deletion and/or degaussing
- **HIPAA-Protected Records:** Must be destroyed in compliance with HIPAA Security Rules
- **FERPA records (student educational records):** The Ferrum College Registrar will establish records retention, disclosure, and disposal procedures. See https://nces.ed.gov/forum/pdf/S2019_Data_Destruction.pdf.
- **Federal Financial Assistance Records (federal grants, loans, student aid):** See <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f>. For student aid records specifically, see the Title IV

regulations:

<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.24>.

4.15.5 Compliance & Enforcement

- Each Senior Leadership Team Member is responsible for implementing this policy and ensuring compliance within their Department.
- The College reserves the right to suspend the disposal of records when subject to litigation holds, audits, or regulatory investigations. Formal notice of any suspension shall be issued by the Ferrum College Chief Legal Officer. Any failure to comply with instructions in a notice may result in immediate disciplinary action, including but not limited to suspension and termination of employment.

4.16 Violence Prevention Policy

Ferrum College does not tolerate violence or threats of violence, whether the behavior occurs on or off the College's property, or during or outside of regular College business hours. The College strives to provide each employee with a safe working environment and to offer students and visitors a comfortable, welcoming environment. Employees who jeopardize this safe environment by engaging in violent behavior will be disciplined, up to and including termination.

Definition

Violent Behavior: Violent behavior includes any act or failure to act that results in physical harm or any threat of physical harm to another person and any knowing act or failure to act that results in unwanted damage to the property of another.

Reporting Procedures

Employees who are subjected to violent behavior should immediately inform Campus Police, their supervisor, or the Office of Human Resources. Any individual receiving a report of violent behavior is required to elevate the report to the appropriate individual or department.

Prohibited Items

The College strictly prohibits possession of firearms (regardless of whether the individual is licensed to carry a firearm), arrow bows and crossbows, knives other than dining knives which have a blade longer than three inches, blackjacks, explosives, or other weapons on the College's property or any College sponsored or affiliated event. Weapons used solely for sporting events are permitted only if registered and stored with the Campus Police and used following campus guidelines.

Possession of any illicit materials, substance, or illegal drug is strictly prohibited by the College. Violation of this prohibition may result in immediate expulsion or termination.

Inspections

Ferrum College reserves the right to inspect all portions of its premises for drugs, alcohol, or other illegally possessed items. All employees, students, contractors, volunteers, and visitors may

be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, weapons, or other illegally possessed items. Failure to cooperate or possession of such items may result in disciplinary action, up to and including termination or legal consequences.

Responsibilities

Any employee, student, contractor, or volunteer with knowledge of a violation of this policy should report the information without delay to their supervisor, Campus Police, or the Office of Human Resources.

By adhering to this policy, Ferrum College aims to ensure the safety and well-being of its employees, students, and visitors.

4.17 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. For additional information, please refer to the Ferrum College [Title IX Policy](#).

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.

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.

Obtain Emotional Support.

The staff in the Student Counseling support 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.

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.

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 provides immediate student access to counseling services through its Teladoc service. Information about counseling services is available on the Ferrum College counseling [webpage](#). For employees, Ferrum College provides counseling, legal, and other services through its [Employee Assistance Program](#).

Ferrum College's **Title IX Coordinator** is Mr. Todd S. Hill, J.D., whose office is located in Roberts Hall, Room 15. Mr. Hill may be contacted from 8:30 a.m. to 5:00 p.m Monday through Friday at (540)365-4287 OR anytime by email at tshill@ferrum.edu or cell at (540)4420-1976.

The **Residence Life Coordinators** are highly skilled young 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.

The **Student Wellness Center** is located in lower Roberts by phone at (540)365-4219 or email at counseling@ferrum.edu. Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

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 at 180 Ferrum Mountain Rd, Ferrum, VA 24088. 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.

4.18 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. Ferrum College provides immediate student access to counseling services through its Teladoc service. Information about counseling services is available on the Ferrum College counseling [webpage](#). For employees, Ferrum College provides counseling, legal, and other services through its [Employee Assistance Program](#).

4.19 Gambling Policy

4.19.1 Purpose

The purpose of this policy is to establish clear guidelines regarding gambling activities on campus to ensure compliance with Virginia state law, particularly Title 18.2, Chapter 8, of the Code of Virginia. This policy is designed to maintain a safe and lawful educational environment for all students, faculty, and staff.

4.19.2 Definition of Gambling

Per Virginia Code § 18.2-325, gambling is defined as making, placing, or receiving any bet or wager of money or other valuable consideration on the outcome of a game, contest, or event determined by chance. This includes, but is not limited to, sports betting, card games, lotteries, and online gambling platforms.

4.19.3 Prohibited Activities

- Engaging in, organizing, or facilitating any form of gambling, including games of chance, betting pools, or fantasy sports leagues for monetary gain, or gambling on virtual gaming outcomes, on college-owned or operated property.
- Using college internet networks, computers, or other resources to access online gambling websites or applications.
- Possessing or operating gambling devices, including slot machines, poker machines, or any electronic or mechanical device designed for gambling.
- Engaging in any sports betting, including placing bets on collegiate or professional sports events.
- Promoting or advertising gambling activities on campus, including through posters, flyers, or electronic communications.
- To the extent that sports wagering is not prohibited above, Ferrum College prohibits all College employees (and volunteers to the Athletic Department) from engaging in sports wagering covered by the NCAA Bylaws.³

4.19.4 Exceptions This policy does not prohibit:

- Educational events or classroom discussions related to gambling as part of an academic curriculum.

³ NCAA Bylaws currently define sports wagering as: **NCAA Bylaw 10.02.1 Sports Wagering**

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (Adopted: 4/26/07 effective 8/1/07)

NCAA Bylaw 10.02.2 Wager

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. (Adopted: 4/26/07 effective 8/1/07)

- Raffles, sweepstakes, or other promotional games conducted by registered student organizations, provided they comply with state laws and receive prior approval from college administration.

4.19.5 Enforcement and Consequences

- Any student, faculty, or staff member found in violation of this policy will be subject to disciplinary action, including but not limited to suspension, expulsion, termination of employment, or referral to law enforcement authorities, as appropriate.
- The college reserves the right to investigate and take action against any suspected gambling activity, including confiscating gambling materials and reporting violations to relevant authorities.
- By enforcing this policy, Ferrum College reaffirms its commitment to a lawful, ethical, and academically focused learning environment.

4.19.6 Education and Awareness

The college will provide ongoing education and awareness initiatives regarding the risks and potential consequences of gambling. Ferrum College provides immediate student access to counseling services through its Teladoc service. Information about counseling services is available on the Ferrum College counseling [webpage](#). For employees, Ferrum College provides counseling, legal, and other services through its [Employee Assistance Program](#).

4.19.7 Reporting Violations

Students, employees, contractors, and volunteers are encouraged to report suspected gambling violations following the grievance policy in Section 4.20, to the Office of Student Affairs, Campus Police, or Human Resources. Reports.

4.20 Duty to Report, Grievance Procedures, and Whistleblower Protections

4.20.1 Duty to Report & Grievance Policy

Except as otherwise provided by law or another Ferrum College policy, it is the policy of Ferrum College that all employees, students, contractors, and volunteers shall promptly report any potential violations of laws, regulations, rules, policies, Codes of Conduct, Community Standards, and policies, any unsafe or unhealthy condition, and any unethical behavior to the appropriate authority. Such reports are referred to as “grievances”. Grievances include allegations of retaliation for filing a grievance or participating in an investigation or resolution of a grievance.

All members of the College community have the right to file a grievance and raise concerns without fear of retaliation. No person covered within the scope of this policy may be denied a benefit if such denial is based on retaliation for filing a grievance or participating in any investigation or resolution of any grievance. Filing a complaint of retaliation does not mean Ferrum College is prohibited from denying a benefit to a reporting person(s) if the basis for that denial does not involve any retaliatory purpose.

Allegations of adverse employment actions against employees or applicants for employment in retaliation for a report are covered by the Employee and Applicant Whistleblower Policy in Section 4.20.3.

The College provides a structured process through which grievances can be submitted, reviewed, and resolved appropriately.

4.20.2 Scope and Applicability

This policy applies to grievances brought forward by:

- Faculty
- Staff
- Students
- Volunteers
- Contractors
- Anyone participating in a Ferrum College event
- Visitors

Grievances may include, but are not limited to:

- Concerns about Academic programs or activities
- Inappropriate behavior of anyone listed above
- Discrimination, harassment, or hostile workplace (not covered by Title IX), including but not limited to specific Ferrum College policies on:
 - Denial of a Reasonable Accommodation Request for Disability
 - Denial of a Reasonable Accommodation Request for Military Service
 - Denial of a Reasonable Accommodation Request for Religious Practices
 - Racial Harassment
- Safety or security concerns
- Facilities-related concerns
- Violations of any policy or procedure
- Other reportable conduct includes, but is not limited to: Wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting and internal controls; auditing matters; illegal or unethical business practices; wrongful termination; hate messages; faculty or employee handbook violations; mismanagement; waste of institution resources; and abuse of authority.

Responsible Offices

- Grievance Officer
 - Receives and logs all grievances
 - Acknowledges receipt within three (3) business days
 - Performs initial assessment of the complaint
 - Refers the grievance to the appropriate department or unit for review
 - Monitors the status and resolution of referred complaints

- Maintains communication with the complainant as appropriate
- b. Receiving Departments
 - Conduct thorough and timely investigations
 - Provide findings and outcomes to the Grievance Officer
 - Ensure fair and equitable treatment of all parties involved

Procedure

Grievance Submissions

- Grievances may be submitted to the person's supervisor, coach, faculty member, student life staff, or others employed by the College. Each such employee shall ensure that an online Grievance Form is submitted that includes a description of actions taken to address the grievance.
- Grievances may be filed through the online Grievance Submission Form, which is accessible on the College website; via direct email to the Grievance Officer; or by submitting a written statement in person or by mail to the Office of the Grievance Officer.
- While the College will accept and review anonymous grievances, individuals are advised that the institution's ability to investigate such complaints, verify facts, and implement a resolution may be significantly limited in the absence of identifying information.
- Anyone may report anonymously to the confidential Campus Conduct Hotline service, provided by EIHA, by calling 1-866-943-5787.
- Crimes, potential criminal actions, accidents, and other emergencies at the Ferrum campus should be reported immediately to the College Police by telephone (540)365-4444 or in person or by calling 911.
- Complaints about student misconduct should be directed to the Office of Student Affairs, and this grievance process is also available.

Triage and Referral

- Upon receipt of a grievance, the Grievance Officer shall immediately record the complaint and initiate a formal case log. The Officer will then conduct a preliminary assessment to determine the category, complexity, and urgency of the issue. Based on this assessment, the Grievance Officer will assign the grievance to the appropriate administrative unit or department head for further action.
- Grievances will be referred according to the nature of the complaint, including but not limited to:
 - a. Academic matters referred to the Dean of Faculty;
 - b. Workplace concerns involving faculty, staff, volunteers, referred to Human Resources;
 - c. Issues involving student behavior, student life, or related services referred to Student Affairs;
 - d. Safety or security concerns referred to Campus Safety;
 - e. Physical environment or infrastructure issues referred to Facilities Management;

- f. Complaints related to discrimination, harassment, or equity referred to the Office of Compliance and Title IX.
- Throughout the referral process, the Grievance Officer maintains oversight and remains available as a liaison between the complainant and the responding department to ensure procedural integrity.

Investigation and Resolution

- Once referred, the receiving department or administrative unit is responsible for conducting a prompt, impartial, and thorough investigation of the grievance. Investigations are expected to be initiated without delay and concluded within thirty (30) calendar days from the date of referral. If, due to complexity or unforeseen circumstances, additional time is necessary to complete the investigation, the responsible party must notify both the Grievance Officer and the complainant with an updated timeline and justification for the extension.
- At the conclusion of the investigation, the findings and any determined resolutions or actions must be documented and submitted to the Grievance Officer. The Officer shall then communicate the outcome to the complainant, as appropriate, and ensure that any recommended actions are monitored and enforced in accordance with institutional policies.

Appeal Process for Grievances

- If the complainant is dissatisfied with the outcome of a grievance investigation, they may submit a formal written appeal within ten (10) business days following notification of the decision. The appeal must clearly state the grounds for reconsideration and include any relevant supporting documentation.
- Appeals will be reviewed by a designated Appeals Committee. The review will be conducted in a fair and timely manner, and the decision rendered upon appeal shall be final.

References

- For grievances about Hazing, please see the Policy on Hazing in Section 4.8.
- For grievances related to faculty tenure, please see the Ferrum College Tenure Policy in the ***Ferrum College Faculty Handbook***.
- For grievances related to Title IX, please see the Ferrum College Title IX Policy

4.20.3 Employee and Applicant Whistleblower Policy

Purpose and Applicability

The purpose of this policy is to set forth the Ferrum College policy on disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Ferrum College and to applicants for jobs at Ferrum College.

Policy

It is the policy of Ferrum College that employees and applicants shall be free without fear of retaliation to report conduct under the Ferrum College Duty to Report and Grievance Policy. A representative of Ferrum College shall not take or shall refuse to take any employment action in retaliation against an employee or applicant who reports, in good faith, possible misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy, or under any law or other Ferrum College policy. However, employees or applicants who knowingly file false or misleading reports, or without a reasonable, good-faith belief as to truth or accuracy, will not be protected by this policy, and, in the case of an employee, may be subject to disciplinary action, including termination of employment.

Complaints of Retaliation as a Result of Report or Other Disclosure

- If an employee or applicant believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
- For purposes of this policy, an “adverse employment action” shall be defined as actions including: termination of employment, demotion, suspension, being threatened or harassed, or in any other manner penalized with respect to compensation, terms, conditions, or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure

1. An employee or applicant must file a complaint with the Grievance Officer (preferably using a Grievance Form) under this Section 4.20 within thirty (30) days from the effective date of the adverse employment action, or from the date on which the employee or applicant should reasonably have had knowledge of the adverse employment action. The employee or applicant may file a complaint by contacting the confidential Campus Conduct Hotline service, provided by EIIA, by calling 1-866-943-5787.
2. Complaints shall be filed in writing and shall include:
 - a. Name and work address of the complainant;
 - b. Name and title of Ferrum College official(s) against whom the complaint is made;
 - c. The specific type(s) of adverse employment action(s) taken;
 - d. The specific date(s) on which the adverse employment action(s) was/were taken;
 - e. A clear and concise statement of the facts that form the basis of the complaint;
 - f. A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
 - g. A clear and concise statement of the remedy sought by the complainant.
3. Within thirty (30) calendar days of receipt of the complaint, whether directly or through the Campus Conduct Hotline, the Grievance Officer (or the Chairperson of the Ferrum College Board of Trustees in a case involving the President) shall consider the written complaint and engage the appropriate experts to conduct an investigation which, in their judgment, is consistent with the circumstances of the complaint and disclosure. The investigation shall be concluded no later than ninety (90) days after being engaged by the

Grievance Officer. The Grievance Officer shall review and shall report to the complainant, either directly or through the Campus Conduct Hotline, if relevant, the conclusions of the investigation, absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.

4. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. A record of this determination shall be retained in the Office of the Grievance Officer. The determination shall be final.

False Allegations of Wrongful Conduct

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to disciplinary action, up to and including termination of employment, in accordance with college rules, policies, and procedures.

Filing a complaint of retaliation does not mean an adverse action cannot be taken against the reporting employee or applicant if the basis for that adverse action does not involve any retaliatory purpose.

4.21 Policy on Marijuana Use, Possession, Distribution, and Cultivation

Ferrum College is committed to maintaining a safe, healthy, and productive environment for all members of its community. The use, possession, distribution, and cultivation of marijuana, whether recreational or medicinal, is strictly prohibited on all college property and at any college-sponsored events, regardless of state laws that may permit marijuana use. The federal government still considers marijuana to be an illicit drug. The College must abide by federal laws, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. Failure to comply, the College could lose its eligibility for federal funding, including student financial aid programs.

This policy applies to all students, faculty, staff, contractors, visitors, and any other individuals on Ferrum College property or at College-sponsored events.

4.21.1 Prohibited Conduct

The following behaviors are strictly prohibited:

- **Use of Marijuana:** The consumption of marijuana in any form, including but not limited to smoking, vaping, edibles, oils, and tinctures.
- **Possession of Marijuana:** Having marijuana on one's person, in personal belongings, vehicles, or within college facilities.
- **Distribution of Marijuana:** Selling, giving, or providing marijuana to others, whether for free or for compensation.
- **Cultivation of Marijuana:** Growing or attempting to grow marijuana plants on College property or at College-sponsored events.

4.21.2 Reporting and Enforcement

Violations of this policy should be reported to Campus Police, Student Affairs, or Campus Compliance. All reports will be investigated, and appropriate sanctions will be imposed in accordance with the procedures outlined in the applicable Ferrum College Handbook. Violations of this policy will result in disciplinary actions, up to and including expulsion of students and termination of employment.

The Ferrum College *Employee Drug and Alcohol Policy* contained in the ***Ferrum College Employee Handbook*** also applies to all employees, applicants for employment, and volunteers.

4.22 Policy on Military Service

4.22.1 Purpose

This policy ensures that faculty, staff, and students at Ferrum College who are members of the United States Armed Forces, including the National Guard and Reserves, receive appropriate accommodations and support when they are called to active duty, training, or other military obligations.

Ferrum College faculty, staff, and students should be familiar with the requirements, rights, and procedures under the applicable laws and regulations for military service, including by reading the Department of Labor's [online guide](#) and the Department of Education's online guidance on [re-enrollment](#), [student financial aid and loan benefits](#), and veteran's [post-service benefits](#) after completing active service. The Ferrum College Office of the Registrar, the Office of Human Resources, and Office of Financial Assistance will maintain written procedures to implement this policy.

This policy is in accordance with Virginia state laws and federal regulations regarding employee and student military service and leave, including protections under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), section 484C of the Higher Education Act of 1965, Servicemembers Civil Relief Act, and the Higher Education Relief Opportunities for Students (HEROES) Act. While Ferrum College is not subject to the requirement to comply with [SCHEV guidelines](#) on military service accommodations, Ferrum College adheres to them.

4.22.2 Eligibility

This policy applies to all faculty, staff, and students at Ferrum College who are:

- Members of the U.S. Armed Forces, including active duty, National Guard, and Reserves.
- Required to participate in military training, deployment, or any active service, and any enrolled student returning from a period of active service.

4.22.3 Notification and Documentation

- Faculty and staff must provide written notification (or oral notification if necessary) to their supervisor and a copy of their military orders to the Office of Human Resources.
- Students must provide written or oral notification of their military service obligation to the Office of the Registrar as soon as possible.
- Faculty, staff, and students must provide evidence of military service after returning if “military necessity” prevented advance notification.
- Documentation, such as military orders or a letter from a commanding officer, should be submitted to verify the employee leave or student enrollment withdrawal request.

4.22.4 Academic Accommodations

- Students called to active duty or extended training may request a leave of absence without academic penalty.
- They may choose to withdraw from courses with a full refund or receive an Incomplete ("I") grade, with the ability to complete coursework upon return.
- Faculty members are encouraged to work with affected students to provide reasonable accommodations for coursework completion.

4.22.5 Tuition and Financial Aid

- Students who withdraw due to military service are eligible for a full refund of tuition and fees or may apply tuition toward a future term.
- Financial aid recipients must consult with the Financial Aid Office regarding any necessary adjustments to their awards and any additional benefits that may apply post-service.

4.22.6 Re-Enrollment/Reemployment Rights

- Students returning from military leave will be reinstated in their academic program without penalty or loss of progress.
- They must notify the Office of the Registrar of their intent to return within one year of completing military service.
- Re-enrollment (or re-admission) is not automatic after 5 years of absence.
- Faculty and staff are entitled to return to their prior position or to a position with the same seniority, status, and pay that they would have had if they were not called to service. Faculty and staff are required to return to work within timeframes specified by the U.S. Department of Labor.

4.22.7 Additional Support Services

- Academic advising and counseling services are available to assist students transitioning back to college life.
- The college will coordinate with military and veteran support organizations to provide additional resources.

4.22.8 Employee Leave Benefits

See the ***Ferrum College Employee Handbook*** for leave benefits for members of the military called to service under this policy.

For questions or assistance regarding student military leave, students should contact the Office of the Registrar. Faculty and staff should contact the Office of Human Resources. The Office of Human Resources will post a notice of employee rights, benefits and obligations under USERRA to the Ferrum College Public Information and Disclosures webpage to comply with the Veterans Benefit Improvement Act of 2004.

4.23 Animals on Campus Policy

Employees, students, alumni, volunteers, contractors, and guests of Ferrum College may bring personal animals to enjoy the outdoor beauty of the campus. However, the following restrictions apply.

Animals may be permitted in campus buildings or at campus events (including athletic events) only under the following conditions:

4.23.1 Service Animals

Trained and certified service animals, as recognized under State and Federal Law, are allowed in campus buildings, including at athletic facilities. All employees, students, contractors, and volunteers must register their service animal with the Office of Accessibility Services. A service animal is a dog that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must directly relate to the person's disability, such as visual or hearing impairments. Service dogs include "Psychiatric service dogs" that are trained specifically to provide assistance to people with psychiatric disabilities, such as severe depression, anxiety disorders, and post-traumatic stress disorder (PTSD). Service animals can go anywhere on campus that people can. Service Animals-In-Training can go anywhere on campus that is otherwise open to the general public. They must be identified with a harness, orange leash, or other designation as required by the College and they must remain under the control of the handler. Service animals that pose a danger to others on campus may be removed from campus.

4.23.2 Emotional Support Animals (ESAs)

ESAs are permitted only in residential buildings under the Fair Housing Act and the Virginia Fair Housing Law after they are registered with the Office of Accessibility Services. ESAs are not allowed in other campus buildings including classrooms and athletic facilities. ESAs are not service animals. ESAs that pose a danger to others, disrupt College activities or residential life, or are not housebroken are subject to removal from campus.

4.23.3 Animals for College Business Purposes

Upon written approval of the Chief of Police or designee, animals may be permitted in campus buildings or at campus events while under the control of faculty or staff or their designated animal handler for academic, club, student support, or other valid College business reasons. Requests for approval shall include the purpose of the access, type(s) of animal(s), and the date and duration of access.

4.23.4 Local Ordinances

All animals on campus are also subject to the Franklin County animal ordinances, including capture and removal to prevent harm or a nuisance. Information can be found on the [Franklin County Public Safety website](#).

4.23.5 Animals at Ceremonies

Except for service animals, no animals are permitted at Commencement ceremonies.

4.23.6 Handling Animals

Owners and handlers must clean up after their animals and properly dispose of any waste.

Owners and handlers are responsible for maintaining proper control of any animal they bring to campus. They are solely responsible for any injuries or damage caused by an animal they bring to or handle on campus and they should carry appropriate insurance coverage.

Failure to adhere to this Animals on Campus Policy may result in administrative action, including being asked to leave the campus, and disciplinary action, including student expulsion or termination of employment.

4.24 Information Technology Acceptable Use Policy

4.24.1 Acceptable Use

The computer network and other forms of communication equipment and the content thereof are the property of Ferrum College. The use of Ferrum College computers, its network, and other forms of communication equipment is a privilege, not a right, and inappropriate use will result in disciplinary action by college officials and/or the cancellation of those privileges.

Other forms of communication equipment include, but are not limited to, email, telephones, fax machines, copiers, tablets, and smartphones. Ferrum College provides access to its computers, network, and other forms of communication equipment for students, faculty, and staff.

All persons who access any of the above mentioned equipment shall thereby agree to this policy. All users are expected to use the equipment appropriately, honestly, and constructively. This policy is meant to protect college students and personnel in the use of this valuable educational resource.

The following actions constitute unacceptable use of Ferrum College computers, its network, and other forms of communication equipment as defined above:

- Sending or receiving copyrighted material, including peer to peer file sharing, without permission *

- Using abusive, threatening or otherwise objectionable language in public messages or using the College's network to harass, intimidate, or threaten another person in violation of College policies including, but not limited to the College's EEO or Title IX policies
- Using the College's network in violation of local, state, federal, or international law or in ways that violate standards of accreditation and sanctioning bodies, e.g. SACS or NCAA
- Excessive use of the college communication equipment for non-school or non-work related activities
- Using the college equipment, email, and other services for commercial purposes outside of Ferrum College
- Wasting communication resources, e.g. printing supplies or bandwidth
- Sending messages that are likely to result in the loss of the recipient's work or system or any type of communication that would cause congestion or disruption to campus computer or network services
- Giving one's password to others, allowing someone else to use one's password, or using another's password without proper authorization by the Ferrum College Information Technology Department
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating malware, disrupting services, or damaging files including, but not limited to:
 - Changing any file that does not belong to the user changing it
 - Circumventing or subverting security measures on college or remote computers or networks or attempting to gain access without authorization
 - Vandalizing, which is any malicious attempt to harm or destroy the data of another computer user
- Falsifying one's identity to others while on college computers or other communication equipment
- Using a computer to decrypt passwords or access control or configuration information

The preceding items should not be considered comprehensive. Other inappropriate actions not listed may also be considered irresponsible and unacceptable use of college computers, its network, and other communication equipment, including, but not limited to, the content contained in email and other internet usage.

Violations may also be subject to local, state, federal, and international laws and statutes. Ferrum College reserves the right to monitor without notice usage of computers, network, and communication equipment, including but not limited to, the content of computer or other device storage drives, e-mail, and metadata, including internet usage.

Should the College come to learn of illegal activity on its equipment or network, the College shall report the illegal activity to the appropriate agency, including within and outside of the College.

4.24.2 Technology Use Agreement

Each employee, student, volunteer, contractor, or other person assigned or authorized to use Ferrum College computers, network, and other forms of communication equipment shall

acknowledge in writing their obligations under the *Information Technology Acceptable Use Policy* and their obligations to return any such equipment upon the request of Ferrum College or upon the termination of their status with the College under which they were entitled to use such equipment. Signing the acknowledgement of this ***Ferrum College General Information and Policies Handbook*** annually satisfies this requirement.

4.25 Classroom Technology and Computer Lab Usage Policy

4.25.1 Usage Policy for all Ferrum College Computer Labs and Classroom Technology

Ferrum College provides access & usage to its computers, computer network, and other forms of communication equipment for students, faculty, and staff.

All users are expected to use the equipment appropriately, honestly, and constructively, including abiding by the Ferrum College ***Information Technology Acceptable Use Policy***. In addition to that Policy, the following Policy applies to computer labs and classroom technology:

- No smoking, drinks, food, or chewing tobacco is allowed in any computer lab or around classroom technology.
- Using College computer software/equipment in ways that violate local, state, federal, or international laws or statutes is prohibited.
- Students (as well as faculty and staff) are responsible for managing, maintaining, and backing up their personal files.
- Any attempt to render a college computer workstation unusable is prohibited and will result in denial of access to computer labs.
- The lab projectors are for class and College business purposes only; a Ferrum College instructor or staff member must be present when the projectors are used. Please turn each projector off after using it.
- No disruptive behavior or game playing is allowed in any computer lab with the exception of gaming being permitted in a designated gaming lab.
- Lab monitors have the authority to contact Campus Police if someone is mishandling or destroying equipment.
- Lab monitors have the authority to contact Campus Police if someone is acting disrespectful to them or other users in the lab.
- All users are expected to leave the lab equipment and other technology intact and do not have permission to disconnect cables and peripherals from the provided computer equipment.

4.25.2 Access Policy specific to the Garber Computer Lab

The Garber Computer Lab is located in Garber 107 (first floor of Garber Hall). The School of Natural Sciences and Mathematics has primary responsibility for monitoring and securing this computer lab. The primary use of the Garber Computer Lab is for classes scheduled in this lab.

- Any other Ferrum College faculty member may request that specific students be allowed access to the hardware/software in the Garber Lab when classes are not being held in the room.

- If possible, instructors are asked to be present when their students are using the lab (e.g., by temporarily moving their office hours to the lab during when it is being used by their students). The instructor can ask the Academic secretary to admit them to the Garber 107 computer lab. While their students are using the lab, the instructor is responsible for the care and safety of all equipment in the computer lab.
- If it is not possible for the instructor to be present, the instructor may give a list of students enrolled in a class to the Academic Secretary for the School of Natural Sciences and Mathematics. Students on that list (and **only** students on that list) may ask the Academic Secretary to admit them to the Garber Computer Lab. Students who have been admitted to the lab (i) are responsible for the care and safety of all equipment in the Computer Lab and (ii) must “check out” by letting the Academic Secretary know when they leave the Computer Lab. If the Academic Secretary is not in the office, the student(s) should leave a written note with their name(s) and departure time.

Violation of any part of this policy may result in ALL Computer Labs privileges being revoked. Depending on the activity types, individual issues could be forwarded to the Provost and to the Vice President for Student Affairs for disciplinary action.

4.26 Drug and Alcohol Abuse Prevention Program and Policy

4.26.1 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.

4.26.2 Alcohol-and-Drug-Free Campus Policy

Ferrum College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The College recognizes 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.

Ferrum College prohibits employees, students, contractors, volunteers, and visitors from consuming alcohol or unprescribed drugs while on duty, attending classes or participating in any

other administrative or academic activity. The complete Ferrum College Student Drug and Alcohol Abuse Prevention Program Policy is published on the Ferrum College [website](#).

Consuming alcoholic beverages is permitted only in designated areas and only by those people of the minimum age established by law (21 years of age).

4.26.3 Inspections

Ferrum College reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband, or refuse to cooperate in such inspections, are subject to appropriate discipline, up to and including termination and removal from College property.

Compliance with this policy is considered a condition of employment and attendance at Ferrum College and monitored by the Office of Human Resource.

The Ferrum College *Employee Drug and Alcohol Policy* contained in the ***Ferrum College Employee Handbook*** also applies to all employees, applicants for employment, and volunteers.

4.26.4 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.

Ferrum College employs Coordinators and Resident 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.

4.26.4 Treatment for Abuse

Ferrum College supports and encourages members of the College community to undergo treatment for drug or alcohol abuse. Appropriate enforcement of this Alcohol-and-Drug-Free Campus Policy is consistent with such treatment.

Ferrum College provides immediate student access to counseling services through its Teladoc service. Information about counseling services is available on the Ferrum College counseling [webpage](#). For employees, Ferrum College provides counseling, legal, and other services through its [Employee Assistance Program](#).

4.27 Policy Against Racial Harassment

4.27.1 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.

4.27.2 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:

- Report the incident directly to the college using the online reporting system. <https://cm.maxient.com/reporting.php?FerrumCollege>. Depending on the nature of the harassment, either the Office of Student Life or the Compliance Office will respond to the report. 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 assessment, the student retains the right to take any of the following steps they think is most appropriate.
- Discuss the incident with any Ferrum College faculty or staff member and seek their help in referring to it as noted above.

After any meeting with faculty or staff members, the student should consider filing any further complaint through the grievance process under Section 4.20 of this Handbook. Alternatively, the student may consider the following options:

- 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).
- The student may bring the matter to the Dean of Students for appropriate application of the Student Accountability Process.
- 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.
- If the accused is a staff member, the complainant may elect to bring the matter to the Office 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 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 their direct supervisor for informational purposes.

4.27.3 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.

4.28 Social Media Policy

Purpose

As defined by Merriam-Webster, social media are forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos.) Social media tools, including Ferrum College-sponsored social networking accounts, blogs, video or picture sharing accounts, wikis, and other means of communicating online, are an important part of the College's public image and offer opportunities to communicate directly with various College constituents.

Ferrum College developed this policy and suggested best practices to assist those utilizing social media in protecting the College's intellectual property, including name and image as well as their personal and professional reputations. This policy applies to all Ferrum College employees, students, groups, departments, programs, entities, contractors, volunteers, agents, and others acting on behalf of or at the direction of Ferrum College, all of whom are also subject to state, federal and international law, including FERPA and HIPAA, and rules set forth by third-party accounts, as well as all existing College policies.

Individuals' Posts

Individuals are legally responsible for what they post online, whether on a personal account or any College-sponsored account. They may be held personally liable for defaming others, revealing proprietary information, and copyright, trademark, service mark infringement, and any other violation of law or private right. All postings will be subject to state, federal and international law, including FERPA and HIPAA, and rules set forth by third-party accounts. In addition, existing College policies apply to their online posts, including those posted on any College-sponsored accounts. 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 Account Policies

Obtain Senior Leadership Team and Office of Marketing and Communications Approval

All Ferrum College social media accounts must have a clearly identified employee who is accountable for account management and content and all Ferrum College social media accounts should include the Office of Marketing and Communications team members as account administrators. College faculty, staff, students, volunteers, contractors, groups, departments, programs, entities, individuals, and others who have any College-related social media page or would like to start one should seek approval from the Senior Leadership Team member responsible for their division and the Office of Marketing and Communications.

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 accounts is prohibited, except as authorized under the Ferrum College Intellectual Property Rights Policy in this ***Ferrum College General Information & Policies Handbook***. Do not use the Ferrum College name, logos or any other College images on personal accounts 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. Refer to the Ferrum College Intellectual Property Rights Policy.

Value Ferrum College Time and Property

All campus electronic communication systems are the property of Ferrum College and should be used for the College's related business. College computers and time on the job must be used in accordance with the College's Information Technology Acceptable Use Policy in this Ferrum College General Information & Policies Handbook.

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 accounts 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 Office of Marketing and Communications.

- **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 accounts. 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 published content deemed to be proprietary, confidential, protected by law (including intellectual property rights, 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 account content may elicit comments or discussion of opposing ideas. Not all reader responses to the College's social media accounts are appropriate to post. Participation in social media communications are subject to the Ferrum College policies on Pluralism and Academic Freedom as well as the applicable Code of Conduct, Ethical Standards, and Community Standards.

Individuals who post entries that elicit reader comments should follow these guidelines when handling responses:

- Do not allow the posting of any comment that is obscene or offensive.
- Do not allow the posting of any comment that reveals proprietary information.
- 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.
- Do not allow the posting of spam, advertisements, or comments that merely link to another web account (unless they are responsive to the original post.)
- If a complaint about the College is made in a social media account posting, immediately notify the Office of Marketing and Communications 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 or expulsion.

4.29 Demonstrations, Peaceful Assembly and Crowd Management & Control,

4.29.1 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/they 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 Students (or designee) of any demonstration at least two business days prior to the event for approval. Notification forms may be picked up from the Dean of Students in Franklin Hall 108.

No person may demonstrate on Ferrum College property while concealing their identity, wear any mask, hood or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer.

Areas that are recommended on campus for demonstration purposes (after appropriate notification and/or approval) include Panther Circle, the quad in front of Panther Grounds and the quad between Beckham Hall and the Stanley Library. Other locations must be pre-approved by the Dean of Students or designee. Signage must abide by the Office of Student Life & Engagement policies or receive special approval.

Violations occur when:

- A demonstration coordinator has not received approval from the Dean of Students or designee two business days prior to the scheduled demonstration.
- Demonstration participants violate Ferrum College Community Standards.
- Demonstration participants violate local, state, or national laws, or
- Demonstration participants disrupt the normal activities of the College including, but not limited to, research, teaching, administration, service or other authorized events.

4.29.2 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. 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.

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.

4.30 Solicitations

Solicitations on College property by external organizations or individuals is strictly prohibited unless the solicitation has been approved by the Chief of Campus Police and the appropriate Senior Leadership Team Member.

4.31 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/>.

All faculty, staff, volunteers, and students and their guests shall comply with health and safety protocols implemented by the College.

4.32 Intellectual Property Rights Policy

Ferrum College is committed to providing an environment that supports the learning, teaching, and creative activity of its faculty, students, and staff. This Intellectual Property Rights Policy is intended to encourage excellence and innovation in teaching and in creative activities by identifying and protecting the rights of faculty, staff, students, and the College. The policy seeks to encourage the belief that creative works produced at Ferrum College should be used for the greatest possible benefit.

The policy governs the respective ownership rights of the College and its employees in material produced within the scope of employment. The policy protects the traditional rights of scholars with respect to the products of their intellectual endeavors. The College cedes ownership to the author(s) of scholarly and academic works, such as books, papers, and journal articles created by faculty who use only generally available College resources.

When College support makes the work possible, or when it provides extra or special support, either with funding, facilities, equipment, or employees for the development of ideas or the production of works, it is reasonable for the College to participate in the benefits of the work. Thus, the College asserts its right of ownership if substantial College resources (including sponsor-provided funds) are used in the creation of the work.

4.32.1 Policy

Use of the Intellectual Property of Others

Ferrum College employees, students, contractors, volunteers, agents, or others operating for or on behalf of Ferrum College are prohibited from violating any intellectual property right of any other person or entity. This includes any copyrighted original work of authorship, patentable invention, computer-related software, databases, trademark, servicemark, web-based learning, and related materials. Such intellectual property may be used only with the permission of the owner, authorized licensee, or as otherwise permitted by law. (See the Ferrum College [Copyright Policy](#) on the Ferrum College website.)

Use of Intellectual Property of Ferrum College

The College owns the rights to all original work of authorship, inventions, developments, and discoveries (hereinafter referred to as "work" or "works") and all marks created through the effort of individuals who are compensated by or who volunteer for the College or which involve the substantial use of college equipment, services, or resources. The College also owns all intellectual property received by license, purchase, gift, transfer, bequest, or agreement. Ferrum College does not own the intellectual property of faculty, staff, students, contractors, volunteers, agents, or others that they create outside the scope of their relationship with Ferrum College, except when acting at the direction of Ferrum College ("directed works").

Students generally hold copyright in works that they create as students, such as papers, theses, dissertations, software code, or artistic or musical works. However, Ferrum College retains a nonexclusive, non transferable, paid-up license to use works created by students as students for the College's educational and research purposes, except that the license is revoked if the creator determines that revocation is required by a third party for publication of the work.

Ferrum College grants to the public a limited, exclusive and non-transferable right to use all copyrights that it has published on its website, except any works or marks attributed to someone other than Ferrum College. Except as otherwise permitted or agreed to by Ferrum College, Ferrum College intellectual property may be used solely for personal, uncompensated purposes, including promotion of Ferrum College or accurately conveying a relationship with Ferrum

College. With the approval of the Office of Marketing and Communications, in consultation with the Chief Legal Officer, the College may permit or license others - with or without royalties - to use any intellectual property of the College. No use may be made for disparaging or defamatory purposes.

The College historically has not, nor does now, assert any claim or ownership interest in the following categories of scholarly or academic works: textbooks; class handouts or presentations; research articles, proposals, or monographs; student theses or dissertations; paintings; drawings; sculpture; photographs; musical or dramatic compositions and performances; poetry; and popular fiction and nonfiction. Ownership of these categories of traditional faculty endeavor is waived by the College in favor of the faculty member, and these categories are exempt from the provisions of this policy.

The use of College resources is substantial when it entails the dedicated use of College equipment, facilities, personnel, or funding, or resources not ordinarily used by or available to all, or virtually all, members of the faculty and/or staff. The use of a computer in a faculty or staff office, incidental supplies, and occasional use of College shared facilities would typically not be considered substantial use. In contrast, utilization of College laboratories or special instrumentation, dedicated assistance by College employees, special financial assistance, or extensive use of shared facilities would constitute substantial use.

Funds and facilities provided by governmental, commercial, or private organizations which are administered and controlled by the College shall be considered College resources for purposes of this policy. If a work results from research sponsored in whole or in part through governmental or other outside funding, the research agreement shall govern the disposition of intellectual property rights, but no research agreement shall be entered into without the review and approval of the Dean, in order that the College may protect its intellectual property rights to the greatest extent possible. If the sponsor does not assert an ownership interest, ownership vests with the College, as provided in this policy.

Where a question arises as to whether a particular work involves compensated effort or substantial use of College resources, the matter shall be referred to an ad-hoc committee composed of three members of FDAC, the Dean of Faculty or designee, and the Chief Academic Officer or designee. This committee, in consultation with the Chief Legal Officer, will make the final decision regarding the ownership of the work.

If an individual creates a work that is potentially covered by this policy, he or she is expected to immediately notify his or her School chair and the Dean of Faculty, and provide them with sufficient detail to permit the College, including its Chief Legal Officer, to evaluate the work and, if appropriate, take steps to protect the intellectual property rights. If the College decides not to exercise its ownership in a particular case, the ownership rights and responsibilities related to such rights for patenting, copyrighting, and licensing shall rest with the author(s). The College retains a nonexclusive, royalty-free right to use for non-commercial purposes works produced by its employees acting within the scope of employment, even if ownership *is* ceded to the author(s).

4.32.2 Royalties

The College endorses the legitimate expectation of the author(s) to share in the net revenues produced by licensing or other development of the work, but, given the College's substantial cost involved in supporting scholarship and research, the College is also entitled to a share in any such royalties.

Accordingly, for any work in which the College asserts ownership interest under this policy, the College and the author(s) will share the net royalties (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) in the following percentages:

Net Royalties	Author(s)	Ferrum College
\$0 - \$5,000	100%	0%
\$5,000-\$25,000	75%	25%
\$25,000-\$100,000	60%	40%
\$100,000+	50%	50%

Net royalties received by Ferrum College shall be restricted to support scholarly, research, or creative activity of faculty. If the work is a joint creation, the authors will divide their share equally, unless they provide the College with an alternative royalty distribution agreed upon by them.

If a work is a compilation involving the College's intellectual property, the faculty member shall retain all ownership interests in his or her creation, but by allowing his or her work to become part of the compilation thereby grants a non-exclusive royalty-free license to the College for use of his or her contribution. While the College shall own rights to the compilation, it shall own no rights to the underlying work beyond said license. Notwithstanding the royalty-free license, the College will share the net proceeds from the compilation as described above.

Recognizing that this area is complex and rapidly evolving, Ferrum College remains open to the possibility of arriving at alternative agreements as the need may arise. This policy shall be reviewed within three years by FDAC and the Senior Leadership Team, and the Senior Leadership Team will extend this policy or approve an amended one.

4.33 “Pluralism” and “Bridge Building”

Ferrum College adopts and espouses the value of pluralism in our community and consciously incorporates bridge building practices into our academic, athletic, and student affairs programs, and all College operations and campus life.

These concepts and practices help to put each of the Ferrum College Core Values into action.

4.33.1 Pluralism Defined

There is no consensus on the definition of pluralism or its empirical merits. See the *International Encyclopedia of the Social & Behavioral Sciences 2001*, pages 11520-11526. Pluralism is one approach to achieving the purpose of institutions of higher education, as articulated by the philosopher Alasdair MacIntyre: “*The university (is) a place of constrained disagreement, of imposed participation in conflict, in which a central responsibility of higher education would be to initiate students into conflict.*”

Pluralism is an approach to leveraging different perspectives to achieve positive outcomes. It is akin to the principle of academic freedom.

Interfaith America explains that pluralism presupposes diversity, but the actions and strategies of pluralism are intentional and require active engagement from all stakeholders. This approach is to prioritize civic pluralism with religious pluralism as a subset. Civic pluralism seeks a mutually acceptable solution to conflict. Interfaith America seeks “conflict transformation” instead of “conflict resolution.”

As expressed by the George W. Bush Presidential Center: “Specifically, pluralism is social tolerance for individuals or groups who have different backgrounds, views, or beliefs. It also provides space for them to express views and practice their beliefs without reprisal – even when they conflict with others.” [*Pluralism is a Big Deal*](#), George W. Bush Presidential Center, Mar. 16, 2023 (last visited April 6, 2025).

Another formulation comes from John Inazu, Ph.D, J.D, who advocates for “Confident Pluralism,” which he says “focuses on three principles: tolerance, humility, and patience.” In his view:

- “Tolerance recognizes that people are for the most part free to pursue their own beliefs and practices, even those we find morally objectionable. But tolerance does not require embracing all beliefs as equally correct. It does mean respecting people, aiming for fair discussion, and allowing for the space to differ about serious matters.”
- “Humility recognizes not only that others will find our beliefs and practices objectionable, but also that we can’t always “prove” why we are right and they are wrong—some of our most important beliefs stem from contested premises that others do not share.”
- “Patience encourages efforts to listen, understand, and even empathize. That does not mean endorsement, or recognition, or acceptance.” [*Law, Religion, and Confident Pluralism in the University*](#), John Inazu, Intervarsity (last visited April 6, 2025).

4.33.2 Bridge Building Defined

As Interfaith America explains:

While a universally accepted definition of “bridge building” has yet to emerge, [we use] this definition: *bridge building work brings people together to engage across diverse identities and divergent ideologies in ways that respect identities, foster mutual relationships, and seek a common good*. Importantly, bridge building work is not just a tactic for enabling more civil conversations. It is a fundamental value of higher education and a necessary skill set for students to develop while on campus in order to effectively lead in professional and civic spaces within the polarized U.S.

Interfaith America, [Bridgbuilding in America: A Landscape Analysis](#), last visited Apr. 5, 2025.

4.33.3 Policy

Ferrum College adopts the concepts of pluralism and bridge building as a set of norms applicable to all Ferrum College employees, students, volunteers, contractors, guests, and visitors. This policy complements the Ferrum College policy on Academic Freedom, which is published in the ***Ferrum College Faculty Handbook***. We apply these norms and policies when interacting with one-another, members of our local and regional communities, and the public in general.

At Ferrum College, we:

- Actively seek to identify and understand the backgrounds, views, or beliefs that differ from our own - these include but are not limited to ideas, traditions and practices, physical and emotional abilities, personalities, ideologies, spirituality and religious faiths, argumentation, perspectives, opinions, and conclusions of others.
- Refrain from disparaging, denigrating, judging, or dismissing such differences or the person expressing them - practice active listening and other ways that demonstrate clear understanding.
- Demonstrate tact, respect, and civility when expressing, commenting on, or discussing differences - follow all established standards of behavior.
- Recognize the inherent value of one-another - develop relationships with them.
- Validate one-another while seeking to accept that some differences may be irreconcilable.
- Always seek constructive solutions to situations involving differences, whether the differences are reconcilable or not; and,
- Incorporate these practices into daily interactions with others and in all campus programs and activities.

4.34 Use of Drones, Vehicles, and Other Unmanned Systems

4.34.1 Use is Prohibited

The use of any autonomous or remotely-controlled flying (Unmanned Aircraft System (UAS)), driving system (Unmanned Vehicle (UV) or Autonomous Vehicle (AV)), including drones, robots, wheeled vehicles, hovercraft, boats, or any other movable device or system, is prohibited on Ferrum College property. This includes UAS, UV, and AV of any size, including those that may be considered “toys.” Violation of this policy may result in immediate ejection from College property and discipline of employees and students, up to and including termination or expulsion,

respectively. Violators may also be subject to civil and criminal sanctions by the federal and state governments.

4.34.2 Exceptions

- a. The use of **privately-owned UAS** may be approved by the Ferrum College Chief of Staff & Operating Officer for recreational or permissible non-recreational use. Use of any UAS may be approved only if the following apply, as authorized by the US [Federal Aviation Administration](#) (FAA):
 - i. The operator of the UAS signs an agreement acknowledging their sole responsibility and liability for any injuries or damages caused in the use of the UAS, certifying proof of insurance to cover such liabilities, and ensuring compliance with the applicable condition below.
 - ii. The UAS is used solely for **recreational purposes (personal enjoyment)**, the UAS weighs less than 55 pounds and is registered with the FAA, the operator has proof of passing the FAA Recreational UAS Safety Test (TRUST), and the UAS broadcasts Remote ID information (unless and until Ferrum College is designated as an FAA-Recognized Identification Area (FRIA)), or
 - iii. The UAS is used for **non-recreational purposes** (surveys, photography, demonstrations, clubs, etc.) and the UAS weighs less than 55 pounds, is registered with the FAA, the operator possesses and carries an approved FAA remote pilot certificate and has received an FAA Airspace Authorization for the flight(s), and the UAS broadcasts Remote ID information (unless and until Ferrum College is designated as an FAA-Recognized Identification Area (FRIA)).
- b. The use of **College-owned or -leased UAS for educational purposes** may be approved by the Ferrum College Provost, after consultation with the Chief of Staff & Operating Officer, under the conditions for non-recreational purposes stated above, so long as the use is covered by Ferrum College's insurance policy.
- c. Under no circumstances will UAS be used in connection with Ferrum College events or on Ferrum College property to:
 - i. Fly near airfields (within 5 miles) without notifying the airport manager
 - ii. Exceed a flying height of 400 feet,
 - iii. Fly over large groups, sporting events (1 hour before, during the event, and 1 hour after), private property, or flying with a camera-equipped UAS where there is an expectation of privacy, including near residence halls and apartments,
 - iv. Fly near manned aircraft, or
 - v. Fly beyond the line of sight of the operator
- d. Additional UAS opportunities and programs may be approved by the President if they satisfy all regulatory requirements and adhere to applicable College policies. Further information can be found at <https://www.faa.gov/uas>
- e. **UV's and AV's that have the capacity to carry passengers** may be used on campus streets if they are properly licensed by the Commonwealth of Virginia and the operator complies with the Ferrum College Motor Vehicle Policy.
- f. **UV's and AV's that lack the capacity to carry passengers** may be used on campus only when approved in writing by the Chief of Staff & Operating Officer for special events. UV's and AV's for campus operations, such as in facility inspections, campus safety or

security, housekeeping, etc., may be approved by the Chief of Staff & Operating Officer on a blanket basis.

- g. **Any water-borne UV or AV** may be used on water only if it is powered solely by battery (or other electric-powered propulsion) and if the operator complies with any licensing requirements of the Commonwealth of Virginia and does not disturb wildlife.

4.35 Religious Beliefs and Religious Accommodations Policy

4.35.1 Policy

Ferrum College supports and encourages the free expression of religious beliefs and exploration of faith. Consistent with the Ferrum College Non-Discrimination and Pluralism Policies, and to advance the Ferrum College Core Values, the College will provide reasonable Religious Accommodations to students, employees, volunteers, and others participating in Ferrum College activities whose sincerely held religious beliefs conflict with a Ferrum College policy, procedure, or academic or employment requirement, unless such an accommodation would create an undue hardship or would fundamentally alter the Ferrum College's operations, programs, or mission. Ferrum College values the free exercise of prayer, saying Grace, meditation, and any other outward expression of religious faith, including adherence to religious dressing and grooming practices and the carrying or display of religious items or symbols. The person leading the practice at any activity may decide the form and faith of the prayer or religious practice.

Retaliation against an individual because they exercise their religious practices, have requested a Religious Accommodation, or participated in an approved Religious Accommodation is prohibited.

4.35.2 Reasonable Accommodation Process

Ferrum College will evaluate requests for a Religious Accommodation on a case-by-case basis. "Religion" is defined as traditional, organized religions and/or sincerely held religious beliefs, including those that are new, uncommon, not part of a formal church or sect, or only subscribed to by a small number of people. "Religious belief" is defined as a belief that must be taken on faith and involve some kind of supernatural element, generally a higher power or being. Having religious beliefs means having faith that a religion provides an accurate and acceptable way of understanding the world. At Ferrum College a "religious belief" is one kind of "faith," which "reflects the commitment to a set of spiritual and moral principles."

Social, political, or economic philosophies, as well as mere personal preferences, are not considered to be religious beliefs. Religious practices are individual and may vary by person, such as not working on Saturday or on Sunday. This Policy is intended to apply when a person's religion is the reason for a practice or observance. All aspects of religious belief and observance that are sincerely held will be considered as part of this Policy.

Generally it is not necessary for an individual requesting a Religious Accommodation to provide proof or documentation concerning their Religion or the specific religious practice at issue. In rare circumstances where a member of the Ferrum College community has a bona fide doubt that

the belief or practice at issue is religious or sincerely held by the individual, Ferrum College may ask the requesting party clarifying questions.

All requests for Reasonable Accommodations must be made in writing to the Office of Accessibility Services (for students) or the ADA/504 Accommodations Coordinator (for all others). See Section 4.6 of this Handbook for further contact information. The procedures for responding to accommodations requests under that Section 4.6 will be applied to Religious Accommodation requests.

Any denial of a request for Reasonable Accommodation will be processed following the procedures under Section 4.7 of this Handbook for denial of reasonable accommodations for a disability.

4.36 Identification Card Policy

This policy outlines the requirements and procedures for obtaining and using identification cards (IDs) at Ferrum College. All Ferrum College employees, students, volunteers, and contractors regularly working on campus or at Ferrum College events are required to obtain and possess at all times a Ferrum College Identification Card (ID).

- **Issuance of Identification Cards**
 - All employees are required to obtain a Ferrum College identification card (ID) as soon as possible after initial employment.
 - IDs are issued by the Office of Human Resources. Employees should contact the Office of Human Resources to set an appointment for obtaining their ID.
- **Carrying and Presenting Identification Cards**
 - In the event of an emergency, you may be required to present their College IDs to responding agencies.
 - Failure to carry or provide an ID may result in corrective action.
- **Property of Ferrum College**
 - The ID card remains the property of Ferrum College and must be returned upon termination of employment.
- **Family Member Identification Cards**
 - Spouses and dependent children may obtain a College ID if they wish to participate in campus events or access facilities such as the Fitness Center.
- **Additional Uses**
 - College IDs may also serve as debit cards for purchasing meals in Dining Services venues.

4.37 Political Activity and Political Speech

4.37.1 Policy

Ferrum College encourages civic participation, which includes honoring, participating in, and supporting our nation's electoral and governmental processes. All employees, students, and volunteers have the right to participate in political activity and political speech independently of

their job responsibilities, position, and enrollment at the College, including joining or supporting political parties, associations, government organizations, lobbying or advocacy groups, and the like. For purposes of this Policy:

- "Political activity" means any activity in support of or opposition to a candidate (or potential candidate), political party, or issue that is the subject of an election, a vote, or a decision at any level of governmental administration. It includes "partisan political activity," "lobbying," and any rulemaking or policy making by an administrative body. It does not include judicial activities or administrative decisions related to implementing any regulations, rules, or policies.
- "Partisan political activity," as defined by the Internal Revenue Service, means participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. This includes political party poll monitoring, campaigning, fundraising, or other activity related to an election or a vote or decision by a governmental body.
- "Lobbying," as defined by the Internal Revenue Service, means activities attempting to influence legislation. These activities include making contacts or urging others to contact members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation. Legislation includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. It does not include actions by executive, judicial, or administrative bodies.
- "Political speech" means any expression, whether spoken, written, or through action, related to any political activity and any affair related to public policy or governmental administration, including lobbying.

Employees, students, and volunteers are encouraged to exercise their lawful rights as individual citizens to engage in political activity and political speech.

Employees, students, and volunteers must clearly acknowledge when participating in any political activity or political speech that "my actions and opinions are my own in my personal capacity and may not necessarily reflect those of Ferrum College or others in the Ferrum College community."

Ferrum College employees, students, and volunteers are subject to the applicable Ferrum College codes of conduct, ethical standards, and community code when engaging in political activity and political speech in their personal capacities. For example, they may not bring disrepute on Ferrum College by, among other things covered by such policies:

- Inciting or committing violence;
- Obstructing operations of the College or any other person or organization;
- Conveying or endorsing any obscene, lewd, or other illegal content;
- Violating or endorsing any violation of Ferrum College's non-discrimination and Pluralism policies (although expressing disagreement with any policy, ideology, or action does not violate Ferrum College's policies);

- Defaming or disparaging any person or organization;
- Violating or encouraging others to violate any federal or state law or regulation; and,
- Otherwise contravening Ferrum College Core Values

In addition to this Policy, faculty must adhere to the Ferrum College Academic Freedom Statement.

Ferrum College, as a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code, may not engage in any partisan political activity at any time. No Ferrum College employee, student, or volunteer, acting or appearing to act on behalf of Ferrum College may engage in partisan political activities. This includes use of Ferrum College resources, unless excluded from the definition of “partisan political activity” by the Internal Revenue Service. See [Revenue Ruling 07-41](#) for guidance in consultation with the Chief Legal Officer.

Likewise, Ferrum College will lose its tax-exempt Section 501(c)(3) status if a substantial part of its activities is attempting to influence legislation (commonly known as lobbying). Accordingly, no employee, student or volunteer may engage in lobbying activities on behalf of Ferrum College without the prior written approval of the President in consultation with the Chief Legal Officer that includes an analysis of the “substantial activities” factors considered by the Internal Revenue Service.

4.37.2 Use of Ferrum College Resources & Positions

Employees and students may take leave or other approved absences to participate in political activities and political speech, subject to the applicable leave or absence policies.

Employees, students, and volunteers who are involved in any political speech shall not make any statement from any online account or social media which is affiliated with or uses the name, logo, or other mark of Ferrum College or any affiliated organization.

College resources, including work time, facilities, information technology, social media, and intellectual property (e.g., logos, names, and other marks or copyrighted works) may not be used in connection with any political activity, except for the following:

- The President may authorize the use of Ferrum College facilities to host forums, debates, or speeches by candidates or potential candidates for an elected office, provided all candidates or potential candidates for the same electoral office are permitted to participate in the hosted event or a similar event. See [Revenue Ruling 07-41](#) for guidance on the conditions under which Ferrum College may authorize these activities.
- The President may invite any official holding public elected or appointed office to participate in or speak at a College event or activity about matter(s) under their purview as the incumbent in such office; the College will permit any other public office holder to speak on the same matter(s) to offer differing perspectives.
- Political speech on campus is also subject to the Ferrum College Demonstrations and Peaceful Assembly Policy. The use of College facilities is under the same terms and

conditions as any other outside person or organization requesting use of College facilities. Please see section 4.12 in this ***General Information & Policies Handbook***.

- Consistent with the Ferrum College Academic Freedom Statement, faculty may teach, observe, discuss, and analyze public policy, the systems and processes of political activity and political speech, and governmental administration, provided that no instructional activity be influenced by a faculty member's personal participation in or personal opinion on any political activity.

Consistent with Ferrum College's policies on Academic Freedom, Demonstrations and Peaceful Assembly, and Pluralism and the College's Core Values, Ferrum College adopts a policy of strict content neutrality on providing access to Ferrum College resources and approving leave or other absence for employees and students to engage in political speech.

4.37.3 Holding Political Office

Employees may not accept or seek any appointed or elected political office without the prior, written consent of the President of the College. If permission is granted, the employee must submit an updated Conflict of Interest form to the Office of Human Resources immediately upon approval. The employee remains subject to this Political Activity and Political Speech Policy.

Handbook Maintenance

Members of the Ferrum College community are encouraged to provide regular and timely feedback on the contents, format, and availability of the Ferrum College Handbooks.

Comments, suggestions, and questions should be directed to the Ferrum College Chief of Staff and Operating Officer.

Revision Date	Approved By
Original	President