

FERRUM COLLEGE

Student Handbook



Not Self, But Others



Ferrum College Mission Statement

We are a dynamic learning community where students enter with promise and leave with purpose.

Non-Discrimination Policy

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, sex, gender identity/expression, sexual orientation, pregnancy, disability, or any other protected status (identified in federal or state law) in its programs and activities including, but not limited to, admission to, access to, treatment in or employment in, any of its programs and activities. For the complete Nondiscrimination Policy, click [here](#).

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

Director of Human Resources
Ferrum College
235 Ferrum Mountain Road, Richeson Hall
P.O. Box 1000
Ferrum, Virginia 24088-9001
(540) 365-4287

Office of Student Life and Engagement

We foster a safe, healthy, and engaged community where our students build skills and competencies to thrive in this world.

Goals:

- Be student advocates
- Provide opportunities for connection, student development and growth
- Encourage persistence and student success.

Ferrum College has attempted to be as comprehensive as possible in preparing this *Student Handbook*. However, the handbook cannot possibly cover all situations that may arise. If you need further information, or if you would like to discuss any policies in the handbook, please speak to Student Life Staff, the Dean of Students, the Dean of Campus Life, or the VP for Student Development and Campus Life.

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

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

ACADEMIC SERVICES

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

Academic Advising

The mission of the academic advising program at Ferrum College is to promote and facilitate student success by assisting in the development of appropriate educational plans consistent with academic, career and personal goals. In this partnership, faculty members have responsibilities to provide accurate information tailored to the needs of the student and to foster the understanding of critical academic decisions. Ultimately, students are responsible for meeting goals and published requirements by being actively engaged in charting their academic path. The academic advising program at Ferrum College endorses a model of appreciation of different perspectives, backgrounds and identities as an integral part of a rigorous and inclusive learning environment.

Academic Catalog

For information on academic policies and classes including repeat classes, honor board proceedings, transfer credits, drop/add requirements, graduation requirements, etc., please refer to the <http://ferrum.catalog.acalog.com/>

The Carter Center for Academic Success

The CCAS houses several academic programs that assist and empower students to achieve academic success. These programs include the: STAR (Students Taking Academic Responsibility) Program, Academic Recovery Program/ College Skills Courses, First at Ferrum (first-generation student program), First-Year Experience program, Math Center, Office of Academic Accessibility (OAA), Panther Athletic Den, and Peer Assisted Learning (PAL) tutoring program. Housed in the lower level of Stanley Library, the CCAS is open Monday through Friday and provides a quiet place for students to complete individual or group projects.

Academic Recovery Program

The Academic Recovery program is designed to support students at Ferrum College who are placed on academic warning or probation. Students in the Academic Recovery program receive ongoing individual academic counseling to help them return to good academic standing. This counseling may include help with time management, study and test taking skills, managing test anxiety or other academic skills. The Academic Recovery program counselor also serves as an accountability partner to help the student have additional structure to complete their academic responsibilities. In addition, the Academic Recovery program counselor also assists students who are off campus seeking to return to Ferrum College by offering guidance and help finding courses to take to repair academic standing.

Bookstore

Textbooks: The College has partnered with Akademos to provide easy ordering of a variety of textbook options online. Visit the virtual bookstore at <https://ferrum.textbookx.com/institutional/index.php>. All questions and correspondence can be addressed through the help features on the Akademos site.

Boone Honors Program

The Boone Honors Program includes both requirements and privileges. **Program requirements** are designed to enhance the student's undergraduate experience by providing academic and cultural enrichment as well as opportunities for independent research and international travel. Co-curricular components include a mentoring program and social and cultural events, all designed to create a community that builds friendships and supports

curricular initiatives. Students who complete all honors program requirements are individually presented the Boone Honors Medallion at Commencement ceremonies. **Privileges of membership** include scholarship at the highest level of the financial aid matrix (except for competitive scholarships), an international travel scholarship, priority pre-registration, and special housing options.

Eligibility and application: Any student entering with a cumulative high school GPA of 3.5 or higher and a combined math/verbal SAT score of 1200 or higher (ACT equivalent 25) is eligible for honors program membership. Entering students who meet one eligibility criterion but not both and enrolled students who make the Dean's List can apply for honors review and should contact the honors director to discuss or begin the application process.

Honors program requirements include five special honors designated seminars (four of which meet general education requirements; twelve hours of honors-enrichment projects; language study through the intermediate level; and a study abroad experience. For the five honors seminars, members must earn a grade of "C" or higher and an average of 3.2 or higher; must maintain a cumulative GPA of 3.2 or higher to continue the honors scholarship from one year to the next; and must also achieve a cumulative GPA of 3.4 or higher to earn the honors medallion.

Students also have the option of undertaking an honors thesis project to satisfy up to six hours of the enrichment requirement, depending on the scope of the project, and producing an honors thesis is excellent preparation for graduate study. Please refer to the college catalog or the Boone Honors Program website for a current list of honors seminars with their descriptions; the web site also includes course rotations and a program handbook.

Most honors students fulfill the study abroad requirement through a faculty-lead course during the e-term in May, but some work with the director of International Program to arrange a semester abroad. Scholarship funding of up to \$3,000 is available for the costs of the study abroad experience. Students also complete foreign language study through the intermediate level (the 202 course). For a list of languages offered at Ferrum, see the college catalog.

For more information, consult the Boone Honors program website or contact the honors director, Dr. Lana A. Whited, at lwhited@ferrum.edu or 540.365.4334.

Blue Ridge Institute and Museum (BRIM)

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

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

Blue Ridge Folklife Festival: Held on the fourth Saturday of October, the Blue Ridge Folklife Festival celebrates the vitality of today's Blue Ridge traditions. The festival, the largest event in Virginia to focus upon authentic folkways, features regional crafts, music, traditional foods, horse and mule competitions, coon dog contests,

children's games, a car culture area, and displays of vintage agriculture equipment. The festival is an annual highlight for both students and the general public.

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

Brother4Brother and Sister4Sister

Brother4Brother (B4B) and Sister4Sister (S4S) are peer mentoring programs where upper-class students provide personal, academic and social mentoring for freshmen students at Ferrum College. Students discover ways to become engaged in the Ferrum College community and beyond, learn to conduct themselves in a mature manner, and develop academic and personal skills and attitudes required to be successful at the College and in their career.

College Skills Courses

College Skills courses are designed to support students at Ferrum College who are placed on academic warning or probation. Students in the College Skills Courses are provided special advising to help them improve their academic performance. They also participate in courses designed to improve their understanding and use of learning skills. In addition to these courses, the student can also participate in a study lab held in the Carter Center for Academic Success including receiving help from professional tutors. It is the ultimate goal of the course to help students make the fundamental changes that will enable them to return to good academic standing and graduate.

Early Alert System

Ferrum College is committed to the success of its students by providing an environment which promotes student success. Ferrum College faculty and staff have implemented an Early Alert system to assist students who have academic problems early in the semester in order that appropriate support can be provided.

The Early Alert system provides a means for faculty to refer students for academic support when the students have attendance, personal and/or academic performance issues. Faculty may refer for any number of services including academic counseling, tutoring, personal counseling and/or an appointment with their advisor or referral to other resources.

Ferrum Foundations

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

First at Ferrum – First-Generation Student Program

The First at Ferrum (first-generation student program) provides information and assistance to any first-generation student at the College. A first-generation student is defined as a student whose parent(s)/legal guardian(s) have not completed a four-year college degree. The First at Ferrum program provides information, academic and social activities, and resources to help first-generation students be successful. Students can choose to meet weekly with an academic resource counselor to help with their transition to the college or to obtain help with other needs.

First-Year Experience Program

The First-Year Experience program is designed to help students adjust to Ferrum College and obtain the necessary skills to become a successful college student throughout their tenure. The program engages new students to cultivate a better understanding of learning processes, acquire academic and social skills crucial to personal and professional success, and to take advantage of the campus resources and community available to them.

International and Intercultural Learning Opportunities

Ferrum College students have multiple opportunities to experience and learn about various domestic and international cultures. A few examples are provided below:

Study Away

Many Study Away opportunities are available at Ferrum College, ranging in duration from weeks to an entire semester or even a full academic year. The different opportunities are Ferrum courses with travel components, exchange programs with partner institutions, and tailored Study Away programs with Academic Programs International (API). The programs run by Ferrum College faculty (Ferrum courses with a travel component) are short in duration and in the past have sent students to Belize, Honduras, Great Britain, Ireland, Austria, New Zealand, Russia, and South Africa. Ferrum students have traveled with API with short-term and long-term programs to Central America and Europe.

Assistance with Applying for Awards and International Travel

Students can request assistance from the Director of the Richard L. Smith Center for International Programs in applying for USA Study Abroad Programs through the U.S Department of State. Options include:

- Benjamin A. Gilman Scholarship- helps support students of limited financial means to study or intern abroad.
- Boren Award for International Study- for studying foreign languages primarily in non-Western countries.
- Critical Language Scholarship Program- fully funded summer language institutes in one of fifteen languages.
- John McCain International Scholarship for Children of Military Families.

Off-Campus Trips Related to International and Cultural Themes: Students will be provided opportunities to participate in off-campus trips. Examples include the International Folk Festival in Greensboro and cultural and musical performances in Roanoke and other cities. Some optional trips will require additional fees.

Intercultural Learning Programs Periodic on-campus cultural events will be organized by the Director of the Richard L. Smith Center for International Programs and other faculty and staff. Certain Inquiring Minds sessions on campus also have international themes.

Appalachian School of Law: Ferrum College maintains a “3+3” agreement with the Appalachian School of Law (ASL) in Grundy, Virginia. This program allows students to effectively complete their four-year degree program with three years of study at Ferrum College followed immediately by three years of study at ASL, during which time they both earn their Bachelor’s Degree from Ferrum College and their JD from ASL. Ferrum students must maintain at least a 3.0-grade point average and meet other requirements expected by ASL.

The Yes We Must Coalition The Yes We Must Coalition strives to increase degree attainment of students from low-income backgrounds by promoting the work of independent, not-for-profit colleges and universities where undergraduate enrollment of Pell-eligible students is 50% or more. The Yes We Must Coalition focuses on collaboration among member institutions that crosses individual institutional identity in order to understand what is being done right, what more can be done together, and how an effective, collective voice can be developed to promote the success of low-income/1st generation students. Members value the open and honest

sharing of strategies, data, opportunities and challenges. For questions related to international and intercultural learning opportunities, please contact or visit the Director of the Richard L. Smith Center for International Programs, Dr. Brian Suttell (bsuttell@ferrum.edu), located in Stanley Library, or contact your advisor.

Math Help Center

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

Office of Academic Accessibility (OAA)

Ferrum College admits qualified students regardless of disability and welcomes the full participation of students with disabilities in all aspects of campus life. The OAA coordinates with various campus partners to ensure equal access to College programs, facilities and services. Students with disabilities who require academic accommodations should contact the OAA director prior to the start of their first academic semester, or upon onset of a disability to initiate the intake and eligibility process. Any student seeking academic accommodations must submit current disability documentation and meet with the Director of the OAA to begin the process and to determine eligibility for academic accommodations.

Panther Pride Program (PRIDE)

The Panther Pride program (Personal Responsibility in Developing Excellence) is an academic success and career preparation program designed explicitly for our student-athletes and their rigorous schedule. Study labs, professional tutoring, graduate school preparation and career workshops are offered to ensure students remain on track toward their degree and prepare for the next career stage. Students who require additional academic support are referred to the lab by coaches. Student-athletes assigned benefit from a quiet environment, access to computers, and services from an academic counselor and staff of professional tutors.

Peer Assisted Learning (PAL)

Peer tutors are specifically trained to assist students by providing one-on-one or group tutoring. PAL tutoring is designed to help students in introductory-level courses but is not limited to this level. Faculty members recommend PAL tutors and work directly with those faculty members to assist students currently enrolled. PAL tutors establish a schedule for study sessions and extra sessions before tests or exams. Students may also schedule one-on-one sessions with the PAL tutor assigned to their class. The tutoring schedule will be shared with the campus community and posted in the CCAS.

Writing Center

The Writing Center is available to all students who seek to improve their writing skills in connection with any course on campus. Students at all ability levels are encouraged to visit the Writing Center for individual assistance at any stage of a writing project, from brainstorming and planning to researching, drafting, and revising. Located on the main floor of the Stanley Library, the Writing Center is open for scheduled appointments or drop-in visits during the academic semesters.

Library Resources and Services

The Stanley Library provides access to a diverse collection of more than 500,000 print and electronic books, as well as 75+ online databases that have been selected to support undergraduate and graduate-level research. Thousands of print and electronic periodicals are under subscription, and books and journals from over 8,000 other libraries are available through interlibrary loan. Experienced and professional library staff are available to help students research academic topics or locate items for recreational reading. The library also has a variety of

learning spaces, including the second floor learning commons, which features large work tables, private study rooms, and comfortable furniture for studying or relaxing.

Most print books you can borrow for 30 days and can be renewed once for an additional 30 days. DVDs, board games, calculators, and Chromebooks can be borrowed for three days. Late fees for 3-day items range from \$1.00 to \$5.00/day. College identification cards are required to borrow materials.

Please visit our website at <https://www.ferrum.edu/stanley-library/> for library hours, research guides, and information about our events and services. You may also contact staff via chat or at (540) 365-5182 during library hours and by e-mail at stanleylibrary@ferrum.edu anytime.

Academic Research – Internet

The Stanley Library features the OneSearch Discovery tool, and includes full-text access to hundreds of thousands of books and journal articles. Internet access and email privileges are also available to students in the computer labs and residence hall rooms throughout the campus. The campus network, including email, is also available by web access to all students and features wireless connectivity throughout the library.

Inclement Weather Policy

Since Ferrum College is primarily a residential college, classes are rarely postponed due to weather conditions. However, classes may be shifted online when possible to avoid difficult travel for faculty and commuter students. If classes are held face to face, students should use good judgment in determining the feasibility of attending classes when weather conditions create safety concerns. If weather conditions prevent class attendance, students are expected to notify professors of their situations. Students assume responsibility for coursework covered during the class period, as well as initiating steps for making up missed work.

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

Abbreviated Schedules for Inclement Weather

On occasion, Ferrum College may utilize abbreviated class schedules due to a special event or weather condition.

Please refer to the current [Ferrum College Academic Catalog](#) for other academic policies.

CAMPUS SERVICES

Admissions Office – *Spilman-Daniel House*

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

Alumni and Family Programs- *John Wesley*

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

Career Services Office (CSO) – *Stanley Library, Carter Center*

This office assists students with confirming or deciding on a career direction and, when appropriate, how to prepare for and conduct an effective employment search strategy. Many services are offered. Contact the Career Services Office at 540.365.4460 or www.ferrum.edu/career

College Vehicles

Students who operate college-owned vehicles must first be qualified as college-approved drivers. For students to qualify, they must complete a vehicle record check through the Division of Motor Vehicles. Computer and road tests are also required to operate certain college vehicles. Students driving a college vehicle must also have authorization from a faculty or staff member. To contact the Campus Police Office to complete the above requirements, call 540.365.4444.

Copiers Mobile printing capabilities and print/copy ability are available in most dormitories and the Stanley Library.

Counseling Services – *Roberts Hall*

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

Ferrum College Student Counseling Center (FCSCC) offers short-term, brief therapy and skills-based groups or workshops for students who are currently enrolled in classes. Psychiatric services are available to students with a need for this service through our partnership with Tri-Area Community Health, which can be discussed with FCSCC therapists. Please note that FCSCC staff do not provide assessment for or documentation recommending Emotional Support Animals (ESA).

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

The FCSCC also 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 FCSCC 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 Student Counseling Center web page <https://www.ferrum.edu/counseling/>

Dining Services & Meal Plans – Dining Hall, Franklin Hall

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). There is no additional charge for Meal Plan A.

RESIDENT MEAL PLANS (included in board fees):

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

Meal Plan A: 19 meals per week plus \$125/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 \$260/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. There is no additional cost to change from Plan B to Plan A.

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 \$260/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.

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.

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 John Wesley Hall (room 203 or 205) to complete these transactions.

Aladdin Campus Dining offers 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@aladdinfood.com.

- 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.

Ferrum College Retail Operations

Subway 540.365.4454

Subway is located in the lower level of Franklin Hall. Subway accepts Dining Dollars, cash, check, credit/debit cards and Subway gift cards.

Panther Pizzeria 540.365.5000

Panther Pizzeria is also located in the lower level of Franklin Hall, adjacent to Subway. 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.

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, ApplePay, or any major credit card can be used for merchandise or apparel purchases.

Ferrum Express Shuttle– Office of Student Life and Engagement, Franklin Hall

We offer a **free** bus service to Rocky Mount and Roanoke, VA, when college is in session during the academic year. The bus stop is located in the Stanley Library parking lot. It runs into Rocky Mount, VA, every hour between 5:00 p.m. – 10:00 p.m. on Thursdays and Fridays. On Saturdays, the bus's route also includes trips to Roanoke, VA, every two hours between 1:00 p.m. – 10:00 p.m. We encourage you to pick up a schedule at the Office of Student Life and Engagement and take advantage of this service. Most current schedules are available online at <https://www.ferrum.edu/campus-life/campus-engagement/student-activities/> Contact Student Engagement Team, 540.365.4441, or drop by the Office of Student Life and Engagement in Franklin Hall for additional information.

Financial Aid – Spilman-Daniel House

Personnel in the Financial Aid Office are responsible for the administration of all student financial assistance programs. **Last year over 800 students were awarded over \$32,000,000** in financial assistance. This amount includes funds from grant/scholarship, loan, and work programs. Many require that the student demonstrate financial need. Professional staff members are available for financial planning conferences by appointment or on a walk-in basis Monday through Friday from 8:00 a.m. – 5:00 p.m. All students who are having financial difficulties are encouraged to consult one of our staff members. To set up an appointment, call 540.365.4282.

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

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

Institutional Withdrawal Policy

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

The most current institutional and federal withdrawal policy can be found at the following website: <https://www.ferrum.edu/downloads/financialaid/2021%20Financial%20Aid%20Documents/2021%20Return%20of%20Title%20IV%20Funds%20Policy.pdf>

Change of Residency Status

Students who wish to move off campus, whether with a relative or in their own residence, will see a change in their financial aid award. Merit awards, including Ferrum College Scholarships and Grants, as well as Ferrum College need-based financial aid awards, will be reduced for students who move off campus. Students should make an appointment to speak with a staff member in the Financial Aid Office to learn about changes to their financial aid award should they wish to live off campus. During this appointment, please bring a printed version of the [Residency Waiver](#). A Financial Aid staff member must sign off on the form before it is turned into the Dean of Students at studentlife@ferrum.edu.

Please see SECTION 30.0 – STUDENT RESIDENTIAL LIVING POLICY for further information regarding the college's residential program requirements.

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.

Housekeeping

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

Laundry Facilities

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

Lost and Found – Office of Student Life and Engagement

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.

Ferrum College 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. Keys that are issued for mail boxes must be returned to Mail Services in person or dropped in the key slot on the Mail Services door. Keys should not be given to RAs. If your assigned key is not returned to Mail Services, a \$50 key charge will be assessed.

Operating Hours during In-Person Academic Sessions:

Monday-Friday 8:00am-5:00pm

Saturday 9:00am-1:00pm. Sunday Closed

Special Notes

Incoming mail and parcel address formatting for all students:

USPS Items

Student Name MSC#

PO Box 1000

Ferrum, VA 24088

Other Carriers (FedEx, UPS, DHL)

Student Name MSC #

445 Ferrum Mountain Road

Ferrum, VA 24088

All mail/packages must be addressed to the student's name and assigned MSC box number to expedite delivery and avoid being delayed or returned to the sender. Campus Mail, UPS, and FedEx CANNOT deliver to student housing units, so all packages must come through Ferrum College Mail Services for pickup at the service counter. Perishables not picked up within seven (7) days are discarded in accordance with US Postal regulations. For full details concerning Ferrum College Mail Services, please visit www.ferrum.edu/mailservices or connect with us at mailservice@ferrum.edu.

Office of Marketing and Communications – *John Wesley*

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

Physical Plant

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

Students should report necessary repairs to a residence hall staff member. Repairs may also be reported on the student's portal by selecting request support on Maintenance/Grounds/Buildings. You will receive an email that your request has been received. You may also report needed repairs using our email site at pplant@ferrum.edu. Our office hours are 7:00 a.m. – 3:30 p.m. Our staff strives to make repairs the same day they are reported, so please report all repairs as early as possible.

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

The College Police Department is responsible for the enforcement of federal and state laws and College Community Standards. It is the responsibility of the College Police Officers to ensure that a quality of life exists that is conducive to the educational and personal development of all members of the community. This includes: attending to the personal safety of individuals and the physical security of all College buildings, property, and facilities; implementing and enforcing parking and traffic regulations; cooperating with other law enforcement and emergency service agencies; developing and presenting crime prevention programs; and enforcing the laws of the Commonwealth of Virginia. For more information, call 540.365.4444. In case of emergency, call 911. To contact a College Police Officer for non-emergency services, call 540.365.4444.

Office of Student Life and Engagement – *Franklin Hall and Roberts Hall*

The responsibilities of the Office of Student Life and Engagement include residence hall staffing and training, housing assignments, student activities, Student Government, student accountability and campus-wide wellness and engagement opportunities. The Ferrum College Office of Student Life and Engagement is supervised by the Vice President of Student Development and Campus Life. Residence Hall engagement helps create a sense of community and enhance living-learning environments within the residence halls. Each individual residence hall and apartment area is supervised by a Coordinator. You can contact the Office of Student Life and Engagement at 540.365.4461 or studentlife@ferrum.edu.

Spiritual Life- *Franklin Hall*

College life is a time of exciting intellectual and social growth. Students consider new ideas, discover new interests, and explore ever-broadening horizons. College can also be a time for real spiritual growth. College offers students a chance to examine their faith to assess what is most important, and to forge a system of values that will sustain them throughout their adult years. Ferrum College Spiritual Life seeks to be a sanctuary for a diverse community for the love of God and others. Growing out of its history of service and its affiliation with the United Methodist Church, Ferrum College Spiritual Life is committed to creating an environment that encourages spiritual growth and development for all persons. As a result, Ferrum College offers a number of opportunities for students to celebrate life and explore God's intention for human living.

Worship and Empowerment

Worship is the heart of spiritual life. Therefore, students are encouraged to be part of the worshiping community both on and off campus. Worship experiences are offered weekly on Ferrum College campus in Vaughn Chapel. Chapel Worship includes Christian faith-based messages, mime, theatrics, Gospel Choir and praise band. Students will also find a variety of churches from different faith traditions in the surrounding Ferrum community. The Office of Spiritual Life can assist students in finding the church, synagogue, temple, or other place of worship of their choice. The Spiritual Life Office is located in lower level Franklin Hall, Room 107b.

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 108 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.
- Mu Sigma Chi – Mu Sigma Chi Fraternity promotes the interest and welfare of the college campus and instills in its members the desire to achieve academic success, leadership skills, and to develop in both the spiritual and physical realms of everyday life. We believe that in order to grow closer to God, we must be a group of men who serve others without desire of personal recognition. All men who seek to grow in their own spiritual lives and live out their faith are welcome and encouraged to become a part of this brotherhood.
- Panther Fellowship of Christian Athletes seeks to reach out to every person (athlete and non-athlete) who has a passion for athletics, seeks God's direction for their life, and opportunities to share Christ's love and compassion with others.
- 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.

Services for Students with Disabilities

Such services at Ferrum College are provided through various administrative offices:

Office of Academic Accessibility (OAA): This office provides academic accommodations for students with documented disabilities. Students seeking this support must submit current disability documentation to the Director of OAA and make an appointment to discuss the available services. Students must also request the

desired accommodations in a timely manner, as academic accommodations are not automatically assigned. Students must meet with the director of OAA each semester to begin accessing academic accommodations for the current semester. The Handbook outlining procedures can be accessed through a link at the bottom of the webpage at <http://www.ferrum.edu/accessibility>.

The OAA Director's office is located in the Carter Center, Office 110 and the email address is dmilloy@ferrum.edu. Academic accommodations are available during all academic terms.

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

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

Share a Ride – Ride Board – Office of Student Life and Engagement

The Student Engagement Team offers the opportunity for students to assist each other when traveling home for academic breaks, holidays, or weekend trips. Please visit the Office of Student Life and Engagement, Franklin Hall. We have a "Ride Board" posted that includes the following areas: Roanoke (bus terminal or airport), northern and southern Virginia areas that also include NC, SC, GA, FL and MD, DC, PA, and the Tidewater area. Contact the Office of Student Life and Engagement at 540.365-4441 for additional information.

Student Accounts – John Wesley Hall,

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.

The **Accounting Office**, John Wesley Hall Room 202, accepts student account payments in the form of cash, checks, money orders, debit or credit cards. Checks and money orders should be made payable to Ferrum College (include the student ID number on the payment).

Student Employment – 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. There are a limited number of jobs on campus not associated with the Work-Study Program. Additional information on employment opportunities on campus may be obtained by contacting the Student Employment Office, 235 Ferrum Mountain Road/Human Resources Office or calling 540.365.4596.

Student Personal Property Insurance

The property insurance for Ferrum College does not include the personal property of students residing in residence halls or other living spaces of the institution. Consequently, the College assumes no responsibility for property owned by students or others. Students should consult with their parents/guardians concerning personal property insurance coverage which may be available through their existing personal insurance policies such as a homeowner's or tenant's policy. If there is no such insurance protection currently, a student may wish to purchase coverage for their residential space before arriving on campus. The Dean of Students can assist with providing

physical addresses to students who are seeking coverage. Please contact the Dean of Students at studentlife@ferrum.edu.

Switchboard

The campus switchboard can be accessed by calling 540.365.2121. In case of fire or medical emergency on campus, dial 911 first, then call the Campus Police emergency number 540.365.4444 and/or the residence hall staff as appropriate.

Tri-Area Community Health Center (TCHC)

The TCHC is staffed by licensed medical providers (physician, physician's assistant, psychiatrist, licensed clinical psychologist, behavioral health providers, and nurse practitioner). To learn more information about their services, how to access, and hours of operation, visit Tri-Area's website (<https://triareahealth.org/locations/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 the TCHC is just like a visit to any physician's office. Co-pays will be collected at the time of service (if applicable), and the visit will be submitted to the individual's insurance carrier. The student is responsible for having the co-pay with them each time they visit the TCHC. 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 TCHC staff members is privileged communication and will be kept confidential at all times. Privileged communication will not be kept confidential if the TCHC believes that the student may physically harm him or herself or cause harm to another individual.

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 insurance is provided to all full-time students and is secondary to the primary insurance. See <http://www.eiia.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.

STUDENT ACTIVITIES

Student Engagement Team (SET) – *Office of Student Life and Engagement, Franklin Hall*

Learning at Ferrum College takes place in and out of the classroom. Through meaningful involvement in the co-curriculum and linking learning to the classroom experience, a learning community is enhanced. By being engaged in student activities, clubs and organizations, and intramurals, students learn to become more involved citizens in the greater community and the world.

The Office of Student Life and Engagement is responsible for the following:

- Serves as a resource for the development and coordination of student co-curricular activities, including intramural programs.
- Manages the student activities and programs on campus.
- Maintains the Student Activities calendar and helps to maintain the master calendar of events.
- Coordinate the Intramural Program
- Assist with the coordination of leadership programs.
- Works closely with all branches of the Student Government Association (SGA) to ensure that objectives outlined in the constitution are achieved.
- Supports and houses the Student Government Association and Ferrum Activities Board Office in the Office of Student Life and Engagement.
- Makes resources available for clubs that need to create publicity for events they are sponsoring.
- Coordinates and approves all activities reported by the various student clubs and organizations.
- Assists the Interclub Committee, Student Activities Committee, and the Ferrum Activities Board in coordinating their efforts during major events including Homecoming and Spring Fling.
- Approves all publicity for posting on campus.

Student Clubs and Organizations

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

Policies for Clubs and Organizations

Every student organization on campus must have a written constitution or statement of purpose and notify SET and the Interclub Committee of any changes to the constitution or statement of purpose, have a faculty or staff member as an advisor, maintain all funds in a college account, have all events and/or fundraisers approved by SET, have all imprinted items approved by SET before ordering, and complete the annual Student Organization Registration on the Panther Connect.

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

Student organizations are expected to conduct their affairs within the framework of Ferrum College policies, state laws, and any provisions stated within the constitution of the organization. Membership must be open to the college community for all persons who meet the prescribed criteria for eligibility and does not discriminate on

the basis of race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, or any other protected status.

Privileges of Recognized Student Organizations

When a student organization becomes recognized, it shall be accorded the following privileges:

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

Room Reservations

Student organizations have the privilege of using various college meeting rooms and facilities. In order to do so, the organization should submit the Event Registration form on Panther Connect (ferrum.presence.io) well in advance. It is suggested that plans for major events be discussed with SET.

On-Campus Publicity

All posters, flyers, and other forms of publicity must be stamped for approval by SET professional staff at the Office of Student Life and Engagement. The name of the sponsor should appear on all materials. The display of signs, posters, and notices is limited to public bulletin boards in all buildings except the residence halls. Signs, posters, and notices should not be posted on walls, doors, windows, furniture, floors, and ceilings. Materials improperly posted will be removed and the group may be charged for any damages resulting from their publicity. Groups are responsible for distributing their own publicity and then removing them within three days after the event. For additional information contact SET at 540.365.4541.

Recognition of New Clubs and Organizations

Students are encouraged to form new groups and/or join existing ones based on their interests. Should you decide to start a new organization, be sure to consult with a SET professional staff member for help and advice. All new clubs and organizations must meet the guidelines for recognition of campus organizations. The SET professional staff can help with these guidelines and in the writing of the constitution. Once you have written your constitution,

it will be reviewed by the Interclub Committee and then forwarded to the President of Ferrum College for final approval.

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

Withdrawal of Recognition

Student organizations may lose privileges or official recognition status by the College (deactivation). Some of the reasons for losing privileges or deactivation include, but are not limited to, the following:

- Failure to maintain a current list of officers and advisors with the Student Engagement Team (SET)
- Failure to maintain current constitution and bylaws with SET
- Failure to maintain at least five current members
- Having first semester freshmen participate in the new member initiate process
- Failure to be fiscally responsible
- Failure to abide by the “Hazing Policy” (see Hazing policy)
- Failure to abide by Ferrum College rules and policies
- Being inactive for a period of one year
- Failure to abide by the “Business Activity Policy”

Ferrum Intramurals

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

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 at the Ferrum College Fitness Center and online at www.ferrum.edu/outdoors. You can also send an email to nortonoutdooradventures@ferrum.edu or call 540.365.4324.

Ferrum College 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.

Student Accountability

Ferrum College Community Code

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

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

In reaching toward the full development of our individual potential as persons and toward a high quality of life as a community of people, we 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***

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

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

ACADEMIC CONTRAVENTIONS: The Honor Board

Philosophy – Academic endeavor is undermined by cheating, plagiarism, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning, first through its own example as a community of scholars, but also through the establishment and support of a system by which situations where students implicated in academically demeritorious behavior can be examined. If said behaviors are discovered, the student will be held accountable and will have the opportunity to repair the harm done to the relationship he/she has with the instructor. Please refer to the current [College Catalog](#) for the most up-to-date academic policies.

ACADEMIC VIOLATIONS: CIVILITY

Learning Environment

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

Civility in the Classroom: Expulsion Procedures

Civil behavior and mutual respect between faculty and students are critical in the college classroom environment if teaching, learning, critical thinking and sharing of ideas are to occur. Respectful and civil behavior at a very basic level includes: turning off cell phones; arriving to class on time; engaging appropriately in classroom activities, lecture or discussion through attentive listening without interruption or side chats; and demonstrating the ability to discuss topics without inappropriate language or attacking others (verbally or physically).

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

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

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

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

- The faculty member must submit a student success alert and a separate brief written report describing the student's unacceptable behavior to the Dean as soon as possible (preferably the same day in which the unacceptable behavior occurred but no later than the following business day).
- Within 48 hours, the Dean will meet with the faculty member and the student individually to discern the events that led up to the student's removal from class. The Dean may also talk with others present at the alleged incident to gather information at their discretion.
- The Dean and the faculty member will then determine what the final decision will be regarding the student's class participation.
 - The decision must be placed in writing with the student and faculty member signing. The faculty member, student, and Dean will receive copies.
 - If the Dean believes this decision should be delayed beyond the next class meeting, it is then that Dean's responsibility to notify the student of the deliberations underway, as well as to inform the student not to go to the class until a decision has been reached. Under no condition should two class meetings occur after the offending one before a decision is reached and the student is notified.

- The student has the right to appeal to the Vice President of Academic Affairs (or designee) within 48 hours (or 2 business days). The appeal must be in writing with the student's signature.
- If permanent expulsion from the class is the ultimate decision, the faculty member must then notify the student in writing (with copies to Dean and the Vice President of Academic Affairs within 48 hours or 2 business days) before the next meeting of the class.* This notification will state that:
 - the student has been expelled from the class,
 - the student has the right to appeal the decision to the Vice President of Academic Affairs (or designee) within 48 hours (or 2 business days). The appeal must be in writing with student's signature.
 - the student may not attend class during the appeal process.
 - within one week (5 business days) or less (due to semester timing of grades), the faculty member must notify the student in writing (with copies to the Dean, Vice President of Academic Affairs and the Registrar's Office) of the student's grade as a result of the expulsion. Grade options will be determined by the faculty member within the academic standards rules of the College Catalog.
- In cases of appeal, the Vice President of Academic Affairs will confer with the parties involved to assure process has been followed.

**Note: If the class meets only once per week then notification must still be within 48 hours of the incident unless the Dean has delayed the process as allowed in #3 above; then the final decision must still be made prior to the next weekly class meeting.*

Please refer to the current [College Catalog](#) for the most up-to-date academic policies.

Student Accountability Overview

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

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

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

Things to Remember:

The College and its Student Accountability Process:

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

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

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

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

- The right to be free from discrimination, to be treated equally and individually without regard to race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, and any other protected status, and the right to be free from harassment;
- The right to learn, which includes the right of access to ideas, facts, and opinions, the right to express and discuss those and other ideas, facts and opinions;
- The right to co-exist peacefully with other members of the Ferrum College community, which includes the right to protection against force, violence, threat, harassment, and abuse; the responsibility to treat others respectfully and fairly and the right to join associations for educational, political, social, religious, or cultural purposes;
- The right to be treated fairly, to be informed of any charges of misconduct that could result in disciplinary proceedings, to have adequate time to prepare a response to the charges, to receive assistance from an advocate, to a case review, and to be informed of the outcome of any proceeding.

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

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

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

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

STUDENT ACCOUNTABILITY – Process

The Dean of Students is responsible for the overall administration of the Student Accountability Process. In addition to the Dean of Students, the Vice President of Student Development and Campus Life; Coordinators; Chief of Police/Director of Campus Safety; and College Police Officers may also serve as case review Officers in the Student Accountability Process. The Vice President of Academic Affairs, the Academic Deans and the Honor Board are responsible for academic violations.

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

I. Incident Notification & Charges

- A. Typically, charges initiate from the Office of Student Life receiving a police report, incident communication form, incident narrative, witness statement, or record of court outcome, but charges may be placed in other circumstances at the discretion of the Dean of Students or designee.
- B. Any member of the Ferrum College community may file a complaint of an alleged violation of Ferrum College policy by contacting a Student Life member or the College Police or by emailing studentlife@ferrum.edu. Complaints should be filed as soon as possible after the alleged conduct has occurred.
 - a. Within one week of the date of the complaint or incident, if reasonable, the staff member will prepare a report and submit the report to the appropriate professional (Coordinator, Dean of Students, Dean of Campus Life, or the Chief of Police/Director of Campus Safety). If, due to the unusual or complex nature of the report or the factual circumstances, the staff member cannot prepare a report within one week of the date of the incident or complaint, then the staff member shall alert the party making the complaint of the timeline for preparing the report. In no case shall the report be prepared later than 30 days after the date of the complaint.
- C. Upon receipt of a report, the Case Administrator will be responsible for gathering pertinent information regarding the incident and notifying the referred student(s) in writing (email acceptable and/or Maxient notification) of the nature of the charges and notification of scheduling of a case review.

II. Accountability Hearing

- A. The Accountability Hearing (Administrative Hearing), whether in person or through other electronic means, is a meeting with a Case Administrator, in which a student has the opportunity to discuss the accountability process, the incident, and violations the student has been charged with violating. In most cases, if they have committed the acts underlying the charge, students admit responsibility for violations in which they have been charged and accept the sanctions assigned.

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

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

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

E. If a student does not admit responsibility for violations in which they have been charged, the Case Administrator will determine whether or not the student is in violation. The Case Administrator will use information generated from investigating the incident which may include, but is not limited to, reading reports, interviewing witnesses and/or others involved, and gathering other pertinent information to determine whether or not the student is found responsible.

- a. If the Case Administrator determines that the student is not responsible, charges are dropped and no sanctions are applied,
- b. If the Case Administrator determines that the student is responsible, the student will be found responsible and the Case Administrator will assign appropriate sanctions.
- c. In limited circumstances the Case Administrator may determine that the student may have been found in the presence of a policy violation committed by another individual, but not hold the student formally accountable for the violation. In these cases, the case administrator will mark the student "Present at Incident" and issue a Statement of Concern in writing to the student and close the case.
- d. If after speaking with the student, the Case Administrator determines there is additional evidence that may become available at a different time, the case will be held in abeyance and will be reheard at a later date.
- e. A Case Administrator may choose to refer a particular incident to another Case Administrator at his or her discretion.
- f. A Case Administrator may require the student to enter into the mediation process in lieu of, or prior to, hearing the incident through the student accountability process. (see also Mediation Process).

F. After the Accountability Hearing, and if the sanction(s) are accepted, the Case Administrator will document the outcome in an accountability letter to the student and close the case. A copy of the letter will be kept on file.

G. After the Accountability Hearing is complete and sanctions are assigned, if new evidence is made available that could not have been known during the case review, the student or the Case Administrator may request a new case review to address the new evidence. The new evidence may or may not change the outcome of the original hearing.

H. The Case Administrator or Student Life Staff Member will follow up and review all sanctions to ensure proper completion.

III. Appeal Process

A. If found responsible, students have the right to submit a written appeal of the decision made by a Case Administrator within 48 hours of the date the Accountability Hearing occurred based on a violation of due process or new evidence.

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

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

C. The Dean of Students or designee will review the appeal submitted and determine if an appeal review will be granted to the Accused Student based on these criteria. An appeal that does not meet these requirements will be denied.

- a. If an appeal is submitted by the Accused Student and the appeal is denied, the decision rendered at the original hearing will be considered final when the sanctions imposed at the Case Administrator do not include suspension or expulsion.

- b. If an appeal is submitted by the Accused Student and the appeal is denied in cases where the Case Review recommended a sanction of suspension or expulsion, the Dean of Students or designee shall conduct a final review of the recommendations made.
- D. All relevant materials will be reviewed for the case and one of the following actions will be taken: uphold, reverse, reduce the decision of the Case Administrator or have the case heard by a new Case Administrator.
- E. After the review by the Dean of Students or designee, the Office of Student Life will notify the Accused Student of the outcome of the Dean of Students or designee's review and, if applicable, the final decision.

IV. Sanctions – To maintain fairness and uniformity in the assignment of sanctions for policy violations, charges have been classified as either major, minor, or flexible. Depending on the severity of the incident, a flexible violation can be classified as major or minor. Typically, major violations will carry more severe sanctions than minor violations. The totality of the evidence, the severity of the incident, previous case history, and the perspectives of the students involved may result in the severity of the sanction being higher or lower than the guidelines listed below.

- Minor Policy Violations (examples)
 - Alcohol - Underage Possession or Consumption, Drunk in Public, Open Container
 - Littering
 - Smoking
- Major Policy Violations (examples)
 - Alcohol - Providing Alcohol to Underage, DUI, Hospitalization
 - Alcohol and Drugs in the same incident
 - Drugs - DUI, Hospitalization, Distribution, Felony Possession
 - Failure to Comply with a Disciplinary Decision
 - Harassment and/or Bullying
 - Hazing
 - Interference with or Retaliation for Exercising or Participating in the Accountability, or Honor Process
 - Sexual Misconduct
 - Theft
 - Assault, Physical Force or Attempted Physical Force
 - Weapons
- Flexible Policy Violations (examples)
 - Computer Misuse
 - Damage, Attempted Damage, or Vandalism of Property
 - Disorderly Conduct
 - Drugs - Possession of Drug Paraphernalia
 - Falsification of Information
 - Fire Safety
 - Non-Compliance with an Official Request
 - Obscene Conduct
 - Responsibility for Guests
 - Trespassing
- Sanctions resulting from first time minor policy or first time minor flexible policy violations typically start with a statement of concern or written warning level and include educational and/or fine sanctions.
- Sanctions resulting from first time major policy, first time major flexible policy violations, or repeated violation of the code of conduct can include the levels of probation, college restriction, or higher accompanied by a sanction of educational programs, fines, and/or special assignments.

Different levels of sanctions may be assigned depending on the offense. First time minor offenses may be given a statement of concern or written warning with an educational or community based sanction (see below). With repeated violations, there will be an increase of severity in terms of level of sanction:

Levels of Sanctions

- 1) **Statement of Concern** – May be issued to students who are found in the presence of a policy violation committed by another person, but who are not held formally accountable for that violation. This is considered educational in nature and a reminder that the student needs to uphold the community standards. No formal hearing is conducted.
- 2) **Written Warning** – A written reprimand for violation of Community Standards is intended to further educate a student about living in a community and not to have that student violate further policies.
- 3) **Probation** – Probation is designed to acquaint the student with their responsibilities as a member of the College community. A student is expected to accept responsibility for their behavior. During the period of probation, the student will be expected to avoid any additional violations.
- 4) **College Restriction** – Restriction from certain buildings, events, activities, etc. This may be restriction of housing specifically and/or all campus, depending on the specific incident.
- 5) **Deferred Suspension** – Students who have been held responsible for behavior that warrants suspension, but where mitigating circumstances and additional sanctions may allow a student to remain in the community while these sanctions are being completed. Failure to complete any of the additional expectations by the stated deadlines will lead to the immediate implementation of suspension without further hearing. In addition, if a student is found responsible for any further College policy violations, at minimum, the student may automatically be recommended for immediate suspension for a minimum of one full semester.
- 6) **Suspension** – Suspension means that a student is dismissed from Ferrum College. The case administrator will determine the period of suspension. Refer to the College Catalog for the College's refund policy. The student may apply for readmission after a specified period of time and may return if their application is approved through the readmission process. Decision notification letter is sent via email and to a student's home address on file.
- 7) **Expulsion** – Expulsion means that a student is permanently separated from the College. The President of the College or designee automatically reviews an expulsion decision. A student may choose to write a statement on her/his behalf prior to the President's review. The statement must be submitted to the President within 48 hours after the decision of expulsion is rendered to be considered. Refer to the College Catalog for the College's refund policy. Violations that may lead to expulsion include, but are not limited to, arson; assault, battery; intimidation; coercion; harassment; hazing; stalking; verbal abuse; drugs; theft; violations of federal, state or local laws; weapons; and tampering with life safety equipment. Other violations may be deemed severe enough to warrant expulsion by the Dean of Students or designee.

Please note, students who receive a sanction level of college restriction or above may be subjected to loss of Ferrum College and merit-related scholarships and funding, see college catalog.

Sanctions

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

- 1) **Fines** – Fines may be assigned to students as a result of alcohol or drug violations, noxious odor, trash or pet policy infractions, and any other time fines are deemed appropriate.
- 2) **Parental Notification** – Parental notification as permitted by FERPA includes notification of parents following violations of drug and alcohol policies when a student is under age 21.
- 3) **Educational Class or Experience** – Educational sanctions are assigned to encourage development of community responsibility and to encourage a student's personal growth. Educational sanctions may include, but are not limited to, assessment for alcohol or drug abuse or addiction, educational service hours, attendance at personal growth workshops, attendance at specific programs, writing assignments, posters and/or presentations.
- 4) **Mentoring** - The Mentor Experience is an informal mentoring program that gives students the opportunity to develop a relationship of mutual respect and trust with a Ferrum faculty or staff member. Students meet weekly with their mentor and are free to discuss any number of topics including, but not limited to: Personal values, Life at College, Common interests, Time management, Academic and career endeavors, Opportunities for involvement at Ferrum. Students will also work with their mentor to create a personal mission statement. The mentoring pair will then identify short- and long-term goals and strategies for achievement that can be implemented during the relationship as well as after the mentoring experience has concluded.

- 5) **Campus Restitution** – Service hours or financial repayment expected to be completed in a given area as a way to give back to the campus or local community or repair damages/costs caused in an incident.
- 6) **Other Sanctions** – Other sanctions may be imposed for various violations. These actions will be reviewed by the Dean of Students or designee and may include anything deemed educational given a specific set of circumstances.

VI. Sanctions for Campus Groups and Organizations

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

B. Sanctions listed above may be imposed upon groups and organizations. In addition, specific group and organization sanctions may include:

- a. Loss of New Member Class(es) – denied the opportunity to recruit for a specified period of time; normally not less than one full semester.
- b. Deactivation – loss of privileges, including College recognition, for a specified period of time.

V. Interim Suspension

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

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

VI. Withdrawals

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

VII. Student Accountability Records

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

VIII. Interpretation and Revision

Any question of interpretation regarding the Student Accountability Process shall be referred to the Dean of Students or designee for final determination. The system of Student Accountability shall be reviewed every three years under the direction of the Dean of Students or designee.

STUDENT ACCOUNTABILITY – Standards & Policies

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

Absences

The Office of Student Life can assist students who have to miss classes for a variety of reasons.

Bereavement

If a student experiences a loss of a close friend or family member, the Office of Student Life can assist in confirming the arrangements, informing the faculty, connecting the student with campus resources, and assisting the student when they arrive back to campus.

Health Emergencies

In the event of an illness or injury, the Office of Student Life can assist students by alerting emergency contact (if necessary), with communicating with their faculty (the responsibility of the student), help arrange any accommodations the student may need in their residence hall or classrooms, and offer support and assistance to the student as they heal and recover.

Mental Health Emergencies

The Office of Student Life and Engagement believes that Mental Health emergencies should be treated similarly as illnesses or injuries and will assist students by alerting emergency contacts, informing faculty, supporting students to make up missed work, developing safety plans as needed, and connecting the students to resources for extended care if needed.

Title IX

The Title IX Coordinator can assist students who have experienced sexual misconduct or assault, pregnant, or parenting students with accommodations.

SECTION 1.0 – ALCOHOL POLICY

Ferrum College is an educational institution which is related to the Virginia Conference of the United Methodist Church. The College supports the position of the church that the choice to abstain from the use of alcohol is a wise one. Therefore, the College supports, encourages, and respects the decision of individuals who choose not to consume alcohol. Ferrum College also recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportions in our society. The primary goal of Ferrum College is to provide an atmosphere where students can achieve academic excellence. Illegal use or misuse of alcohol does not foster academic excellence and, therefore, is not condoned or permitted. The College takes the strongest possible stance against such abuse. Consequently, the College expects all members of the community to be aware of the potential for abuse and to approach the consumption of alcohol in a responsible manner. Students must adhere to community standards and local, state, and federal laws regarding the use of alcohol.

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

1.30 – College Alcohol Policies. Ferrum College has established the following specific alcohol policies:

1.31 - Underage Consumption or Possession

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

1.33 - Drinking in Public

Public use or display of alcohol on the Ferrum College campus is prohibited. This includes, but is not limited to, all campus buildings, hallways, lobby areas, classrooms, parking lots, recreational areas, public areas, and all motor vehicles on campus (except when otherwise designated by a member of the Executive Leadership Team, the Dean of Students, Dean of Campus Life, or the Chief of Police). Alcohol is prohibited in all sports venues at Ferrum College.

1.34 - **Common Source Alcohol**

The possession or use of a keg of beer and/or large quantities (more than 300 ounces or 25 beers) of alcohol is prohibited. College officials, upon discovery of a large quantity of alcohol, will require students who have violated this policy to dispose of the alcohol and container(s) in a manner determined by College officials. Kegs, returnable bottles, beer taps, etc., will be confiscated and returned to the distributor by Ferrum College. All proceeds derived from deposits will be donated to residence hall activities and improvements.

1.35 - **Alcohol Decor**

Possession and/or display of alcohol containers such as liquor bottles, beer cans, beer bottles, kegs, beer cases, alcohol posters, and the like are prohibited in all areas of the College.

1.37 - **Hosting Events involving Alcohol**

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

1.38 - **Alcohol in Residence Halls**

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

1.39 - **Consumption Paraphernalia**

Students may not possess or use alcohol paraphernalia or devices (e.g. "beer bongs," "funnels," beer/water pong tables, etc.) which, by their nature, promote irresponsible consumption of alcohol.

1.4 - **Misuse/Abuse of Alcohol**

Students shall not misuse or abuse alcohol regardless of their age. This includes but is not limited to; destruction of property; driving under the influence, providing alcohol to those underage, or consuming alcohol to the point of hospitalization.

SECTION 2.0 – ARSON

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

SECTION 3.0 – COMMUNITY DISTURBANCE

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

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

- a. intentionally, knowingly, or recklessly causes bodily harm to another;
- b. exhibits behavior which threatens another through intimidation, coercion, or verbal threats;
- c. is verbally abusive, causing another person fear or embarrassment or
- d. intentionally irritates, torments, or annoys another persistently.

Note: Certain violations of this section may be adjudicated through the Sexual Misconduct Policy which supersedes the Student Accountability Process.

3.10 - **Assault (Verbal and/or Physical)**

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

3.20 - **Battery**

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

3.30 - **Coercion**

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

3.40 - **Harassment**

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

3.41 - **Discrimination**

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

3.42 - **Sexual Misconduct**

This policy addresses Sexual Misconduct not covered under the College's Title IX policy. Sexual Misconduct encompasses all of the prohibited conduct described below that occurs on the basis of sex that does not fall within the definitional or jurisdictional requirements of the federal regulations underlying the Title IX Sexual Harassment policy.

Examples of prohibited conduct under the Sexual Misconduct policy may include:

- Conduct that occurs in the local vicinity (e.g., an off-campus party) but outside of a College program or activity; or
- Conduct that occurs outside of the United States when the conduct is associated with a College-sponsored program or activity, such as travel, research, or internship programs; or
- Conduct that involves the use of the college's computing and network resources from a remote location, including but not limited to accessing email accounts; or
- The alleged sexual misconduct had a significant connection to or effect on the learning or working environment at Ferrum College of the Reporting Party.

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in accountability. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may result in expulsion. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy. Please see additional definitions in the Title IX Sexual Harassment Policy.

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

Improper Conduct Related to Sex. Unprofessional or inappropriate conduct that does not fall under other forms of Title IX Sexual Harassment or colleges Sexual Misconduct, but that is sexual and/or sex based in nature and has the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions.

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

- Dating Violence;
- Domestic Violence;

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

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

- Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
 - pressuring an individual to engage in sexual behavior for some educational or employment benefit, or
 - making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.
- The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment include:
 - one or more instances of Sexual Assault;
 - persistent unwelcome efforts to develop a romantic or sexual relationship;
 - unwelcome sexual advances or requests for sexual favors;
 - unwelcome commentary about an individual’s body or sexual activities;
 - repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
 - verbal abuse of a sexual nature.
- Sexual harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

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

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;
- Prostituting another person (for example, personally gaining money, privilege, or power from the sexual activities of another);
- Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;
- Exceeding the boundaries of Consent (for example, allowing another person to observe consensual sex without the knowledge of or Consent from all participants);
- Voyeurism; and
- Knowingly or recklessly transmitting a sexually transmitted disease to another individual

Sexual Misconduct allegations will be investigated and heard under the Student Accountability Process by trained members of the OSL&E staff or by faculty or staff appointed by the Dean of Students or Vice President of Student Development and Campus Life.

3.50 - **Hazing Policy**

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

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

of ensuring the activity does not include hazing. It is most important that all members realize they are responsible for activities sponsored by their group and may be held accountable for hazing violations if they occur.

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

HAZING – any action taken or situation created intentionally or unintentionally, 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. 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.

3.60 - **Intimidation**

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

3.61 - **Bullying**

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

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

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

3.70 - **Stalking**

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

3.80 - Verbal Abuse

Verbal abuse is a form of abusive behavior involving the use of language. It is a form of profanity that can occur with or without the use of expletives. Oral communication is the most common form of verbal abuse; however, it includes abusive words in written form.

3.90 - Threat(s)

Threat is defined as a communicated intent to inflict punishment, harm, injury, or loss to another person(s), group(s), or institution(s).

SECTION 4.0 – CHEATING, LYING, PLAGIARISM

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

4.10 - Cheating

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

4.20 - Lying

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

4.30 - Plagiarism

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

SECTION 5.0 – COMPLICITY IN STANDARDS VIOLATIONS

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

SECTION 6.0 – DISORDERLY, DANGEROUS, OR DISRUPTIVE CONDUCT

Regardless of proximity to campus, no student shall cause, incite or participate in any disturbance or behavior which interrupts the orderly operation of the College and/or infringes on the rights of community members. No student shall engage in any activity or behavior which endangers the lives or safety of that student or of others. No student shall fail to adhere to stated safety requirements set by academic and/or recreational organizations.

6.1 - Indecent, Inappropriate, or Obscene Language

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

6.2 - Indecent, Inappropriate, or Obscene Behavior

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

6.3 - Indecent, Inappropriate, or Obscene Attire

Indecent, inappropriate, or obscene dress in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to dress in appropriate attire at all times. If students have questions regarding attire for different functions please consult staff in the Office of Student Life and Engagement.

6.4 - Noxious Odor

A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are: cigarette, marijuana, cigar or pipe smoke, perfume, air freshener or large amounts of dirty laundry. When the source of a noxious odor can be traced to a particular room, the occupants of that room may be subject to disciplinary action, including a fine.

6.5 - False Information or Reporting

Any individual who knowingly submits a complaint that is not in good faith or provides false or misleading information in any capacity to a member of the Ferrum College faculty or staff may be subject to disciplinary action.

6.7 - Interference with Safety or Emergency Response

No individual is permitted to interfere with college officials or emergency responders attempting to offer emergency or safety aid on campus

SECTION 7.0 – DRUGS

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

7.10 - Marijuana

The possession, use, or sale of marijuana is prohibited on college property. This includes both the drug, and other items that contain marijuana and/or THC, such as wax, THC laced gummies, etc. Students are prohibited from possessing marijuana paraphernalia, which includes bowls, pipes, bongs, and any other device that is, or has been adapted, to smoke and/or consume marijuana.

7.20 - Abuse of Medication

Prescriptions and over-the-counter (OTC) medications are to be used as directed by a student's physician and/or as indicated on the packaging. Using medication incorrectly, or a medication not prescribed to the student can lead to personal harm or injury.

7.30 - Unauthorized Possession of Prescription Drugs

Students are prohibited from possessing and using a prescription medication that belongs to another individual.

7.40 - Intent to Distribute

No student shall sell, or distribute drugs or drug paraphernalia. Examples include but are not limited to equipment, products, and materials which are designed for or used to manufacture or distribute marijuana, controlled substances, or other drugs

7.5 - Drug Abuse or Misuse

Students shall not misuse or abuse drugs. This includes but is not limited to: destruction of property, driving under the influence, or consumption to the point of hospitalization.

Intervention:

Ferrum College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Students may choose to seek treatment from the FCSCC. Students are also given information regarding other resources in the area, including Piedmont Community Services, Tri-Area Health Center, and Alcoholics Anonymous.

SECTION 8.0 – FAILURE TO COMPLY

Students who fail to comply with the directions of agents and employees of the College are subject to accountability sanctions.

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

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

SECTION 9.0 – FAILURE TO CARRY I.D. CARDS

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

SECTION 10.0 – UNAUTHORIZED DUPLICATION OF KEYS

Duplicating Ferrum College keys is prohibited. Proper authorization is required for possession of any college key other than a student's assigned room and residence hall key (see Section 24 of Residence Hall Policies).

SECTION 11.0 – PERSONAL RESPONSIBILITY

11.10 - Personal Responsibility On or Off Campus

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

ID Holds

After multiple attempts to communicate with students, certain offices may place a meal hold on a student's Panther ID. This meal-hold will prohibit the student from entering the dining hall or making purchases with their college ID, during business hours until they communicate with the office and the hold will be removed immediately after doing so.

11.11 – Personal Responsibility of a Student's Guest(s)

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

11.13 – Personal Responsibility for Campus Safety

The safety of the campus is everyone's responsibility. Students, faculty, and staff must alert Campus Police and the appropriate administrator when a safety concern and/or emergency arises. Students that fail to report a known safety concern, tamper with a safety measure, and/or purposely disable safety equipment such as propping open a door, removing and/or covering a smoke detector, disabling a lock, etc., will receive disciplinary action. Violation of this policy may result in an automatic fine being placed on the students account.

SECTION 12.0 – THEFT, UNAUTHORIZED ENTRY

12.01 - Theft

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

12.02 - Unauthorized Entry

Unauthorized entry to, or use of, College facilities, property, or equipment is prohibited. Entering a student's room, whether locked or unlocked, without the student's permission is prohibited.

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

SECTION 13.0 – USE OF EXTERIOR SURFACES

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

13.01 - Window Screens, Window Entry/Exit

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

SECTION 14.0 – VANDALISM (See also Section 17.06 Vandalism)

Students are prohibited from destroying, graffitizing, vandalizing, or otherwise defacing public or private property. Actions of this nature will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities.

SECTION 15.0 – UNAUTHORIZED USE OR POSSESSION OF WEAPONS

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

15.01 - Hunting Provision

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

STUDENT ACCOUNTABILITY – Residence Hall Policies

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

SECTION 16.0 – ATHLETIC ACTIVITIES OR HORSEPLAY

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

SECTION 17.0 – DAMAGES

17.01 - Accidental Damage to Student’s Room or Apartment

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

17.02 - Damage to Residence Hall/Apartment Public Areas

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

17.03 - Damage to Student Rooms or Apartments

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

17.04 - Use of Dart Boards

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

17.06 - Vandalism (See also Section 14.0 Vandalism)

Destruction of public or private property will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities.

17.07 - Unnecessary Mess

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

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

18.10 - Fire Equipment

Tampering with fire equipment is prohibited. Tampering with, obstructing, painting, or damaging smoke detectors and/or sprinkler heads is prohibited. This includes, but is not limited to, hanging items from, or attaching anything to, sprinkler heads. Any violation of this policy will result in an automatic fine being placed on the student's account. Public area life safety equipment vandalism is community-billed until the violator is identified. Any faulty fire equipment (such as smoke detectors) must be reported to the Coordinator of that area immediately.

18.11 - Activating Fire Alarm

No student shall activate a fire alarm except in case of an actual fire. False reporting of a fire through the use of a pull station, smoke detector, or other means is a federal offense and is not permitted.

18.20 - Evacuation

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

18.30 - Obstruction of Fire Evacuation Routes

Fire safety regulations require that no loft bed construction materials, boxes, trash, bicycles or other items be stored, even temporarily, in hallways or other public areas. Any act of purposefully preventing someone from swiftly and safely evacuating a building is prohibited. Doors must be able to swing open a full 90 degrees.

18.40 - Electrical Appliances

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

18.50 - Open Flames

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

18.60 - Room Decorations

Residence hall rooms must not be decorated in a manner that is destructive, a fire hazard, or in violation of good judgment. They should be neat, orderly, and clean. Students are not to nail, tack, or glue items to the walls or woodwork; masking or painters tape may be used for this purpose. Objects should not be placed or hung from the ceiling, walls, windows, or floors that will prevent or hinder access to and from the room or which are deemed a fire hazard. No items should be suspended from ceilings, overhead lights, smoke detectors or the sprinkler system. Decorations may not be placed on exterior surfaces.

of buildings. Window coverings such as foil, sheets, towels, flags, cardboard or other items are not permitted. Students are not permitted to write on the walls.

18.61 - Wall Coverage

Excessive decorations on room walls can be hazardous. The State Fire Marshall has set the following guidelines for residence hall room wall coverage:

- Wall coverage not to exceed 50% in buildings *with* sprinklers
- Wall coverage not to exceed 20% in buildings *without* sprinklers

18.70 - Room Capacity Regulations

Room capacity in Bassett Hall, Riddick Hall, Chapman Hall, Susannah Wesley Hall, Clark Hall, Dyer Hall and Roberts Hall is eight (8) people per room. Room capacity in Arthur Hall, Moore Hall, Hillcrest Apartments, and the 602 Apartments is twelve (12) people per apartment. If the number of people in a room is such that movement in the room is inhibited, this designates a violation of fire safety. Residents of the room will be responsible for guests adhering to this policy. A violation of this policy may result in housing assignment reassignment or the loss of campus housing.

18.80 - Wooden Constructions

Lofts – Free standing wooden structures may be constructed according to set guidelines and placed in student rooms after approval has been granted by the Coordinator. Any student who wants to construct such a structure or place one in their room should contact the Coordinator and receive written permission for wooden structure construction. A fire extinguisher, purchased by the student, must accompany all wooden structures.

18.90 – Hoverboards

Due to concerns from the Consumer Product Safety Commission and guidance from the Virginia State Fire Marshal regarding the safety of hoverboards, Ferrum College has decided to prohibit the devices and their chargers in all Ferrum College-owned buildings including residence halls. Hoverboards may not be used, charged or stored in any Ferrum College owned or leased building. This policy will be extended to the use of other devices that may require the same type of battery charging as the hoverboards.

18.91 - Unsanitary Conditions/Trash

Conditions in a room or suite that detract from the overall academic environment, interfere with the egress in the event of an emergency, or attract pests to the residence hall or apartment locations are prohibited. This includes trash accumulation, not disposing of trash in the proper location, and failing to clean properly. Personal trash should be disposed of in the proper location, not in the hallways, bathrooms, study lounges, TV lounges, or other public areas.

SECTION 21.0 – NOISE REGULATIONS

It is the responsibility of all members of the College community to work together in assuring that an academic atmosphere is maintained throughout the campus.

21.01 - Quiet Hours

Within the residence hall, time periods have been designated as “Quiet Hours” and “Courtesy Hours” to promote an environment conducive to living and learning. Ferrum College is committed to providing students with housing in which they may grow and develop both personally and academically. The development of an atmosphere conducive to study is the mutual responsibility of all the residents. Therefore, the following community standards have been established:

- Every residence hall will have quiet hours and these hours will be posted throughout the hall.
 - A violation of Quiet Hours occurs when noise emanating from a student room can be heard more than two feet from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Quiet Hours periods, or when a student is excessively loud in common areas or outside around the residence hall.
 - Quiet hours are 10 p.m. to 9 a.m., weekdays, and 12 a.m. to 10 a.m., weekends.
 - Quiet hours will begin on the first evening the residence halls are open.
 - Quiet hours are in effect 24 hours a day during final examinations (please refer to that schedule for exact dates).
 - At no time should noise from inside a residence hall room or apartment be heard outside the residence hall or apartment via the windows of a building.

21.02 - Courtesy Quiet Hours

Whenever quiet hours are not in effect, a policy of courtesy quiet hours will be enforced in each residence hall. The purpose of courtesy quiet hours is to make each student responsible for the environment in or around the residence halls. Consideration for one another is the key to maintaining a conducive learning environment. A violation of Courtesy Quiet

Hours occurs when noise emanating from a student room can be heard more than two doors from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Courtesy Quiet Hours periods. Students asked to lower the volume of music, a conversation, or other reason for noise should do so immediately.

21.03 - Use of Stereos, Sound Equipment, Musical Instruments

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

21.04 - Outdoor Noise

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

SECTION 22.0 – PAINTING POLICY

22.01 - Public Areas

Students are not permitted to paint the public areas of the residence halls or apartments. Exceptions to this may be granted by the Dean of Students to student groups wishing to paint a mural in a public area in a residence hall or apartment.

22.02 - Student Rooms

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

SECTION 23.0 – ANIMALS

Definitions:

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

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

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

23.10 - Pet Policy

With the exception of fish, students are prohibited from possessing a pet on campus. This includes having a pet in the residence halls, apartments, and other campus facilities. Violation of the Animals policy and associated policies will result in a fine of \$500.00 (without a student accountability hearing). Removal of the unapproved animal will need to occur within

24 hours from the notification. Failure to comply will result in additional fines being charged to the student account. Students are responsible for the financial restitution of any damage sustained to campus residence halls, apartments, and all other campus property by a student's pet. Students may have fish as pets according to the following guidelines. Snake tanks are not permitted on campus. Tanks may not exceed 10 gallons and there cannot be more than 2 tanks per room. All tanks must be taken out of the residence halls during all breaks exceeding 4 days, and tanks must be cleaned regularly.

23.20 -ASSISTANCE ANIMALS POLICY

Ferrum College is committed to compliance with applicable laws and regulations regarding individuals with disabilities. Ferrum College strives to provide safe, healthy housing to all students who live in its residence halls and is committed to providing equal access to College housing to all students with qualifying disabilities. In keeping with this obligation, it is the policy of Ferrum College that Assistance Animals are permitted in housing facilities, in accordance with Ferrum College policies and procedures. This policy will outline the procedures for an Assistance Animal and the responsibilities of students who have an Assistance Animal in Ferrum College student housing. For the purpose of this policy, the term, "residence halls" or "campus housing", will pertain to all student housing including traditional residence halls and apartments. Ferrum College recognizes the broader category of Assistance Animals under the Fair Housing Act that provides physical and/or emotional support to individuals with disabilities.

Assistance Animals are defined as a category of animals that may work, provide assistances, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability, but, which are not considered Service Animals under the Americans with Disabilities Act.

1. Requests for physical accommodations as related to student housing, including Assistance Animal should be directed to the Office of Student Life - Dean of Students.
2. The health and safety of Ferrum College students, faculty, and staff, as well as the Assistance Animal, are important concerns; therefore, each request for such an accommodation will be made on a case-by-case basis in accordance with applicable laws and regulations. Only in cases where the Assistance Animal and the necessary documentation satisfy the criteria described below will the Assistance Animal be exempt from rules that otherwise restrict or prohibit animals from being in the residence halls.
3. A student requesting an Assistance Animal should provide the College with the appropriate documentation by July 1st for Fall Semester or December 1st for the Spring Semester. For any new diagnoses or treatment plans that occur during the semester, the student should provide documentation, at least 30 days before accommodation will be needed. The Office of Student Life requires such advance notice in order to gather, review, and verify the necessary documentation, which includes, but is not limited to: verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal including all the necessary licensing. Please be aware that students seeking to have an Assistance Animal in campus housing must submit a request, with all accompanying documentation, for review each academic year.
4. The Assistance Animal must not be in the residence hall prior to approval. Students and roommates who have an unapproved animal in their residence hall are subject to sanctions related to applicable campus policies in the Student Handbook. Regular follow-up visits will be made to ensure that the animal has been removed.
5. Once approved, an Assistance Animal will only be allowed within the student's residence, whether in an on-campus residence hall or in off-campus College housing. No Assistance Animal will be allowed in other campus buildings. The Assistance Animal must be contained within the student's assigned individual living quarters, (room, suite, or apartment), except to the extent the resident is taking the animal outside for natural relief. When the animal is left alone in the residence hall room, it must be crated or contained. When the Assistance Animal is outside the resident's private living quarters, the animal must be in an animal carrier or controlled by leash or harness and the student must be present with the animal at all times. Animals cannot be tethered or let outside unattended. The Assistance Animal is not permitted in other areas of the campus, (e.g. other residence halls or apartment buildings, dining facilities, academic buildings, athletic buildings and facilities, workplace, classrooms, labs, libraries, other resident's rooms, etc). Assistance animals are required to be at least 12 months of age unless an exception to this requirement has been approved by the Office of Student Life.
6. Due to the confined nature of residential living space, no more than one Assistance Animal will be permitted in a residence hall room/apartment.
7. The student must submit the following documentation:

- a. A completed Assistance Animal Registration Form
 - b. Supporting Documentation Form for Assistance Animal (completed by treating medical provider)
 - c. Alternate/Emergency Caregiver of Assistance Animal if student owner is unable to be reached
 - d. Veterinarian Verification Form
 - e. Roommate/Suitemate/Apartment Mate Agreement (if applicable)
 - f. Review (with a member of the Student Life Staff), initial, sign, and date the Assistance Animal Guidelines Form
8. Ferrum College is not responsible for either the care or the supervision of an Assistance Animal, and the animal must not pose any undue financial or administrative burden to the College. Students who are approved for an Assistance Animal are responsible for:
- a. Assumption of liability in regards to any and all damages to persons, property, or otherwise, including unnecessary cleaning or repairs and pest control;
 - b. Licensing, vaccinating, and owner identification (including providing appropriate documentation to Ferrum College for each of these);
 - c. Keeping the animal under control by harness, leash, or other tether, and, if the animal is not under control, taking effective action to do so;
 - d. Feeding and walking/exercising the animal;
 - e. Promptly disposing, in secured double bags and in outside trash cans, of animal waste;
 - f. If the owner is absent from College Housing overnight, the Assistance Animal must accompany, (as applicable), or secure other arrangements to board the Assistance Animal outside of College housing. Local animal control will be notified and asked to remove any animal that is left overnight in housing without its owner present. Owners are strongly encouraged to have plans for alternate housing in place for the Assistance Animal in the event the owner must be absent from College housing overnight, including emergencies and other unexpected events. Should there be no arrangements for emergency care, Ferrum College reserves the right to make arrangements with a local veterinary clinic for boarding or call Franklin County Animal Control for assistance. Any expenses incurred would be the responsibility of the student and be charged to their Student Account.
9. Should corrective action become necessary, each situation would be reviewed on a case-by-case basis. Based upon the severity of any incident which may impact the animal's presence on campus, the student may be warned and given the opportunity to correct the problem or the animal may be banned immediately. Ferrum College can ban an Assistance Animal, without notice, if the Assistance Animal: is out of control and the student does not take steps to control the Assistance Animal; poses a direct threat to the health or safety of others, and the threat cannot be reduced or eliminated by reasonable modifications; and/or the does not prove to be housebroken.

23.30 - Animal Abuse, Neglect, or Mistreatment

Whether approved, unapproved, or wild - any mistreatment, neglect, or abuse of animals is strictly prohibited.

SECTION 24.0 – RESIDENCE HALL KEYS/KEY CARDS

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

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

24.02 - Loss of a student room key/key card poses a severe security risk. Students must report a lost key/key card immediately. Missing or lost keys have to be replaced and the core locks and keys changed. Missing or lost key cards have to be replaced and the locks and key cards reprogrammed. Fees will be placed on the students account for any missing or lost keys. These same fees will also apply to any student who fails to return their keys at the end of the semester.

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

SECTION 25.0 – RESIDENCE HALL STORAGE

25.01 - Storage Space

Students are not allowed to store property anywhere on campus.

25.02 - Abandoned Property

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

25.03 - Motor Vehicles

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

25.04 - Bicycles

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

25.05 - Abandoned Bicycles

Bicycles left on campus over the summer, or stored in a way that prohibits facilities crews from completing work may be removed, and/or considered abandoned property.

SECTION 26.0 – ROOM CHANGE POLICY

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

26.01 - Room Change Periods

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

26.02 - Room Change Procedure

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

26.03 - Room Consolidation

During the fall semester, students in designated double rooms without a roommate are encouraged to move in with one another to create space for incoming spring semester students. Students are strongly encouraged to self-consolidate to avoid the Consolidation Process.

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

The Office of Student Life implements an approved consolidation policy at the beginning of each semester, with the participation of residents in designated double rooms who find themselves without roommates. The purpose for roommate

consolidation is to improve the management of the residence halls and to decrease residence hall costs. The roommate consolidation procedure is as follows:

The Office of Student Life will compile a list of students living in a designated double room without a roommate at the end of the first week of the semester. The student will receive a notice and explanation of the consolidation policy. The student will be given the following options:

1. Consolidate with another resident,
2. Keep the room single for the remainder of the semester by paying a single-room fee (students living in apartments do not have this option and must consolidate or find a roommate in the designated time frame determined by the Office of Student Life),
3. Opting to stay in the current location and accept any roommate that is assigned and not pay the single room buy-out fee.
4. The student will have seven calendar days to inform Office of Student Life staff of their plan to consolidate with another resident, keep the room single for the remainder of the semester by paying a buy-out fee, determined by the business office, or choosing to stay and accept any roommate. Students who wish to pay the buy-out fee have gotten a roommate, or choose to accept an assigned roommate, must sign a contract in the Office of Student Life.
5. On the seventh calendar day, students who have not indicated their intent will be assigned a roommate who is also undergoing consolidation.
6. On the eighth calendar day, students who have not completed the room change will be charged the fee.
7. Students who opt to keep their room as a single and pay the buyout fee will not have rights to that room the following year as a single. The room remains a designated double for housing assignment purposes. They may sign up for the same room the following year with a roommate.
8. Students who opt not to move out and not to pay the buyout fee must accept any roommate that the Office of Student Life assigns to that room. The student will not have a right to refuse another student. The room must remain a double space and one side of the room will need to be available for someone to move in. If a student refuses a roommate (saying “no”, making the potential roommate feel unwanted, being aggressive to the potential roommate, coercing the potential roommate, etc.) then the student will be immediately assessed the buyout fee and may be charged through the student accountability process. The Office of Student Life will notify the student of any assignments and give a minimum of a 24-hour notice.

26.04 - Unauthorized Room Change

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

26.05 - Unwelcoming to Potential New Roommate

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

SECTION 27.0 – COLLEGE FURNITURE

College furniture (both hall or room) is not to be removed or disassembled without authorization from the Coordinator. Unauthorized use of college furniture (e.g., lobby furniture) or disassembling of such furniture is not permitted and if found in students' rooms/apartments could be considered theft. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Students may not remove college equipment or furniture from its assigned room, suite, lounge or other area within a residence hall. Unauthorized removal of furniture within a building or from one building to another will be considered misappropriation. This also includes items outside the halls (i.e., picnic tables).

SECTION 28.0 – ROOM INSPECTIONS AND ROOM SEARCHES

For a full explanation of these procedures, please refer to the Special Campus Policies Section.

SECTION 29.0 SMOKING POLICY

29.1 Age Requirement

The Commonwealth of Virginia passed new legislation that prohibits the purchasing or possessing tobacco products, nicotine vapor products, and alternative nicotine products to people from 18 years of age to 21 years of age. The minimum age for persons such products can be sold to has also increased from 18 years of age to 21 years of age. Both laws have an exception for active duty military personnel.

29.2 Smoking Etiquette

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

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

SECTION 30.0 – STUDENT RESIDENTIAL LIVING POLICY

Ferrum College is a residential institution of higher education and has developed programs to address the needs of traditional residential students. The residential program is designed to promote students' academic, social, emotional, and cultural wellbeing. Therefore, traditionally-aged students are generally required to live in residence halls or apartments during their period of attendance at Ferrum College. Traditionally-aged students may request permission to live off campus by filing a *Residential Requirement Waiver Application* with the Office of Student Life. Students will be billed for room and board as residential students if an approved application is not on file in the Office of Student Life. The Dean of Students will review all applications to waive the residency requirement. Generally, students complete the application, submit a letter addressing why Ferrum College cannot meet their housing needs, and submit additional materials as needed (i.e., parent support letter, letter from medical professionals, financial statements, etc.). Applications are reviewed on a case-by-case basis.

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

- a) Living with parents or legal guardians (as verified by the parent or legal guardian) at the parent or legal guardian's permanent home address within a fifty (50) mile radius from Ferrum College,
- b) Married,
- c) 24 years of age or older, or
- d) Enrolled in 11 or less credit hours.

Waiver applications must be received in the Office of Student Life 30 days prior to the first day of classes in the semester you are applying to live off campus.

30.01 - Children in Residential Living Areas

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

30.02 - Family/Special Housing

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

SECTION 31.0 – Break Stay

During Fall or Easter breaks, residential students wishing to stay in their assigned residence hall rooms must make their request no less than three days before the break starts, in writing to and receive written approval from, the Office of Student

Life. Additional instructions will be provided through campus email. The Dining Hall will be closed during these breaks. Any person entering into halls without written permission will be considered trespassing. Students are not permitted to have guests on campus when staying for breaks. During Thanksgiving, Winter Semester, and Spring Breaks, the residence halls will be closed and will not be staffed. Persons entering into halls without permission will be considered trespassing. Students living in Special & Family Housing are permitted to remain in their apartments during these breaks; however, they must receive written permission from the Office of Student Life. Any student receiving permission to stay over Thanksgiving, Winter or Spring break for a college sponsored reason will need to contact the Office of Student Life and have a faculty or staff sponsoring their stay. Sponsors will be asked to provide a schedule of activities, practices, and/or work and a plan for meals for the student. Approval from a member of the Executive Leadership Team will be required. Students may be charged for their stay over breaks.

31.01 - Departure at the End of the Academic Year

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

SECTION 32.0 – VISITATION/GUESTS

Ferrum College residence hall and apartment residents may be allowed to have invited guests. Students are required to register their guest(s) before receiving permission to be a host. All non-Ferrum College student invited guests staying on campus and/or in campus housing after 10pm on any day must be registered by their host at the Ferrum College Police Station. Guests must have a visitor-parking hanger prominently displayed on the rearview mirror of their vehicle while parked on campus and must park in student parking.

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

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

32.01 - Escort Policy

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

32.02 - Visitors

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

32.03 - Overnight Guests

Overnight guests of the host student may be housed in the residence hall room provided that they register with Ferrum College Police by 10pm. Unregistered guests will be asked to leave Ferrum College and may be charged with trespassing. Guests will be permitted to stay for a maximum of three (3) days and two (2) nights, unless the host has received written permission (email acceptable) from the Office of Student Life. Students are limited to a maximum of two (2) guests at any given time. Guests may be required to leave a hall at the discretion of the residence hall staff. Overnight guests must be 17

years or older in order to stay in a residential area, unless approval is given by the Dean of Students or designee. All guests to the campus are required to observe the standards and policies of the College. Hosts/hostesses of overnight guests are responsible for the actions of their guests and are expected to inform them of College regulations. If a guest is causing a disturbance or problem, they may be escorted off the campus by a College Police Officer and may be banned from Ferrum College.

SECTION 33.0 – LAUNDRY

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

33.01 - Items Left in the Laundry Facilities

Any item left in the laundry room for more than a week will be removed by staff and donated to a clothing shelter.

33.02 - Misuse of Washers and Dryers

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

33.03 - Routine Maintenance

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

34.0 - Security Cameras

While considering individuals' reasonable expectations of personal privacy, the Office of Student Life and Ferrum College Police Department have employed video surveillance cameras in some places to enhance the safety and security of students, employees, and property. The primary intent of these video surveillance cameras is to enhance safety and security while discouraging the occurrence of behavior that violates laws or policies, as well as securing evidence that enhances the likelihood of identifying offenders through post-incident investigations of crimes. Viewing of video surveillance camera footage (either live video footage or recordings) will be conducted only by authorized personnel. Cameras are only placed in residence hall common areas, hallways, and entrance points. Cameras will NEVER be placed in areas where there is an expectation of privacy, such as bathrooms or resident rooms. These cameras are not monitored 24/7.

35.0 - Trespassing

Any unauthorized individual attempting to enter, entering or remaining on college or private property shall be responsible for trespassing. This may include, but is not limited to, construction zones, an area that has been closed, locked and/or displaying signage, a location they have been instructed to leave, or through the use of any device to gain entry to or observe the area without authorization. No student shall enter, remain in, or refuse to leave a private room (including a residence hall room), office, vehicle, or restricted area under control of another student, faculty member or college official except by permission or invitation of the resident student, appropriate college official or faculty member.

Ferrum College
Title IX Sexual Harassment Policy

Reviewed Fall 2023

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Ferrum College Title IX Sexual Harassment Policy

I. Notice of Nondiscrimination

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

II. Overview of Policy

Sexual Harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Ferrum College's Title IX Coordinator or to the U. S. Department of Education's Office for Civil Rights (www.2.ed.gov).

Ferrum College's Title IX Coordinator is Mr. Todd S. Hill, J.D., whose office is in Richeson Hall, Room 7. He may be contacted by phone at **540-365-4287**; or **540-420-1976**; or by email at **tshill@ferrum.edu**.

Ferrum College does not tolerate sexual misconduct, including sexual harassment. Such conduct is harmful to the well-being of our community members, our learning and working environments, and the collegial relationships among students, faculty, and staff that characterize the culture of our community. All forms of prohibited conduct under this policy are regarded as serious offenses, and violations may result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by Ferrum College.

This Title IX Sexual Harassment policy is based on definitions set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972, and this policy limits the scope of Title IX Sexual Harassment to, among other things, conduct that occurs within the United States and conduct that occurs within the College's education program or activity (a concept further defined and discussed below).

In order to address incidents of sexual misconduct that do not fall within the definition of Title IX Sexual Harassment, Ferrum College has two policies that address sexual misconduct: (1) this policy and (2) the Sexual Misconduct policy. These policies are interrelated and must be read together. If the allegations forming the basis of a report (defined below), if substantiated, would constitute prohibited conduct under both policies, then the grievance process set forth in this Title IX Sexual Harassment Policy will be applied in the investigation and adjudication of all of the allegations.

The Sexual Misconduct policy applies only to certain reported conduct, as defined under that policy. Specifically, the Sexual Misconduct policy applies to forms of sexual misconduct that do not fall under the scope of the Title IX Sexual Harassment policy, including Sexual Exploitation, Improper Conduct related to Sex, and Non-Title IX Sexual Harassment. The Sexual Misconduct policy also applies to certain conduct that would otherwise be prohibited under the Title IX Sexual Harassment policy (e.g., Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the Title IX Sexual Harassment policy), but which must be

dismissed under the Title IX Sexual Harassment policy because they do not meet the jurisdictional requirements.

Ferrum College will respond to reports or formal complaints (defined below) of conduct prohibited under this Title IX Sexual Harassment policy with measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. If a reported act does not fall within the scope of this Policy, Ferrum College will assess the underlying conduct to determine if another policy is applicable (e.g., Sexual Misconduct Policy), and will otherwise provide supportive measures.

The College will not deprive an individual of rights guaranteed under federal and state law (or federal and state anti-discrimination provisions; or federal and state law prohibiting discrimination on the basis of sex) when responding to any claim of Title IX Sexual Harassment.

III. The Title IX Coordinator

The Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy, and oversees the College's centralized response to ensure compliance with Title IX and the Clery Act, the 2013 Amendments to the Clery Act commonly known as the Violence Against Women Act (VAWA), and any subsequent revisions and updates as may be adopted from time to time. The Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the Ferrum College community regarding Title IX and VAWA, and providing information about how individuals may access their rights;
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA;
- Updating the College's administration of policies, including this policy and the Sexual Misconduct Policy and all related record keeping, timeframes, and other procedural requirements;
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy and related policies; and
- Responding to any report or formal complaint regarding conduct that violates this policy. For any report of which the College has actual knowledge (and any formal complaint), the Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures. For any formal complaint, the Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.

The Title IX Coordinator may delegate certain responsibilities under this policy to designated administrators, who will be appropriately trained.

The Title IX Coordinator's contact information is as follows:

Todd S. Hill

Associate Vice President of Human Resources and

Director of Title IX & Compliance

Ferrum College

Box 1000

Ferrum, VA 24088

O: 540.365.4287

C: 540-420-1976

tshill@ferrum.edu

Ferrum College provides the contact information of the Title IX Coordinator to students, faculty, staff, applicants for admission, applicants for employment, and the public (via the website). Inquiries or complaints involving potential Title IX policies or violations also may be directed to the U.S. Department of Education, Office of Civil Rights (OCR@ed.gov; 800-421-3481).

IV. Terminology

The following definitions clarify key terminology as used in this policy.

Complainant refers to an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment under this policy.

Formal complaint refers to a document filed by a complainant or signed by the Title IX Coordinator that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint) alleging Title IX Sexual Harassment against a respondent and requesting that the College investigate the allegation of Title IX Sexual Harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Ferrum College; a formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy; the phrase "document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Formal complaint may also refer to a document signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a respondent. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

Official with Authority refers to administrators in the Office of Student Life & Engagement, who have authority to institute corrective measures on behalf of the College.

Party or parties refer to the complainant(s) and the respondent(s).

Report refers to information brought to the attention of an Official with Authority alleging conduct prohibited under this policy; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint if the reported conduct falls within this policy.

Respondent refers to an individual(s) who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Third party refers to any individual who is not a Ferrum College student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents).

Witness refers to any individual who shares information relating to an allegation of prohibited conduct under this policy.

V. Prohibited Conduct

This policy addresses Title IX Sexual Harassment, which encompasses all of the prohibited conduct described below that occurs on the basis of sex and meets all of the following requirements:

- Occurs within the United States; and
- Occurs within Ferrum College's education program or activity, meaning a) locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs, and b) any building owned or controlled by a student organization that is officially recognized by the College; and
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at the College.

Allegations of sexual misconduct that do not fall under this policy because they do not constitute prohibited conduct as defined in this section may constitute violations of the Sexual Misconduct Policy.

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in College discipline. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy.

Prohibited behaviors are:

- **Quid Pro Quo Sexual Harassment:** An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;

- **Title IX Sexual Harassment:** Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- **Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:
 - **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
 - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner* of the victim; (b) by an individual with whom the victim shares a child in common; (c) by an individual who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred; (e) by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws of the jurisdiction** in which the felony or misdemeanor crime of violence occurred.
 - *For purposes of this policy, an intimate partner is defined as an individual with whom one has or had a short- or long-term relationship that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships can occur between individuals of the same gender or different genders and may include (but are not limited to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between individuals with a child in common.
 - **In Virginia, the protections of the domestic and family violence laws extend to (i) the accused's spouse or former spouse, parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters,

grandparents, and grandchildren, regardless of whether those persons reside in the same home as the accused; (ii) parents- and siblings-in-law of the accused who reside in the same home with the accused; (iii) any individual who has a child in common with the accused, whether or not the accused and such person have been married or have resided together at any time; or (iv) any individual who cohabits with or who, within the previous 12 months, cohabited with the accused, and any children of either of them residing in the same home with the accused. See Va. Code. §§ 18.2-57.2, 16.1-228.

- **Dating Violence:** Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting individual's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Stalking:** Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual's safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of the Stalking definition: *Course of conduct* means two or more acts, including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual, or interferes with an individual's property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Retaliation under this policy:** No individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy or because an individual has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Complaints alleging retaliation under this Title IX Sexual Harassment policy, including for the exercise of rights under this policy, must be filed in accordance with this policy and will be addressed promptly and equitably. Where the individual allegedly retaliating is not affiliated with the College and not otherwise subject to its policies, the College will process the complaint and take appropriate measures.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this policy.

For purposes of this policy, consent is defined as follows:

- **Consent and Incapacitation.** The College considers consent as a voluntary, informed, un-coerced agreement through words or actions freely given, which could be reasonably interpreted as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one individual overcomes the physical limitations of another individual; and when an individual is incapable of making an intentional decision to participate in a

sexual act, which could include instances in which the individual is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in an individual's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.
- Consent cannot be obtained under fraudulent circumstances.

Consent may never be given by:

- Minors, even if the other participant did not know the minor's age.
- Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- Persons who are incapacitated, unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent.

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

For purposes of this policy, **incapacitation** (or incapacity) is the state in which an individual's perception or judgment is so impaired that the individual lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where an individual knows or ought reasonably to have understood that the individual is incapacitated, constitutes Title IX Sexual Harassment as defined by this policy.

VI. Assessment and Dismissal of Formal Complaint

Upon receipt of a report, the Title IX Coordinator will respond to any immediate health or safety concerns raised. The Title IX Coordinator will then conduct an initial assessment for the sole purpose of determining whether the alleged conduct, if substantiated, would constitute prohibited conduct under this policy and thus serve the basis for a formal complaint, or whether the report should be addressed pursuant to a different College policy (e.g., Sexual Misconduct Policy). The College will seek to complete this initial assessment within ten

(10) business days of receipt of the report. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

- If the allegations forming the basis of the formal complaint would, if substantiated, constitute prohibited conduct as defined in this policy, the Title IX Coordinator shall implement appropriate supportive measures. In addition, the Title IX Coordinator shall initiate an investigation of the allegations under this policy pursuant to a formal complaint. However, if the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process, upon the consent of both parties, the Title IX Coordinator may instead refer the matter to the informal resolution process.
- If the allegations forming the basis of the complaint would not, if substantiated, constitute prohibited conduct as defined in this policy and thereby not meet the requisite standard for a formal complaint, the Title IX Coordinator shall dismiss the complaint from the Title IX grievance process (and either party may appeal this dismissal, as discussed below). However, if appropriate, the Title IX Coordinator may refer the matter to the Sexual Misconduct process or to another office for review under other potentially relevant College policies designed to address the underlying conduct described in the complaint.^[LN1]

In addition, at any time prior to the hearing, the College may dismiss a formal complaint if:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by the College; or
- Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon dismissal, the College shall promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties via electronic format. Both parties will have equal right to appeal the dismissal through the appeal process.

The determination regarding dismissal becomes final either on the date that the parties are provided with the written determination of the result of an appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct. Supportive measures may still continue to be provided as may be needed.

VII. Confidentiality, Privacy, & Related Responsibilities

Issues of privacy and confidentiality play important roles in this policy, and may affect individuals differently. Privacy and confidentiality are related but distinct terms that are defined below.

In some circumstances, the reporting responsibilities of College employees, or the College's responsibility to investigate, may conflict with the preferences of the complainant and/or respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action.

Requests for confidentiality or use of anonymous reporting (e.g., through the College's Campus Conduct hotline) may limit the College's ability to conduct an investigation under this policy.

A. Confidentiality and Confidential Resources

The term "confidentiality" refers to the circumstances under which information will or will not be disclosed to others.

Several campus professionals are designated Confidential Resources, to whom confidentiality attaches. Confidential Resources are not obligated to report information that is provided to them from individuals using the resource. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. There may be exceptions in cases involving child abuse, imminent risk of serious harm, emergent hospitalization, or a court order. In addition, non-identifying information about violations of the College's Title IX Sexual Harassment Policy may be submitted to the Ferrum College Campus Police Department for purposes of the anonymous statistical reporting under the Clery Act.

An individual who is not prepared to make a report or formal complaint, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource. See Appendix A for a complete list of Confidential Resources on campus.

In light of the College's obligation to respond promptly and effectively to individuals alleged to be victimized by Title IX Sexual Harassment, College employees who are not designated Confidential Resources are required to notify the Title IX Coordinator of suspected violations of this policy, and cannot guarantee the confidentiality of a report under this policy.

B. Confidentiality Rights of Complainants and Respondents

While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

Medical, psychological, and similar treatment records are privileged and confidential documents that cannot be accessed or used for a grievance process under this policy without the relevant party's voluntary, written consent.

C. Privacy

The term "privacy" refers to the discretion that will be exercised by the College in the course of any investigation or grievance processes under this policy.

In all proceedings under this policy, the College will take into consideration the privacy of the parties to the extent possible.

In cases involving students, the Title IX Coordinator may notify Office of Student Life & Engagement staff and/or other College employees of the existence of the report and/or formal complaint for the purpose of

overseeing compliance with this policy and addressing any concerns related to educational and residential life. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

In accordance with federal regulations, the College will keep confidential the identity of any individual who has made a report or formal complaint under this policy, including any complainant, any individual who has been reported to be the perpetrator, any respondent, and any witness, except as required by law, or to carry out the purposes of conducting any investigation or hearing under this policy.

D. Release of Information

Certain anonymous information also must be reported to comply with federal law. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), the College must collect and disclose non-personally identifiable information regarding certain crimes that are committed on campus property, property controlled by the College, or on nearby public property. This anonymous data is included in an annual security report that is provided to the U.S. Department of Education. The Clery Act also requires the College to issue timely reports with non-identifying information regarding certain crimes that are considered serious and immediate threats to students or employees.

In accordance with Code of Virginia § 23.1-806, the College may report alleged Prohibited Conduct to local law enforcement if warranted by the nature of the allegations at issue or if required by law. In limited circumstances, this report to local law enforcement may include the name of the complainant and may be made without the consent of the complainant.

In order to comply with FERPA, Title IX, and other applicable laws, and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the resolution processes are not open to the general public. Accordingly, documents prepared in anticipation of the informal and/or formal resolution processes (including the Formal Complaint, the Investigation Report, and notices and communications to or from the Complainant or the Respondent); documents, statements, or other information introduced in the interviews, meetings, and proceedings; and the Final Outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

VIII. Options for Complainants, Respondents, and Other Reporting Individuals

A complainant, respondent, or witness has many options, including counseling and support services. Information regarding contact information for local law enforcement as well as contact information for Confidential Resources that are available to provide support to parties and witnesses are described in further detail in Appendix A.

After consulting a Confidential Resource as appropriate, a complainant may:

- Request supportive measures from the Title IX Coordinator;
- File a formal complaint with the Title IX Coordinator, thereby invoking the College’s internal Title IX grievance process;

- File a report with the Title IX Coordinator for review and determination as to whether the Title IX policy or the Sexual Misconduct policy might apply, thereby invoking the appropriate College policy;
- Contact the Ferrum College Police Department for assistance in filing a criminal complaint and preserving physical evidence; and/or
- Contact local law enforcement to file a criminal complaint. At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue a criminal process.

An individual may pursue some or all of these steps at the same time. When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting individuals are encouraged to consult a Confidential Resource (see Appendix A).

A. Employees' Responsibility to Report

In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, employees must immediately contact the Ferrum College Police Department by dialing 911.

In non-emergency situations, employees (other than those formally designated as Confidential Resources under this policy, but only with respect to information learned through service as a confidential resource) must promptly report suspected violations of this policy to the Title IX Coordinator. Some students with special responsibilities, including RAs, must promptly report alleged violations of this policy to their Coordinator, who will then consult with the Title IX Coordinator or report directly to the Title IX Coordinator.

Students are encouraged to report any suspected violation of this policy (after consulting a Confidential Resource as appropriate).

B. Anonymous Reporting

If a reporting individual makes an anonymous report, the Title IX Coordinator will consider how to proceed, taking into account the individual's articulated concerns; the best interests of the College community; fair treatment of all individuals involved; and the College's obligations under Title IX.

A complainant cannot file a formal complaint anonymously.

Any individual may make an anonymous report concerning a violation of this policy through the Campus Conduct Hotline, an independent third-party reporting service. A Campus Conduct Hotline report can be made without disclosing the reporting individual's own name, identifying the respondent, or requesting any action. However, if the reporter provides limited information, the College may be limited in its ability to take action. The Campus Conduct Hotline is not a Confidential Resource and making a report to the hotline may result in a College review or investigation. The Campus Conduct Hotline can be reached by calling 1.866.943.5787.

Anonymous reports may still be used in the College's tabulation of annual campus crime statistics as noted in this policy under Confidentiality, Privacy and Related Responsibilities.

C. Timeliness of Report

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Reports and formal complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the report or formal complaint, the College may not be in a position to gather evidence sufficient to reach a determination as to the formal complaint and/or the College may not be able to take disciplinary action against the respondent. However, the College will still seek to provide support for the complainant and seek to take steps to end the prohibited behavior, prevent its recurrence, and address its effects.

D. Amnesty

In order to encourage reports of conduct that is prohibited under this policy, the College may offer leniency with respect to other violations which may come to light as a result of such reports, depending on the circumstances involved.

IX.Supportive Measures for Complainants and Respondents

Upon receipt of a report or formal complaint of a violation of this policy, the College, through the Title IX Coordinator, will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The College will also consider supportive measures, as appropriate and reasonably available, for the respondent.

These supportive measures are designed to restore or preserve equal access to the College's educational and working programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader College community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them. The College may provide supportive measures to the complainant or respondent, as appropriate, as reasonably available, and will do so without fee or charge, regardless of whether the complainant seeks formal disciplinary action. Once supportive measures are approved, the parties or affected individuals will be notified in writing of the supportive measures. The College will maintain any supportive measures provided to the complainant or respondent as confidential to the extent possible.

Supportive measures may include:

- counseling;
- extensions of deadlines or other course-related adjustments;
- modifications of work or class schedules;
- campus escort services;
- mutual restrictions on contact between the parties;
- changes in work or housing locations;
- leaves of absence;
- increased security and monitoring of certain areas of the campus; and/or
- any other measure that can be used to achieve the goals of this policy.

Requests for supportive measures may be made by or on behalf of the complainant or respondent to any College official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. The College will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by a College-imposed measure.

See Appendices C & D.

X. Emergency Removal

In connection with this policy, whether or not a grievance process is underway, the College may summarily remove an individual from an education program or activity on an emergency basis, after undertaking an individualized safety and risk analysis, and upon the determination that the individual poses an immediate threat to the physical health or safety of any student or other individual (including themselves, the respondent, the complainant, or any other individual). In these situations, the College will provide the individual with notice and an opportunity to challenge the decision immediately following the removal.

XI. Informal Resolution Process

Subject to the consent of the parties and the approval of the Title IX Coordinator, the College permits informal resolution processes in cases in which a formal complaint has been filed with the Title IX Coordinator. The informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent; the informal resolution process is not available in matters involving a student and an employee.

The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes with other students in a forum that is separate and distinct from the College's formal grievance processes under the Title IX Sexual Harassment policy. The purpose of the informal resolution process is to address the conduct which has been reported by the complainant, and place the parties in a position to pursue their academic and non-academic interests in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.

The College may facilitate the informal resolution process prior to conducting a hearing. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX Sexual Harassment grievance process with respect to the formal complaint.

The College will not require the Informal Resolution Process as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of Title IX Sexual Harassment. Similarly, the College will not require, encourage, or discourage the parties from participating in the informal resolution process. The College will not offer the informal resolution process unless a formal complaint is filed.

See Appendix B for additional information regarding the informal resolution process.

XII. Grievance Procedures for Title IX Sexual Harassment Complaints, In General

The College is committed to providing a prompt and impartial investigation and adjudication of all formal complaints alleging violations of this policy. During the grievance process, both parties (complainant and respondent) have equal rights to participate. The College will presume that a responding party is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

1. Conflict of Interest

All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as Investigators, Decision Makers, and Appeal Panel members. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has conflicting interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether or not the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

2. Responsibility to Review Reports and Formal Complaints

In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy even absent the filing of a formal complaint, or under certain circumstances, even if a formal complaint has been withdrawn. The Title IX Coordinator may need to file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the College community, fair treatment of all individuals involved, and the College's obligations under Title IX.

3. Presumption of Good Faith Reporting

The College presumes that reports of prohibited conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

4. Presumption of Non-Responsibility

The respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process.

5. Honesty and Cooperation during Grievance Process

The College expects all members of the College community to be honest and cooperative in their official dealings with the College under this policy. In this regard, individuals are expected to acknowledge requests from College officials for information in a timely fashion and to make themselves available for meetings with College officials or any officials acting on behalf of the College; any student or member of the faculty or staff who fails to do so may be subject to discipline. However, parties and witnesses may choose not to attend the hearing or may choose not to participate in cross examination at the hearing.

6. Advisers

Throughout the grievance process, each party may have an adviser of their choice; parties may change their adviser at any time during the grievance process. An adviser is an individual chosen by a complainant or a respondent to provide guidance during the grievance process. An adviser may be a member or non-member of the College community, and may be an attorney.

The role of the adviser is narrow in scope: the adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. The adviser may attend the hearing.

Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by the College. The College (including any official acting on behalf of the College such as an investigator or decision maker) has the right at all times to determine what constitutes appropriate behavior on the part of an adviser and to take appropriate steps to ensure compliance with this policy.

7. Prior Sexual Behavior

The complainant's predisposition and/or prior sexual behavior are not relevant and will not be used during the grievance process, unless offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

8. Consolidation

The Title IX Coordinator has the discretion to consolidate multiple formal complaints of allegations of Title IX Sexual Harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

Q. Investigation of Allegations of Violations of Other College Policies

a. Allegations under the Sexual Misconduct Policy

When an initial assessment or investigation under this policy identifies additional related possible violations of the Sexual Misconduct policy by the same party(ies), the grievance process set forth in the Title IX Sexual Harassment policy and procedures will apply to all allegations. Under such circumstances, the parties will be provided with written notice containing the following information: (a) the alleged prohibited conduct, and (b) the policy(ies) under which alleged prohibited conduct falls.

b. Allegations under Other College Policies

When an initial assessment or investigation under this policy identifies additional related possible violations of College policies (other than the Sexual Misconduct policy, as described above) by the same party(ies) that would normally be handled by another responsible office, the Title IX Coordinator may direct investigators under this policy to investigate such other possible violations at the same time that they investigate the allegations covered by this policy. Under such circumstances, the records from the investigation of the non-Title IX Sexual Harassment matter shall be provided to the Office of Student Life & Engagement in accordance with applicable College policies and procedures. Notwithstanding the foregoing, the Title IX Coordinator is authorized to provide limited immunity for other conduct violations that might otherwise be charged (e.g., violations of alcohol policy) so as not to discourage the reporting of sexual misconduct violations.

R. Procedures Where One Party Is a Member of the College Community and the Other Party Is a Non-Member of the College Community

When a third party, (i.e., a non-member of our College community, which could include, for example, alumni) is a party under this policy, the College will use disciplinary procedures that are generally consistent with the disciplinary procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

XIII. Investigation and Adjudication

1. Timing

The College will seek to complete the investigation and adjudication within ninety business days after the investigators' first interview of the complainant. Timeframes for all phases of the grievance process, including the investigation, the hearing, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

The College will review requests for language assistance and accommodation of disabilities throughout the investigation and adjudication process.

Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of an investigation, under such circumstances, the College will promptly resume its investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide supportive measures for the complainant or respondent. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. Investigation

If the Title IX Coordinator has determined, following an initial assessment, that an investigation is appropriate under this policy, the Title IX Coordinator will refer the matter for investigation to a panel of investigators, typically composed of two or three individuals.

a. Notice of Investigation

Following the receipt and review of the formal complaint by the Title IX Coordinator, and it being determined that the matter properly falls under this Title IX Sexual Harassment policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.
- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
- Notice of the allegations potentially constituting Title IX Sexual Harassment.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- Information regarding the applicable grievance procedures, including the informal resolution process.

If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

b. Collection of Evidence

The investigators will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigators are responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigators during the investigation. If a party or

witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Decision Maker, be excluded from consideration at the hearing. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigators will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately and will be interviewed by the investigators. The investigators will interview witnesses as necessary. The investigators will record all interviews, or notes of the interviews will be taken by the investigators. Any other recording of interviews is prohibited and violations may result in discipline.

In general, a party's medical and counseling records are confidential. The investigators will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigators obtain that party's voluntary, written consent to do so.

The investigators will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

c. Case File

After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigators have completed any witness interviews and any gathering of evidence, the investigators will prepare a case file. The case file will include all collected evidence that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence. The investigators will provide the case file to each party and their adviser in electronic form or hard copy. In all cases, any information relied on in adjudicating the matter will be provided to the parties and their advisers. The investigators will also provide an updated Notice of the Allegations, as appropriate.

Within ten business days of receiving the case file, each party may respond in writing, which may include a request that the investigators collect additional evidence. If the investigators believe that further information is needed following receipt of any responses from the parties, the investigators will pursue any additional investigative steps as needed. The parties and their advisers will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigators, in electronic format or hard copy.

d. Investigative Report

Following their review of the parties' responses (if any) to the case file, the investigators will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information.

At least ten business days prior to the hearing, the investigative report will be provided to the parties and their advisers via electronic format.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five business days prior to the start of the hearing. The response may consist of a written statement not to exceed 2500 words. At least 48 hours prior to the hearing, the parties and their advisers will be provided with the other party's written response to the investigative report, if any, in electronic format.

3. Hearing

A panel of three individuals ("Hearing Panel") will hear every case. One of the individuals on the Hearing Panel will be external (e.g., a former judge or an attorney) and shall serve as the Presiding Hearing Panelist, and two of the individuals on the Hearing Panel will be members of the College community (often trained investigators that are not associated with the case).

The Presiding Hearing Panelist will have absolute discretion with respect to administering the hearing. The Presiding Hearing Panelist will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The Presiding Hearing Panelist will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Panel will be provided with the case file, investigative report, and any responses to the investigative report. All members of the Hearing Panel shall review the case file (including the parties' responses), ask questions during the hearing as they deem appropriate, and participate in the deliberations leading to the Presiding Hearing Panelist's adjudication of responsibility.

At least five business days prior to the hearing, the parties and their advisers will be notified of the hearing date, time, and location (or relevant electronic information, if the hearing will be conducted remotely).

In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Presiding Hearing Panelist can determine their relevance. The Presiding Hearing Panelist has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

At the Presiding Hearing Panelist's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.

a. Standard of Proof

The standard of proof under this policy is preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

b. Expectation regarding the Complainant, the Respondent, and the Witnesses regarding the Hearing

In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.

If the complainant, the respondent, or a witness informs the College that they will not attend the hearing (or will refuse to respond to the panels questions), the hearing may proceed, as determined by the Title IX Coordinator. The Hearing Panel s may not, however: (a) rely on any statement or information provided by that non-participating individual in reaching a determination regarding responsibility; or (b) draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing (or their refusal to be cross-examined).

Each party may make requests related to the format or the nature of their participation in the hearing. The Presiding Hearing Panelist will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party answering questions. As appropriate and/or at the discretion of the Presiding Hearing Panelist, hearings may be conducted in person or by video conference or any other means of communications by which all individuals participating are able to see and hear each other.

c. Case Presentation

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for questions to be posed to the other party through the hearing panel , as well as to relevant witnesses. A typical hearing may include brief opening remarks by the Presiding Hearing Panelist; questions posed by the Hearing Panel to one or both of the parties; questions posed by the Hearing Panel to any relevant witnesses; and any questions by either party, submitted to the Hearing Panel, to be posed to the other party by the Hearing Panel, with the Hearing Panel having ultimate discretion over which if any questions are posed. Before a party or witness answers a question posed by the other party through the Hearing Panel, , the Presiding Hearing Panelist must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Other administrators may attend the hearing at the request of or with the prior approval of the Presiding Hearing Panelist, but the parties will be notified in advance of anyone else who will be in attendance.

d. Record of Hearing

The College shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited and violations may result in discipline.

e. Written Determination

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Presiding Hearing Panelist shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Presiding Hearing Panelist shall write a written determination, which will contain: (1) the allegations potentially constituting Title IX sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing); (3) findings of fact supporting the determination; (4) conclusions regarding the application of this policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed by the Sanction Officer if there has been a finding of responsibility, and whether any remedies designed to restore or preserve equal access to the College's education program or activity or working environment will be implemented; and (6) relevant appeal information for the parties. Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Presiding Hearing Panelist for inclusion in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

4. Disciplinary Sanctions and Remedies (to be included in the Written Determination)

If a party is found to have violated this policy, before finalizing the written determination, the Presiding Hearing Panelist will refer the matter to the appropriate College official(s) to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

Sanctions will take into account the seriousness of the misconduct as compared to similar cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore or preserve equal access to the College's education program or activity. Specifically, sanctions will be set by the following Sanction Officers:

- If an **undergraduate or graduate student** is found responsible for violating the policy, the case record (consisting of the case file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be provided to the dean of campus life, who will determine sanctions and remedies in consultation with appropriate College administrator. In the event that the dean of campus life is unavailable, the dean of student will serve as the substitute. Any sanctions and remedies will be included in the Presiding Hearing Panelist's written determination, and sanctions will be subject to appeal under this policy.
- If a **faculty member or other individual appointed through the Office of the Academic Affairs** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be forwarded to the Vice President of Academic Affairs, who will determine sanctions and remedies in consultation with appropriate College administrators. In the event that the Vice President of Academic Affairs, is unavailable, a designee will be assigned. Should the Vice President of Academic Affairs, propose a sanction of suspension or dismissal, the Vice President of Academic Affairs will issue a recommendation, in accordance with applicable College policy. Any sanctions (and/or recommendation of sanctions) and remedies will be included in the

Presiding Hearing Panelist's written determination, and sanctions (and/or recommended sanctions) will be subject to appeal under this policy.

- If a **staff member** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be forwarded to the director of human resources, who will determine sanctions and remedies in consultation with appropriate College administrators. In the event the director of human resources is unavailable, an appropriately trained College official will serve as the substitute. Any sanctions and remedies will be included in the Presiding Hearing Panelist's written determination, and sanctions will be subject to appeal under this policy.

XIV. Appeal

Appeals under this policy will be heard by an appeal panel of three individuals. At least one of the individuals on the Appeal Panel will be external (e.g., a former judge or an attorney) and shall serve as the chair of the Appeal Panel ("Appeal Chair"), and two of the individuals shall be College administrators or faculty members. The Appeal Panel shall decide appeals by majority vote.

Both parties have equal rights to an impartial appeal at the following junctures:

- A. Upon the dismissal of a formal complaint or any allegations therein.
- B. Upon receiving the Presiding Hearing Panelist's written determination regarding responsibility and, when applicable, sanction and remedies.

Appeals may be submitted on the following bases:

- (1) procedural irregularity that affected the outcome of the matter;
- (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter;
- (3) the Title IX Coordinator or their staff, investigator(s), any member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or
- (4) the sanctions (or recommended sanctions) are not commensurate with the violation.

To appeal, a party must electronically submit a written appeal statement to the Vice President of Student Development and Campus Life within five (5) business days of receipt of the written determination or dismissal. The Appeal Panel Chair may deem a late submission reasonable only under extenuating circumstances, and the Appeal Panel Chair may decide in their sole discretion what constitutes valid extenuating circumstances. The appeal shall consist of a written statement not to exceed 2500 words, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed 2500 words, to the Vice President of Student Development and Campus Life within five (5) business

days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.

An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred.

In deciding an appeal, the Appeal Panel may consider the case file and any responses, investigative report and any responses, the hearing record, the written determination, and any written appeal(s) or statements by the parties. The Appeal Panel also may consider any other materials the College deems relevant and that have been shared with the parties.

The parties and their advisers will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

- If the Appeal Panel finds that the earlier decision should stand, the parties will be so informed and the Title IX process is concluded.
- If the Appeal Panel finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the Presiding Hearing Panelist to determine appropriate further action.
- If the Appeal Panel finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded to the Presiding Hearing Panelist for appropriate further action.
- If the Appeal Panel finds that the Title IX Coordinator or their staff, investigator(s), member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter, the Appeal Panel will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.
- If the Appeal Panel finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the Sanction Officer for reconsideration.

The Appeal Panel will seek to complete the appeal review within twenty business days of receipt of the appealing party's written statement.

Unless further proceedings are necessary the determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed (at which point the Title IX Sexual Harassment grievance process is concluded), or if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the Title IX Sexual Harassment grievance process is concluded).

XV. Training

The College will provide appropriate training to College officials with responsibilities under this policy, including the Title IX Coordinator, employees in the Office of Student Life & Engagement, investigators, Hearing Panel members, Sanction Officers, Appeal Panel members, and any individual who facilitates the

informal resolution process. Such training will cover the definition of Title IX Sexual Harassment, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The College will ensure that Hearing Panel members receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevance of complainant's sexual predisposition or prior sexual behavior. The College will ensure that investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence. These training materials are publicly available on the College's Sexual Misconduct & Title IX website and will be made available for in-person review upon request. In addition, College officials with responsibilities under this policy will receive training related to intersectionality.

XVI. Record Retention

The College will maintain for a period of seven years records of the following:

- Each Title IX Sexual Harassment grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant designed to restore or preserve access to the College's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, Hearing Panel members, Sanction Officers, Appeal Panel members, and any individual who facilitates the informal resolution process with regard to Title IX Sexual Harassment;
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of Title IX Sexual Harassment. In each instance, the College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's educational and working program or activity. If the College does not provide a complainant with supportive measures, then the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

XVII. Modification and Review of Policy

Ferrum College reserves the right to modify this policy to take into account applicable legal requirements or extraordinary circumstances. At regular intervals, the College will review this policy to determine whether modifications should be made.

Appendix A: Available Resources

Emergency Resources and Law Enforcement

Emergency medical assistance and law enforcement assistance are available both on and off campus. Individuals are encouraged (but not required) to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. For more information about filing a criminal complaint with law enforcement, please contact:

Emergency Services You can reach county emergency services by dialing 9-1-1

Ferrum College Police Department The College Police may be reached 24 hours a day, 7 days a week by calling 540-365-4444 or 911.

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 studentlife@ferrum.edu or calling 540.365.4461, or after hours by contacting your RA or Campus Police. You do not need to disclose to the RA or PD why you need them, simply tell them it is urgent and ask if they can call them for you.

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.

Confidential Resources

Information shared with Confidential Resources (including information about whether an individual has received services) will be disclosed to the Title IX Coordinator or any other individual only with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). For more information about confidentiality and Confidential Resources.

Campus Confidential Resources include:

The **Ferrum College Counseling Center** is located on the lower level of Roberts Hall and is available by phone at 540.365.4219 (you should leave a message if the counselor does not answer the phone) or email at counseling@ferrum.edu. Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Employee Assistance Program (EAP) is available to all Ferrum College employees. They offer short-term, confidential counseling to help you understand your options for virtually any issue or problem that may arise. Call 1-800-992-1931 to schedule an appointment.

Other Available Resources

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

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

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.

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.

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

Appendix B: Informal Resolution Process

The informal resolution process is a voluntary, remedies-based process designed to provide members of the Ferrum College community with an option to resolve certain disputes with other members of the Ferrum College community in a forum that is separate and distinct from the College's formal grievance processes under the Title IX Sexual Harassment Policy or the Sexual Misconduct Policy. Subject to approval by the Title IX Coordinator (see below), the informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent; the informal resolution process is not available in matters involving a student and an employee. The purpose of the informal resolution process is to eliminate the conduct which has been reported by the complainant (and prevent its recurrence), and place both individuals in a position to pursue their academic, working, and non-academic interests in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.

Prior to participating in the informal resolution process, parties will be notified in writing of the information contained in this Appendix B.

The following are features of the informal resolution process:

- Participation in the informal resolution process is completely voluntary.
- No party will be required to participate in the informal resolution process and the College will not require, encourage, or discourage the parties from participating in the informal resolution process.
- All parties must consent in writing to participation in the informal resolution process.
- The College may offer the informal resolution process only under the following circumstances:
 - A report or formal complaint has been filed by the complainant;
 - The Title IX Coordinator has determined, through an initial assessment, that the alleged conduct reported, if substantiated, would constitute Title IX Sexual Harassment or Sexual Misconduct;
 - The Title IX Coordinator has determined that the informal resolution process is appropriate for this matter.
- All parties will be provided with a written notice disclosing the allegations, the requirements of the informal resolution process, and any outcomes resulting from participating in the informal resolution process.
- At any time prior to signing an informal resolution agreement, any party has the right to withdraw from the informal resolution process and resume the formal grievance process pursuant to the applicable policy (i.e., Title IX Policy or Sexual Misconduct Policy).
- Under the informal resolution process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record. If a formal complaint is filed against the respondent in a subsequent matter under the Title IX Sexual Harassment policy or the Sexual Misconduct policy, the respondent's participation in a prior informal resolution process will not be considered relevant and will not be taken into account in the resolution of the subsequent complaint.
- Parties may be accompanied by a member of the College community who will serve as a support person to any meeting related to the informal resolution process. However, the support person may not actively participate in meetings and may not serve as a proxy for the party. Any individual who serves as a support

person is expected to make themselves available for meetings as scheduled by the College. The College has the right at all times to determine what constitutes appropriate behavior on the part of a College support person and to take appropriate steps to ensure compliance with this policy.

- Any agreements reached as part of the informal resolution process must be approved by the Title IX Coordinator in order to ensure consistency with the College's federal obligations. If the Title IX Coordinator determines at any time prior to the signing of the informal resolution agreement that the informal resolution process is no longer appropriate, the Title IX Coordinator may terminate the process.
- Upon signing the informal resolution agreement, the parties are bound by its terms and cannot opt for a formal grievance process based on the conduct alleged in the report or formal complaint.
- Failure to comply with the signed agreement may result in disciplinary action for either party.
- If the parties' circumstances change significantly, they may request a supplemental agreement; the Title IX Coordinator will determine whether it is appropriate to proceed. For example, if both parties joined the same eating club subsequent to signing the agreement or participated in the same study abroad program, either party could request a supplemental agreement to address the changed circumstances, provided that both parties agreed to any such revisions. Under such circumstances, the above conditions would apply.

Initiation of the Informal Resolution Process

If the complainant files a formal complaint pursuant to the Title IX policy or otherwise reported conduct that would be subject to the Sexual Misconduct policy, and requests to engage in the informal resolution process, the Title IX Coordinator will consider whether the informal resolution process is appropriate in the particular matter. In making this determination, the Title IX Coordinator will consider the following factors:

- The disciplinary record (or past conduct) of the respondent relating to sexual misconduct, physical violence, failure to comply with a No Contact Order, and/or other relevant conduct;
- The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety;
- Whether the circumstances warrant the Title IX Coordinator filing a formal complaint (e.g., if there is sufficient evidence to proceed with an investigation/adjudication even absent participation by the complainant);
- Whether proceeding with the informal resolution process is in accordance with the principles and objectives of the College's Title IX Sexual Harassment policy or its Sexual Misconduct policy, as determined by the Title IX Coordinator; and/or
- Whether proceeding with the informal resolution process in matters involving faculty and staff members is in accordance with College employment practices.

If the Title IX Coordinator determines that a case is not appropriate for the informal resolution process, the Title IX Coordinator will inform the complainant that the informal resolution process is unavailable.

If the formal grievance process has already begun, either party may seek to initiate the informal resolution process up until five business days prior to the hearing. If both parties agree to participate in the informal resolution process and the Title IX Coordinator approves of the informal resolution process, the formal grievance process will be adjourned while the informal resolution process is pending; if an agreement is not reached, the formal grievance process will be resumed.

Upon initiation of the informal resolution process, the College Title IX Coordinator will refer the matter to a trained informal resolution facilitator (“facilitator”). The facilitator will consult (separately) with each party in an effort to reach a resolution that best meets the interests and needs of the parties. Unless they mutually choose to do so as part of an agreement, the parties will not meet together in person as part of the process.

Potential Outcomes of the Informal Resolution Process

Depending on the nature and circumstances of the particular situation, parties may agree to outcomes such as:

- Long-term extension of a mutual No Contact Order or No Communication Order;
- Imposition of a “skewed” No Contact Order, placing the burden on the respondent to limit the respondent’s physical proximity to the complainant;
- Restrictions on the respondent from participation in particular organizations or events;
- Changes to on-campus housing, subject to availability;
- Participation by the respondent in a College-provided educational program;
- Participation by the respondent in a local or national educational program;
- Provision to the respondent of an “impact statement” written by the complainant (describing the impact(s) that the respondent’s conduct had on the complainant);
- Conversation between the parties facilitated by a trained individual appointed by the Title IX Coordinator;
- Other measures deemed appropriate by the Title IX Coordinator.

Failure to Comply with the Informal Resolution Agreement

Failure to comply with the signed agreement may result in disciplinary action for either party, consistent with disciplinary procedures.

Records Relating to the Informal Resolution Process

The records relating to the informal resolution process will be maintained in accordance with section XVI.

Prior to participating in the informal resolution process, parties will be notified in writing that any information gathered in the informal resolution process may be used in the Title IX Sexual Harassment or Sexual Misconduct formal grievance processes if the informal resolution process ends prior to a written agreement being signed by the parties. However, the College will not draw any adverse inference based on a respondent’s participation in the informal resolution process, nor will such participation be considered an admission by the respondent.

Even if the parties enter into a written informal resolution agreement, if information related to the violation of other College policies (i.e., policies other than the Title IX Sexual Harassment policy or the Sexual Misconduct policy) comes to light through the informal resolution process, such information may be used in other student accountability processes, subject to the Amnesty policy.

Retaliation

The protections against Retaliation described in section V apply to individuals participating in the informal resolution process. Disciplinary consequences may result for those found responsible for Retaliation.

Time Frame for the Informal Resolution Process

The time frame for completion of the informal resolution process may vary, but the College will seek to complete the informal resolution process within thirty business days of completion of the initial assessment. Should the time period extend beyond this time frame, the parties will be notified.

Appendix C

SUGGESTED ACTIONS AND RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

Any type of Sexual Misconduct is inappropriate and is taken seriously by the College. If you are the victim of Sexual Misconduct, the College's priority is to help you take steps to address your safety, medical needs, and emotional wellbeing. You are strongly encouraged to seek assistance regardless of whether or not you decide to pursue criminal or College disciplinary charges.

1. Ensure Your Physical Safety.

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

2. Seek Medical Assistance and Treatment.

Local options for emergency medical care and collection of personal evidence include Carilion Franklin Memorial Hospital in Rocky Mount (540-483-5277) or Carilion Roanoke Memorial Hospital, located in Roanoke (540-981-7000).

It is crucial that you obtain medical attention as soon as possible after a Sexual Assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases, and/or to screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). College staff can help you contact a support person, such as a family member, friend, or roommate.

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 72 hours of an assault. Even if you have not decided to file charges, it is advisable to have the evidence collection kit completed so that you can preserve the options of obtaining a protective order and/or filing criminal charges at a later date.

In order to best preserve evidence for an evidence collection kit, it may be advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

3. Obtain Emotional Support.

The staff in the Student Counseling Center 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.

4. Obtain Information and Report Misconduct.

Even if you have filed a report directly with law enforcement, you are encouraged to report incidents of sexual misconduct to the College's Title IX Coordinator or a responsible employee. These College personnel can help you access resources and can provide you with support and additional information.

APPENDIX D

SUGGESTED ACTIONS AND RESOURCES FOR INDIVIDUALS ACCUSED OF SEXUAL MISCONDUCT

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

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

CAMPUS RESOURCES

Ferrum College's **Title IX Coordinator** is Mr. Todd S. Hill, J.D., whose office is located in Richeson Hall, Room 7. 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 Counseling 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.

APPENDIX E

SEX DISCRIMINATION REGULATIONS

The U.S. Department of Education (DOE) may require schools and colleges to take remedial action for discriminating on the basis of sex or otherwise violating the DOE's Title IX regulations.

In response to any claim of sex discrimination under Title IX, schools and colleges are never required to deprive an individual of rights guaranteed under the U.S. Constitution.

Schools and colleges are to account for the interplay of Title IX, Title VII, and the Family Educational Rights and Privacy Act (FERPA).

Schools and colleges are to designate and identify a Title IX Coordinator, disseminate their non-discrimination policy and the Title IX Coordinator's contact information to ensure accessible channels for reporting sex discrimination (including sexual harassment), and notify students, employees, parents, and others of how the school or college will respond to reports and complaints of sex discrimination (including sexual harassment).

An institution controlled by a religious organization is not required to submit a written statement to the DOE to qualify for the Title IX religious exemption. *Although Ferrum College is a liberal arts institution founded on Christian principles and related to the United Methodist Church, is accredited by the University Senate of the United Methodist Church, and is a member of the National Association of Schools and Colleges of the United Methodist Church, Ferrum College is not controlled by the United Methodist Church.*

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

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

Alcohol-and-Drug-Free Campus Workplace Policy:

Ferrum College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The College 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. Compliance with this policy is considered a condition of employment and attendance at Ferrum College and monitored by the Human Resource Department. All employees and students have been notified of this policy by print publication and electronic delivery.

Student Life Summary:

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

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

Residence Hall Summary:

Ferrum College employs 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.

Ferrum College Student Internal Complaint System

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

Procedures and Guidelines

1. Complaint forms may be completed online at <https://www.ferrum.edu/campus-life/student-life/student-internal-complaint-system/> and will be sent to the Office of Student Life and Engagement for routing to the appropriate person on campus for investigation.
2. The person handling the complaint should, if possible, see that the situation is addressed and must inform the student in writing (within one month) of the outcome whether or not the complaint is found to be invalid. If the student does not receive a written response from the person handling the complaint within one month from the date of originally filing the completed complaint form, the student may bring the complaint back to the office to which they originally submitted the form.
3. If a student feels that a response to a complaint is unacceptable or unreasonable, the student may bring the complaint back to the Office of Student Life and Engagement. If a student does not receive a response from the administrator in that office within two weeks, the student may then bring the complaint to the Vice President of Student Development and Campus Life or another Executive Leadership Team member.
4. If a student is dissatisfied with the resolution of a complaint, the student can contact the Campus Conduct Hotline at 1.866.943.5787. The Campus Conduct Hotline is appropriately used if the complaint falls within the following categories: fraud or crime, sexual harassment, discrimination, safety or facility risk issues, security and internet policy abuses, code of conduct violations, workplace hostility, unethical grading practices, fraudulent financial or business practices, a violation of accreditation principles, or any other questionable behavior. Should the complaint still not be addressed satisfactorily, a violation of the SACS Principles of Accreditation may be filed with the SACS Commission on Colleges.
5. No adverse action will be taken against the student for filing a complaint. Anyone filing a complaint must be prepared to cooperate fully in any subsequent investigation. Failure to cooperate may result in the dismissal of the complaint. Students may be disciplined for willful failure to cooperate.
6. All documentation regarding a complaint, as well as its disposition, with the exception of harassment and sexual assault, must be securely stored in the office of the Title IX Coordinator. These records must be maintained for a period of six years from the date of final action. Harassment and sexual assault documentation is to be held in accordance with the guidelines of each policy.
7. A log that tracks student complaints is kept in the Office of Student Life and Engagement. The Office of Student Life and Engagement must be immediately notified upon resolution of a complaint and the file forwarded to the office of the Vice President of Student Development and Campus Life.
8. Complaints filed against a student will be handled in accordance with the *Student Handbook*.

Mediation Process

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

The Process of Mediation

- It is understood that, during any process of mediation, there shall be concern for the comfort and safety of all parties involved in the process.
- The complainant and the referred may bring with them a member of the faculty, staff, or student body to serve as an advocate at the mediation. No person other than those mentioned above may act as an advocate. Since the College Mediation Process is intended to be an educational experience and not a court of law, neither the College nor a student may bring an attorney as an advisor.
- All parties must agree in writing to the mediation process. (All procedures other than mediation do not require consent.)
- It needs to be understood that the process of mediation will not lead to punishment; instead, the goal is increased understanding and transformed behavior.

- All proceedings and resolutions of the mediation will be confidential. No information will be made public without the written approval of the parties involved.
- There should be a reasonable timetable (no more than one semester) for the mediation procedure so that the process does not continue in an unhelpful manner.

When mediation is requested, the appropriate advocate will contact the Vice President of Student Development and Campus Life or designee who will then make a recommendation of one or two mediators who they think would be suitable.

THE FERRUM COLLEGE POLICY AGAINST RACIAL HARASSMENT

Definition of Racial Harassment

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

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

Procedures

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

Student Complaint

A student who has experienced racial harassment may:

- A. Report the incident directly to 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 Human Resources 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.
- B. Discuss the incident with any Ferrum College faculty or staff member and seek his/her/their help in referring it as noted above.

After meeting, the student may choose one of the following:

- A. With the assistance of the counselor, the student may talk with the accused to see if the situation can be resolved through mediation (see Mediation Process).
- B. The student may bring the matter to the Dean of Students for appropriate application of the Student Accountability Process.
- C. If the accused is a faculty member, the complainant may elect to bring the matter to the Faculty Council. Allegations against a faculty member must be reported to the Director of Human Resources.
- D. If the accused is a staff member, the complainant may elect to bring the matter to the appropriate President's Cabinet member or Human Resources. Allegations against a staff member must be reported to the Director of Human Resources.

Faculty or Staff Complaint

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

Malicious Complaints

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

POLICY AGAINST DISABILITY DISCRIMINATION

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

I. Disability Defined

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

II. Reasonable Accommodation Defined

Any qualified student is entitled to receive a reasonable accommodation that satisfies the following standards:

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

III. Requesting Accommodations

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

Mr. Dan Milloy
Director of Accessibility Services
Carter Center, Stanley Library 110
Ferrum College
P.O. Box 1000
109 Ferrum Mountain Road
Ferrum, VA 24088-9001
Tel: (540) 365-4262

It is the student’s responsibility to alert the Section 504 Coordinator of the existence of a disability if a student desires an accommodation.

IV. Provision of Accommodations

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

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

V. Grievance Procedure

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

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

VI. Alternative Remedies

Inquiries concerning the application of nondiscrimination policies may also be referred to:

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

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

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

VII. Access to Regulations and Ferrum College Policies

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

POLICY ON COMMUNICABLE DISEASES

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

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

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

9. All students medically withdrawing or being medically withdrawn from Ferrum College are required to reapply through the Admissions Office. In order to consider a request for readmission, the College may require the student to sign a release or releases so the Dean of Students or designee may obtain copies of all medical, psychological, educational and other records deemed relevant to discuss the student's readiness to return to the College and to assist in developing reasonable accommodation(s). Readmission is not guaranteed. Upon receipt of completed information, a decision will be rendered within thirty days.

- a. Should the student choose to appeal the Dean of Students or designee's decision, the appeal shall be in writing and submitted within five business days of the date of the letter from the Dean of Students or designee to the Vice President of Student Development and Campus Life of the College. The appeal letter must demonstrate that:
 - i. there is new evidence and/or
 - ii. the withdrawal decision process exhibited prejudice or other unfair treatment of the student.
- b. Given such evidence exists and the appeal is considered, the Vice President of Student Development and Campus Life will render a written final decision within 60 days. If unforeseen circumstances arise, the Vice President of Student Development and Campus Life will notify the complainant the decision may take longer than 60 days.

PARENTAL NOTIFICATION POLICY

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

Mental Health Crisis Notification

Purpose:

To describe the specific procedures involved in the College's compliance with Virginia Statute HB1005.

Scope:

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

Responsibility:

The procedure applies to Student Affairs staff, Emergency Services staff, the College Police Department, and College counselors. The procedure also identifies the role of the Vice President of Student Development and Campus Life or designee in relation to the parental notification process.

Procedure:

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

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

Medical Emergency Notification

Purpose:

To describe the specific procedures involved in the College's response to a student medical emergency.

Scope:

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

Responsibility:

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

Procedure:

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

Missing Student Notification Policy

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

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

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

I. Procedures for designation of emergency contact information

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

II. Official notification procedures for missing persons

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

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

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

3. No later than 24 hours after determining that a residential student is missing, the Ferrum College Police or 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.

III. Campus communications about missing students

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

Prior to providing the Ferrum College community with any information about a missing student, the Office of Marketing & Communications shall consult with the Ferrum College Police Department and with local law enforcement authorities (as needed) to ensure that communications do not hinder the investigation.

Students in residential facilities are given the option of providing missing 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.

POLICY ON RESPONSIBLE USE OF COMPUTER AND COMMUNICATION EQUIPMENT

For the current policy, please go to <https://portal.ferrum.edu/infosvcs/generalinfosvcs/Documents/Forms/Allitems.aspx>.

SOCIAL MEDIA POLICY

PURPOSE

As defined by Merriam-Webster, social media are forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and

other content (as videos.) Social media tools, including Ferrum College-sponsored social networking sites, blogs, video or picture sharing sites, wikis, and other means of communicating online, are an important part of the College's public image and offer new opportunities to communicate directly with College constituents.

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

INDIVIDUALS ARE RESPONSIBLE FOR THEIR POSTS

Individuals are legally responsible for what they post online, whether on a personal site or a College-sponsored site. They may be held personally liable for defaming others, revealing proprietary information, and copyright infringement, among other things. All postings will be subject to state, federal and international law, including FERPA and HIPAA, and rules set forth by third-party sites. In addition, existing College policies apply to their online posts, including those posted on College-sponsored sites. The same laws, professional expectations, and existing College *Community Standards*, policies and guidelines for interacting with students, parents, alumni, donors, media, and other College constituents apply to online communications as well.

INSTITUTIONAL SOCIAL MEDIA SITE POLICIES

- **Obtain ELT's approval and notify the Marketing and Communications Department:** All Ferrum College social media sites must have a clearly identified employee who is accountable for site management and content. Only AC-authorized individuals may set up or post to College-sponsored social media sites. College faculty, groups, departments, programs, entities, individuals, and others who have a College-related social media page or would like to start one should notify and/or seek approval from the AC member responsible for their division. AC members will notify the College's Marketing and Communications Department of approved sites and site managers.
- **Protect confidential and proprietary information:** Posting confidential or proprietary information about Ferrum College, students, employees, or alumni is prohibited. Applicable state, federal and international law, including FERPA and HIPAA, and all applicable College privacy and confidentiality policies must be adhered to.
- **The use of Ferrum College logos or other imagery on personal sites is prohibited:** Do not use the Ferrum College name, logos or any other College images on personal sites or to promote a product, political party, or other cause.
- **Abide by copyright and fair use laws:** Adhere to all state, federal and international laws regarding copyright and intellectual property rights.
- **Value Ferrum College time and property:** On campus electronic communication systems are the property of Ferrum College and should be used for College related business. College computers and time on the job must be used in accordance with the College's *Policy on Responsible Use of Computer and Communication Equipment*.

BEST PRACTICES

In general, individuals should be thoughtful about what they post and respect the purpose of the community in which they are posting. The following guidelines should be followed when communicating online:

- **Respect and professionalism.** Individuals should be professional and respectful when communicating online and remember that they are responsible for everything they post. It is okay to disagree as long as it is done civilly and inoffensively. Individuals should remember social media sites are open for all to see and search engines can turn up comments and posts for years to come. When in doubt about posting something online, individuals should wait to post questionable content until they consult with their supervisor or the Marketing and Communications Department.
- **Transparency.** Individuals must identify themselves and clearly state their intentions when blogging or posting on behalf of Ferrum College. It should be clear that an individual's expressed views are not necessarily those of the institution.
- **Accuracy.** Individuals should be accurate and honest when posting to social media sites. Facts and sources should be verified and cited when possible. If a mistake is made, it should be quickly acknowledged and corrected.

- **Valuable posting.** Individuals who join a social network or comment on someone's post or blog should be positive and productive when contributing to the online conversation. They should remember "quality, not quantity" and to keep things simple and relevant.
- **Liability.** Individuals are legally responsible for any commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts.)
- **Photography and images.** Photographs and images posted online may be easily appropriated. To protect intellectual property, individuals should consider adding a watermark and/or posting images no larger than 800x600 at 72 dpi resolution so that they are sufficient for viewing online but not suitable for printing.

HANDLING COMMENTS

Social media site content may elicit comments or discussion of opposing ideas. Not all reader responses to College social media sites are appropriate to post. Individuals who post entries that elicit reader comments should follow these guidelines when handling responses:

1. Do not allow the posting of any comment that is obscene or offensive.
2. Do not allow the posting of any comment that reveals proprietary information.
3. Do not remove relevant anti-College comments simply because they are negative. Do not engage in online arguments or "flame wars" through social media commenting.
4. Do not allow the posting of spam, advertisements, or comments that merely link to another website (unless they are responsive to the original post.)
5. If a complaint about the College is made in a social media site posting, immediately notify the Marketing and Communications
6. Department so it can handle the situation directly.

HANDLING SOCIAL MEDIA POLICY VIOLATIONS

Failure to comply with this social media policy may result in disciplinary action, up to and including termination.

RESERVATION REQUESTS AND PROGRAMMING PROCEDURES

Ferrum College encourages faculty, staff, students, and organizations associated with Ferrum College to plan events both for the general community and for particular audiences. The 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.

GUIDELINES FOR INSPECTION AND SEARCH

A. Search

1. As a reasonable exercise of the College's duty to maintain discipline and an educational atmosphere consistent with the goals and purposes of the College, authorized personnel may search a residence hall room, apartment, or locker at any time.
2. The authority to conduct such a reasonable search may not be transferred to civil authorities, like police. (Civil authorities must conform to the standards of the fourth amendment.)
3. A room search will be conducted with permission from the Dean of Students or by verbal consent of the student who lives in the room.
4. A student's permission may be sought before their room is searched.
5. Any illegal materials, or other materials which are prohibited by College rules, may be seized and used as evidence in an accountability hearing, even if they are not materials for which the search was initially made.
6. Any illegal materials, or other materials which are prohibited by College rules, are the responsibility of the occupant and/or owner unless there is sufficient evidence to prove otherwise.
7. Any illegal materials found in a student's room may, at the discretion of the Dean of Students, be turned over to civil authorities for criminal prosecution.
8. Residents of the room may be given an opportunity to be present during a room search, after which, a search can be conducted in the absence of the resident(s).
9. The above statements dealing with the search of students' rooms are also applicable to students' automobiles and any other areas used by students, such as gym lockers. These statements also apply to areas such as offices used by student organizations.

B. Room Inspections – There are several reasons for room entry and/or inspection:

1. Routine Room Inspection – Ferrum College reserves the right to make periodic entry into and inspection of any residence hall room for reasons of safety, health, and sanitation; periodic check of condition of furniture and maintenance; or fire safety inspections. When possible, such inspections will be announced 24 hours in advance and all room residents should be present if possible. If residents are not present, a master key will be used to enter the room and complete the inspection.
2. Residence Hall Closings – Each residence hall room will be inspected by the Residence Hall staff at the beginning of every break period.
3. Emergency Situations – Room entry will be made should an emergency condition exist, as determined by the Student Life or Residence Hall staff. Except for situations of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room. A master key may be used if necessary.

CROWD MANAGEMENT & CONTROL, DEMONSTRATIONS, AND PEACEFUL ASSEMBLY

CROWD MANAGEMENT & CONTROL

It is the policy of Ferrum College to prevent crowds or large gatherings of people, as defined by Ferrum College Administrators and/or Ferrum College Police Officers, from disrupting the normal operations of the College. Ferrum College recognizes that demonstrations and crowd situations are often very fluid and continually evolving and that each one is unique. As such, the term "crowd" may be different for each situation and Ferrum College reserves the right to determine when the implementation or application of this policy is necessary.

Crowd situations may also be volatile and there is always the potential for them to degenerate with the possibility of violence, law/policy violations and property damage. When it becomes necessary to manage the actions of a crowd that constitutes a disorderly assembly or has committed other violations of law or College policies, appropriate personnel (College Police, administrators, other state/local police personnel, etc.) shall take whatever action is reasonable to maintain order and peace, including application of crowd control techniques. A variety of techniques and tactics may be necessary to resolve such an incident. Such techniques shall be employed to ensure that Ferrum College is able to continue normal business without disruption and all members of our community have the right to go about their business freely and safely.

Violations of this policy and/or other policy violations occurring during a gathering may lead to discipline, up to and including suspension or removal from campus.

DEMONSTRATIONS AND PEACEFUL ASSEMBLY

Ferrum College, as an educational institution, believes that expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and must be guarded, protected, and preserved. Members of the College community, both individually and collectively, are, therefore, encouraged to express their views through the normal channels of communication. The College also recognizes the right of the individual to express their views by demonstrating peacefully and constructively for concepts and beliefs he/she/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 the 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 107.

Areas that are recommended on campus for demonstration purposes 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:

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

Sanctions for violations will be subject to appropriate action as outlined in the *Student Handbook*.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT GUIDELINES

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. *Please refer to the Ferrum College Catalog for a full explanation of these rights.* The College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with College procedures. Exceptions may include notification of appropriate individuals of a mental or physical health or safety situation, a missing person, or for health-related communications with our healthcare provider, Tri-Area Community Health.

POLICE DEPARTMENT/CAMPUS SAFETY

College campuses are a microcosm of society, and as such, are subject to the same behaviors that occur in your hometown, including crime and accidents. With this in mind, it is our desire that students develop crime prevention and personal safety habits as a part of the college experience.

Crime Prevention/Operation Identification

Each student should engrave some identifiable markings on all valuables and record pertinent information. Each student should send one copy of this information to their parents. The recording and accessibility of this information can be very beneficial in recovering stolen items.

It is advisable for students to check with their parents' homeowner and motor vehicle insurance policies to see if their belongings are covered in the event of theft or accidental damage. If you find that these policies do not cover your belongings, you may consider purchasing additional insurance coverage.

Lock your room, your car, and your bike. If you leave your room, even for a short time, such as going to the bathroom or walking down the hall to see a friend, LOCK your door, utilizing the deadbolt (if applicable) each and every time.

In Case of an Accident

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

Neighborhood Watch

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

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.

Motor Vehicle Regulations

The operation of a motor vehicle on campus is a privilege granted by Ferrum College to faculty, staff, and students upon proper registration of the vehicle. Courtesy, caution, and common sense must characterize all campus driving. These regulations are part of Community Standards and compliance with College regulations is expected from all members of the College community.

Decals: All students, faculty, and staff members (both full-time and part-time) must register every motor vehicle they plan to operate on campus with the College Police Department and must properly display a current decal. **New decals need to be obtained each year.** 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.

1. Registration

1. 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.

2. 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. When the vehicle is registered, an appropriate decal must be properly placed on the outside of the lower rear glass, driver's side only. Decals placed higher than five inches from the lower edge of the rear glass will not only be in violation of College policy, but also in violation of Virginia State law. Registration confirms that the driver agrees to abide by the regulations and that all data is truthful.

1. Decals are non-transferable.

1. 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.

2. 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.

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

4. 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.

1. Parking Areas

1. Decals are issued as follows:

- Resident Students BH- Parking is permitted in the lots of Bassett Hall. Hillcrest (softball lot) is designated overflow parking for Bassett Hall students.
- Resident Students of LS – may park in the lots of Chapman, Riddick, Susannah Wesley, Dyer and Clark Halls only.

- Resident Students of FV - will also be issued to students living in the apartments along Route 602, Ferrum Mountain Road and Hillcrest Apartments. They may park in the Commuter lot only.

- Commuter Students – C Decal - Parking is permitted in the commuter lot.

- **There is no student parking permitted in Grousbeck lot and Swartz Gymnasium Lot**

- Faculty and Staff – FS Decal - Parking is permitted in all main campus lots except in any area designated as a fire lane, reserved space, areas designated as no parking or against a yellow curb.

- College-Owned Vehicles - Parking is permitted in any parking area at any time except those specifically prohibited by the College Police Department. Parking in fire lanes, reserved spaces, or against yellow curbs is prohibited.

- Persons with disabilities parking – Special Campus Disabled Decal - Parking is permitted in reserved disabled spaces on campus. Vehicles must display a state-issued disability placard, applicable Ferrum College decal and a Ferrum College Disabled Verification Permit to ensure the placard or license plates are registered to the corresponding student, faculty or staff member.

1. To use disabled-designated parking on the Ferrum College campus, your vehicle must display: a state-issued disability placard, applicable Ferrum College parking decal, and a Ferrum College Disabled Verification Permit

2. Anyone who is issued a Ferrum College Disabled Verification Permit must have either a valid state-issued permanent/temporary disability placard in the permit holder's name or disabled license plates registered to the permit holder. This information must be presented to the Ferrum College Police Department at the time of the request of the Ferrum College Disabled Verification Permit.

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

2. 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.

1. Violations and Penalties - Listed below are specific violations and corresponding fines. All could include towing (at owner's expense) as an additional penalty. Excessive parking violations (over \$500.00 in an academic year) or any moving violation could result in loss of campus vehicle privileges. The person in whose name a parking decal is issued will be held responsible for any violation involving a vehicle. Individuals receiving a campus citation must report to the College Police Department within two weeks after the receipt of the citation to pay the fine(s).

1. 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. Students driving on sidewalks, walkways, pedestrian thru-ways, grass, or any other non-road or parking lot without the permission of Ferrum College (plus restitution for damage, if applicable)
 1. 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

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

Payment of fines should be made at the College Police Department, 10021 Franklin Street, or through campus mail, c/o Campus Police Department. Please do not send cash through the mail. If the fine is sent through campus mail and you do not receive a receipt within five days, contact the College Police Department. Fines levied near the end of the semester will be due for payment by the end of the final day of exams.

Fines which are not paid or appealed within two weeks after the ticket date from the College Police Department will be billed to the student's account and assessed a \$20.00 processing fee for each ticket. Students with unpaid traffic fines will not be permitted to re-enroll and transcripts will not be issued by the College until all indebtedness has been paid.

All appeals are made to the Chief of Police. Decisions by the Chief of College Police are final.

Persons with excessive traffic violations may be subject to disciplinary action and loss of any vehicle privileges.

An individual who accumulates \$500.00 in parking fines in one academic year may lose their privilege to operate or park a vehicle on the property of Ferrum College.

1. **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.

1. **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.

1. **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 for students' safety.

1. **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.

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

1. **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.

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

1. Parking on Route 602 from Bassett Hall past the commuter lot is prohibited.

1. Towing may be used in the enforcement of campus traffic and parking policies. Any vehicle on which towing results will be subject to a towing fee set by the towing company. Before the towing company will release any vehicles, all unpaid fines owed to the College must be paid in full. Ferrum College is not responsible for any damages that may occur.

It is the student's responsibility to contact the College Police Department for appeals, payments, and registrations.