

RU

# RADFORD UNIVERSITY

2010-2011

## Standards of Student Conduct



# **Student Conduct: Code of Student Rights and Responsibilities**

This booklet serves as a reference for Radford University students. It contains the Standards of Student Conduct, information on the Family Educational Rights and Privacy Act (FERPA), a statement regarding Sexual Offenses, a statement on alcohol and other drugs, and additional information for RU Students.

Students are expected to become familiar with the contents of this publication. Students with additional questions or who need further information on other university policies should contact the Office of the Dean of Students or other appropriate administrative offices.

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# STANDARDS OF STUDENT CONDUCT

Radford University is a community of scholars and learners in which the ideals of freedom of inquiry, thought, expression, and the individual are sustained. With these ideals comes the responsibility of every student to hold him/herself to the standards of the Radford University community set forth in its policies. Choosing to join the Radford University community obligates each member to a code of civilized behavior.

The University strives to provide an educational environment conducive to student learning and development and has a duty to protect its educational purpose by setting standards of scholarship and conduct. The guiding principle of university regulations is to promote student responsibility and accountability while protecting the community as a whole. Students have the responsibility to follow all regulations outlined in this policy. Radford University likewise has the responsibility to provide a student conduct process that is:

- free from discrimination and harassment on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation;
- fundamentally fair;
- inclusive of the option for a hearing and an appeal, as outlined in this policy.

## UNIVERSITY JURISDICTION:

All individuals who apply to become students at Radford University agree to abide by the Standards of Student Conduct as a condition of their enrollment when they sign their application. As citizens of the larger community, students also are accountable to local, state, and federal laws. As a result, the university has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct regardless of where that violation takes place, on- or off-campus.

If the university is made aware of any alleged violation of the Standards of Student Conduct, adjudication of the case may take place without regard to

pending litigation or criminal arrest and procedures at the discretion of the university. University jurisdiction also extends to any misrepresentation or fraud related to a student's application for admission or readmission.

The term "student" means a person taking or auditing courses at Radford University either on a full or part-time basis, or an individual with a continued intent to pursue an education at Radford University, which includes, but is not limited to the following: between terms or during vacation periods, orientation, summer break, or a period of suspension or withdrawal. A student who is charged with a violation of the Standards of Student Conduct may not use a withdrawal from the university in order to avoid a conduct hearing and due process. The conduct process will continue whether or not a student is enrolled at the time of the hearing as long as they met the definition of "student" at the time of the alleged violation.

### **Inherent Authority**

The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

### **Interim Administrative Action**

The Vice President for Student Affairs, or designee, may defer procedural due process and enforce an interim action if necessary to maintain safety or order. The Academic Dean of a college, or her/his designee, may defer procedural due process and remove a student from a class to maintain order. Any student who has had interim action taken against him/her will be afforded a case resolution or a conduct hearing as soon as it is practicable.

### **Student Contact Information**

All students are responsible for maintaining their current mailing addresses, email, and phone number with the Registrar's Office. It is also the student's responsibility to frequently monitor campus email and the university web site, as these electronic means of communication serve as the official means for promulgating policies and as the university's most effective and efficient ways to disseminate important information to the campus community.

### **Modifying the Standards of Student Conduct**

The university reserves the right to amend the Standards of Student Conduct at any

time. Communication of any changes will be made to the university community in a timely fashion through the electronic media noted herein.

**Policy Interpretation**

The Office of the Dean of Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures.

# HONOR PLEDGE

At the initiative of the Student Government Association, Radford students are expected to adopt the following values and ideals:

I shall uphold the values and ideals of Radford University by engaging in responsible behavior and striving always to be accountable for my actions while holding myself and others to the highest moral and ethical standards of academic integrity and good citizenship as defined in the Standards of Student Conduct.

The Radford University Honor Pledge provides the foundation for a university community in which freedom, trust and respect can prevail. In accepting admission to Radford University, each student makes a commitment to support and uphold the Honor Pledge without compromise or exception. Prohibited conduct sections 1-8 of the Standards of Student Conduct generally relate to Academics, but will likely apply in other cases as well.

For more information on the Honor Pledge including examples of violations and tips on how to avoid violations please visit <http://www.radford.edu/~dos-web/academicintegrity.htm>.

# PROHIBITED CONDUCT

While the following statements are not inclusive of all prohibited conduct, they constitute the official record of all general conduct rules and regulations at Radford University. Individual students and student organizations are expected to abide by these rules and regulations as well as all federal, state and local laws.

The following is a listing of prohibited conduct:

## **1. Lying**

A misrepresentation of the truth which misleads another.

## **2. Possessing Unauthorized Material and/or Stealing**

The unauthorized appropriation, possession or use of the property of another.

## **3. Cheating**

The possession, receipt, use or solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This includes unauthorized communication of information before, during, and after an academic exercise.

## **4. Fabrication and Falsification**

The unauthorized alteration or invention of any information or citation in an academic exercise. Forgery, or the misuse of non-transferable documents or instruments.

## **5. Multiple Submission**

The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

## **6. Abuse of Academic Material**

Destroying, stealing, or making inaccessible library or other academic resource material.

## **7. Complicity in Academic Dishonesty**

Intentionally or knowingly helping or attempting to help another commit an act of



academic dishonesty.

## **8. Plagiarism**

Presenting the work of another as one's own. All sources of information must be cited according to one of the available style manuals. Please consult your faculty member to determine which style manual should be used.

## **9. Accessory**

Aiding or complicity to any violation of the Standards of Student Conduct. Presence at or failure to leave immediately a situation where a violation is occurring.

## **10. Alcohol**

- Possession or use of alcoholic beverages by any student under the age of 21 or in any areas where not permitted;
- Possession of alcohol in any residence regardless of age.  
Alcoholic beverages are only permitted in university operated apartments whose assigned resident(s) are at least 21 years of age;
- Providing alcohol to anyone under the age of 21;
- Possession of common containers (i.e. kegs) on university property;
- Public intoxication;
- Having an open container of alcohol in an unlicensed public place;
- Transporting unconcealed or open alcohol containers in public on Radford University property;
- Violating local and state alcohol laws;
- Serving alcohol to students on university property and at off-campus university- sponsored events without prior approval from the Vice President for Student Affairs.

*Additional information on Radford University Alcohol and Drug policies can be found at the end of this document.*

## **11. Bicycles, Skateboards, Skates**

Potentially dangerous or damaging use to self, property, or others, of skateboards, bicycles, scooters, or skates. The use of skateboards is permitted only on sidewalks and parking lots unless otherwise posted. Bicycles must be parked in bike racks and other designated areas.

## **12. On-Campus Housing Policy (Boarding Policy)**

Students must live on-campus at Radford University unless the student:

- Has already completed four consecutive full semesters at RU as an on-campus resident prior to the contract period, unless otherwise stated by the Vice President for Student Affairs of Radford University;
- Lives with relatives or guardians who are 21 years of age or older and are permanent residents within commuting distance of the university;
- Is currently or previously married;
- Has appropriately documented extreme emotional or physical problems;
- Has served at least one year active duty in the military forces;
- Has attended and successfully completed the off-campus living educational session, when offered. This educational session is not offered to students until their second semester of residency and does not supersede existing housing contracts.
- Has received permission from the Vice President for Student Affairs or appropriate designee.

## **13. Damage to Property**

Damaging or destroying university property or the property of others.

## **14. Disruptive Conduct**

Disrupting the regular or normal function of the Radford University community (on or off campus), including, but not limited to, behavior which breaches the peace, violates the rights of others, or constitutes a public nuisance.

## **15. Drugs**

Possession, use, distribution, sharing, manufacturing, or sale of any controlled substance or illegal drug, or the possession of paraphernalia in conjunction with drugs or drug residue. Improper use of a substance(s) for intoxicating purposes.

*Additional information on Radford University Alcohol and Drug policies can be found at the end of this document.*

## **16. Endangering Conduct**

Any act that imperils or jeopardizes the health or safety of self or others.

**17. Failure to Comply**

Failure to comply with the directions of university officials or those appointed to act on behalf of the university in the performance of their duties.

**18. Failure to Evacuate**

Failure to immediately evacuate any university building during a fire alarm or other emergency.

**19. Failure to Report Violations of a Health or Safety Risk**

Failing to immediately report any serious health or safety risk to the police, the Dean of Students office or other appropriate university personnel.

**20. Fire/Emergency Threat**

Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind.

**21. Fire Hazards**

Possession and/or use of candles, lanterns, oil lamps, burners, dried vegetation (one dried bouquet of flowers is permitted per room), and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas.

**22. Fire Safety Equipment**

Tampering with, damaging, disabling, or misusing fire safety equipment. In addition, not checking and/or verifying that smoke detectors are fully functioning, in accordance with state regulations and university policies.

**23. Fireworks and Explosives**

Unauthorized use, possession, or storage of fireworks or explosives on Radford University property. Unauthorized use, possession, or storage of hazardous chemicals that could pose a health risk, either by themselves or in conjunction with other chemicals.

**24. Guest Responsibility**

Failure to inform guests, both student and non-student, of university policies.

Radford University students are responsible for their guests' actions while on campus.

**25. Harassment**

Conduct that is directed at a person or group of persons including bullying, cyber-bullying, and intimidation in all forms; curses, epithets, or slurs which create a potential or present danger of a violent reaction and/or breach of the peace. Conduct that attempts to interfere with an individual's personal safety or daily pursuits.

**26. Hazing**

Hazing, encouraging, facilitating or allowing hazing by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community. Hazing is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing, or degrading activities regardless of intent or consent of the participant(s), by a group(s), or a member of a group(s) on an individual as a part of membership or as part of initiation.

**27. Invasion of Privacy**

Transmitting, recording, or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy, such as a residence or bathroom.

**28. Lewd, Obscene or Indecent Behavior**

Any conduct that is offensive to accepted standards of decency such as public nudity or public urination.

**29. Littering**

Littering, including improper disposal of tobacco products.

**30. Meetings and Events**

Publicizing an event before scheduling confirmation has been completed and the proper approval has been received.

### **31. Objects Dropped or Thrown**

Causing an object to fall from buildings or other elevated areas.

### **32. Pet Policy**

Possession of an animal other than non-poisonous aquatic frogs, aquatic turtles, animals that always live and breathe under water and properly attended assistance animals for individuals with disabilities, in university buildings or on the athletic fields or paths at the Dedmon Center complex. Authorized exceptions will be made regarding animals contained for and involved with academic research. All pets are to be properly leashed and attended to while on campus. All solid waste matter must be disposed of properly.

### **33. Physical Abuse**

Any action that causes physical injury or physical discomfort.

### **34. Physical Abuse – Threat**

The use of actions or speech to express or suggest intent to physically injure an individual(s), or causing a person to have a reasonable apprehension that harm may occur.

### **35. Power Strips**

Possessing multiple-outlet connections unless they are a “temporary” power strip with a built-in circuit breaker that is clearly marked, carry an Underwriter’s Laboratory (U.L.) approval, have a maximum load of 15 amps, and are plugged directly into a wall electrical outlet. Possessing an extension cord or configuring cords to function as extension cords.

### **36. Registration of Criminal Record**

Failure to report federal or state probation, felony criminal charges, or conviction of a felony to the Dean of Students within 15 university business days following registration with Radford University, or the charges being brought or conviction.

### **37. Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly as a

condition of an individual's employment, membership, or education;

- Submission to or rejection of such conduct by an individual is used as the basis for employment, membership, or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic, or living environment.

### **38. Sexual Misconduct**

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn, which causes physical or emotional discomfort to the victim.

To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

- the sexual conduct is not consensual;
- the sexual conduct includes force, threat(s), or intimidation;
- the sexual conduct occurs when the victim is mentally or physically helpless, such as when under the influence of alcohol or other drugs or when the victim is a minor.

### **39. Smoking**

Smoking in university buildings, designated non-smoking areas on campus or at entrances/locations where smoke can enter university-operated housing.

### **40. Solicitation Activities**

Any type of door-to-door sales or solicitation that inconveniences, harasses, or annoys other members of the university community. Solicitations, not in accordance with federal, state, or local law or without the permission of the Director of Student Activities or the Director of Residential Life may not be conducted. Organizations and/or individuals that are not affiliated with the university may not conduct solicitations on the Radford University campus without permission from the Director of Student Activities.

### **41. Student I.D. Cards**

Failure to carry a valid Radford University I.D. card at all times when on university property. Transferring and or duplicating university I.D. cards. I.D. cards must be provided upon request to any individual acting on behalf of the university in the performance of his/her official duties.

**42. Unauthorized Building/Facility Use**

Unauthorized presence on, in, or use of university premises, facilities, or property.

**43. Vehicles**

Driving motorized vehicles on campus grounds or sidewalks unless authorized by Radford University Police.

**44. Verbal Abuse**

The use of obscene or profane language or the use of abusive verbal conduct directed toward an individual or individuals.

**45. Violations of Law**

Violation of federal, state, or local law.

**46. Violations of Other University Regulations**

Violation of any university rule or regulation.

**47. Violation of the Radford University Information Technology Acceptable Use Policy.**

Any unauthorized use of university information technology resources including, but not limited to, computers, computer labs, and networks. Downloading copyrighted material from a source other than a legally authorized distributor. Making available copyrighted material without the legal written consent of the rights holder.

*Additional information on the Radford University Information Technology Acceptable Use Policy may be found at the end of this document.*

**48. Weapons**

Use, possession, or storage of firearms, ammunition, weapons, objects that propel projectiles, sharp tools such as axes and hatchets, or replicas of weapons on Radford University property or disruptive use of these items off-campus. Weapons include any object or substance designed or used to inflict a wound, cause injury or incapacitate.

# RESIDENCE HALL POLICIES

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus. The following is a list of prohibited conduct:

## **RH 1. Active Sports**

Participating in active sports in areas that are not designated for that purpose.

## **RH 2. Appliance Amperage**

Having a refrigerator or other electrical devices that draw more than two amps.

Having a microwave in permitted halls that is rated as more than 700 watts.

## **RH 3. Appliances**

Possessing items used to cook food or to heat a room. Possessing items with exposed heated coils/elements or halogen bulbs. Possessing microwaves in non-designated residence halls.

## **RH 4. Bed Guidelines**

Not complying with guidelines for loft and non-university beds, as established by the Office of Housing and Residential Life.

## **RH 5. Bed Requirements**

Possessing waterbeds or beds larger than twin-size.

## **RH 6. Cords**

Placing electrical cords under an item other than a rubberized cord protector.

## **RH 7. Display of Alcohol and Other Drugs**

Possessing alcohol containers in residence halls. Displaying alcohol or drug signs or other related drug memorabilia so they are visible from outside university-operated housing.

## **RH 8. Entering/Exiting Buildings**

Entering or exiting buildings in any way other than through an authorized doorway.



**RH 9 . Exterior Door Usage**

Propping or attempting to force open exterior building doors once locked.  
Entering a side door once it has been locked unless authorized by an appropriate Residential Life staff member.

**RH 10 . Guest Escort Policy**

Having a guest unescorted by his/her hosts after open visitation hours have ended. Not having a specific host immediately present in the building. Open visitation hours are Sunday - Thursday 8 a.m. - midnight and Friday - Saturday 10 a.m. - 2 a.m.

**RH 11 . Guest Visitation**

Hosting an unregistered guest or a guest not carrying his/her registration form after open visitation hours have ended. Hosting a guest without permission from the resident's roommate(s) prior to guest's arrival. Guests may stay no more than two consecutive nights and no more than three guests are allowed per room unless otherwise permitted by the Resident Director.

**RH 12 . Incense**

Possession and/or use of incense within university-operated housing.

**RH 13 . Items Hanging From Ceiling**

Attaching items to the ceiling of the room or hanging items in such a way as to cover the ceiling.

**RH 14 . Key responsibility**

Loaning or giving a key or student ID card to another person or using a key or student ID to admit an unescorted, non-resident of a hall.

**RH 15 . Odors**

Having odors that originate from inside a student room that are detectable outside the room.

**RH 16 . Paths of Egress/Entrance**

Obstructing the safe and efficient egress or entrance in rooms in any way, including the narrow corridor and windows.

**RH 17. Quiet Hours**

Not adhering to minimum mandatory quiet hours in and around residence halls. Quiet hours are Sunday evening - Friday morning, 8 p.m. - 9 a.m., and Friday evening – Sunday morning, midnight - 9 a.m.

**RH 18. Quiet Hours at Other Mandated Times**

Not adhering to quiet hours in areas and at times designated by the Office of Housing and Residential Life.

**RH 19. Quiet Hours for Courtesy**

Not adhering to a courteous level of sound at any time.

**RH 20. Removal of University Property**

Removing university property from its Residential Life designated location except with prior approval by the Resident Director.

**RH 21. Room Assignment**

Living in or occupying any residence hall room or university-operated apartment space other than one's assigned location.

**RH 22. Room Condition**

Keeping student rooms and bathrooms in unclean and/or unacceptable condition, including when preparing for university breaks. Not having a room in a condition that is ready to accept a roommate when a vacancy exists in a room or university-operated apartment.

**RH 23. Room Entry**

Entering another student's room without the invitation of the room resident at the time of entry.

**RH 24. Room Responsibility**

Behaviors which are in violation of the Standards of Student Conduct that occur in a student room or common area.

**RH 25. Room/Suite Capacities**

Having more than 10 people present per residence hall room and/or 20 people present per residence hall suite. Having more than 10 guests present in a university-operated apartment.

**RH 26. Safety Regulations**

Not complying with school, state, national, etc. safety regulations as communicated by the Office of Housing and Residential Life or other university departments.

**RH 27. Sundecks**

Entering or utilizing roof areas outside designated sundeck areas or usage times. Leaning or sitting on retaining walls.

**RH 28. Unattended Appliances**

Not constantly attending or not turning off appliances.

**RH 29. Wall Coverage**

Placing items capable of burning (such as, but not limited to: paper, posters, pictures, tapestries, wreaths, etc.) on more than 10 percent of walls within student rooms. Placing items capable of burning on student room doors or other areas as restricted by state fire code. One dry-erase board, not more than 12 inches x 16 inches in size, is permitted on each student door that leads to the main hallway.

**RH 30. Window Screens**

Removing a screen from its window casing.

**RH 31. Window Treatments**

Having a curtain or an item that functions as a curtain that does not have a manufacturer's label stating that it is flame-retardant. Having a valance or item that functions as a valance that is longer than eight inches.

# CONDUCT INFORMATION AND PROCEDURES

Alleged violations of the Standards of Student Conduct should be reported to a faculty or staff member in the area in which the violation occurred or to the Office of the Dean of Students. Reports of alleged violations may be handled in one of three ways:

**Verbal Conduct Warning:** Used when the alleged violation is minor and may result in the following sanctions: an educational task, restitution, prohibiting further contact with designated persons, removal of unauthorized or offensive property, or requiring an academic assignment be repeated. An internal record of the verbal warning is kept by the issuing faculty or staff member.

**Written Conduct Warning:** Used when the suspected violation is minor and provides a low-level response while creating an official record. A written warning may result in the following sanctions: an educational task, restitution, prohibiting further contact with designated persons, removal of unauthorized or offensive property, or requiring an academic assignment be repeated. A copy of the written warning is filed with the Office of the Dean of Students.

**Conduct Charges:** Used in any of the following circumstances:

- Whenever the seriousness of an offense warrants sanctions
- When a person has already received a written conduct warning concerning the same offense
- When a person has received two written conduct warnings for separate offenses

## **Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct**

1. Any individual may refer a student to the Office of the Dean of Students for Conduct charges. If the incident occurred in university housing, the student should be referred to the appropriate Residential Life staff member. If the incident concerns academic integrity then it should be referred to the faculty member for the course. Conduct Referrals will generally be delivered to the

appropriate office within 10 university business days after the student has been identified as the alleged violator.

2. Upon the receipt of a Conduct Referral, the university representative (Conduct Coordinator or Faculty member) will determine if sufficient information is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will typically be delivered or mailed the charges within 10 university business days of the alleged violator being identified. Faculty members pursuing charges of academic dishonesty should contact the Academic Dishonesty Case Coordinator in their college prior to the filing of charges.

### **Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.**

1. **Case Resolution:** The university representative may offer an alleged violator a case resolution. The university representative will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator has up to 48 hours from the time of the Case Resolution meeting to decide which option he/she would like to utilize to resolve the charges. The university reserves the right to resolve the matter through a conduct hearing should the University Representative deem it to be necessary.
  - a. If an alleged violator accepts responsibility for the alleged offense then the university representative will assign the sanction. If the alleged violator does not agree with the sanction(s), he/she may request that the Dean of Students, the Director of Residential Life, or their designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the appropriate office within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. This is the only appeal available through the Case Resolution Process.
  - b. If the alleged violator does not accept responsibility for the alleged offense then the Notice of Conduct Charges, the Case Resolution, and any other supporting documentation will be referred back to the Office of the Dean of Students or Office of Housing and Residential Life. A Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled Case Resolution meeting may have a hold placed on their registration until they have met with the university representative and reached a resolution or until a hearing has been completed.

**2. Conduct Hearing:** If an alleged violator does not accept responsibility or does not attend the Case Resolution, or if the university representative feels that the matter would be resolved in a more efficient or thorough fashion through a Conduct Hearing, such Hearing will be convened. If a Residence Hall Conduct Hearing is appropriate, the Conduct Hearing will be scheduled with Residential Life Staff. Those cases not appropriate for a Residence Hall Conduct Hearing will be conducted by the Campus Conduct Board or an Administrative Hearing Officer. Such matters are conducted at the discretion of the Dean of Students or designee. Conduct proceedings may be carried out prior to, simultaneously with, or following legal proceedings at the discretion of the university.

#### **Conduct Hearing Guiding Principles:**

- a. An alleged violator may request a pre-hearing conference prior to his/her Conduct Hearing.
- b. An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted five university business days prior to the hearing.
- c. Once notice of the hearing has been posted, the hearing will likely proceed even if the alleged violator chooses not to attend.
- d. A complete witness list must be submitted to the Case Coordinator two university business days prior to the hearing.
- e. Students may request, in writing, a list of all witnesses, witness statements, and access to all information.
- f. Determination of responsibility will be based upon the standard of “more likely than not” that a violation did occur.
- g. No character witnesses or irrelevant behavior will be considered in a hearing.
- h. All participants in conduct hearings are expected to abide by the Radford University Honor Pledge and should be aware that violations of the Standards of Student Conduct that occur during a hearing will likely result in additional charges.
- i. An alleged violator may select an adviser to be present at the hearing who may confer and give advice to the student in a quiet, confidential and non-disruptive manner. An adviser must be a full time Radford University

student. Any full time student can act as an adviser; however, a list of trained student-advisers is available in the Office of the Dean of Students.

- j. An actively participating alleged victim may select an advisor to be present at the hearing who may confer and give advice to the student in a quiet, confidential and non-disruptive manner. An adviser must be a full-time Radford University student. Any full-time student can act as an adviser; however, a list of trained student-advisers is available in the Office of the Dean of Students. If an actively participating alleged victim does not choose a student adviser, he/she may have a licensed counselor, trained victim advocate, or psychologist with them through the hearing for support purposes only. The counselor/advocate/psychologist may not act as an adviser.
- k. An alleged violator or actively participating alleged victim may bring to the hearing a maximum of four non-participating observers from the following categories: members of the immediate family, legal guardians, licensed counselors or psychologists, and attorneys. Non-participating observers are not able to speak or participate during the Conduct Hearing.
- l. No recordings or tapes of hearings shall be made by any person other than the Chair of the Hearing. Conduct Board Hearing recordings will be maintained by the Office of the Dean of Students for the appeal process only. If an appeal is not made, the recording will be destroyed 10 university business days after the appeal date is past. If an appeal is made, the recording will be destroyed 10 university business days after the final appeal decision. A student will be given reasonable access to their hearing recording for the purposes of review, with the understanding that no duplication or transcribing of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provide the Office of the Dean of Students at least 24 hours notice to make the appropriate arrangements.

3. **Mediation:** Students may be given the option of entering into mediation to resolve a dispute. Information on the mediation process, how it works, what it can and cannot do, and how to initiate mediation is available through the Office of the Dean of Students or the Office of Housing and Residential Life.

# CONDUCT SANCTIONS

A sanction is a consequence placed upon a student for violating the Standards of Student Conduct. The purposes of imposing sanctions are twofold: to protect the university community from behavior which is detrimental to the health, safety, and educational mission/ ability to conduct business of the university community; and to assist students in identifying acceptable parameters and understanding the consequences of future behavior.

All students that are sanctioned will be treated with equal consideration and dignity. All circumstances involved in an incident will be considered in sanctioning, as each individual case is unique.

Radford University employs a progressive discipline system where succeeding violations may entail more serious consequences, including possible suspension and dismissal from the university.

A student charged with ‘accessory’ may be subject to the same sanction(s) as a perpetrator of the actual “violation.”

Sanctions which may be assigned individually or in combination include the following:

- **Written Warning** – Official record that a student has been warned about behavior.
- **Removal of Property** – Required removal of property.
- **Restitution** – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- **Fees** – Monetary requirements based on the resolution of a case.
- **Restriction of Activities or Privileges** – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- **Educational Task** – Completion of a task which benefits the individual, campus or community.
- **Conduct Probation** – A period of self reflection which may last up to 32 weeks, during which a student is on official warning that subsequent violations of university rules, regulations, or policies are likely to result in a more severe



sanction including suspension or dismissal from the university.

- **Additional Stipulations** – Stipulations added to sanctions indicating additional actions that a student must complete and/or follow.
- **Academic Grade Penalty** – Recommendation to a faculty member for a grade reduction on an assignment or in a class that is a result of an academic integrity violation. Once a student has received notice that he/she has been charged with an academic integrity offense, the student will not be permitted to withdraw from the course with a “W” unless the procedures for handling the violation result in no grade penalty.
- **University Housing Relocation** – Required movement to another room, hall or quad with the Director of Residential Life or his/her designee having final approval. Once assigned this sanction, students must relocate in no more than 24 hours, after which the relocated student cannot enter the building he/she was removed from throughout his/her term of probation without permission from the Director of Residential Life or designee.
- **Removal from University Housing** – Required removal from university housing with the Director of Residential Life or his/her designee having final approval. This action occurs without the refund of room fees. Once assigned this sanction, students must move within the designated time required, after which the removed student cannot enter university housing without permission from the Director of Residential Life or designee.
- **Administrative Removal from an Academic Course** – Required removal from an academic course with the College Dean or his/her designee having final approval. A student given this sanction will be given a “W” or “F” in the course as is consistent with the Radford University withdrawal policy.
- **Conduct Suspension** – Temporarily canceling a student’s enrollment at Radford University with the Dean of Students or his/her designee having final approval. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the Dean of Students or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Radford University.
- **Dismissal** – Permanently canceling a student’s enrollment at Radford University with the Dean of Students or his/her designee having final approval. A dismissed student cannot re-enroll or graduate from Radford University. Once assigned this sanction, students are immediately removed from their classes and banned from

university property. A student cannot enter university property once dismissed without prior permission from the Dean of Students or designee.

- **Revocation of Degree** – The university reserves the right to revoke the degree of a graduate on the basis of a violation of the Standards of Student Conduct that occurred while the student was enrolled, if the violation(s) would have resulted in dismissal.

## APPEAL PROCEDURES

A student found responsible for a violation of university policy during a Conduct Hearing or through a Case Resolution may request an appeal for one of the following reasons:

- Insufficient information that a policy was violated;
  - A serious procedural error in resolving the case;
  - Sanction inappropriate for the violation;
- An appeal to the Dean of Students or designee (or to the Director of Residential Life or designee if originally heard in Residential Life) must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically a decision will be rendered within 10 university business days, unless the sanction includes suspension or dismissal. After review, the Dean of Students, Director of Residential Life or designee may:
- Affirm the finding(s) of the original hearing authority;
  - Reverse the finding(s) of the original hearing authority;
  - Alter the sanction(s) of the original hearing authority (If altered, sanctions may be made more or less severe);
  - Refer the case to an appeal hearing.

A subsequent appeal, which is permitted only in cases where suspension or dismissal is assigned in a Conduct Hearing, must be submitted to the Vice President for Student Affairs or designee within 48 hours of the alleged violator receiving the previous appeal decision in writing, or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. The Vice President for Student Affairs or designee may either:

- Affirm the finding(s) of the original hearing authority;
- Reverse the finding(s) of the original hearing authority;

- Alter the sanction(s) of the original hearing authority (If altered, sanctions may be made more or less severe);
- Uphold the appeal decision made by the Dean of Students or designee;
- Refer the case to an appeal hearing.

The decision of the Vice President for Student Affairs on all hearing appeals resulting in suspension or dismissal is the final decision for the university. The decision of the Dean of Students or designee on all other appeals is the final decision for the university.

# STUDENT ORGANIZATION AND CLUB PROCEDURES

If a student organization or club is alleged to have violated the Standards of Student Conduct, they will be referred to the Department of Student Activities. The Department of Student Activities will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by the Assistant Director for Student Activities are recommendations to the Assistant Vice President for Student Affairs/Director for Student Activities who has final approval of all decisions made in the organizational conduct process.

The Assistant Vice President for Student Affairs/Director for Student Activities or Vice President for Student Affairs may take administrative action and bypass the listed procedures if necessary to take appropriate action to protect the safety and well being of the campus community and its members.

Policies and procedures set forth by individual offices such as the Office of Student Leader Resources, Campus Recreation, or the Office of Greek Life are regulated by those offices. If those policies and procedures are violated, privileges may be withheld from the organizations and or clubs that violated them. Greek recruitment violations will be handled by the respective Greek Council, unless the recruitment violation is also a violation of the Standards of Student Conduct. All organizational and club violations of the Standards of Student Conduct will be referred to the Assistant Vice President for Student Affairs/Director for Student Activities.

## **Procedures for Handling Conduct Charges for Radford University Student Organization or Club Violations of the Standards of Student Conduct**

1. Any individual may refer a student organization or club to the Assistant Director for Student Activities for an investigation of conduct charges. Conduct referrals generally will be delivered to the appropriate office within 10 university business days after the organization has been identified as an alleged violator.
2. Upon the receipt of a student organization or club conduct referral, the Assistant Director for Student Activities will determine if sufficient evidence is present for charges to be filed against the organization or club cited. If charges are filed, then the president of the cited organization or club, faculty advisor, and/or

chapter advisor (if a Greek organization) will typically receive the charges within 10 university business days of the organization being identified, or completion of the investigation.

## **Procedures for Resolving Conduct Charges for Organizational Violations of the Standards of Student Conduct**

**1. Case Resolution:** The Assistant Director for Student Activities will typically meet with the president of the cited organization or club and, if possible, one advisor (faculty, staff or chapter) to review the charges and the possible sanctions. The organization or club with an alleged violation will have 48 hours to decide which option they would like to utilize.

If an organization or club accepts responsibility for the alleged offense and the proposed sanctions, then the Assistant Director for Student Activities will assign the sanction(s). If the alleged organization does not agree with the sanction(s), the organization may request that the Assistant Vice President for Student Affairs/Director for Student Activities review the sanction(s) to determine appropriateness. Requests for review of charges/sanction(s) must be delivered in writing to the Assistant Vice President for Student Affairs/Director for Student Activities within 48 hours of being assigned the sanction(s) or by 9:00am on the next University business day if the deadline falls on a weekend.

**2. Conduct Hearing:** If an organization alleged to have violated the Standards of Student Conduct does not accept responsibility or if the University feels that the matter would be resolved in a more efficient or thorough fashion through a Conduct Hearing, such hearing will be convened.

Hearings will be conducted by the Campus Conduct Board or an Administrative Hearing Officer at the discretion of the university. Conduct proceedings may be carried out prior to, simultaneously with or following legal proceedings at the discretion of the university.

### **Conduct Hearing Guiding Principles:**

Please see page 21 for a list of guiding principles for all Radford University Conduct hearings that apply to individuals as well as organizations.

## **Student Organization and Club Sanctions**

All sanctions are recommendations to the Assistant Vice President for Student Affairs/Director for Student Activities. If found responsible, sanctions may include, but not be limited to, the following list:

1. Censure or warning.
2. Educational or service program(s).
3. Restitution.
4. Notification of charges and sanctions to the organization's national headquarters.
5. Revocation of university facility use privileges.
6. Conduct probation. Conduct probation indicates that further violations of university regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
7. Forfeiture of proceeds from unauthorized or illegal activities. These funds shall be donated to either the Radford University Foundation or to a charitable organization as agreed upon with the Assistant Director of Student Activities.
8. Prohibition or restrictions on sponsored activities.
9. Removal of individual membership in the organization.
10. Suspension of organizational status for a specific period of time.
11. Revocation of organizational status.
12. Restrictions on social activities.
13. Organization or club probation.

## **Appeals**

An organization found responsible for a violation of university policy may request a review for one of the following reasons:

- Insufficient evidence that a policy was violated.
- A procedural error in resolving the case.
- Sanction inappropriate for the circumstances of the violation.

Typically a decision by the Assistant Vice President for Student Affairs/Director for Student Activities will be rendered within 10 university business days, unless the sanction includes suspension, removal of members or revocation of status which may result in a longer deliberation period. After review, the Assistant Vice President for Student Affairs/Director for Student Activities may:

- Affirm the finding(s);
- Reverse the finding(s);
- Alter the sanction(s);

The Assistant Vice President for Student Affairs/Director for Student Activities is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for organizations. The decision of the Assistant Vice President for Student Affairs/Director for Student Activities or designee in all organizational conduct matters is the final decision for the university.

### **Advisor's Role in the Hearing Process (Optional):**

Attend the initial meeting and/or case resolution meeting with the Organization's president and the Assistant Director for Student Activities.

Observe or advise the organization's president in the hearing (if appropriate).

Assist and support the organization throughout the conduct process.

Ask questions of all involved to make sure that the organization understands the process, the charges, and the ramifications of sanctions.

## **Individual Officers and Members**

Officers and members of any Radford University Student Organization found to be in violation of the Standards of Student Conduct will likely be charged with similar violations of the standards. All organization officers are responsible for the actions of their group, including alumni and guests, and must take all possible steps to help prevent violations from occurring. Individuals charged will be referred to the Dean of Students Office for case resolutions.

## **STATEMENT ON HAZING**

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Radford University community, is a violation of the Standards of Student Conduct.

Hazing, encouraging, facilitating or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community is prohibited. Hazing is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or members of a group(s) on an individual as a condition of membership or as part of initiation, is a violation of the Standards of Student Conduct.

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Standards of Student Conduct. This includes, but is not limited to, suspension of an individual or organization, removal of specific members of the organization, and/or revocation of organizational status.



# STUDENT CONDUCT RECORDS

## **Retention**

Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

## **External Release of Student Conduct Records**

External release of records will occur in accordance with Federal law. Records will be released outside of the university system with the students written consent unless the incident was resolved prior to the start of the Fall 2003 academic year in which case records will be released when the following conditions are met and the student has provided written consent:

- A student has been dismissed from the university for Conduct Reasons;
- A student has been suspended from the university for Conduct Reasons;
- A student has not completed serving his/her term of 20 or more weeks of conduct probation.

# FERPA

## **Family Educational Rights and Privacy Act**

Radford University student record policies and practices are in full compliance with state and federal laws (FERPA).

Upon request, the university will grant students who are or have been in attendance, access to their educational records except those excluded by law, and will provide an opportunity for a hearing to challenge such records.

The university will not release information about a student from records, except directory information, to people other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act and information explaining how students may exercise the rights accorded them by this policy are available from the Registrar's Office and the Office of the Dean of Students.

University and federal laws permit the university to release information it has identified as directory information with respect to each student unless the student informs the university that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Registrar's Office.

The university has identified the following as directory information.

- Student's name, local and home address, phone listing, e-mail address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Classification

If a student has a complaint about the university's compliance with state or federal laws concerning student records, the student is encouraged to register that complaint with a university official. While most concerns can and will be addressed promptly by the university, students may file complaints with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of the Family Educational Rights and Privacy Act.

Students should report any change of name, address, or marital status to the Registrar's Office so their university records can be corrected. Address changes may be submitted online at: <http://www.radford.edu/~registra>.

The university policy concerning the external release of student conduct records may be found in the student conduct records section of the Standards of Student Conduct.

# **STUDENT EXPRESSION**

Students, both individually and collectively, are encouraged to express their views through the normal channels of communication. Students are also free to express their views by demonstrating peacefully and constructively for concepts and beliefs they wish to make known. The university is obligated to protect the rights and freedoms of those students who choose not to participate in a demonstration, as well as being obligated to protect property and prohibit interference with scheduled activities of students, faculty, staff, and any person who may be a guest on campus. Persons who are unsure about the applicability of the policy should contact the Assistant Vice President for Student Affairs/Director of Student Activities or the Dean of Students prior to the activity. Persons who are not members of the Radford University community are free to express their opinions at demonstrations providing they are sponsored by a recognized campus student organization.

# **DEMONSTRATION AREAS**

Heth Plaza and the Hurlburt Student Center Plaza have been designated as the primary Demonstration Areas at Radford University for demonstrations or peaceful assemblies. Standard reservation procedures must be followed if a demonstration is to be held on campus; this includes registering the event with the Information Planning Office in the Hurlburt Student Center. Exceptions can be made for alternative sites on campus, as needed, by the Assistant Vice President for Student Affairs/Director of Student Activities. Outdoor on-campus activities involving the use of amplified sound must be approved by the Assistant Vice President for Student Affairs/Director of Student Activities.

# **INTELLECTUAL PROPERTY AND THE RU INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

Radford University, as an institution of higher education, expects the members of the university community to respect intellectual property. To that effect, the

University takes seriously all violations of the Information technology Acceptable Use Policy. This policy can be found online at <http://cio.asp.radford.edu/policy/documents/IT-5105-AcceptableUse.pdf>.

Any unauthorized use of university information technology resources including, but not limited to, computers, computer labs, and networks; downloading copyrighted material from a source other than a legally authorized distributor; and making available copyrighted material without the legal written consent of the rights holder will likely result in charges and sanctions should the alleged violator be found responsible.

### **Typical Sanctions:**

A student found responsible for violating the Radford University Information Technology Acceptable Use Policy will likely be placed on 12 weeks conduct probation and be assigned an educational task designed to prevent further violation.

For a second violation of the Acceptable Use Policy, conduct probation ranging from 16 weeks up to 32 weeks will likely be assigned in addition to educational tasks and community service. Restricted access to Radford University Information technology resources may also apply.

A third violation of the Acceptable Use Policy will likely result in suspension for a minimum period of one semester or dismissal from the university.

As each case is unique, additional sanctions may apply. In cases of extreme abuse, where multiple copyright violations have taken place prior to the university being made aware of the violation, more severe sanctions will likely apply including suspension or dismissal from the university. Potential fines may apply in all cases.

# SEXUAL OFFENSES

## **Sexual Harassment Policy**

Radford University is committed to creating and maintaining a work, academic, and living environment which is free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work, academic or living environment. Sexual harassment may result in criminal and/or civil legal action. It is also a serious violation of Radford University's values and expectations. Thus, it may also be addressed through the university conduct process and/or personnel policies. The Radford University Sexual Harassment policy and assistance in addressing policy violations may be obtained from the Office of the Dean of Students, the Office of Substance Abuse and Violence Education Support Services or the Social Equity Office in Human Resources. Specific information concerning what constitutes sexual harassment may be found in section 37 of the Standards of Student Conduct.

## **Statement on Sexual Misconduct**

Radford University is committed to raising the awareness of students, staff, and faculty regarding the issue of sexual misconduct. The university strives to maintain a safe campus learning environment, to provide prompt and compassionate support services for victims of sexual misconduct and to strictly enforce its sexual misconduct policy. Allegations of sexual misconduct, including acquaintance rape, may result in conduct charges under the Radford University Standards of Student Conduct and criminal and/or civil legal action. Sexual misconduct is a serious violation of Radford University's values and expectations. Specific information concerning what constitutes sexual misconduct may be found in section 38 of the Standards of Student Conduct.

## **Sanctions for Sexual Offenses**

Violations of these policies are very serious. Students found in violation of these policies may face conduct probation, suspension, or dismissal from Radford University depending upon the circumstances and severity of the incident.

## **Victims of Sexual Offenses**

A victim of a sexual offense has a number of options to consider. Radford University strongly recommends that a victim pursue these options. A victim may:

- **Seek medical attention, if appropriate.** It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted infections. It is also important to preserve physical evidence in the event the victim should decide to prosecute.
- **Obtain counseling.** Counseling resources, which are available at no cost to students, are listed at the end of this section.
- **Refer the student for conduct charges.** If the individual is a Radford University student, the victim may initiate university action through the Office of the Dean of Students, Office of Housing and Residential Life, or Radford University Police. If the individual is a Radford University faculty or staff member, the victim may initiate university action through the Office of the Dean of Students, the Radford University Department of Human Resources, the Office of Substance Abuse and Violence Education Support Services or Radford University Police. A victim of a sexual offense who uses the campus conduct system has the right to be made aware of the outcome of the conduct charges.
- **File criminal charges through the Commonwealth of Virginia.** Depending on the location of the incident, charges may be filed through either the city or university police.
- **Change the academic/on-campus living situation.** The victim is entitled to request, and the university will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules and other accommodations deemed necessary as a result of the incident. Consult with the Dean of Students Office and/or the Office of Housing and Residential Life regarding these arrangements.

## Resources

The following resources are available to a victim of a sexual offense.

- Carilion New River Valley Medical Center, Emergency Room, 2900 Tyler Rd., (540) 731-2000
- Women's Resource Center Sexual Assault Crisis Hotline, (540) 639-1123 (24 hours)
- Substance Abuse and Violence Education Support Services Office, Tyler Hall, lower level, (540) 831-5709
- Center for Counseling and Student Development, Tyler Hall, lower level, (540) 831-5226
- Office of the Dean of Students, 2<sup>nd</sup> Floor, Heth Hall, (540) 831-5321

- Housing and Residential Life, 2<sup>nd</sup> Floor, Heth Hall (540) 831-5375
- Student Health Center, Moffett Hall, lower level, (540) 831-5111
- Radford University Police, Allen Building, (540) 831-5500
- Commonwealth Attorney, (540) 731-3690
- Radford City Health Department, 212 Third Ave., (540) 831-5774
- Radford City Police Department, 601 First St., 911 or (540) 731-3627
- Radford University Department of Human Resources, 704 Clement St., (540) 831-5421

### **Educational Programs**

Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through the Office of Substance Abuse and Violence Education Support Services, Tyler Hall, (540) 831-5709.

# CAMPUS SECURITY

Students wishing to gain access to information concerning campus security and crimes that occurred on campus should contact the Radford University Police Department located in the Allen Building, call 540-831-5500 or visit them on the web at <http://www.radford.edu/~police>.

## STATEMENT ON ALCOHOL AND OTHER DRUGS

Since alcohol and drug use are governed by national social policy and state and federal law, and as the use and abuse of such substances are frequently associated with harm to self and others, Radford University takes violations of the alcohol and drug policy very seriously. All known offenders face university conduct charges and may be subject to arrest. All known violations of the alcohol and drug policies fall under Radford University's progressive discipline system where succeeding violations may entail more serious consequences, including possible suspension and dismissal from the university.

Philosophically, the university incorporates a “**three strikes**” analogy to convey the seriousness of its enforcement intent.

### **With regard to Alcohol:**

Any Radford University student found responsible for one alcohol violation (first strike), on- or off-campus, will likely be placed on probation for a period of 12-16 weeks of enrollment depending on the severity of the violation. The student will usually be required to participate in alcohol education classes and to participate in a decision making seminar offered by the Office of the Dean of Students.

A second alcohol violation (second strike), on- or off-campus, will likely result in a longer term probation of up to 32 weeks of enrollment, additional alcohol education through counseling, and community service.

A third alcohol violation (third strike), on- or off-campus, will likely result in suspension from the university for at least one semester in addition to the requirement of private substance abuse counseling prior to that individual's return to the institution and participation in university sponsored substance abuse counseling following readmission.



As each case is unique, additional sanctions may apply. There are fees for each of the alcohol education and counseling components that are assessed as a part of the sanctioning process.

Parents of any student under the age of 21 will be notified of all violations of the university's alcohol and drug policy.

More than one strike may be applied to alcohol charges in more severe cases such as Driving under the Influence of Alcohol (DUI) or in cases where extreme intoxication results in the need for a student to be seen by medical personnel such as EMS or at a hospital.

Conduct is comprehensive and therefore more severe sanctions, including suspension or dismissal, may apply without a student receiving three strikes if actions justify additional penalties.

### **AlcoholEdu:**

As of the fall of 2009, all incoming freshmen to Radford University are required to take an online alcohol education course, AlcoholEdu, prior to matriculation. Any incoming student who fails to successfully complete the course by the announced deadline date will likely be given an additional strike in the event they violate the university's alcohol policy.

For example, a student who was assigned but had not completed AlcoholEdu by the deadline is cited for underage possession of alcohol during the fall semester. That individual will automatically be raised to a level two violation (two strikes) with all the typical sanctions likely applying. In the event that the alcohol violation was already at level two (two strikes) such as DUI or alcohol poisoning, then the student could possibly be raised to the suspension level when their failure to complete AlcoholEdu is taken into consideration.

### **With regard to drugs and controlled substances:**

Any student found responsible for a single drug possession or consumption charge involving marijuana or unauthorized prescription medication will likely be given two strikes and will likely be placed on conduct probation for 30 weeks of enrollment and will likely be required to undergo multiple stages of substance abuse education and counseling. Fees for these sessions will apply.

Possession or use of any other controlled substances typically result in suspension and can result in dismissal.

A second violation of the drug policy, involving any controlled substance, will likely result in dismissal.

Distribution of any controlled substances, regardless of the exchange of money or services, will typically result in dismissal from the institution.

Conduct is comprehensive and therefore more severe sanctions, including suspension or dismissal, may apply without a student receiving three strikes if actions justify additional penalties.

The university believes that these educational experiences and sanctions will heighten student awareness of how seriously Radford University views the unlawful abuse of alcohol and drugs.

The privacy of students seeking medical treatment at either the Student Health Center or at local hospitals is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Neither the Student Health Center nor the local hospitals can report any information about students or their treatment to the university. Therefore students who may be under the influence of alcohol or drugs should never hesitate to seek medical treatment at any of these facilities.

We encourage students who may have questions about their own or another's alcohol or other drug use to take advantage of the services available on and off campus. The following resources are available:

- Student Counseling Services, Tyler Hall, lower level, 540-831-5226
- Office of Substance Abuse and Violence Education Support Services, Tyler Hall, 540-831-5709
- Student Health Center, Moffett Hall, 540-831-5111
- Carilion New River Valley Medical Center, 2900 Tyler Rd., 540-731-2000
- Substance Abuse Services of the New River Valley, 540-382-5050
- ACCESS, 540-382-1738
- National Institute of Drug Abuse Hotline, 1-800-622-HELP

### **Educational Programs**

Information about educational programs focusing on the awareness and prevention of alcohol and other drug abuse is available through the Substance Abuse and Violence Education Support Services Office, Tyler Hall, 540-831-5709.

### **Health Risks**

For information concerning health risks associated with alcohol and other drug use and abuse visit the website of the Office of Substance Abuse and Violence Education Support Services at <http://www.radford.edu/~sasae>. The office also offers a variety of educational brochures and handouts, which can be obtained by visiting the office in Tyler Hall. Call 540-831-5709 for more information.

Individuals who have questions concerning policies contained in this booklet or policies not contained in this booklet should contact the Office of the Dean of Students at (540) 831-5321 or the appropriate administrative office.

The Standards of Student Conduct are reviewed each academic year. To receive a current copy of this document please contact the Office of the Dean of Students or go to <http://www.radford.edu/~dos-web/studentconduct.htm>.