



VANDERBILT
UNIVERSITY

Student Handbook

*Policies and Regulations in
Co-Curricular Matters*

2003/2004

http://www.vanderbilt.edu/student_handbook

September 12, 2003

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Information concerning academic issues is provided in the catalogs of all of the Vanderbilt University colleges and schools. The *Student Handbook* is designed to acquaint Vanderbilt students with their rights and responsibilities as members of University community. The Statement of Principles, set forth in the *Faculty Manual* and comprising the first chapter of this handbook, forms the foundation for these rights and responsibilities.

The regulations in this handbook apply to all students enrolled at Vanderbilt whether they are full-time or part-time students, undergraduate, graduate, or professional students, transient students, students cross-registered from another institution, or students enrolled only in summer programs.

The University makes the handbook available to students via the World Wide Web (http://www.vanderbilt.edu/student_handbook). It is the student's responsibility to become aware of its contents. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.

Members of the University enjoy the rights and privileges associated with their status and are bound by the laws of the surrounding community. Student status does not protect a Vanderbilt student from arrest or prosecution for violation of local, state, or federal laws. A student who violates certain regulations can be held accountable by the public courts as well as by the University. A student's standing before the courts in and of itself, however, does not necessarily affect his or her standing within the University at any time.

The information provided and the regulations and policies outlined in this handbook are not intended to be all-inclusive and do not constitute a contract. The University reserves the right at any time to add to, modify, or revoke any of the regulations and policies contained in this handbook without notice.

Equal Opportunity:

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; its admission policies; scholarship and loan programs; athletic or other University-administered programs; or employment.

Statement on Sexual Orientation:

Vanderbilt University is committed to the principle of nondiscrimination on the basis of being or being perceived as homosexual, heterosexual, or bisexual. In affirming its commitment to this principle, the University does not limit freedom of religious association, does not require adherence to this principle by government agencies or external organizations that associate with, but are not controlled by, the University, and does not extend benefits beyond those provided under other policies of the University. (See See "Same-Sex Domestic Partner Policy" on page 54.)

Inquiries or complaints should be directed to:
Opportunity Development Officer, Baker Building
VU #351809
2301 Vanderbilt Place
Nashville, Tennessee 37235
Telephone (615) 322-4705 (V/TDD)
fax (615) 421-6871.

A Statement of Principles

<http://www.vanderbilt.edu/facman/statemnt.htm#sectionb>

(From the Vanderbilt University *Faculty Manual*)

The community of Vanderbilt University is united by the goals of inquiry and education. Faculty, administration, and students are partners in an enterprise aimed at the enhancement of knowledge and the growth of the individual. All members of this community have both rights and responsibilities and are expected to observe rules required to maintain the humane order of the University. Each member must respect the rights of others and make responsible contributions to the common life.

The University, in turn, dedicates itself to the support and encouragement of a collegial community. Its dealings with students will be governed, within the limits of its resources, by the principles articulated below. It will take special care that its rules and regulations, through which these principles are implemented, shall adequately reflect and be in accordance with them.

Open Communication

The University is committed to the promotion of collegial relationships among students, faculty, and administration through the creation and maintenance of open channels of communication. The University will publish and disseminate in a timely manner its policies, procedures, and regulations concerning students, including those stating academic requirements and standards of student conduct, as well as any other information that is

deemed to be important for the protection of all members of the University community.

Open Inquiry

The University is committed to providing opportunities for the free and open exchange of ideas both inside and outside the classroom. It will safeguard the undisturbed, orderly expression of diverse views and opinions as well as the opportunity for their careful examination.

Governance

The University is committed to the consideration of views expressed by students on matters of student concern, both in support of existing policies and proposals for change. It encourages student involvement in governance at the department, school, college, and University levels. To facilitate that involvement, the University will maintain appropriate processes within which students can communicate their views by formal and informal means, and can, directly or through their representatives, actively contribute to decisions affecting the University community. All involved are expected to participate in these processes in a responsible and thoughtful manner.

Academic Offerings

The University is committed to the provision of resources of high quality for aiding students in the pursuit of their academic and intellectual development, including both varied and complementary curricular offerings, a qualified faculty, and accessible, well-equipped facilities.

Formal Instruction

The University is committed to the pursuit of excellence in the education of its students, whether in the classroom, in the laboratory, or in practical experience. It will strive to create the opportunity for open inquiry, discussion, and challenge of ideas, and to assure students reasonable access to the faculty for continuation of this process outside of class meetings. Instructors will ensure that the objectives of their courses, their expectations for performance, and their methods of evaluation are explained to students. Academic evaluation will be based on fair and relevant standards. Students will be given an opportunity to evaluate the performance of the faculty as teachers and to have those evaluations considered.

Academic Integrity

The University is committed to academic honesty and to the effective and just implementation of a system designed to preserve and protect it.

Counseling

The University is committed to making support and guidance available for its students as they make academic, career, and personal choices and seek to understand themselves and those with whom they live and work.

Fair Procedures

The University is committed to providing students with the opportunity to present complaints about the action of any member of the University community. It will provide fair and appropriate procedures, including the opportunity for appeal, for addressing and resolving complaints. These procedures will be administered in a nonadversarial spirit of openness, fairness, cooperation, and mutual respect among the participants.

Extracurricular Activities

The University is committed to the support and stimulation of the learning experience beyond the boundaries of formal instruction. It will provide opportunities through special personnel, facilities, programs, and services for students to associate with one another on an informal basis for participation in nonacademic activities, including the opportunity to form and join campus organizations.

Privacy

The University is committed to the protection of its members from unreasonable intrusions into their individual privacy. It will also provide considerate, and where appropriate, confidential management of their academic, health, disciplinary, financial, and personal records.

Health and Safety

The University is committed to the physical and mental well-being of its members. Accordingly, it will strive to provide a secure campus, safe facilities, and responsible regulations designed to protect the health and safety of all.

Nondiscrimination

The University is committed not to discriminate on the basis of unlawful criteria in its policies, practices, programs, and activities.

Civility

A goal of Vanderbilt University is to foster an open and diverse society where the rights of all members of the community are respected. The free expression of views in orderly ways is encouraged, but personal vilification of individuals has no place at Vanderbilt. Discouragement of personal vilification includes education and assistance in understanding the differing cultures represented at Vanderbilt, peer disapproval of inconsiderate behavior, and provisions of the *Student Handbook* regulating abusive or harassing conduct.

The University recognizes that occasions may arise when the amendment of these principles will be necessary. The process of developing, approving, and implementing amendments shall include participation by students, faculty members, and administrators.

The Honor System

http://www.vanderbilt.edu/student_handbook/Honor_System.htm

“Honor Code” on page 6 / “The Honor Code Applied to Preparation of Papers” on page 6 / “Tests, Examinations, and Other Exercises” on page 8 / “Responsibility of the Individual Student” on page 9 / “Undergraduate Honor Council” on page 9 / “Undergraduate Honor Pledge” on page 9 / “Student Advisers of Undergraduate Honor Council” on page 9 / “Faculty Advisers to Undergraduate Honor Council” on page 10 / “Procedures of the Vanderbilt Honor Council” on page 10 / “Withdrawal from the University Before Hearing” on page 13 / “Discretion and Disqualification of Council Members” on page 14 / “Undergraduate Honor Council Constitution and Bylaws” on page 14

All students are required to acquaint themselves with the provisions of the Honor System through the information in this *Handbook*. Students may obtain further information from the dean of each school, from the Honor Council President at Vanderbilt University, VU #351601, 2301 Vanderbilt Place, Nashville, TN 37235-1601, telephone (615) 322-3056, from the Honor Council Web site, or from the Honor Council adviser. Graduate and professional students may obtain information from the office of the dean of their school or college.

Undergraduate students are subject to the jurisdiction of the Undergraduate Honor Council. The policies and procedures of the undergraduate Honor System stated in this *Student Handbook* apply to all students enrolled in undergraduate courses of all the schools and the Division of Unclassified Studies, whether full-time or part-time, or whether regularly enrolled, transients, or cross-registered from a neighbor institution.

Graduate and professional students are subject to the jurisdiction of the student body that implements the Honor System in the graduate and professional schools—School of Graduate Studies Honor Council, Student Honor Council of the School of Medicine, Honor Council of the Law School, Divinity School Honor Council, Honor Council of the School of Nursing, Owen Graduate School of Management Honor Council, and Peabody Honor Council (for students in professional programs at Peabody College). Graduate and professional students must check with their individual schools or advisers for further regulations beyond procedures cited in this *Handbook*, which may affect their studies and observances of Honor Codes.

The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the University. A student's personal integrity then, as now, was presumed to be sufficient assurance that in academic matters one did one's own work without unauthorized help from any other source. The Honor System is only one of the elements provided to Vanderbilt students with which each may develop creative thinking and intellectual maturity in a fair and balanced grading environment.

The Honor System presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course instructor.

When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be

given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism. (A comprehensive explanation of plagiarism is given under the heading "The Honor Code Applied to Preparation of Papers.")

Faculty members do not routinely monitor tests and examinations to apprehend violators. Instructors who remain in examination rooms are there primarily to give assistance.

Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations. In the event that a student does not obtain a clear definition of the application of the Honor Code from a professor in any class, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The System applies not only to examinations, but also to all work handed in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor.

Honor Code

Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate honor council.

The following are included as violations:

- **Falsifying or cheating** on a report, paper, exercise, problem, test or examination, tape, film, or computer program submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids (such as crib sheets, discarded computer programs, the aid of another person on a take-home exam, etc.); copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

- **Plagiarism** on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. A full description of plagiarism is given in the section below.
- **Failure to report** a known or suspected violation of the Code in the manner prescribed.
- **Any action designed to deceive** a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
- **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.
- **Use of texts or papers prepared by commercial or noncommercial agents** and submitted as a student's own work.
- **Falsification of results** of study and research.

The Honor Code Applied to Preparation of Papers

- Papers are to express the original thoughts of the student. If a topic for a paper has been discussed fully among students prior to an assignment, then the students should consult the instructor about writing on that particular topic.
- Failure to indicate the source of ideas, expressions, phrases, or sentences constitutes plagiarism.
- A student may not submit papers substantially the same in content for credit in more than one course, without specific and prior permission of all instructors concerned.
Students often have trouble distinguishing between privileged information and common knowledge. An idea is often considered common knowledge if it is encountered at least three times in separate sources during one's research into a

particular subject. (Reprints of one source do not constitute separate sources.)

Students should understand that sources of common knowledge *can* be plagiarized. Copying or close paraphrasing of the wording or presentation of a source of common knowledge constitutes plagiarism.

Students should realize that an act of plagiarism may include some degree of premeditation or may be the result of carelessness or ignorance of acceptable forms for citation; the act is plagiarism in any case and is a violation of the Honor Code. Students, therefore, must be conscious of their responsibilities as scholars under the Honor System, to learn to discern what is included in plagiarism as well as in other breaches of the Honor Code, and must know and practice the specifications for citations in scholarly work. The following examples illustrate the kinds of problems that can arise.

A student turned in a paper with the following paragraph:

"The characters in *Othello* are both allegorical and realistic at once. Characters like Iago and Desdemona are recognizable both as persons and at the same time devils, demigods and forces in nature. It is Shakespeare's achievement as an artist that he is capable of creating visions of life as people live it at the same time that he is able to understand life in terms of social and cosmic symbols. In this paper I will discuss the allegorical elements in the play, the skeleton of ideas and actions with which the characters give meaning to the play."

The instructor gave the paper to the Honor Council, citing this paragraph as evidence of plagiarism. The instructor presented the following paragraph from *Introduction to "The Tragedy of Othello" by William Shakespeare*, edited by Alvin Kernan. Copyright © 1963 by Alvin Kernan.

"Here is the essence of Shakespeare's art, an ability to create immediate, full and total life as men actually live and experience it; and yet at the same time to arrange this reality so that it gives substance to and derives shape from a formal vision of all life that comprehends and reaches back from man and nature through society and history to cosmic powers that operate through all time and space. His plays are both allegorical and realistic at once; his characters both recognizable men

and at the same time devils, demigods and forces in nature. I have discussed only the more allegorical elements in *Othello*, the skeleton of ideas and formal patterns within which the characters must necessarily be understood. But it is equally true that the exact qualities of the abstract moral value and ideas, their full reality, exist only in the characters."

The instructor delineated four examples of plagiarism:

(1) A change in wording:

STUDENT: The characters in *Othello* are both allegorical and realistic at once. Characters like Iago and Desdemona are recognizable both as persons and at the same time, demigods, devils and forces in nature.

KERNAN: His plays are both allegorical and realistic at once; his characters both recognizable as men and at the same time devils, demigods and forces in nature.

The instructor explained that this is plagiarism because the ideas presented in both cases are the same, with the student adding only a few of his own words to alter Kernan's original phrasing.

(2) Use of a catchy word or phrase:

STUDENT: In this paper I will discuss the allegorical elements in the play, the skeleton of ideas and actions with which the characters give meaning to the play.

KERNAN: I have discussed only the more allegorical elements in the play, the skeleton of ideas and formal patterns within which the characters must necessarily be understood.

The instructor stated that this sentence constitutes plagiarism because the student used the catchy phrase "the skeleton of ideas." Again, the student retains Kernan's phrase and his ideas, changing only some of the wording.

(3) Undocumented paraphrasing:

STUDENT: It is Shakespeare's achievement as an artist that he is capable of creating visions of life as people live it at the same time that he is able to understand life in terms of social and cosmic symbols.

KERNAN: Here is the essence of Shakespeare's art, an ability to create immediate, full and total life

as men actually live and experience it; and yet at the same time to arrange this reality so that it gives substance to and derives shape from a formal vision of all life that comprehends and reaches back from man and nature through society and history to cosmic powers that operate through all time and space.

This, the instructor said, was paraphrasing, and unless acknowledged, it is also an act of plagiarism. Students must clearly indicate each use of paraphrasing with a footnote or a reference technique suitable to the instructor.

(4) Word-for-word copying:

STUDENT: ...are both allegorical and realistic at once...recognizable...devils, demigods and forces in nature...the allegorical elements in the play, the skeleton of ideas ...

KERNAN: ...are both allegorical and realistic at once...recognizable...devils, demigods and forces in nature...the allegorical elements...the skeleton of ideas...

The instructor noted that had the student put Kernan's words in quotation marks and properly footnoted them, there would have been no offense.

Plagiarism extends to preparation materials as well. For example, should the student forget to note on research cards the source of material and then fail to footnote the source when the paper or report is prepared, the student is still committing a plagiaristic act. Not knowing how or when to footnote is not considered a sufficient excuse.

Students are expected to follow the general rules of footnoting for each discipline. One footnote is not sufficient if additional material from the same source is included in a work. Footnotes should express the extent of ideas or expressions of others that are used. All direct quotes must be in quotation marks or in block quote format. Simply providing a footnote without using quotation marks or block quote format is a violation. For further information about footnoting, refer to *A Manual for Writers* by Kate L. Turabian or the *MLA Style Sheet*.

A general rule is: when in doubt, always footnote. The following rules outline a proper footnote form.

- Number footnotes consecutively throughout the paper in Arabic numerals.

- First references should include the following information in order given:
 1. author's name (first name or initials listed first)
 2. title of work (underlined, or in quotation marks if part of a book)
 3. name of editor or translator
 4. place and date of publication
 5. volume number
 6. page number(s)
- Subsequent references to works already cited should be abbreviated but clear.
- When it is not necessary to cite author and edition (e.g., in a discussion of an assigned text), page or line references may be incorporated within parentheses in the body of the paper. Proverbs, familiar quotations, line references for short poems or page references for standard works, such as the Bible, need not be acknowledged, unless the material cited appears only in the particular edition used.

Examples of Footnotes

A Book

1Rene Wellek and Austin Warren, *Theory of Literature* (New York: Scribner's, 1949), p. 191.

An Article

1Raymond Gram Swing, "Father Coughlin: The Wonder of Self Discovery," *The Nation*, January 2, 1935, pp. 9-11.

2Swing, p. 12.

Tests, Examinations, and Other Exercises

Students are on their honor not to ask for or give information pertaining to any portion of an examination before or after they have taken it, in such a way as to gain or give an advantage over other students.

The written pledge (see also Undergraduate Honor Pledge) signifies that the work submitted is the student's own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each stu-

dent and faculty member is expected to establish a clear understanding of the requirements in each course. ***Any student uncertain about the application of the pledge in a particular course requirement should always consult the instructor. The Honor System pledge, or an abbreviation, should be included in all written work completed by the student and submitted for a grade. Any work handed in for credit, however, will be considered pledged unless otherwise excepted by the professor.***

Responsibility of the Individual Student

Without the support and cooperation of the entire student body, the Honor System will not work. Students must insist on the absolute integrity of themselves and their fellow students. It is the obligation of every student who suspects an honor violation to take action in one of the following ways, determining the choice of action by the flagrancy and/or certainty of the violation.

If a student has reason to suspect that a breach of the Honor Code has been committed, he or she must:

1. Issue a personal warning to the suspect, or
2. Report the incident to the Honor Council for action by the president, or
3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

Undergraduate Honor Council

The Honor Council is an organization of students that seeks to preserve the integrity of the Honor Code at Vanderbilt University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his or her name if innocent, and, if guilty, to protect the honor and standing of the remaining students by his or her punishment as set forth in the bylaws (from the constitution of the Undergraduate Honor Council).

The fifty-seven members of the Honor Council are selected from all the classes in all the undergraduate schools. Members are chosen by a joint system of a student-faculty committee and class elections. All Honor Council representatives must maintain at least a C average.

The Honor Council elects its own officers during the last general body meeting of the fall semester. The officers include a president, two vice-presidents, two recording secretaries, a corresponding secretary, and a public affairs officer. The president must have served for at least one full year as a member of the Honor Council.

Summer Council: Each spring the regularly selected Honor Council has the authority to transfer jurisdiction over all infractions of the Honor System during the summer session to the Summer Council, which has the same authority as the regular Honor Council. The Summer Honor Council's procedures are described in Article V of the Honor Council bylaws.

Undergraduate Honor Pledge

The pledge to be signed on all tests, quizzes, and similar work is: "I pledge my honor that I have neither given nor received aid on this examination."

All students are subject to the jurisdiction of the Honor Council. Examinations must be taken in intact blue books or on test materials designated by the professor.

Any student taking a course or courses in the College of Arts and Science, Peabody College, the School of Engineering, or Blair School of Music, regardless of where registered, is to this extent under the jurisdiction of the Honor Council and subject to any penalties it may impose.

Student Advisers of Undergraduate Honor Council

Student advisers appointed by the Honor Council are not voting members of the Honor Council. They serve to explain to an accused student the

procedures of the Honor Council, the hearing, and the penalties that may be assigned.

A list of advisers will be given to the accused student, and he or she may select one to serve as adviser during the investigation, hearing, and appeal. The accused may also select an individual not on the list from the University community: faculty, staff, or student. *However, current Honor Council members or persons with formal legal training are not eligible to serve as advisers.*

An adviser may also answer questions about the Honor Code or help students understand responsibilities under the Code. If a student is not sure what constitutes a violation or does not understand what actions to take after witnessing a violation, an adviser may help.

Faculty Advisers to Undergraduate Honor Council

Thirty faculty members appointed by the Chancellor make up the Board of Faculty Advisers. Each year, they elect their own chair. The chair assigns one faculty adviser to attend every hearing. In a full panel hearing, the faculty adviser may ask questions and participate in the discussion but does not have a vote in the outcome. The faculty advisers do have a vote in the outcome of a small panel hearing. After the hearing, he or she submits a written report to the chair.

At year's end, the Honor Council officers and the Board of Faculty Advisers may meet to review and discuss the cases decided that year. The Board of Faculty Advisers shall submit a report of the year's events to the Faculty Senate.

Procedures of the Vanderbilt Honor Council

Investigation

1. When an alleged violation of the Honor Code is reported to the first vice president of the Honor Council, he or she will immediately appoint two investigators.

2. The investigators shall interview, without delay, the accuser, and later, persons other than the accused who might have been a part of, or witness to, the alleged violation. They will collect all available physical evidence. Having assembled their findings, they will prepare a statement of the charge against the accused.

3. The statement includes, in addition to the specific charge, an explanation of the possible consequences if the accused student is found guilty of a breach of the Vanderbilt Honor Code. This statement must be prepared in duplicate, one for the accused and one for the Honor Council's files.

4. The investigators shall meet with the accused, explain that they are there on Honor Council business, present him or her with the written statement of charges, and give the accused a copy of the Honor System handbook. The accused is required to respond to the investigators' inquiries in reasonable time, and the Honor Council may send a notice to the Registrar's office to enter an Incomplete on the accused's transcript, along with the notation "Honor Council investigation pending," if the accused is not compliant. The accused will be informed at this time of all the available evidence in the case and of the procedures that will be followed.

5. The investigators then ask the accused to sign the Statement of Charges indicating that he or she understands the charge, possible penalties if found guilty, and the procedures to be followed. Signing the Statement of Charges does not imply or acknowledge guilt.

6. The investigators ask the accused to explain his or her own account of the events surrounding the alleged violation. The accused may choose not to make any statement at that time, but rather to defer making any statement until an agreeable time prior to the hearing.

7. The investigators inform the accused of his or her right to obtain material witnesses. The accused is required to notify the investigators of the witness(es) before the hearing has been scheduled so that the investigators may contact the witness(es) and prepare a statement for inclusion in the investigative report. No witness will be allowed to testify at the hearing unless he or she has previously given a statement to the investigators. The investigators will also inform the accused student of his

or her right to obtain one character witness to testify at the hearing. In addition, the accused may have one faculty, student, or staff adviser, who may not have had legal training, present with him or her during the presentation of testimony, and who may speak with the accused, but who may not speak directly with Honor Council members. An accused may obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused is encouraged to work directly with the Office of General Counsel.

8. The investigators should explain the procedures of the hearing in full detail to each witness and the accused. They should explain to the accused the importance of honesty in the proceedings and inform him or her that he or she will be called on to enter a plea of guilt or innocence. The investigators will also inform each as to the place and time of the hearing. The hearing should not be held earlier than seventy-two hours after the investigators initially have met with the accused unless an earlier time is agreed to by the accused.

9. The investigators are to arrange any details necessary for conducting the hearing, such as reserving rooms where the witnesses and the accused may be placed during the hearing.

10. The investigators assemble the evidence and testimony in a concise, logical report. At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigators' report in order to comment on any corrections or clarifications the accused student feels are necessary or appropriate.

Full Panel Hearing Prehearing

A twelve-member hearing panel (consisting of the president and eleven members appointed by the president) will hear the evidence in the case. The hearing panel conducts a prehearing to determine whether there is sufficient evidence to justify conducting a full hearing. As a general policy, The Honor Council will proceed with the hearing unless the preliminary investigation indicates clearly that no substantive basis for doing so exists.

1. Presentation of investigator's report.

a. Investigators are sworn in by the second vice-president.

b. Evidence is presented: the interviews with witnesses are reported briefly and impartially; the material evidence is presented and explained without opinion.

c. The investigators read the statement of charges issued to the accused and any statement written by the accused.

d. The Honor Council may question the investigators. At no time do the investigators express their opinion(s) concerning the guilt or innocence of the accused.

2. Determination whether to proceed to hearing. By simple majority vote, the Honor Council decides whether or not there is sufficient evidence to conduct a hearing.

Hearing

1. Testimony. The accused student is allowed to be present during the presentation of all testimony. The accuser and witnesses are to appear separately and await their appearances alone. When called, each (with the exception of the character witness) is sworn in by the second vice president.

a. *Accuser.* First, the president invites a general account of the events in question. Then the Honor Council may direct its questions to the accuser. The investigators may question the accuser, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured. In the case of the accuser's absence, the Honor Council will proceed to the testimony of the witness(es) and/or the accused student.

b. *Material Witnesses.* First, the president invites a general account of the events in question. Then the Honor Council may direct its questions to the witness. The investigators may question material witnesses, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured.

c. *Character Witness.* One character witness may answer questions concerning the background of the accused. A character witness is not allowed to testify or express an opinion concerning the

alleged offense. Discretion will be exercised to avoid questions that a character witness is not allowed to answer.

d. *Accused.* The president presents to the accused the charges and asks if he or she is familiar with the charges, the evidence, and the possible penalties if found guilty. The accused enters his or her plea of guilt or innocence. The president asks the accused to state his or her account of the events in question. At this time, discrepancies in testimony, contradictions, and specific charges are brought forth. The president should detail the charges in light of the testimony that has been introduced in support of the charges. The investigators may question the accuser, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured.

2. *Recall.* Witnesses may be recalled if the Honor Council so desires.

3. *Guilt.* When the Honor Council is satisfied that all pertinent testimony has been received, it proceeds to discuss and decide the question of guilt or innocence. The proof that a person is guilty of a charge must be clear and convincing to the Honor Council. Ten of the twelve members must vote "guilty" to find the accused guilty. Investigators do not vote.

4. *Penalty.* If the accused is found guilty, the Honor Council determines a fitting penalty based upon (a) the flagrancy of the violation, (b) premeditation involved in the offense, and (c) the truthfulness of the accused throughout the investigation and the hearing. The penalty must be determined by simple majority vote. If, at the discretion of the Honor Council president, mitigating circumstances exist with regard to the commission of the violation in question, then the president may introduce those circumstances to be considered in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.

5. *Decision.* The accused is brought back for presentation of the Honor Council's decision. After stating the decision, the president (and others) may talk with the accused. They may explain that the accused's parents may be notified of any sanctions imposed. At this time it should also be explained to the accused that he or she has the right of appeal.

Small Panel Hearing

During the course of an investigation, an accused student who wishes to plead guilty may request a small panel hearing of his or her case. If there are two or more students involved in a single case, all must plead guilty and request a small panel hearing in order for one to be conducted. If one of the accused students requests a small panel hearing and others do not, a full hearing must be conducted for all the students involved.

If an accused student informs the investigators that he or she would prefer a small panel hearing, the investigators will inform the Honor Council's first vice president, who will in turn inform the Honor Council president. A date, time, and location will be chosen for the hearing.

The Honor Council president will arrange for one other Honor Council member and a member of the Faculty Advisory Board to be present at the hearing. The Honor Council president should attempt to contact the chair of the Board within twenty-four hours of the tentative time scheduled for the hearing to arrange for a Board member to be present.

At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigators' report in order to comment on any corrections or clarifications the accused student feels are necessary or appropriate.

At the hearing, the panel members will be present, along with the investigators, the accused student, his or her adviser, and a character witness for the accused if he or she so desires.

1. *Investigators.* The investigators will first present their report and any pertinent evidence; material witnesses may be called to testify if necessary. After the evidence has been presented, the investigators may answer any questions from the panel members.

2. *Character Witness.* If the accused student desires the support of a character witness, the witness will testify before the accused student speaks.

3. *Accused.* At the conclusion of the investigators' report, the accused student will be given the opportunity to describe the events in question. Panel members will then have an opportunity to question the accused student about his or her testimony and the evidence before them.

4. Penalty. At the conclusion of all questioning, the panel will adjourn for a discussion of penalty. The appropriate penalty will be assigned on the basis of three criteria: (a) flagrancy of the violation, (b) premeditation involved in the offense, and (c) truthfulness of the student throughout the investigation and the hearing.

If, at the discretion of the Honor Council president, mitigating circumstances exist with regard to the commission of the violation in question, then the president may introduce those circumstances to be considered in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.

At the conclusion of the discussion, a penalty will be assigned by the panel. A small panel can assign one of two penalties in a case: (a) failure in the course, or (b) failure in the course and suspension for one semester. In rare circumstances, the panel may suspend the minimum penalty of failure in the course. Each penalty requires a unanimous vote of the panel. In the event that the panel cannot reach a unanimous decision or the small panel concludes that the penalty should be more severe than prescribed above, the case is sent to a full panel hearing.

5. Decision. The accused student will be informed of the small panel's decision.

After the Hearing

1. At the conclusion of the hearing, the Honor Council president will gather all the material evidence, investigative reports, notes, etc., involved with the case and place them on file in the Office of Student Conduct and Academic Integrity. In addition, a Hearing Information Form and Statement of Charges will be filed in Honor Council's adviser's office and notices mailed to all parties involved and to appropriate school administrators.

2. If the accused is found guilty or pleads guilty, written notice of the decision is sent to the following parties: (a) the accused, (b) the dean of the school in which he or she is enrolled, (c) the registrar of the school in which he or she is enrolled, (d) the University registrar and assistant registrar, (e) the Vice Chancellor for Student Life, (f) the Assistant Vice Chancellor of Housing and Residential Education when suspension of University Privileges is involved, (g) the chair of the Appellate

Review Board, (h) the instructor concerned, (i) the accused's parents, and (j) other material witnesses.

3. A summary of the proceedings will then be prepared by a member of the Honor Council Executive Board.

4. The accused student may file an appeal from a full or small panel decision with the Honor Council adviser or the adviser's designee, but must do so within ten class or exam days of the hearing date or within two calendar weeks if school is not in session for ten days after notification. The appeal petition will be sent to the chair of the Appellate Review Board who will determine if there are sufficient grounds for an appeal based on the criteria delimited in the appeal procedures. If the Chair affirms that there is sufficient reason for an appeal, the student's petition is sent to the Honor Council president who will draft a reply to the student's appeal upon receipt of the appeal from the Honor Council adviser's office. This reply will be sent to the accused student for review and additional written comment if he or she wishes. The appeal, the Honor Council reply, the student's comments, and copies of all appropriate evidence are then sent to the Appellate Review Board. (For information on procedures of the Appellate Review Board, see the See "The Student Conduct System" on page 60.)

Withdrawal from the University Before Hearing

If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, the fact will be recorded by the Honor Council. A letter will be sent to the accused stating that he or she is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

The accused may respond in one of three ways: return to the campus for a hearing, waive the right to give testimony personally, thereby acknowledging that the hearing may proceed in his or her absence, or waive the right to appear and send a written, signed statement to be presented on his or her behalf at the hearing. Failure by the accused to

respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a statement will be placed on the transcript of the accused stating that an Honor Council case is pending. A letter will also be sent to the University registrar and to the registrar of the school in which the accused was enrolled indicating that an Honor Council case is pending. If the accused attempts to register before the case is heard, the registrar will notify the president of the Honor Council. The case must be resolved before the accused may register.

If a case cannot be heard before the end of the grading period, the instructor will submit a grade of "I" until the Honor Council can act on the matter.

Discretion and Disqualification of Council Members

1. During the investigation and throughout the entire course of the Honor Council's proceedings, Honor Council members must express no opinion concerning the offense to witnesses, the accused, or members of the community at large.

2. Council members and investigators are not qualified to participate in cases where they may be subject to prejudice because of kinship, fraternity or sorority affiliation, or evidence of past prejudice.

3. Council members are not allowed to serve as character witnesses in any cases.

Undergraduate Honor Council Constitution and Bylaws

CONSTITUTION

(Adopted by the Student Body, May 23, 1945; amended April 27, 1949; May 15, 1957; February 11, 1959; March 14, 1962; April 26, 1967; January 28, 1971; March 3, 1971; March 8, 1972; October, 1974; April, 1975; February 28, 1978; September 25, 1979; February 24, 1981; January 8, 1986; January 14, 1988; January 8, 1990; February 25, 1997; December 13, 2000; and February 16, 2001.)

All academic work at Vanderbilt University is conducted under the Honor Code. For the successful operation of the honor system, the cooperation of the whole student body is essential. It is the duty of each member of the student body to show his or her appreciation of the trust placed in him or her under this system, not alone by his or her own conduct, but by his or her insistence on the absolute honesty of others in his or her class. It should be a point of honor among the various classes to hold their members to the standard of the University, and all students should be ready to report to the Honor Council anyone who may violate this trust, immediately and without discrimination. For the purpose of encouraging honesty and investigating cases of alleged dishonesty on the part of the students, an Honor Council is established with the following Constitution.

ARTICLE I

Name

The name of the council shall be the Undergraduate Honor Council of Vanderbilt University. The Undergraduate Honor Council of Vanderbilt University shall hereinafter be referred to as the Honor Council.

ARTICLE II

Purpose

The Honor Council is an organization of students that seeks to preserve the integrity of the Honor Code at Vanderbilt University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his or her name if innocent, and, if guilty, to protect the honor and standing of the remaining students by his or her punishment as shall be set forth in the Bylaws. It proposes to do this in accordance with the procedures, rules, and organization hereinafter set forth.

ARTICLE III

Scope

Section 1. The Honor Council shall take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned.

This applies to all tests, themes, term papers, and examinations, and to any other work unless

specifically designated by an instructor not to be under the Honor Code.

Section 2. Any student taking a course or courses in the College of Arts and Science, Peabody College, the School of Engineering, or Blair School of Music, regardless of where registered, is, to this extent, under the jurisdiction of the Honor Council and subject to any penalties it may impose.

Section 2. The following pledge shall be signed on all work: "I pledge my honor that I have neither given nor received aid on this examination."

ARTICLE IV

Membership and Elections

Section 1. The membership of the Honor Council shall normally consist of fifty representatives and seven officers. At the beginning of each academic year, the representatives shall be as follows:

Arts and Science

Five representatives from the senior class
Fifteen representatives from the junior class
Ten representatives from the sophomore class

Peabody

One representatives from the senior class
Three representatives from the junior class
Two representative from the sophomore class

Engineering

Two representatives from the senior class
Five representatives from the junior class
Three representatives from the sophomore class

Blair

One representative from the senior class
One representative from the junior class
One representatives from the sophomore class

In addition to the fifty representatives provided for above, membership of the Honor Council shall also include those representatives who have completed their two-year terms on the Honor Council in good standing and who have chosen to serve one final year on the Honor Council.

Section 2. In January of each year, immediately following the election of new officers, representatives shall be either elected or appointed, as the case may be, from among the schools as follows:

(i) In the spring of each year the public affairs officer shall announce that applications for the Honor Council may be submitted by any member

of the undergraduate student body qualified to hold office.

(ii) A committee consisting of the newly elected president, the immediate past president, the Honor Council adviser (or the adviser's designee), and two faculty members appointed by the Faculty Senate shall evaluate those members of the undergraduate student body who have applied for membership on the Honor Council. The committee shall present to the Honor Council's public affairs officer a list of not more than 22 sophomores, i.e., rising juniors (12 Arts and Science, 3 Peabody, 2 Blair, and 5 Engineering), and 18 freshmen, i.e., rising sophomores (11 Arts and Science, 2 Peabody, 2 Blair, and 3 Engineering). The public affairs officer shall immediately schedule an election publicizing the names of the candidates recommended by the committee for the purpose of electing representatives.

(iii) An election shall be held to select 14 representatives (8 Arts and Science, 2 Peabody, 1 Blair, and 3 Engineering) from the sophomore class and 12 representatives (7 Arts and Science, 1 Peabody, 2 Blair, and 2 Engineering) from the freshman class.

(iv) Candidates must receive votes from a minimum of 20 percent of the voting student body in order to be elected to the Honor Council. If there is not a sufficient number of candidates elected to fill the available positions on the Honor Council, the committee shall fill such vacant positions based upon the committee's previous evaluation process.

(v) An Honor Council member must maintain an overall C average to remain eligible to serve on the Honor Council.

ARTICLE V

Vacancies

At the end of the first full year of an Honor Council member's term, he/she will have the option to resign his/her membership.

In case a vacancy occurs on the Honor Council, it shall be filled at the next scheduled selection. The person selected will serve only for the unexpired term.

ARTICLE VI

Officers

The Honor Council shall elect from its number the following officers:

- A president, who must be either a junior or a senior and shall have served one year previously as a member of the Honor Council;
- Two vice presidents;
- Two recording secretaries;
- A corresponding secretary; and
- A public affairs officer.

Both men and women may be represented in these offices.

ARTICLE VII

Duties of Officers

Section 1. It shall be the duty of the president to preside at all meetings of the Honor Council, to arrange for the hearing of any student accused, and to perform all duties common to this office, including preparing and submitting an annual summary of the year's events to the Faculty Senate. The president shall administer the new members the following oath:

"I do solemnly promise to uphold the Constitution and Bylaws of the Honor Council and to perform the duties of my office to the best of my ability."

Section 2. The first vice president shall supervise all investigations.

Section 3. The second vice president shall administer to all witnesses and accused the following pledge: "I, ____, will tell the truth, the whole truth, and nothing but the truth in relation to the inquiry about which I am to give evidence."

Section 4. The recording secretaries shall keep full minutes of all meetings and the proceedings of all hearings. They must be kept in permanent files.

Section 5. The corresponding secretary shall notify members of all hearings, meetings, and retreats and perform any other related duties.

Section 6. The public affairs officer shall be responsible for publishing at least twice a semester in the campus newspapers a report of recent Honor Council decisions, coordinating the selection of new members, and carrying out all related duties.

ARTICLE VIII

Board of Faculty Advisors

Section 1. The Chancellor shall appoint a board of advisers to advise the Honor Council during hearings and investigations.

Section 2. The board of advisers shall consist of 30 faculty members who shall serve at the pleasure of the Chancellor.

Section 3. The board shall elect its own chair who shall be responsible for coordinating and assigning all duties in consultation with the president of the Honor Council.

Section 4. The chair of the board, along with the president of the Honor Council, shall mail an annual report to the Faculty Senate on the status of the Honor System.

ARTICLE IX

Meetings

Section 1. Regular meetings of the Honor Council shall be held at the discretion of the president.

Section 2. It shall be the duty of each Honor Council member to attend all meetings and hearings as requested. Each member is entitled to a number of absences; the president shall set this number.

Section 3. All meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

ARTICLE X

Quorum

Two-thirds of the members then serving shall always constitute a quorum of the Honor Council, except in case of a hearing, when twelve members shall constitute a quorum.

ARTICLE XI

Hearings

Section 1. No one shall be competent to sit on the Honor Council if he or she is related by blood or marriage to an accused, or is a member of the same fraternity or sorority as the accused. The Honor Council may, by a majority vote, declare any member incompetent for other grounds.

Section 2. All cases shall be heard privately.

Section 3. All hearings shall require the presence of a member of the board of advisers to proceed. This faculty member shall file a written

report with the secretary and chair of the board of advisers after each hearing.

Section 4. In case of a hearing, the verdict shall be "guilty" or "not guilty," and ten votes out of the twelve shall be necessary to convict the accused. The presiding officer must vote in all decisions. Written notice of the decision will be sent to the accused, the registrar of the school in which he or she is enrolled, the University registrar, the instructor concerned, and, with the permission of the accused, the parents, and the accuser not later than two days after the hearing has been held. Also, a copy must be kept in the permanent files of the Honor Council. Announcement of the facts and results of the case shall be made in the *Hustler*, but any facts which might tend to identify the student or students involved shall be withheld.

Section 5. The president may appoint a faculty member as an expert witness.

Section 6. All business conducted on investigations, hearings, business meetings, retreats, and other official Honor Council functions shall be held in strictest confidence among the members of the Honor Council. In addition, all information concerning investigations and hearings shall be so held by the individual members of the Honor Council then present; they may not discuss this information with other persons, including other Council members who are not on that particular case. However, information of a nonconfidential nature may be made available by the Honor Council president to the student body through the campus newspaper, radio station, et cetera.

ARTICLE XII

Small Panel Hearing

Section 1. In the event that an accused student admits guilt during an investigation, that student shall have the right to request a small-panel hearing rather than the regular panel hearing.

Section 2. A small-panel hearing shall consist of a member of the board of advisers, the president of the Honor Council, and one additional member chosen by the president.

Section 3. Any decision reached by the panel must be unanimous. If the panel is unable to reach a unanimous decision, the case must be referred to a full hearing.

Section 4. If the panel decides that the penalty for the accused student should be more severe than suspension for one semester or that consideration by the regular panel is desirable, the case should be referred to a full hearing.

ARTICLE XIII

Impeachment

The Honor Council shall have the power to impeach, suspend, or otherwise discipline its own members as shall be prescribed in the Bylaws.

ARTICLE XIV

Awareness

Each new student entering the University will be informed by the Honor Council as to the functions of the honor system and his or her obligations to the Honor Code and will be provided with a copy of the Constitution and Bylaws of the Honor Council on request and will be bound by the honor system upon registration.

ARTICLE XV

Miscellaneous Provisions

Section 1. In case a student withdraws from the University after a charge has been made against him or her by another student or by the Honor Council and before the hearing, the facts shall be recorded by the Honor Council just as if the accused had been present. The president will place a notation on the transcript of the accused, who will not be allowed to reenter the University until he or she has had a hearing before the Honor Council. Notice of such hearings will be sent to the student at his or her home or other known address.

ARTICLE XVI

Amendments

Amendments to this constitution shall require for their adoption the approval of two-thirds of the total membership of the Honor Council and ratification by a majority of the voting student body.

BYLAWS

ARTICLE I

Responsibility of Students

If a student has reason to suspect that a breach of the Honor Code has been committed, he or she must:

1. Issue a personal warning to the suspect, or

2. Report the incident to the Honor Council for action to the acting president:
 - a. An official warning will be issued by the Honor Council to the suspect.
 - b. An investigation will be held by the Honor Council, or
3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

ARTICLE II

Investigations

The first vice-president shall appoint a committee of two or three members to investigate each case and report its findings to the Honor Council. In case of a hearing, this committee shall present evidence to the Honor Council and shall be ineligible to serve as members of the Honor Council in this case. The president shall decide whether or not there is sufficient evidence to hold a hearing on the case in question. In all cases, the reporting party shall be notified fully of the Honor Council's action.

ARTICLE III (Updated Sept. 2, 2003)

Penalties

Penalties given to those declared guilty will be decided upon by the Honor Council and shall conform to the limits herein set forth:

1. For the first offense and any succeeding offenses of any undergraduate student, the penalty may include Honor Council Reprimand, a recommendation to the instructor that the student fail the assignment or examination at issue, failure in the course, suspension, or expulsion. The presumptive sanction for a first offense shall be failure in the course.

Reprimand or Reprimand plus recommendation of failure on the assignment must be approved by a vote of at least nine of the twelve panel members. Expulsion must be approved by a vote of at least ten of the twelve panel members. Other penalties require only a majority vote of the twelve members. The guidelines that should be considered in deciding the penalty are the following: the flagrancy of the violation, the degree of premeditation, intent to gain an unfair advantage, and the truthfulness of the accused throughout the investigation and the hearing.

When asserting that a lesser penalty is appropriate due to lack of intent to gain an unfair advantage, the student will bear the burden of demonstrating that the violation of the Code was not intentional. When the absence of intent is based upon a lack of understanding of plagiarism or citation rules or the student's failure to obtain a clear definition of the application of the Honor Code from the professor, the panel should also consider the degree of negligence on the part of the student when determining the appropriate sanction.

A student who is suspended by the Honor Council will have a note attached to his or her transcript indicating this action. At the end of the period of suspension, the note will be removed from the transcript, and letters to the University registrar and the registrar of the school in which the student was enrolled at the time of the violation will be removed from the student's files in those offices and placed in the permanent Honor Council files in the office of the Honor Council adviser.

The presumptive sanction for a student previously found guilty of an Honor Code violation is expulsion. The minimum penalty for a student found guilty a second time is suspension for at least one major semester.

2. If the presiding officer questions whether a penalty for a violation of the Honor Code is warranted under the particular circumstances of the case, he or she may open discussion among members concerning suspension of the penalty. The Honor Council may, by a vote of ten out of twelve members, elect to suspend the penalty. However, suspension of the sentence shall in no way serve to alter the finding of guilty under the Code.

3. Failure to cooperate with the Honor Council in providing information about an alleged offense shall constitute a conduct violation. If a personal warning is not issued, failure to report a known or suspected violation of the Honor Code shall also constitute a conduct violation.

ARTICLE IV

Impeachment

Any undergraduate student may bring a charge to impeach, suspend, or otherwise discipline members of the Honor Council for negligent or incom-

petent performance of their responsibilities as Honor Council members by contacting an Honor Council officer. Officers of the Honor Council may make similar charges on their own or on behalf of a member of the faculty, student body, or Honor Council. The president or acting presiding officer shall appoint two investigators to investigate the charge, and a seven-member committee to hear the case. A majority of the hearing committee is required to find the member guilty and to impose discipline, including impeachment.

ARTICLE V

Summer Honor Council

Section 1. *Transfer of Power:* The regularly elected Honor Council shall have the authority to transfer jurisdiction over all infractions of the Honor Code during the summer sessions to the Summer Honor Council. This Summer Council shall have the same authority as set forth in the constitution except that it may not vote on proposed amendments to the constitution.

Section 2. *Membership:* The Summer Council shall consist of all regular members present during the summer.

Section 3. *Officers:* The president will appoint as necessary.

Section 4. *Hearings:* Hearings shall be constituted according to Article XI of the constitution, except that summer hearings shall consist of four members and one member of the Board of Faculty Advisers. Each member of this panel has one vote; conviction requires four or five members to vote guilty.

Section 5. *Penalties:* Penalties shall be determined pursuant to Article I of these Bylaws except that penalties must be approved by a vote of at least three of the five members. If the panel decides that the regular panel is desirable, the case will be referred to a full panel for decision at the beginning of the fall semester.

Section 6. *Final report:* At the end of his or her term, the president shall leave a full report of the summer's activities for the regular president.

ARTICLE VI

Appointment of Committee Chairs

Each spring and fall semester, the president shall appoint, from members of The Honor Council,

chairs of the following standing committees: Elections Committee, Faculty Relations Committee, and Orientation Committee. These chairs shall be eligible for reappointment for succeeding semesters.

ARTICLE VII

Honor Educators

Section 1. The Honor Council shall support a group of students called Honor Educators. Their purpose shall be to inform the Vanderbilt community about the Honor System and to foster positive relationships between the Honor Council and the rest of the Vanderbilt campus. The Honor Educators shall be a part of the Honor System and shall work under the supervision of the Honor Council President.

Section 2. At the meeting where the Honor Council elects new officers, the Honor Educators Chair shall also be elected. To be eligible to become the Honor Educators Chair, a student must have at least one year of experience as an Honor Council member or advisor. Both Honor Council members and advisors shall be allowed to vote for Honor Educators Chair. The responsibilities of the Honor Educators Chair shall include setting a campus education agenda, facilitating its progress, and attending meetings of the Honor Council officers.

Section 3. The Honor Educator selections process shall take place during the regular Honor Council member and advisor selections process. The newly-elected Honor Council President, Honor Educators Chair, and Advisor to the Undergraduate Honor Council shall meet and appoint undergraduate students to become Honor Educators. The Honor Council officers shall train new Honor Educators at an orientation event in the Spring.

Section 4. Honor Educators each shall serve a two-year term, with the option of serving a third year. They shall have no responsibilities regarding individual cases of alleged academic dishonesty, nor shall they be allowed to know any confidential information relating to the business of the Honor Council.

Community Life

http://www.vanderbilt.edu/student_handbook/Community_Life.htm

“Freedom of Expression” on page 20 / “Undergraduate Student Governance” on page 21 / “Graduate and Professional Student Governance” on page 22 / “Student Communications” on page 22 / “Study Abroad Programs for Undergraduates” on page 23 / “Student Activities” on page 24 / “Advisers to Student Organizations” on page 26 / “Scheduling Activities” on page 26 / “Sound Amplification and Noise” on page 27 / “Publicity, Promotion, and Advertising” on page 28 / “Vanderbilt Community Creed” on page 34

Regulations concerning community life have been established to ensure opportunities for effective participation for all.

Freedom of Expression

- *Meetings open only to members.* A campus organization may invite any person to address its members, but organizations must follow normal procedures for reservation of space with the Office of Schedules and Reservations, Sarratt Student Center, and demonstrate ability to pay for associated costs.
- *Meetings open to the Vanderbilt community.* An organization may invite any person, approved by the majority of its members, who represents a point of view pertinent to the occasion to speak to an assemblage of the Vanderbilt community, provided that the sponsorship of the event is consistent with the purposes of the organization.
- Registered student organizations may also order films to show on campus if the film is part of a planned program consistent with the stated purpose of the organization. Films may be promoted and advertised on campus only.
- Normal procedures for assemblies of this nature include registering in advance with the Office of Schedules and Reservations, Sarratt Student Center, so as to ensure the adequacy of arrangements, minimize schedule conflicts, reserve space, and demonstrate ability to pay for costs incurred.
- *Meetings open to the public.* For open meetings sponsored by campus organizations, normal procedures must be followed by obtaining prior approval through the Office of Schedules and Reservations.
- *Disruptive activity.* Vanderbilt students engaging in disruptive action or disorderly conduct are subject to University disciplinary action, including suspension or expulsion. Vanderbilt students and others may also be subject to criminal prosecution.
- *Limitations on meetings.* The University may restrict the times and places of organization meetings in campus facilities. A campus organization denied permission to sponsor an assembly may appeal the decision to the Vice Chancellor for Student Life or his designee.
- *Sponsorship.* A student organization that sponsors an activity will be responsible for registration, arrangements, publicity, costs incurred, and the conduct of the participants. The Vice Chancellor for Student Life or his designee

must approve access to University facilities for requests from individual students who wish to use the facilities for a speaker of their choosing. Off-campus groups may cooperate with a campus organization in a campus event, but the campus organization remains fully responsible for the conduct of the off-campus group. Off-campus groups or individuals wishing to use University facilities independently must conform to University policies and must request access through the Office of Schedules and Reservations.

- *Distribution of printed statements.* Persons who distribute printed materials are responsible for the contents. Students may distribute leaflets, informational sheets, or similar materials on Rand Terrace or outside the building in which a meeting has been scheduled by another organization, if the distributors position themselves so as to avoid restricting access. There may be no charge or requested donations for these materials.
 - Information about the sale of printed statements, etc., and the display of posters can be found in the sections "Sale and Solicitation" Sale and Solicitation and "Publicity, Promotion, and Advertising" Publicity, Promotion, and Advertising. Campus organizations sponsoring events involving controversial persons or views are responsible for providing for the safety and well-being of their guests. Arrangements must be made with the Office of Schedules and Reservations.

Undergraduate Student Governance

The University recognizes a representative student organization that serves as a channel for student opinion for each school. Recognition has been extended by the University, in consultation with the Office of Student Activities, to the following governing bodies:

Arts and Science Council. Membership includes the presidents of all registered academic majors' associations plus one freshman and one sophomore student representative. The president,

vice-president, secretary, and treasurer are elected by the students of the College.

Blair Council. Membership is represented by elected members from the classes and by an elected Executive Committee.

Engineering Council. Membership includes elected representatives from each of the classes, the president, and one elected representative from each registered professional society.

Student Association of Peabody College. The association is directed by an Executive Committee, and members are elected at large by students of Peabody College. Each class also has a representative on the Executive Committee.

Interhall. Interhall is the governing body of residence halls which acts as a liaison between residents and the Office of Housing and Residential Education. All students in residence are members.

Panhellenic, National Pan-Hellenic, and Interfraternity Councils. The Panhellenic Council, the National Pan-Hellenic Council (NPHC), and the Interfraternity Council (IFC), which govern the activities of the Greek social organizations, are composed of representatives from each registered national sorority and fraternity on campus.

Student Government Association. The SGA has two divisions: the Student Senate and the Executive Board. The Student Senate is composed of five senators from each class (two from Arts & Science, one from Peabody, one from Engineering, and one from Blair). The Senators represent their respective classes in the Senate, and assume one of the following roles: Vice President, Committee Co-Chair, or Committee member of one of two all-Senator Committees. Ten members form the Executive Board with six Vice Presidents mirroring the University administrative structure, featuring positions such as Vice President of Finance, Vice President for Academic Affairs, Vice President of Communications, Vice President of Community Affairs and Vice President of Student Affairs.. These positions are elected from the senate, by the senate, and each Vice President is charged with overseeing a varying number of specific and related Committees.

In accordance with University policies, the Purpose of the Student Government Association is as follows:

- To provide a means whereby undergraduates may effectively express their views and interests to other components of the University and to the outside community in matters which affect their social, cultural, physical, and academic welfare;
- To stimulate effective student organizations and to coordinate their activities for the benefit of the Vanderbilt educational community; and, to provide for the development and coordination of activities and services beneficial to Vanderbilt students and the University community;
- To maintain effective student representation and participation in the decision-making process of the University.

Student Finance Committee. The Committee is a representative student group which annually allocates to student organizations funds collected as student activities fees. Membership comprises the eight elected SGA class senators, a representative from the Graduate Student Council, a student representative from the professional schools, three student representatives appointed by the Vice Chancellor for Student Life or his designee, a member of the faculty, and two ex officio members: an Associate Director of Student Activities responsible for Student Organizations, and the Vice Chancellor for Student Life or his designee.

Graduate and Professional Student Governance

The Graduate School and all of the professional schools and/or programs have representative student organizations that serve as channels for student opinion.

Graduate Student Council of the Graduate School. Membership consists of one elected representative from each department, but any graduate student may participate.

Graduate/Professional Student Association of Peabody College. Membership consists of representatives elected by students in each department. This body coordinates academic, social, and other activities significant to the student community and is also available to the administration and faculty

for consultation regarding concerns of the students in Peabody College.

Vanderbilt Bar Association. Membership consists of students of the Law School who are directed by a Board of Governors elected by the classes.

Student Council of the Divinity School. Membership consists of editors of the two student publications and representatives from the various levels of academic training.

Council of Class Officers (School of Medicine). Membership consists of elected officers from each class.

Graduate Nursing Council. Membership consists of representatives of each of the five clinical majors in the M.S.N. program.

Owen School Student Association (OSSA). The Executive Council membership consists of five second-year representatives and four first-year representatives, but all registered candidates for Owen School degrees can participate in OSSA activities. OSSA provides leadership and coordination for professional and social activities.

Student Communications

VSC

Vanderbilt Student Communications, Incorporated (VSC), is a nonprofit corporation affiliated with the University that publishes and supervises the *Vanderbilt Hustler*, the campus newspaper; the *Commodore* yearbook; *Versus*, a general interest magazine; *The Vanderbilt Review*, an annual literary-photo magazine; *The Torch*, a student libertarian/conservative publication; *Spoon*, a student art and travel Publication; *The Slant*, the student humor magazine; *Orbis*, a student liberal viewpoints publication; WRVU, an FM radio station; and Vanderbilt Television.

Publications for general distribution to the University community or to persons outside the membership of a student organization and publications funded directly by the student activities fee or indirectly through the VSC Creative Arts Fund are under the exclusive authority of VSC.

Newsletters

Any student organization, supported directly or indirectly by the University, financially or otherwise, wishing to print and distribute a newsletter, must be registered by the Office of Student Activities and must advise the Office of their intention to publish. Newsletters should inform members of the organization or interested persons about news and activities relevant to that student group, but should not be a journal of opinion. Newsletters must conform to the appropriate editorial and business policies of VSC, as contained in its Editorial Standard Code and Bylaws.

Other Publications

Distribution of publications not produced by Vanderbilt organizations must conform to University policies regulating the use of University facilities.

Study Abroad Programs for Undergraduates

Through the College of Arts and Science, Vanderbilt has established the following direct-credit programs of study abroad:

- Vanderbilt in England, University of Leeds
- Vanderbilt in France, Aix-en-Provence
- Vanderbilt in Germany, University of Regensburg
- Vanderbilt Program in Israel, The Hebrew University of Jerusalem (currently suspended due to active State Department travel warning)
- Vanderbilt in Spain, Madrid
- Vanderbilt in Spain, University of the Balearic Islands, Palma de Mallorca
- Humanities in London (summer program only)
- International Studies in London (summer program only)

Through Peabody College, Vanderbilt has established the following opportunities for study in Cambridge, England:

- Junior Year Abroad Program, a two-semester, direct-credit program at Homerton College, a

constituent college of the University of Cambridge, for qualified students in any major

- Student Teaching Program, a summer program that partially fulfills teacher certification requirements for seniors majoring in elementary education

Vanderbilt participates in selected Council on International Educational Exchange's (CIEE) programs in Argentina, Australia, Brazil, Chile, China, the Dominican Republic, Japan, Russia, and Taiwan. Vanderbilt also participates in selected Butler Institute for Study Abroad programs in Australia, Ireland, New Zealand, and Scotland, as well as CET's programs in China, and Italy.

In general, the policies and regulations in the *Student Handbook* apply to students registered for the Vanderbilt study abroad programs, although some additional regulations may apply. Students on academic or disciplinary probation are prohibited from participating in study abroad programs. Specific regulations for students enrolled in study abroad programs are available from the program directors, from the Study Abroad office, or from the Offices of the Deans of the respective undergraduate college schools..

The directors of study abroad programs are responsible for academic matters. They are also responsible for co-curricular and disciplinary matters, within the limits of the policies established by the University.

In disciplinary cases the director will conduct a hearing and take appropriate action. Students may appeal a decision by requesting a review of the case by notifying the Study Abroad office which will pass the review on to the appropriate Dean's office. The Dean will handle the appeal in a manner consistent with the way all such appeals are handled.

Students are required to abide by the laws of the particular country with respect to the age at which alcoholic beverages may be consumed. Otherwise, all of the policies with respect to alcoholic beverages and illicit drugs included in this *Handbook* apply. Students are subject to disciplinary action including expulsion and referral for prosecution for violation of these policies.

Undergraduate students enrolled in a study abroad program will be charged only for that por-

tion of the Student Activities Fee allocated to the *Commodore* yearbook.

Student Activities

Eligibility

To be eligible for participation in any contest or activity other than a social one, or to act as a representative of Vanderbilt in any public exercise, a student must be a full-time student of the University (as determined by the academic policies of the school in which he or she is registered). A student on disciplinary probation may not hold a leadership position, including (but not limited to) Admissions Tour Guide, Summer Academic Orientation Leader, Vuceptor, or Resident Adviser. Student organizations and University departments may have additional eligibility requirements.

A student must be full time and not on academic or disciplinary probation to be eligible to hold office in a student organization or to be a division head or business manager of a VSC division. For undergraduates, full-time registration is defined as being registered for and carrying twelve hours per semester during the regular academic year or nine hours in the summer. Also, an undergraduate student must maintain a cumulative C average. For clarification, see See "Nonacademic Undergraduate Class Designation" on page 43.

Eligibility standards that exceed these minimum standards may be set by student organizations or their governing bodies.

Requests for exception or waiver of eligibility regulations should be made through the Vice Chancellor for Student Life or his designee with the recommendation of the appropriate governing body.

If a student's participation in co-curricular activities threatens academic performance, the University may counsel the student about the scope of these activities. If a student is subjected to disciplinary action, restrictions may be placed on campus co-curricular activities for the period of the sanction.

Registration

The University may regulate the campus activities of organizations whose activities relate to the

University's educational and service purposes. An organization whose membership includes students is under University jurisdiction when it seeks:

- Financial support from the University
- Use of University facilities for regular business (as in the case of campus publications)
- To hold meetings on University premises
- To solicit funds from, or make sales to, members of the University community on campus
- Inclusion of the name "Vanderbilt," or titles indicating University affiliation, such as "Black and Gold," "VU," or "Commodore," in the name of the organization
- Use of campus address or campus mail services
- Representation in student government
- To advertise and promote the organization and its purposes on campus

The Office of Student Organizations registers undergraduate and graduate student organizations within the Vanderbilt community. Sport clubs must have approval from the Director of Campus Recreation. In addition, religious groups must have approval from the Director of Religious Affairs. Political groups must be approved by the Vice Chancellor for Student Life or his designee. Volunteer and/or service organizations must be approved by the Coordinator of Volunteer Activities. Greek organizations require approval of the Greek advisers.

Student organizations must reapply for registration yearly. All organizations must have current membership and policy information on file in the Office of Student Organizations.

The registration application will include a statement of purpose, criteria for membership, rules of procedure, and names of officers and advisers. An organization must affirm that it does not discriminate unlawfully on the basis of race, religion, color, sex, sexual orientation (see the See "Statement on Sexual Orientation:" on page 1 in the "Foreword" of this Handbook), age, military service, disability, or national or ethnic origin, and that activities will be conducted in the spirit of this affirmation. Also, an organization must affirm that it will conduct its activities in accordance with all University policies and federal, state, and local laws.

To be eligible for registration, an organization must:

- Be organized and run by officers who are full-time student members of the Vanderbilt community
- Have at least one full-time, permanent Vanderbilt faculty or staff member as an adviser
- Maintain all funds on deposit in an account of good standing through the Accounting Office and follow appropriate accounting procedures. (Special conditions apply to fraternities, sororities, and Vanderbilt Student Communications.)
- Be funded by its members or the University
- Limit its voting membership to Vanderbilt students, faculty, or staff members. (A limited number of other persons may be elected to honorary or associate membership without voting privileges.)
- Have purposes that do not overlap significantly with those of any other registered organization

A registered organization may hold meetings on campus, in accordance with space reservation procedures, and advertise and promote itself on campus. Meetings or other activities scheduled off campus may not be listed in the *Vanderbilt Register* except by special authorization from the Office of Student Organizations. Requests for exceptions to any of these policies must be directed to the Office of Student Organizations.

Officially recognized organizations may use the University's name for purposes generally consistent with the organization's purpose and its usual activities or to identify themselves as campus groups (such as the Vanderbilt International Student Association). ***However, no organization is authorized to make any contractual commitments or binding statements on behalf of the University.***

An organization may not use slogans or make statements that purport to speak for the University. For example, statements or slogans such as "Vanderbilt Backs Libertarians" may not be used by organizations unless they have been authorized to speak for the University. Published statements must carry the name of the responsible individual or organization. Unauthorized use or imitation of the official Vanderbilt stationery is prohibited.

Fraternities and Sororities

Fraternities and sororities must register annually with the Office of Student Organizations. The Greek Advisers assist with the registration and the coordination of their activities. The Greek Advisers also serve as liaisons between these student groups and the University and between the University and the national fraternity and sorority organizations. Fraternities and sororities must be members of the Interfraternity, Panhellenic, or National Pan-Hellenic Councils, which have governing responsibilities and disciplinary authority over their member groups. Disciplinary actions may be taken against fraternities and sororities by the Interfraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC) judicial boards for violations of fraternity, sorority, or University policies. Violations of University policies may also fall under the jurisdiction of the Chair of the Conduct Council.

Membership. The IFC and Panhellenic Council administer the recruitment programs for their member groups. The formal membership selection process takes place early in the spring semester. However, recruitment activities may take place throughout the year. NPHC organizations each administer their own recruitment programs.

The IFC, Panhellenic Council, and NPHC set a minimum academic requirement to join a Greek organization; however, some chapters have higher academic standards. To be eligible for fraternity or sorority membership, first-year students must have carried and passed twelve semester hours and achieved a cumulative GPA of 2.3. Transfer and upperclass students must have at least an overall 2.3 average. Advanced Placement credits are not applicable and summer school credits apply only for upperclass students.

Establishing Additional Fraternities and Sororities. Proposals for the establishment of additional fraternities and sororities may be made to or initiated by members of the Interfraternity, National Pan-Hellenic, or Panhellenic Councils. If approved by the appropriate council, the proposal is forwarded to the Greek Advisers for consideration. Upon the recommendations of the councils, the Greek Advisers, and the Vice Chancellor for Student Life or his designee, the University may

invite a national organization to colonize a new fraternity or sorority.

Advisers to Student Organizations

Campus organizations are required to have advisers. Assistance may be obtained from the Office of Student Organizations concerning financial responsibilities, interpretation of policies and procedures, and methods for obtaining a faculty or administrative adviser.

Advisers are available to counsel and advise officers and members of the organization regarding their responsibilities and to help oversee the activities and finances of the organization. The adviser is expected to be aware of the financial status of the organization to help ensure that the organization remains solvent. Advisers do not have the authority to prohibit the expression of editorial opinion by a campus publication.

Scheduling Activities

Registration of Meetings, Concerts, Lectures, and Special Events

University organizations are required to register all co-curricular programs and events (meetings, concerts, lectures) with the Office of Schedules and Reservations, 208 Sarratt Student Center (322-2448), at least five class days prior to the event. Registrants should be advised that completion of the registration process for major events (concerts, dances, etc.) may require as long as three weeks, and are further advised to consult the *Student Organization Manual* for complete procedures.

The University has established a priority system for events and a means to oversee the policy. These events in order of priority are:

1. University Events (e.g., Orientation Programs, Commencement). No other events may be scheduled during these times.
2. Primary Events (e.g., Alumni Reunion, move-in weekend, the housing random selection process, Parents Weekend). Other events may be scheduled only with the approval of the coordinator of the

primary event or the Vice Chancellor for Student Life or his designee.

3. Campus Events (all other co-curricular programs and activities). Schedules & Reservations: 208 Sarratt, 2-2448.

Scheduling conflicts will be resolved by the Events Registration Committee. Appeals of scheduling decisions regarding University, Primary, and Campus events may be forwarded to the Vice Chancellor for Student Life or his designee.

Event Registration

Procedures for registering recurring regular meetings, as well as special events, concerts, and lectures, can be found in the *Student Organizations Manual*.

In addition, the following guidelines must be followed:

- The Special Event Registration process is designed to support all outdoor events, large scale events (events open to the entire student population, Vanderbilt or Nashville community) and events with alcohol. Reservations should be made at least two weeks in advance (three weeks if requesting a tent or extensive set-up for an event). If the event is canceled, reservations must be canceled at least 24 hours in advance to avoid charges.
- For registering fraternity or sorority functions, there are additional forms to complete and submit to the Office of Greek life.
- Postbaccalaureate groups may serve alcoholic beverages to members who are of legal age to drink, if nonalcoholic beverages and food are also served. All other applicable policies must be observed. See "Alcohol and Controlled Substances" on page 80.
- Undergraduate groups may not serve alcoholic beverages except with the authorization of the Vice Chancellor for Student Life or his designee. Undergraduate students who are of legal age to drink may possess and consume alcohol at events registered and approved for consumption of alcohol. See "Alcohol and Controlled Substances" on page 80.
- Permission must be obtained through the Special Events Registration process to hold a social event or other meeting to which persons other

than Vanderbilt students, faculty, and staff will be invited. Conferences must be scheduled through the Office of Conferences.

- In-town events should be registered as early as possible but at least five class days in advance.
- Social activities scheduled on weeknights must end at 11 p.m. so as not to interfere with students' sleep or study, or other events on campus.
- Events which require amplification (for musical instruments, stereos, vocal performances, or public address) may not take place at times or locations which will interfere with scheduled class times or other previously scheduled events and must be approved by the Vice Chancellor for Student Life or his designee.
- Exhibitions of motion pictures, paintings, sculptures, and musical or dramatic performances are often expensive and may conflict with other campus activities. Special arrangements will be made each year to coordinate the activities of groups desiring to schedule film series, concert series, etc.

Student Travel

Vanderbilt registers and assumes responsibility only for those official overnight or out-of-town trips sponsored and directed by an administrative division of the University (e.g., the marching band). The University assumes no responsibility for events sponsored by groups such as sororities and fraternities. However, such organizations must-in advance of the trip-inform their advisers (the Greek advisers in the case of fraternities and sororities), and report information regarding out-of-town events to the Office of Schedules and Reservations.

Any student who wishes to travel on behalf of or as a representative of Vanderbilt University or any approved student organization must receive written authorization in advance from the appropriate dean. (See also the statement concerning Figure , "Universal Waiver," on page 54 in *University Policies and Regulations*.)

Reserving Facilities

Only registered organizations (or those with registration pending) may reserve the use of cam-

pus buildings and facilities. Reservations must be made in advance.

For nonacademic uses of most Vanderbilt facilities, reservations are made with the Office of Schedules and Reservations. Reservations for Dudley Field, VU Track, Memorial Gym, or McGugin Center are made with the Department of Athletics in McGugin Center.

A basic charge is made for most facilities. Some facilities are available for use by student organizations without charge; if, however, the facilities will require more than ordinary housekeeping services after use, the organization must pay for the additional service.

Requests for Exceptions

The responsibility for compliance with the foregoing regulations for social events lies with the sponsoring organization. Requests for exceptions should be made at the time of registration through the Vice Chancellor for Student Life or his designee.

Sound Amplification and Noise

Functions or special events which require electronic sound amplification (for musical instruments, stereos, vocal performances, or public address) must be registered with the Special Events Registration Committee and approved by the Vice Chancellor for Student Life or his designee. Electronic amplification may not be used in the vicinity of classroom buildings, the library, the hospital, or the apartments for family housing. Use of outside amplification at any event or function held in close proximity to the residence halls must involve consultation with the Office of Housing and Residential Education.

Sound amplifiers may not be positioned without authorization in such a way as to provide outside amplification (e.g., inside buildings or on porches).

Due to the capacity of certain automotive speaker systems to disturb the quiet of the campus, use of these systems at sufficient volume to be heard outside of the vehicle is prohibited.

Authorization for late evening concerts or events to be held outside and where campus-wide attendance is expected may be granted for Friday and Saturday nights, with the hours set at the discretion of the Vice Chancellor for Student Life or his designee. Individual groups having parties primarily for the benefit of the group or at an informal rush function may be granted authorization for afternoon or twilight concerts or events, as appropriate. Outdoor amplification equipment may be used with activities such as late afternoon or early evening pep rallies, speak-out programs on Rand Terrace, twilight concerts, and carnivals, etc., so long as they do not interfere with scheduled academic or administrative activities.

Moderate sound amplification for informal listening on decks and patios of Greek houses and residence halls is permitted from 4pm to 8pm on Fridays, and noon to 8pm on Saturdays. The Vice Chancellor for Student Life or his designee may issue additional guidelines for activities routinely permitted without specific authorization, such as weekend music playing in fraternity row. These guidelines may be revised upon the recommendation of the Interfraternity, National Pan-Hellenic, or Panhellenic Councils, or other student representative groups, or upon the initiation of the Vice Chancellor for Student Life or his designee.

Sound amplification—whether specifically authorized or informal, inside or outside—may be monitored by University officials, student representative groups, or IFC or Panhel representatives. Monitoring may include on-site inspections and the use of a decibel meter.

Local laws prohibit the use of amplification outdoors between the hours of 11 pm and 7 am if a facility is within fifty feet of a residence except when exempted for a special event or gathering and if a permit is issued by the Metropolitan Nashville Government. At all times, consideration should be given to the neighboring communities as stated in the “Good Neighbor Guidelines”.

Amplification which violates University policy or local ordinances may be discontinued at the discretion of the Vice Chancellor for Student Life or his designee, or a representative of the Vice Chancellor (including officers with the University Police Department, or Assistant Vice Chancellor or direc-

tors in the Office of Housing and Residential Education).

Publicity, Promotion, and Advertising

Distribution of Notices in Campus Mail Boxes
(See *Services for Students*, “Mail Services” on page 37)

Display of Posters, Banners, and Printed Announcements

Notices that provide information regarding student activities or academic matters, or make announcements pertinent to the business of the University may be posted on campus. Commercial advertising matter and posters unrelated to the University are prohibited since advertising opportunity is provided in campus publications. Individuals who advertise services to students (e.g., typing or sale of books) may post small notices on bulletin boards.

Notices must carry the name of the responsible campus organization or department.

Notices, posters, flyers, banners, etc., may not use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event. “B.Y.O.B.,” as shorthand for “Bring Your Own Bottle,” may be used on postings, etc., for events that have been registered B.Y.O.B. during the event registration process.

Nails, tacks, tape, or staples may not be used to attach posters to trees or buildings, but posters and banners may be tied to tree trunks with string. Stakes bearing signs may not be driven into the ground.

Bulletin boards at Alumni Hall, Rand Hall, Hill Student Center, Sarratt Student Center, and kiosks at Stevenson Center and Kissam Quadrangle may be used for poster display. Bulletin boards in classroom buildings, however, are reserved for announcements concerning academic programs. Notices may be attached to kiosks or bulletin boards with thumbtacks, but they may not be stapled or taped anywhere. Notices may not be posted on automobiles.

Student groups may place posters that measure no more than 36" by 48" on the posting boards attached to the exterior walls of Rand. Each organi-

zation is limited to one poster or flyer, regardless of size, on each board.

Permission to display banners in any residence hall must be obtained from the appropriate area Assistant Director for Housing and Residential Education. Permission to hang posters in the interior of Rand Hall must be obtained from the Director of Vanderbilt Dining.

Posters that are not removed within three days after the date of an event, will be removed by the University, and the person or organization responsible for them will be charged for their removal. Organizations will be held financially responsible for enforcing these policies with candidates for their respective offices. If an organization continually violates these policies, it may lose the privilege of posting notices or have its registration withdrawn. (See the *Student Organization Manual* for more specific information.)

Hand-Painted Signs and Banners

Hand-painted signs and banners should be made with acrylic latex house paint, which can be cleaned up with water. This paint will not dissolve in water or run, once dry. If a poster or banner stains the surface to which it is attached, the responsible student or organization will be charged for the stain removal.

Permission to paint designated windows in the dining or housing areas must be obtained from the Director of Vanderbilt Dining or the Assistant Vice Chancellor of Housing and Residential Education, respectively.

Sale and Solicitation

These regulations apply to the sale or distribution of goods and services and the solicitation for, promotion of, and advertising of any item, program, or service.

The following guidelines generally apply:

- Sale and/or promotion are limited to activities permitted under municipal, state, and federal laws. Individuals and groups must conform to local licensing laws. Authorized sales and/or promotions must not disrupt the normal operation of the University.
- Tax-exempt property of the University may not be used as the place of business for profit of on- or off-campus groups or individuals. Facilities

of the campus, including Hill Student Center, Rand Hall, Rand Terrace, Sarratt Student Center, Dudley Stadium, the Student Recreation Center, and Memorial Gymnasium, may not be used for the sale or promotion of activities that are not related to the University except by arrangement with the appropriate University office.

- Sale of newspapers and newsletters must be authorized by the Office of the Vice Chancellor for Administration. Papers may be sold in vending machines on Rand Terrace and in specified, pre-approved residence halls.
- Concession arrangements for athletic events and all events at Memorial Gymnasium are made with the Department of Athletics.
- Arrangements for sale or solicitation at Rand Hall or Rand Terrace, by registered organizations or by University departments, are made with the Office of Schedules and Reservations. (See the paragraph below on Sale and Solicitation by student organizations.) Businesses may not use a University post office box as a business address.
- Students registered with the Office of Housing and Residential Education may serve as on-campus agents of their own businesses. They may solicit business through the campus media and provide services such as distribution of newspapers in the residence halls. Commercial advertising using bulletin boards must be authorized by the Assistant Vice Chancellor of Housing and Residential Education. Campus mail boxes may not be used for commercial advertising unless the advertising is handled as regular U.S. mail with necessary postage paid. University affiliation or endorsement may not be stated or implied in the business address or business name of individuals or groups doing business on campus.
- Door-to-door solicitation or promotion in residence halls by off-campus organizations and businesses is prohibited. Written authorization of the Assistant Vice Chancellor of Housing and Residential Education is required for student door-to-door solicitation, promotion, or distribution of literature. Solicitation for insurance and the like may take place in residence halls

only with the invitation of the student. Campus newspapers and other similar publications may be distributed in the lobbies of residence halls where containers to prevent littering are provided by the student organization.

- Sale or solicitation by a registered organization is permitted to the members of the group and/or to the campus community. No approval is required for the operation of dining rooms and rental of living quarters by fraternities and sororities, sale of foodstuffs and beverages in the Overcup Oak and the Stonehenge Cafe, sale of tickets for admission, and occasional sale of items for fund raising when the funds are for the use of the organization in its regular activities and are deposited into the organization's University account. These activities may not be promoted off campus except when the activity also serves the similar interests of other academic institutions and, therefore, is promoted on other campuses as in the case of concerts and lectures. Vice Chancellor for Student Life or his designee must authorize any advertising or publicity to the general public.
- The location of the sale(s) must be approved by the Office of Schedules and Reservations.
- The Assistant Vice Chancellor of Housing and Residential Education may regulate times and places of delivery of items, including foodstuffs such as cakes and pizzas, or gifts such as flowers.
- Assistant Vice Chancellor of Housing and Residential Education must authorize the solicitation for donations by Vanderbilt organizations for off-campus organizations.

Student Organization Fundraising

Organizations that are registered with the Office of Student Organizations have a variety of options available to them for funding their organization and its programs. Before considering any of these options, an organization should:

- Define its goals and plans for the year.
- Create an itemized budget for annual needs and/or any special projects, based on those goals.

- Determine what monetary support the group already has, e.g., membership dues, Student Activities Fee money, etc., and learn about other potential sources.
- Calculate what kinds of funds are needed, and be able to articulate how this money will be spent.
- Consult its adviser to ensure the budget plans are feasible.

The various options available to student organizations for funding are described in detail in the *Student Organization Manual*, but can be summarized as follows:

The Student Activities Fee

Students enrolled in Vanderbilt University pay a Student Activities Fee. The Student Finance Committee (SFC) makes annual allocations from these fees to registered student organizations that sponsor programs, projects and services that benefit the students who have paid the fees. Applications for a regular allocation are available in January, and are due to the Student Finance Committee at the end of February for funding in the following academic year. In general, programs must demonstrate a wide campus appeal and be available to all students (including graduate and professional students) free of charge or at a reduced rate, and must enhance the overall educational, social, and cultural climate available to all students.

Due to the nature of the Activities Fee's purpose, certain organizations and programs are ineligible for receiving regular activities fee allocations. Further, funds allocated by the Student Finance Committee are subject to some restrictions on their use. For more information on student organization eligibility and programming restrictions for activities fee money, consult the *Student Organizations Manual*, available from the Office of Student Organizations, 207 Sarratt.

Contingency Fund

If surplus funds are available after all regular allocations have been made, student organizations may be eligible to petition the Student Finance Committee for an allocation from the Contingency Fund. Funds allocated from the Contingency Fund must be used for the exact purposes for which they

were proposed, and any funds remaining after the event or project is complete will revert to the Contingency Fund. Campus organizations registered with the Office of Student Organizations (except those classified as religious or political), may request funding as long as the following criteria are met:

1. The programming expenses must conform to the policies set forth for regular allocations.
2. The program for which funding is requested must demonstrate a wide campus appeal and be available to all students (including graduate and professional students) free of charge or at a reduced rate, and must enhance the overall educational, social, and cultural climate available to all students, or
3. be new or for a new organization, or
4. be for a newly identified or unforeseen need.

Co-Sponsorships or Department Allocations

Many student organizations and student programs can be subsidized by grants or allocations from academic or administrative departments. If the program or organization derives from an academic discipline (e.g., the Chemistry Majors Association) or complements the academic experience, the corresponding academic department is the best place to solicit funding. Many administrative departments may also be willing to supplement programs or services. To solicit their financial support, it is best to schedule an appointment with a member of that department to discuss partnerships which benefit both the organization and the department. For more information on co-sponsorships, consult the Student Organization Manual, available from the Office of Student Organizations, 207 Sarratt.

Dues, Ticket Sales, and On-campus Fundraisers

Registered student organizations are entitled to charge dues to their membership. Dues must be deposited in an organization's University account upon receipt. Registered groups may also charge admission to events, provided that the primary purpose of sales is to raise money for the benefit of the organization, or for the benefit of a charitable group, and not for the benefit of individual members of the organization. In accordance with Tennessee state law, students may not sell tickets for a

raffle or lottery. Drawings for door prizes awarded to ticket-holding participants at an event are permitted.

No approval is required for the sale of tickets for admission, or for the sale of items for fund raising when the funds raised are solely for the organization or its charity and are deposited into the organization's University account. Students must make arrangements with the Coordinator of Schedules and Reservations to reserve a table or room to sell tickets or items. Students must also secure the approval of the Assistant Vice Chancellor of Housing and Residential Education in order to sell or deliver items door-to-door in the residence halls.

Sales and promotional activities must be conducted by members of the registered student organization. No organization may sponsor the sale of goods or services to students on behalf of a non-Vanderbilt commercial enterprise, except where the sales activity provides a value-added service during a traditional Vanderbilt event, such as Orientation, Homecoming, or Rites of Spring. Exceptions to this policy must be approved by the Vice Chancellor of Student Life or his designee.

For information regarding other on-campus sources of funding, consult the Student Organization Manual, available from the Office of Student Organizations, 207 Sarratt.

Off-Campus Fundraising

If an organization has exhausted all other sources of funds on campus, it may be possible to solicit funds from sources off campus. Funds can be obtained in several ways: through solicitation of parents and alumni, solicitation of area merchants and large corporations, and invitations for co-sponsorship or gifts in kind from businesses.

Guidelines for Soliciting Parents and Alumni

The Office of Institutional Advancement maintains some historical records of student organization membership, and may be able to provide a student organization with mailing labels of the organization's alumni. To obtain a set of labels, a group may call the Office of Institutional Advancement, at 322-2929 to determine if there is a list of its organization's alumni. If so, the group may obtain written approval from its student organization adviser, and provide this approval letter and a

copy of its solicitation letter to Office of Institutional Advancement for review. If the purpose of the solicitation and the letter's content are approved, labels will be provided.

If the organization or program is relatively new, does not meet criteria for funding from other sources, or does not have alumni labels available to it, the organization may solicit parents and alumni for contributions. Before beginning a campaign, student organization leaders must submit a one-page summary of the program or project's mission and budget to the Office of Student Organizations. If all other funding options have been exhausted, and the program is consistent with the organization's goals and compliments the University's mission, the Office of Student Organizations will refer the proposal in writing to the Office of Institutional Advancement for assistance. Pending their review, the Office of Institutional Advancement will assist student organizations with approved proposals.

Guidelines for Solicitation of Area Merchants and Corporate Sponsors

Area merchants and corporations can contribute to student organization endeavors in two ways: by a simple donation of money, items, or merchandise, or by a donation of money, items or merchandise in return for some recognition, an arrangement sometimes known as co-sponsorship.

1. An organization that plans to solicit an area merchant or corporation for a simple donation or gift with a value of less than \$1000 must notify the Office of Student Organizations in writing of its plans and instruct donors to send contributions to the Office of Gift Records (201 Alumni Hall, Nashville, TN 37203-9977).

2. An organization that plans to solicit an area merchant or corporation for a simple donation or gift with a value greater than \$1000 must secure authorization from the Office of Corporate and Foundation Relations, 322-2741 and instruct donors to send contributions to the Office of Gift Records.

3. Before an organization invites an area merchant or corporation to "co-sponsor" an event by contributing any amount, it must receive authorization from the Office of Student Organizations. Generally, student groups may acknowledge the assistance or contribution of co-sponsoring mer-

chants or corporations in programs, banners, displays, or event memorabilia (party favors, T-shirts, caps, etc.). Sponsorship is the passive listing of the name or logo of a sponsor tastefully displayed on a T-shirt or banner, or listed among sponsors in a program. (It is not intended to solicit business. It simply acknowledges the support of the team, the event, etc. The Division of Student Life does not endorse advertisements for off-campus businesses, such advertisements being those that are designed to bring more business to the off-campus concern.) Student groups may not permit co-sponsoring merchants or corporations to conduct sales or sales promotion, or distribute free samples in conjunction with any student organization program or event, unless the sales promotion activity provides a value-added service during a traditional Vanderbilt event, such as Orientation, Homecoming or Rites of Spring. Exceptions to this policy must be approved by the Assistant Vice Chancellor of Housing and Residential Education. Co-sponsorships by alcoholic beverage or tobacco brands or distributors are prohibited.

As is the case with student organization and departmental co-sponsors, groups are strongly recommended to develop a written co-sponsorship agreement with external co-sponsors. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the required signatures of all co-sponsoring parties. Sample agreements can be obtained in the Office of Student Activities once co-sponsorship plans are approved. It is not necessary for co-sponsoring agencies to send contributions to Gift Records.

Grants and Foundations

Many private and corporate foundations and federal agencies have funds or grants available for organizations seeking funding for educational or service programs. Grant writing requires a great deal of research, but can yield positive results. The Office of Sponsored Research (322-2631) is a good resource for additional information.

Soliciting for Charity

Student organizations, including fraternities and sororities, may solicit the student body for

charitable purposes. The following guidelines apply:

- Solicitation must be registered and approved by the Office of Student Organizations.
- Up to 15 percent of the gross funds collected may be used to recover costs incurred in the solicitation—the rest must be turned over to the recognized charitable organization.
- Donations to reimburse expenses incurred by the student organization over the 15 percent may be solicited independently if the purpose of this solicitation is clearly stated.
- Financial reports of expenses, incomes, donations, sales, and disbursements must be made available to the Office of Student Organizations and the appropriate student governing body.
- Organizations may solicit using Vanderbilt in their names if they comply with these policies.

Violations of these policies will subject the officers of the organization to disciplinary action by the Conduct Council, and the organization may also lose its registration. Organizations failing to distribute at least 85 percent to the charity may be required to make up the difference from other organization funds.

Requests for exceptions to these guidelines should be made in writing to the Office of Housing and Residential Education at least two weeks before the solicitation.

The Office of Student Organizations has responsibility for enforcing these policies and prescribing the conduct of those who participate in charitable solicitation. It is the responsibility of the individual student or organization doing the solicitation to comply with these policies and the prescribed conduct. Student organizations soliciting for charitable purposes will be required to comply with state and local laws regulating charitable solicitations.

Vanderbilt University Charitable Giving Policy

As a not-for-profit educational institution, Vanderbilt University seeks and receives the support of the community through its delivery of health care, its athletic programs, its participation in the commercial real estate market, and its status as a corporate citizen, as well as in other ways.

Nashville has a strong tradition of charitable fundraising and a tradition of generous participation in charitable dinners by the corporate community. Although Vanderbilt University raises funds in the Nashville community for its own academic and research programs, it actively participates in this tradition both through in-kind contributions to community services, particularly in those areas that are related to Vanderbilt's mission, such as education, and in occasional instances through financial contributions to fundraising events.

Charitable donations in lieu of sending flowers in memory of the bereaved may be made by the University if the donation does not exceed fifty dollars (\$50.00).

All contributions will be made in the name of Vanderbilt University and Medical Center.

Soliciting for Religious Activities

The Director of Religious Affairs coordinates religious activities. Student religious groups, after being registered by the Office of Student Organizations, will be assisted by the Office of the University Chaplain and Affiliated Ministries in fulfilling their aims insofar as these are consistent with other University policies.

Campus religious groups must be registered, and registered religious groups must have faculty advisers. Representatives of off-campus organizations may be invited onto the campus for specific purposes, but these representatives may not interfere with the self-determination of the group. Representatives of religious organizations may visit residence hall rooms only with the prior invitation of the resident students of those rooms.

Off-campus representatives of religious organizations may meet with groups on campus and assist them in fulfilling their aims (when these are consistent with procedures established in this section of the Student Handbook) only after securing the written permission of the Director of Religious Affairs. This permission may include a letter of introduction to the University provided by the Director of Religious Affairs and will specify procedures to be followed. The Director of Religious Affairs will assist in providing meeting places.

Solicitation for religious purposes by on- or off-campus groups or individuals is governed by the same regulations stated in the sections See "Public-

ity, Promotion, and Advertising” on page 28 and See “Student Organization Fundraising” on page 30. For further information concerning religious solicitation, students should consult the Office of the University Chaplain.

Soliciting for Employment

Student employment representatives who wish to recruit students for jobs must register with the Career Center, 110 Alumni Hall, 322-2750. Arrangements must be cleared in advance and specific procedures must be followed.

Recruiting organizations must obtain permission from the Career Center to post bulletin board notices of jobs or related meetings. Notices must state clearly the organization, product, or service involved, and the job to be done. Notices may not be posted on automobiles or distributed in the residence halls. Any recruitment or related presentations must be scheduled well in advance with the Career Center and may not be conducted in residence halls. Failure to comply will prohibit future recruiting activities by the offending organization.

Vanderbilt Community Creed

Individuals who join the Vanderbilt University community embark on a lifelong journey toward greater intellectual enlightenment and personal growth. Those who aspire to this purpose share an obligation to honor the principles that define Vanderbilt. The University's enduring tradition of excellence is preserved when the community is united by a common set of values:

SCHOLARSHIP is the pursuit of knowledge in an environment of academic freedom. Members of our community engage in a partnership of learning in which the exploration of ideas is encouraged and protected.

HONESTY is a commitment to refrain from lying, cheating, and stealing. Recognizing that dishonesty undermines community trust, stifles the spirit of scholarship, and threatens a safe environment, we expect ourselves to be truthful in academic endeavors, in relationships with others, and in pursuit of personal development.

CIVILITY is the genuine respect for the rights of others. We value constructive disagreement and are mindful of the potential impact of our words and actions.

ACCOUNTABILITY is taking responsibility for our actions and their consequences. We accept the duty to actively participate in the decisions that affect our academic and personal lives, and we honor our commitments to ourselves and to others.

CARING is the concern for the well-being and dignity of others. We are dedicated to supporting one another within our community. We make a lifelong commitment to channeling service, knowledge, and experience toward the betterment of humanity.

DISCOVERY is the exploration of the wonders of self in relation to a larger world. We embrace the opportunity to take risks, challenge assumptions, and understand disparate experiences at Vanderbilt and beyond.

CELEBRATION is the active appreciation of Vanderbilt University's tradition of excellence. We support the endeavors and recognize the achievements of our community members. In celebrating the expressions of our differences, we delight in the spirit that unites individuals throughout our community.

We pledge to foster the values set forth in the Vanderbilt Community Creed and confront behaviors that threaten the spirit of our community.

Services for Students

http://www.vanderbilt.edu/student_handbook/Services_for_Students.htm

“Athletics” on page 35 / “Black Cultural Center” on page 35 / “University Chaplain and Affiliated Ministries” on page 36 / “Child Care Center” on page 36 / “Dining” on page 36 / “Learning Center” on page 37 / “Mail Services” on page 37 / “Opportunity Development Center” on page 38 / “Parking and Transportation” on page 39 / “Police Department, University” on page 39 / “Student Financial Aid” on page 40 / “Student Health Center and Other Medical Services” on page 41

Academic Advisers

Advisers are informed members of the faculty who are available to counsel students about academic affairs. An advisee may “drop in” or make an appointment during normal office hours. The deans of schools also provide academic consultation and counseling through services provided by their offices or by other offices to which they may refer a student.

Athletics

Vanderbilt University competes at the highest level of the NCAA (Division IA) within the Southeastern Conference. Vanderbilt offers opportunities for students to compete in intercollegiate baseball, men's basketball, women's basketball, women's cross country, men's cross country, football, women's golf, men's golf, women's lacrosse, men's tennis, women's tennis, women's indoor track and

field, women's outdoor track and field, women's soccer, and men's soccer.

During the 2002/2003 academic year, 322 students participated in intercollegiate athletics. Athletic financial support is contingent upon ability and ranges from no athletically related aid to partial or full grant-in-aid. As reported in the 2002 *NCAA Graduation Rates Report*, 80% of Vanderbilt's student-athletes graduate. The University graduation rate for all students is 83%. Further information regarding the Department of Athletics can be found at the Athletic department Web site (<http://www.vucommodores.com>).

See also Campus Recreation (<http://www.vanderbilt.edu/CampusRecreation/>).

Black Cultural Center

Bishop Joseph Johnson Black Cultural Center

The Bishop Joseph Johnson Black Cultural Center provides African and African American cultural programming for the University community and promotes the retention of African-descended students. Dedicated in 1984, the Center is named after the first African American student admitted to Vanderbilt (in 1953).

The Center represents the University's efforts in promoting diversity and fostering understanding and appreciation of the diverse cultural heritages and values in our world. In this respect, the Center also serves as a clearinghouse for information relative to African and African American culture and life. Symposia, lectures, music, academic materials, and publications on the universal black experience

provide a broad spectrum of activities for the University and the general public.

The Center is a system of support to African-descended students, but is open to all students for a variety of cultural and educational experiences throughout the year.

University Chaplain and Affiliated Ministries

The University Chaplain and other ministers and professional staff affiliated with the University provide for worship, counseling, study, social action, and fellowship for individual constituencies and join in cooperative programs that minister to the University. See "Religious Practices" on page 44 in *University Policies and Regulations*, and "Soliciting for Religious Activities" on page 33 in the "Publicity, Promotion and Advertising" section of *Community Life*. For additional information, visit the University Chaplain and Affiliated Ministries Web site (<http://www.vanderbilt.edu/religiouslife/>).

Child Care Center

The Vanderbilt Child Care Center operates as a service to University staff, faculty, and students. Tuition is determined by the age of the child. The Center offers both full- and part-time care. Further information is available from the Vanderbilt Child Care Center, call 322-8076 or 936-1990.

Dining

Vanderbilt Dining offers a meal-plan program (VU Meal Plans) providing students comprehensive dining options. Features include extended hours, increased locations, wide variety, a rollover account for missed meals, and bonus bucks added at the beginning of each semester. The new inclusive "Premium Plan" combines all plans: breakfast, lunch and dinner.

Freshman students living on campus are required to participate in the Dinner Plan. The Din-

ner Plan is a 7-meal-per-week plan serving dinner Sunday-Friday and brunch on Saturday. All other food is sold separately unless the student adds the Breakfast or Lunch plans. Other students may purchase the Breakfast Plan, Lunch Plan, Dinner Plan or Premium Plan by checking the selection on their housing applications or by purchasing the plans at the Vanderbilt Card Office located in Sar-ratt Student Center.

There are a variety of dining options conveniently located across campus. The Rand Dining Center, The Pub, Stonehenge Deli, Varsity Hill, Alpine Bagels, and Villa Pizza, all host the VU Meal Plans. Vanderbilt Dining also operates six convenience stores including the Varsity Marketplace in Branscomb which is open 24 hours a day, seven days a week, when school is in session.

For more information on VU Meal Plans, visit www.vanderbilt.edu/dining/VUmealplans.

For more information on Vanderbilt Dining, visit www.vanderbilt.edu/dining.

The Identification Card

The Vanderbilt Card serves as the student ID card. Students can use it to access debit spending accounts, enter the Dinner Plan, and gain admission to campus buildings such as residence halls, academic buildings, and the Student Recreation Center.

Entering students will be issued Vanderbilt Cards at the Vanderbilt University Card Office. Returning students who have lost their Vanderbilt Cards may obtain replacements during regular office hours upon payment of a \$15 fee.

- Cardholders must report a lost card as soon as possible either to the Vanderbilt University Card Office during business hours or at any attended retail location that accepts the Vanderbilt Card as a method of payment, so that debit spending account and access privileges can be frozen. Lost cards may also be reported to the Department of Police and Security at 322-2745.
- The Vanderbilt Card is nontransferable and restricted to use by the person whose picture and signature are on the card. Cardholders may not lend their cards to anyone or ask anyone to purchase items for them with their cards. Violation of this policy may result in confiscation of the card and in disciplinary action. Vanderbilt

Card account information will be released only to the cardholder or to a third party designated by the cardholder.

See "Identification Card" on page 52 in *University Policies and Regulations*.

Billing and Refunds

All billing on the student's account is handled through the Office of Student Accounts. Prorated refunds may be made in some cases of prolonged illness or withdrawal from the University, upon the recommendation of the student's dean.

For additional information, visit the Vanderbilt Card Office Web site (<http://thecard.vanderbilt.edu/vucocard.htm>).

Learning Center

The Learning Center helps good students become better learners. Programs and services include academic counseling, individual tutoring, course specific study halls, and learning strategies workshops. Call 3-6829 or drop by 1014 Branscomb Quadrangle for more information.

Mail Services

Two United States Post Office substations are located on the campus:

- Station B-ZIP code 37235-in Rand Hall, and
- Station 17-ZIP code 37232-in Medical Center North (serving the Medical Center).

Post office boxes are also located at Hill Student Center, ZIP code 37203; however, this location is a mail distribution center only and does not offer the full services of a Post Office substation.

All resident undergraduate students living in University-owned facilities are eligible for post office boxes at Station B or Hill Student Center, free of charge.

Nonresident and postbaccalaureate students are charged a box rental fee. The box rental fee is non-refundable and will be charged to the student account at the beginning of the school year.

Students typically retain their campus post office boxes for the duration of their studies at

Vanderbilt. However, students who leave the University for any reason other than to participate in study abroad programs or for medical reasons may not receive their mail through campus mail boxes and should submit a change of address card to the appropriate Post Office manager. Students may be assigned new mail boxes upon their return to the University.

Students, registered campus organizations, and departments may use the campus mail service without paying postage. Items to be distributed through the campus mail or placed in campus post office boxes must have four straight sides and be no smaller than a post card (3-1/2 x 5-1/2 inches) and no larger than a 9 x 12 envelope. Each item must be properly addressed and must include a return address.

Authorization for the limited distribution of unaddressed mail may be granted for the activities of governmental and other organizations that have a broad public purpose, provided the exception is not simply for the purpose of advertising an event or party. Authorization may be obtained for such things as public opinion polls and orientation activities. Groups seeking such authorization should apply five days in advance to the supervisor of the Station B Post Office.

Candidates for student offices will not be granted authorization to distribute un-addressed mail.

Foodstuffs may not be delivered through campus mail unless adequately packaged in an envelope or box.

Mailings of more than twenty-five pieces must be arranged by box number in numerical order.

All campus mailings of 250 pieces or more should be in Station B one week before the expected delivery to ensure timely receipt.

Greeting cards for all holidays must be in Station B well in advance of the holiday to ensure timely delivery.

For Station B:

U.S. mail, Federal Express, and other courier deliveries should be addressed as follows, **replacing XXXX with your box number**.

Jane Doe
Vanderbilt University
VU #35XXXX [your box number]

2301 Vanderbilt Place
Nashville, TN 37235-XXXX [your box number]

For Hill Student Center:

U.S. mail, Federal Express, and other courier deliveries should be addressed as follows:

James Doe
Vanderbilt University
Peabody # [and your 3 or 4 digit box number]
230 Appleton Place
Nashville, TN 37203-5701

(The zip code and "plus 4" will be the same on all Peabody addresses.)

Mailing Instructions and Shipping:

University policy prohibits residential staff from accepting package deliveries due to the lack of storage space and concerns regarding liability. For these reasons, students must make arrangements with their shippers to hold trunks and boxes until the students are able to pick them up at the terminal, or to make arrangements to have the shippers deliver the trunks and boxes to students in their residence halls after the students have checked into the residence halls. Residents must make arrangements to meet shippers who are delivering trunks and boxes.

First-class mail is posted immediately to student boxes. Boxes, packages, or mail requiring signatures are inventoried when they arrive at Station B (the central campus post office located in Rand Hall) or Peabody (Hill Center). A claim slip is then placed in the student's mailbox to notify the student about the receipt of a priority mailing. Students may claim parcels or priority mailings at the package window Monday-Friday, 10:00 a.m. to 4:00 p.m. The package window is open 10:00 a.m.-12 noon on Saturdays. (Special move-in hours and location are listed below.) Packages must be picked up at the central pick-up station August 24-September 13, 2002. (See below for additional information about the central pick-up station, located in Lot 16, adjacent to the University Club.)

The campus postal service will have special hours during Move-in Weekend.

Station B will be open:

- Friday-Saturday, August 23-24 from 8:00 a.m. to 4:00 p.m.
- Sunday, August 25 from 10:00 a.m. to 4:00 p.m.

Peabody Mail Room will be open:

- Friday, August 23 from 8:00 a.m. to 4:00 p.m.
- Saturday, August 24 from 10:00 a.m. to 3:00 p.m.

Station B offers a central pick-up during the first three weeks of the semester. From Saturday, August 24 through Friday, September 13, 2002, packages may be picked up from a trailer, located in Lot 16, adjacent to the University Club, 2402 Garland Avenue.

Students must present valid student ID cards and the package notice slips obtained from their Station B or Peabody boxes to claim their packages. Hours of operation will be Monday through Saturday, from 10:00 a.m. to 4:00 p.m.

Students may use any carrier, and should insure all packages up to the value of the contents. Students should number the packages when sending more than one. Example: 1 of 4; 2 of 4; 3 of 4; and 4 of 4.

Before August 24 and after September 13, student packages will be delivered to Station B or the Peabody Mail Room. Packages will be held for fourteen days before they are returned to the sender.

For more information call the Station B Post Office at (615) 322-2934. Students who need assistance on how to ship items from Vanderbilt should visit Station B or the Peabody Mail Room.

Opportunity Development Center

The Opportunity Development Center (ODC) serves as a resource in the following capacities:

- to assist in keeping the administration informed of the University's obligations under state and federal equal opportunity laws;
- to coordinate and monitor the University's compliance with regard to equal opportunity laws;
- to serve as a source of information for faculty, staff, and students who may have questions or complaints pertaining to equal opportunity in employment practices, University sponsored programs and activities, and educational opportunities;

- and to coordinate services for persons with disabilities.

The following federal and state laws impose special obligations on the University:

- The Equal Pay Act of 1963
- Titles VI and VII, Civil Rights Act of 1964, as amended
- Executive Order 11246, as amended
- The Age Discrimination in Employment Act of 1967, as amended
- Title IX of the Education Amendments of 1972
- The Rehabilitation Act of 1973
- The Vietnam Era Veterans Readjustment Act of 1974
- The Age Discrimination Act of 1975
- Tennessee Fair Employment Practices Law
- Americans with Disabilities Act of 1990

Of these laws, Title VI, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act protect students from discrimination in educational and recreational programs and activities sponsored by the University. Discrimination is prohibited by Title VI on the basis of race, color, national or ethnic origin and by Title IX on the basis of sex, which includes sexual harassment. Students with disabilities are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The ODC is the office responsible for coordinating services for students with disabilities. (See also "Vanderbilt Campus Disability Access" on page 43 in *University Policies and Regulations*.)

Students who feel they have been subjected to discriminatory treatment may call the Opportunity Development Center staff for additional information (including information on the student grievance procedure). For more information, visit the ODC Web site (<http://www.vanderbilt.edu/odc/>).

Parking and Transportation

Motor vehicles operated on campus by Vanderbilt University faculty, staff, and students must be reg-

istered annually with the Office of Traffic and Parking.

For information about parking regulations, visit the Office of Traffic and Parking Web site (http://www.vanderbilt.edu/traffic_parking/).

For information about bicycles on campus, see the "Bicycles on Campus" on page 50 of *University Policies and Regulations*.

Golf Carts. Golf carts are prohibited on campus, except when used by those departments (Alumni Events, e.g.) that must use such carts in the undertaking of their responsibilities during special events. Rare exceptions may be made by the Assistant Vice Chancellor of Housing and Residential Education in consultation with the Director of the Student Health Center and the Opportunity Development Center for students whose mobility impairment cannot be accommodated by any other device. Golf carts approved for use on campus must be registered annually with the Office of Traffic and Parking. Golf carts may not be operated on Metro streets and must yield to pedestrians on sidewalks.

Public Transportation. City buses, operated by the Metropolitan Transit Authority (MTA), serve the major arteries to the west and south of the campus (West End Avenue and Twenty-first Avenue South). All inbound bus routes converge in downtown Nashville, where connections may be made to outlying areas, shopping centers, and the Metropolitan Airport. For MTA route, fare, and schedule information, telephone 242-4433 or check the MTA schedule board on the ground floor of Rand Hall.

Police Department, University

Emergency Number: 421-1911

The Vanderbilt Police Department emergency hotline, 1-1911, can be dialed from any campus phone. Call the hotline if you need an ambulance, see a fire or explosion, witness a crime in progress, or have any other need for immediate police assistance.

Emergency Phones

More than 100 emergency telephones are located throughout the University campus and

Medical Center parking areas. Most emergency phones look like pay phones without dial faces and are clearly labeled "Emergency." Some of the phones are enclosed in red metal boxes with a light on top, and some of the phones will activate a blue strobe light when the receiver is picked up. When someone picks up the receiver or presses the emergency button on any of these phones in an emergency situation, the phone automatically dials the Police Department dispatcher. Touch-tone speaker-phones equipped with a red "Emergency" button are located at the main entrances to all residence halls. Pushing one of these Emergency buttons will connect the caller directly with the Police Department communications center. An open line on any Emergency phone will activate a priority response from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used only for actual or perceived emergency situations. Phone locations are based on recommendations from the University community. Suggestions are welcome.

The Parking Map (available from the Office of Traffic and Parking) and the map in the *Vanderbilt Directory* both show the locations of emergency phones.

Escort Service

Escort Dispatcher: 421-8888

The escort service, available during hours of darkness, can be reached by calling the escort dispatcher at 421-8888. Male and female students, employees, and visitors crossing campus singly or in pairs are encouraged to use the walking escort service offered by the University Police Department. Walking escorts are provided from point to point on campus during the hours of darkness; however, if you travel in a group of three or more, your safety factor increases significantly, thus eliminating the need for a security escort. Because the demand for escorts escalates late at night, a waiting period should be expected at that time.

Occasionally, vehicular escorts are provided for exceptional cases, such as transporting persons with disabilities or helping individuals reach medical facilities. Vehicular transportation is not

intended as a taxi service; it is a service for those in need. Inclement weather is not a sufficient reason for vehicular escort.

In addition to the above, during the academic year, VUPD also oversees the operation of SafeTrips (<http://police.vanderbilt.edu/safetrip.htm>). The SafeTrips program is the result of a collaborative effort on the part of VUPD, The Division of Student Life, SGA, and Interhall. The SafeTrips program offers a van service that operates from dusk to 2:00 a.m. (5 a.m. on Saturday and Sunday mornings) and makes stops at designated locations. This service is augmented by student workers who provide walking escorts during the same time period. Call SafeTrips at 421-8888.

Lost and Found

Recovered property may be turned in at any time to the Police Department. Inquiries about lost items may be made by calling the Police Department Lost and Found property clerk at 343-5371, Monday through Friday, from 8:30 a.m. to 4:30 p.m.

For more information, visit the University Police Department Web site (<http://police.vanderbilt.edu/>).

Student Financial Aid

The Office of Student Financial Aid counsels students and parents concerning need-based financial assistance (institutional, state, and federal) available to Vanderbilt students. Eligibility for need-based assistance is determined through a needs analysis process using the Free Applications for Federal Student Aid (FAFSA) and the Collegeboard Profile. Upon the student's completion of all required financial aid application materials, this office will provide information regarding a student's eligibility and finalize assistance for the student. Grants, scholarships, student loans, parent loans, and student employment are available for eligible students and/or parents. For more information, visit the Office of Student Financial Aid Web site (<http://www.vanderbilt.edu/Financial-Aid/finhome.htm>).

Student Health Center and Other Medical Services

The services provided at the Student Health Center are designed to meet the routine primary health care needs of all degree-seeking students. Except in emergencies, students should call for appointments to minimize waiting time and avoid missing classes.

Immunization (vaccine) requirements (or signed waiver) mandated by the State of Tennessee as of July 2003:

- All new incoming students who will be living in on-campus housing: Meningococcal meningitis vaccine (one injection)
- All new incoming students regardless of housing status: Hepatitis B vaccine series (three injections)

The vaccines can be obtained from a private health provider, a local health department or through the Vanderbilt Student Health Center. Waiver forms are mailed to all incoming first year undergraduate students and are available to all students at the Student Health Center. Documentation of receipt of vaccines or signed waiver forms must be submitted to the Student Health Center.

Medication and supplies ordered by Student Health physicians and practitioners can usually be provided on the premises to students at or near cost. The Health Center encourages use of the Vanderbilt Card, cash, or check for purchase of medication and supplies. Some routine laboratory tests are provided at minimal costs, but customary lab fees will be billed for diagnostic tests or treatment provided elsewhere, including any location in the Vanderbilt Medical Center or Vanderbilt Clinics. If a student is referred to a specialist, charges incurred are the responsibility of the student.

Charges are also made for any visits to the VUMC Emergency Department, including those made during hours when the Student Health Center is closed. Emergency Room charges may not be covered by insurance unless an accident or emergency illness is involved.

Care provided at the Student Health Center is confidential to the extent permitted by law.

Unless Vanderbilt University Medical Center personnel are asked by the treated student not to do so, residential staff in the Office of Housing and Residential Education may be notified when a Vanderbilt University student is admitted or treated in the Vanderbilt University Hospital or Emergency Room. This practice allows the Office to provide support and assistance to students and their families.

Students who voluntarily or involuntarily withdraw from the University for medical or mental/emotional health reasons must be cleared by the Director of the Student Health Center before being permitted to re-enroll.

Hospitalization Insurance

All degree-seeking students registered for 4 or more hours at Vanderbilt are required to have injury/illness insurance coverage acceptable to the University. The University has endorsed a student health insurance plan offered by the Koster Insurance Agency. Information about the plan is available at the Student Health Center or by calling the insurance assistant at 343-4688. A student registered for four or more credit hours is automatically enrolled in this insurance plan and will be billed unless he or she completes the online waiver process.

The annual premium is in addition to tuition. Coverage extends from a set date in August through the same August date of the following year whether the student remains in school or is away from the University. However, there is no pro rata refund included in this coverage.

This plan provides hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of the plan is available at registration, in the Office of Student Accounts, or at the Student Health Center.

Students are responsible for submitting the appropriate claim form to the insurance carrier for each accident or illness. These forms are available at the Student Health Center.

Waiver of Insurance Plan

A student who does not wish to subscribe to the insurance plan offered through the University must notify the University of injury/illness coverage acceptable to the University under another

policy. Waiver of the student insurance plan does not affect eligibility for services at the Student Health Center. The online waiver process may be found at www.kosterweb.com. To waive coverage, students should select Vanderbilt University and follow the directions.

Undergraduate Students. New students must complete the online waiver process if they do not desire the coverage provided by Koster's plan for Vanderbilt Students. The insurance charge will not be waived if the online process is not completed by August 19 for the fall semester, and by January 7 for student who are newly enrolled for the spring semester. The waiver process will remain in effect each academic year unless an acceptance card is completed and received by the Office of Student Accounts.

Graduate/Professional Students. New and returning students must complete the online waiver process each academic year if they do not desire the coverage provided by Koster's plan for Vanderbilt Students. The insurance charge will not be waived if the online process is not completed by August 19 for the fall semester, and by January 7 for students who are newly enrolled for the spring semester.

Family Coverage

An additional premium is charged for family insurance coverage. An eligible student who wishes to provide coverage for his or her spouse, University-certified domestic partner, and/or children may secure an application form from the Student Health Center at the time of registration. Forms should be sent to Koster Insurance Agency 1515 Hancock Street, Quincy, MA 02169.

International Student Coverage

International students and their dependents residing in the United States are required to purchase the international student health insurance plan approved by the University and offered through the Koster Insurance Agency. Exceptions are made if the University deems coverage adequate from another source. Information and applications are provided through the International Student and Scholar Services (<http://www.vanderbilt.edu/iss>).

For more information, visit the Student Health Center Web site (http://www.vanderbilt.edu/student_health).

University Policies and Regulations

http://www.vanderbilt.edu/student_handbook/Policies_and_Regulations.htm

“Vanderbilt Campus Disability Access” on page 43 / “Nonacademic Undergraduate Class Designation” on page 43 / “Religious Practices” on page 44 / “Technology and Literary and Artistic Works” on page 45 / “Use of University Logos and Word Marks by Student Organizations” on page 45 / “Political Activity” on page 45 / “Harassment” on page 46 / “Student Complaint and Grievance Procedures” on page 46 / “Student Records (Family Educational Rights and Privacy Act)” on page 48 / “Refunds of Tuition and Residence Hall Charges” on page 49 / “Bicycles on Campus” on page 50 / “Conduct Endangering Personal Health” on page 50 / “Address and Name Change” on page 51 / “Email Address” on page 51 / “Financial Responsibility” on page 51 / “Identification Card” on page 52 / “Smoking on Campus” on page 52 / “Student Activities Fee” on page 52 / “Student Recreation Fee” on page 53 / “Same-Sex Domestic Partner Policy” on page 54 / “Universal Waiver” on page 54 / “University Calendar” on page 55 / Students in U.S. Military Reserves (http://www.vanderbilt.edu/News/register/Jan28_02/story13.html)

Vanderbilt Campus Disability Access

Vanderbilt University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), Vanderbilt does not exclude otherwise qualified persons with disabilities, solely by

reason of the disability, from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Appointed by the Chancellor, the Equal Access Committee involves all sectors of the University community and assists the Opportunity Development Center in monitoring the University's compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA. Committee membership is composed of students, administrators, staff, and faculty. The committee assists the administration in surveying campus programs; making recommendations regarding modification in programs, activities, and facilities; and informing the University community of Vanderbilt's policy of nondiscrimination.

For further information about services for students with disabilities, write or call the Opportunity Development Center, Sara Ezell, Assistant Director for Disability Programs, Baker Building, 110 Twenty-first Avenue South, VU #351809, 2301 Vanderbilt Place, Nashville, Tennessee 37235-1809; telephone 322-4705 (V/TDD). (See Opportunity Development Center)

Nonacademic Undergraduate Class Designation

Determination of a student's class for nonacademic purposes is usually based on the number of years the student has been in residence, regardless of the number of hours accumulated. A student in the

first year of full-time study is classified as a freshman for purposes of meal plans, parking privileges, running for campus office, etc., even if the student achieved sophomore standing because of summer enrollment or advanced placement. Transfer students enrolled in an accelerated three-year graduation program are classified in consultation with the appropriate student affairs dean of their school or college. Classification for residence hall assignment will be determined by Interhall and the Office of Housing and Residential Education.

Religious Practices

Vanderbilt is a private and non-sectarian university that has committed itself to helping its students acquire knowledge and standards of value, develop a sense of responsibility, explore religious concerns and issues, and develop their own sense of purpose. The University itself is diverse in its makeup and perspectives and encourages diversity in its student body.

The University, therefore, provides both directly and indirectly for the religious and moral development of its students. Programs in this area are predicated on the right of students to form and freely express their own beliefs and values. A campus where persons from diverse traditions live and work is an open forum for all perspectives. Respect for all religious faiths is essential, observances and holy days are honored, and dialogue among groups is encouraged.

Code of Behavior for Religious Groups

Vanderbilt University has committed itself to helping students acquire knowledge and standards of value, develop a sense of civic responsibility, explore religious concerns and issues, and develop an individual sense of purpose. The University, therefore, provides both directly and indirectly for the religious and moral development of both students and others in the University community.

This element of personal development has been given expression in the establishment of the Office of University Chaplain and Affiliated Ministries (<http://www.vanderbilt.edu/religiouslife>), in the recognition of qualified para-church staff, and in

the registration of student religious groups whose goals are in keeping with those of the University. The purposes of the University are harmonious with the purposes of addressing issues of religion, values, ethics, and morality of life; in helping members of the University community to articulate a personal philosophy of life, and in understanding the interactions of faith, intellectual inquiry, and social responsibility as bases for finding and affirming meaning and satisfaction in life.

Specific University goals for moral and religious development include the development of programs to help those in the University community to:

1. understand their own faith and the faith of others;
2. examine and affirm a personal life or life philosophy;
3. express that faith through association with others, through opportunities for worship, study, and service, and through campus forums for the presentation and debate of ideas;
4. examine the relation of their faith or life philosophy to current moral, ethical and social issues and to various academic disciplines and professional and vocational fields.

These goals shall be met by the University itself in a non-sectarian manner, and the University expects all religious groups on campus to give evidence of tolerance, fairness, and respect for the religious traditions represented in the University, to respect the non-sectarian natures of the University itself, and to uphold the university's commitment to creating a diverse and pluralistic community on campus.

The University expects that all religious groups which are affiliated, recognized, or registered, respectively, will conduct their affairs so that their policies, programs, and personal actions are in accordance with University catalogues, handbooks, and manuals, such as the *Student Handbook*, *The Student Organizations Manual*, and the *Faculty Manual* (<http://www.vanderbilt.edu/facman>). In particular, the University expects all religious groups to abide strictly by the policy on Soliciting for Religious Activities in *Community Life*, and with the provision that student groups must be led by full-time Vanderbilt students. The University also expects that all such religious groups on campus

will conduct their affairs in such a manner that no one will be intimidated or coerced and that participants in any group may freely express their beliefs and values. The University requires all registered groups not to discriminate on the basis of unlawful or irrelevant criteria in policies, practices, programs, and activities. The University reserves the right to make other regulations as necessary, without notice, to secure maximum freedom, comfort, safety, and convenience for all. Violations of this Code of Behavior will be addressed through the Student Conduct System of the University, the Office of University Chaplain, and/or The Community Affairs Board.

Policy Regarding Religious Holidays

It is the policy of Vanderbilt to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or, in schools without department chairs, the dean of the school.

Jewish, Christian, Islamic, Bahá'í, and Hindu Holy Days, 2003/2004 Academic Year

See the calendar on The Office of the University Chaplain web site.

Technology and Literary and Artistic Works

The rights and responsibilities of students and of the University concerning inventions, discoveries, rights in technology, and literary and artistic works, including patents, are defined in the *Faculty Manual*. For more information, visit Part III, section 4 of the *Faculty Manual Web site* (<http://www.vanderbilt.edu/facman>).

Use of University Logos and Word Marks by Student Organizations

All logos, seals, names, symbols, and slogans associated with, and used by, Vanderbilt University are trademarks and are the exclusive property of the University. Any reproduction and use of these marks by student organizations must be approved by the office of Trademark Licensing. This includes all products (e.g., T-shirts, mugs) that are used for sale or giveaways to other students. Students may call the Trademark Licensing Office at 343-7292 or visit the web site at <http://www.vanderbilt.edu/publicaffairs/licensing> for more information.

Political Activity

Vanderbilt is subject to restrictions concerning activities of a political nature. In particular, the Internal Revenue Code imposes on tax-exempt organizations, such as Vanderbilt, limitations relating to attempts to influence legislation and participation or intervention in political campaigns on behalf of candidates for public office.

The American Council on Education has taken the initiative in preparing a statement of guidelines for use by universities in their efforts to comply with the applicable provisions of the Internal Revenue Code. These guidelines apply to students and student organizations:

Educational institutions traditionally have recognized and provided facilities on an impartial basis to various activities on the college campuses,

even those activities that have a partisan political bent, such as, for example, the Republican, Democratic and other political clubs. This presents no problem. However, to the extent that such organizations extend their activities beyond the campus, and intervene or participate in campaigns on behalf of candidates for public office, or permit nonmembers of the University community to avail themselves of University facilities or services, an institution should in good faith make certain that proper and appropriate charges are made and collected for all facilities and services provided.

Extraordinary or prolonged use of facilities, particularly by nonmembers of the University community, even with reimbursement, might raise questions. Such organizations should be prohibited from soliciting in the name of the University funds to be used in such off-campus intervention or participation.

Every member of the academic community has a right to participate or not, as the member sees fit, in the election process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign.

All members of the Vanderbilt University community should observe these principles in planning and engaging in political activities that might either directly or indirectly involve the University. Questions concerning the application of these points should be addressed to the Vice Chancellor for Student Life or his designee.

Harassment

Harassment of any individual based on sex, race, color, religion, national origin, age, or disability is unacceptable and grounds for disciplinary action, and may constitute a violation of federal law. Equally unacceptable within the University is the harassment of any individual on the basis of sexual orientation.

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of

aid, benefits, services, or treatment protected under Title IX." Any person who has a complaint regarding sexual or other harassment should call the Opportunity Development Center as soon as possible.

The Opportunity Development Center is available for informal consultation. Upon receipt of a written complaint, an investigation will be conducted. After evaluating the specifics of the complaint, the Opportunity Development Center will issue a finding to the appropriate University official and seek to resolve the matter, usually within ninety (90) work days of receipt of the written complaint.

In cases in which a student chooses not to file a formal complaint, the University may still take appropriate action being mindful of the complainant's desire for confidentiality. The University is committed to protecting those filing complaints from retaliation.

Other campus offices such as the Office of Housing and Residential Education, the Margaret Cunningham Women's Center, the Office of Student Conduct and Academic Integrity, the Office of the University Chaplain and Affiliated Ministries, and the Psychological and Counseling Center are available to provide counseling and support to students who believe they have been subjected to sexual harassment.

Student Complaint and Grievance Procedures

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the University should first use the following Complaint Procedure and then use the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance from the Office of the Provost, their faculty advisers, another member of the faculty or staff, or, in regard to complaints of unlawful discrimination, the Opportunity Development Center.

Decisions of the Appellate Review Board are not subject to the Complaint and Grievance Procedure.

Allegations of Unlawful Discrimination

If a student believes that he or she has been discriminated against on the basis of race, sex (including sexual harassment), religion, color, national or ethnic origin, age, disability, or military service, that student should report the matter to the Opportunity Development Center, which will seek to assist the student with the resolution of the complaint as described below in the Complaint Procedure.

Complaint Procedure

A complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint and not later than six months after the event. For example, if the complaint concerns a grade, the student should first confer with the course instructor. Every effort should be made to resolve the problem fairly and promptly usually within thirty (30) days, at this level. If the complaint involves allegations of sexual harassment, this step may not be appropriate. (See "Harassment" on page 46.) In addition, in a complaint alleging unlawful discrimination, the Opportunity Development Center (ODC) should be consulted as soon as possible. The Opportunity Development Center will conduct an investigation of the allegations, usually within ninety (90) work days, will issue a finding to the appropriate University official, and will seek to resolve the matter. If the ODC is unable to complete the investigation within this time period, then the ODC will contact the complainant and provide an estimated time frame for completing the investigation.

If the student is not able to resolve the complaint satisfactorily at this level, he or she may appeal the decision within thirty (30) days through the appropriate administrative channels of the academic or administrative unit, through the level of the Provost or appropriate vice chancellor. Students uncertain about the proper channels or process are encouraged to seek advice from the Office of the Provost, offices in the Division of Student Life, the office of the dean of their school, and/or their faculty advisers. If the student is not satisfied

with the resolution proposed by ODC, then the student may pursue the Grievance Procedure.

Grievance Procedure

A student who believes that he or she has not received fair treatment, or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that he or she has not received appropriate redress through the complaint procedure in the preceding section within a reasonable period of time, including for complaints of unlawful discrimination investigated by the ODC, may file a written grievance with the Office of the Chancellor within thirty (30) days. Upon ascertaining that the complaint procedure has been exhausted, the Chancellor's office shall refer the grievance to the Faculty Senate Committee on Student Affairs, usually within thirty (30) days in the academic year. For this purpose, the membership of the committee shall be augmented by three student members appointed by the Chancellor at the beginning of each academic year. The undergraduate Student Government Association will nominate students for the one undergraduate position, and student governing bodies of the professional/graduate schools will nominate students for the other two student positions on a rotating basis.

Upon receiving the grievance referral from the Office of the Chancellor, the Student Affairs Committee shall inform, in writing, both parties to the grievance that a preliminary investigation will take place. The preliminary investigation will usually be completed within thirty (30) days. After the preliminary investigation, if the committee decides that the grievance is not frivolous, it shall follow procedures necessary to ensure a fair hearing of the matter, including the opportunity for the student to present relevant evidence, to challenge adverse evidence, and to have the complaint heard by an impartial committee. Committee members may recuse themselves if they feel their objectivity is subject to question, and the grievant may request any committee member recuse himself or herself if the grievant feels a committee member will not view the grievance with sufficient objectivity. If vacancies occur, the chair of the Faculty Senate shall appoint Senate members to fill faculty vacan-

cies and the Chancellor shall appoint students to fill student vacancies.

The student filing the grievance may be assisted during the hearing by a member of the University community (faculty, staff, or student) not trained in the law and is encouraged to seek such assistance. While all parties to the grievance are free to consult with and receive advice from attorneys concerning the grievance, no party shall be represented by an attorney at the hearing. For hearings or complaints of unlawful discrimination, a representative from the Opportunity Development Center shall be present in an advisory capacity. The committee may call upon any individuals that it believes may be helpful in resolving the grievance.

The grievant and the person or persons against whom the grievance was filed shall be present during the hearing until such time as the committee is ready to begin deliberations. The student may withdraw the grievance, with the consent of the other party, at any time prior to the decision of the committee.

After each case the committee shall write its report. The report should be completed within three weeks and it shall include a statement of the committee's findings, the basis for those findings, and, if necessary, recommendations for any corrective action that should be taken. If any disciplinary action is anticipated, the appropriate University disciplinary procedures shall be followed. The report, including the vote and any dissenting statements, shall be sent to the Chancellor within one week after completion. Except as disclosures are reasonably necessary in the investigation, hearing, and final disposition of a grievance, the grievant, members of the hearing bodies, and others having knowledge of a grievance are expected to preserve the confidentiality of the grievance.

The Chancellor shall communicate his decision to the committee. In any case in which the Chancellor does not follow the decision or the recommendation of the committee, the Chancellor shall report to the committee his reasons for so doing. The Office of the Chancellor shall then promptly notify the student and the other affected persons, in writing, of the final decision, usually within thirty (30) days of receipt of the Committee's report, during the academic year.

State Postsecondary Review Entity (SPRE) Grievance Procedure

Students should be aware that, should they have complaints about their program or their financial aid, this institution has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others. Should the institution not be able to resolve the problem, the student should call the State Postsecondary Review Program office at the Tennessee Higher Education Commission at (615) 532-8276.

Student Records (Family Educational Rights and Privacy Act)

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Registrar does not maintain the records, the student will be directed to the University official to whom the request should be addressed.

2. The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

3. The right to consent or to decline to consent to the University's disclosure to third parties of per-

sonally identifiable information contained in the student's education records, except in situations that FERPA allows disclosure without the student's consent. One such situation is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including University law enforcement personnel and health staff); a person or company with whom the University has contracted; a member of the Board of Trust; or another student serving on an official University committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Buckley Amendment provides the University the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. Vanderbilt has designated the following as directory information: the student's name, addresses, telephone number, e-mail address, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University Registrar in writing. Such notification must be received by August 1st to assure that the student's address and phone number do not appear in any printed Vanderbilt directory. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student

ceases to be enrolled, a written request for continuance must be filed with the University Registrar during the student's last term of attendance.

If a student believes the University has failed to comply with the Buckley Amendment, he or she may file a complaint using the Student Complaint and Grievance Procedures as outlined in the *Student Handbook*. If dissatisfied with the outcome of this procedure, students may file a written complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the University Registrar or to the Office of General Counsel.

Vanderbilt Directory

Individual listings in the student section of the printed *Vanderbilt Directory* and the online *People Finder Directory* consist of the student's full name, school, academic classification, local phone number, local address, box number, and permanent address. Student listings in the *People Finder Directory* are available to the Vanderbilt community via logon ID and e-password. Students have the option of making their *People Finder* listings available to the general public (viewable by anyone with access to the Internet) and of adding additional contact information such as cellular phone, pager, and fax numbers.

Students who want their listings excluded from the printed *Vanderbilt Directory* or the online *People Finder Directory* must notify the University Registrar in writing. To be excluded from the printed directory, this notice must be received by August 1. Requests to exclude listings from the online directory can be made at any time throughout the year.

Students may report address changes via the Web at www.vanderbilt.edu/students.html and by clicking on *Address Changes*.

Refunds of Tuition and Residence Hall Charges

University policy for the refund of tuition and residence hall charges provides a percentage refund based on the dates of withdrawal and residence

hall check-out. Students who withdraw officially or who are dismissed from the University for any reason may be entitled to a partial refund in accordance with the established schedule shown below.

Refund Schedule for Withdrawal and Residence Hall Check-out

Fall 2003 Refund Schedule

Fall 2003 Official Withdrawal Date	% of Charges Refunded
Week 1: Aug. 25-Aug 30	100%
Week 2: Aug. 31-Sept. 6	95%
Week 3: Sept. 7-Sept. 13	85%
Week 4: Sept. 14-Sept. 20	80%
Week 5: Sept. 21-Sept. 27	75%
Week 6: Sept. 28-Oct. 4	65%
Week 7: Oct. 5-Oct. 11	60%
Week 8: Oct. 12-Oct. 18	55%
Week 9: Oct. 19-Oct. 25	45%
Week 10: Oct. 26-Nov. 1	40%
No refund after November 1, 2003	

Spring 2004 Refund Schedule

Spring 2004 Official Withdrawal Date	% of Charges Refunded
Week 1: Jan. 12-Jan. 17	100%
Week 2: Jan. 18-Jan. 24	95%
Week 3: Jan. 25-Jan. 31	85%
Week 4: Feb. 1-Feb. 7	80%
Week 5: Feb. 8-Feb. 14	75%
Week 6: Feb. 15-Feb. 21	65%
Week 7: Feb. 22-Feb. 28	60%
Week 8: Feb. 29-March 6	55%
Spring Break: March 7-13	
Week 9: March 14-20	45%
Week 10: March 21-27	40%
No refund after March 27, 2004	

Bicycles on Campus

Sections of the Metropolitan Nashville Traffic and Parking Code dealing with bicycles apply both on and off campus. Vanderbilt policy concerning the use of bicycles on campus is as follows:

- Cyclists should exercise caution on campus roadways, which may require walking the cycle under certain circumstances.
- The bicycle speed limit on campus roads is ten miles per hour.

Registering Bicycles

Registration of bicycles at the University Police Department helps to deter theft and helps to identify the owners of bicycles that have been recovered. Bicycles may be registered online at <http://police.vanderbilt.edu>. Bicycle owners should notify the University Police Department if their bicycles are stolen or if they sell their bicycles or change addresses.

Bicycle Parking

To prevent theft, chains or U-bolts should be used to secure bicycles to racks. Bicycles should not be chained to the decorative grillwork of campus buildings, to hand rails, or to any structures not designated for bicycle use. Bicycles may not be parked in the public areas of campus buildings.

Bicycle Accidents

Persons involved in bicycle accidents that result in personal injury should report the accidents to the University Police Department.

Conduct Endangering Personal Health

Students who engage in a pattern of conduct that endangers their personal health or safety, such as abuse of alcohol or other drugs, denial of sustenance, etc., may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment, or a program of psychological evaluation and/or treatment, if they are

to remain at the University. That determination is made by a panel, consisting of the

Assistant Vice Chancellor for Health, Wellness, and Recreation, the Assistant Vice Chancellor for Housing and Residential Education, the Director of the Student Health Center, the Director of the University Psychological and Counseling Center or University psychiatrist, and an academic dean of the school in which the student is enrolled.

Withdrawal from the University

The University reserves the right to require the withdrawal of a student whose continuation in school, in the University's judgment, is detrimental to the health or safety of the student or others. Students who withdraw for these reasons may be considered for readmission following a determination by the University, often through the Student Health Center, that the condition requiring withdrawal has been corrected. That determination is made by a panel, consisting of the Assistant Vice Chancellor of Housing and Residential Education, the Director of the Student Health Center or University psychiatrist, and an academic dean of the school in which the student is enrolled.

Address and Name Change

Students are required to inform the registrars of their schools or the University Registrar of any changes in their University or home addresses. Official notifications from the University will be sent to the address listed with the Office of the University Registrar. Student addresses and phone numbers may be updated via the Web. From the Vanderbilt homepage click on "Students" then click on "Address Change".

Students who wish to change any part of their names as they appear in the Student Records System must petition the University Registrar's Office and provide official documentation supporting the requested change. Name changes will be considered only if a student is currently enrolled.

Email Address

Certain federal statutes require that information be delivered to each student. The University delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University officials, will be sent to students' Vanderbilt email addresses: user.name@vanderbilt.edu. Students are required to be familiar with the contents of official University notifications, and to respond to instructions and other official correspondence requiring a response.

The University makes every effort to avoid inundating students with e-mail (often called "spamming"), and maintains separate lists from which students may unsubscribe for announcements of general interest.

Financial Responsibility

Tuition, fees, and all charges associated with the beginning of the semester are due and payable in full by the beginning of classes. The payment deadline for fall 2003 is August 19; for spring 2004, the payment deadline is January 7. A student who misses the payment deadline for either semester will be charged a 1.5% late payment fee and may have his or her registration cancelled, unless the student has secured authorization from the Office of Student Accounts to delay payment. In addition, OASIS (On-line Access Student Information System), Vanderbilt Card (debit card), and V-Net (long distance telephone) access will not be available for the student's use.

All new and transfer students must complete a Student Account Agreement form prior to August 1, 2002. Forms are available in the Office of Student Accounts.

Students and their parents (or legal guardian) will be responsible for payment of all costs, including reasonable attorney fees and collection agency fees, incurred by the University in collecting moneys owed to the University. Students are bound by laws of Tennessee governing bad checks.

Identification Card

All students, whether full- or part-time, are required to have valid identification cards for the semester in which they are registered. Valid identification cards are required for specific activities.

These cards are the property of the University and, if a student withdraws, must be relinquished to the office of the dean of the school in which the student is enrolled. Identification cards are not transferable, and damaged or altered cards are invalid.

Replacement cards are available, for a fee, at the Vanderbilt University Card Office (<http://the-card.vanderbilt.edu/vucocard.htm>).

If misused, cards may be invalidated for the remainder of the semester or the season in the case of specific University-sponsored activities.

Family Identification Card. The spouse or University-certified domestic partner of a full-time student (undergraduate, graduate, or professional) may obtain a family identification card from the University Card Office by presenting proof of marriage (or University certification of domestic partner status). The student spouse or partner must accompany the individual applying for the card. When properly validated and upon payment of the appropriate fee, a family card will admit the family member to home football and basketball games (on a seat-available basis), programs of Sarratt Student Center, and the Student Recreation Center.

Smoking on Campus

Smoking is prohibited in all buildings on campus, including residence halls and Greek houses.

Student Activities Fee

The Activities Fee supports student co-curricular interests and events and assists the Graduate Student Council. Portions of the fee are allocated to Vanderbilt Student Communications, Inc., and its divisions, Sarratt Student Center, and the Athletic Department, as well as a variety of student organizations.

For 2003/2004, undergraduates are assessed \$373, with half of this charge billed in the fall semester and the remainder billed in the spring semester. Graduate students pay an activities fee of \$108. Students in professional programs pay \$108.

A fee of \$11 supports summer programs and is assessed from all students enrolled for a summer term.

Activities fee for undergraduates covers:

- Issues of *Versus*, *The Vanderbilt Review*, and other VSC, Inc., publications (excluding the *Vanderbilt Hustler*, which receives no activities fees)
- Admission to Sarratt Student Center programs, at special student rates, and use of Sarratt facilities
- Admission on a seat-available basis to home football and basketball games and to other varsity athletic events
- Admission, subject to space availability, to programs or events sponsored by student organizations that are funded by student activities fees, a complete list of which is maintained by the Office of Student Activities.

Activities fee for graduate and professional students covers:

- Admission to all programs sponsored by Sarratt Student Center, at special student rates, and use of Sarratt facilities
- A copy of all issues of *Versus* and *The Vanderbilt Review*
- Admission, subject to space availability, to programs sponsored by student organizations that are funded by student activities fees, a complete list of which is maintained by the Office of Student Activities.

In addition, graduate students support the Graduate Student Council through the Activities Fee.

Graduate and professional students may have their identification cards validated for admission to home football and basketball games, on a seat-available basis, upon payment of an extra fee to the Vanderbilt Athletic Department equal to the amount paid for this privilege by undergraduates.

Spouses and University certified domestic partners of full-time graduate and professional students may have their cards validated in this manner as well. Validation for these activities must be made during times announced in the *Vanderbilt Register*. Other activities included in the undergraduate activities fee are available to graduate and professional students on a single admission or subscription basis only.

Student Recreation Fee

The Student Recreation Fee supports Vanderbilt's recreational programs administered through the Office of Campus Recreation (OCR). Funds are also allocated for the operation of the Student Recreation Center and the University's recreational playing fields.

Recreation Fee for Undergraduates

Each undergraduate student is assessed \$173.50 each semester of the academic year and \$41 during the summer. The fee covers:

- unlimited use of all facilities of the Student Recreation Center and recreational fields
- participation in intramural, sport club, and wellness programs
- enrollment and participation in outdoor recreational activities
- participation in recreational classes and workshops.

Recreation Fee for Graduate and Professional Students

Each graduate and professional student is assessed \$87.00 each semester of the academic year and \$41 during the summer. Payment of the summer fee entitles graduate and professional students to the same privileges provided undergraduates.

The academic year fee covers:

- half-use of all facilities of Student Recreation Center
- unlimited use of the recreational fields
- participation in intramural, sport club, and wellness programs

- enrollment and participation in outdoor recreational activities
- participation in recreational classes and workshops.

For all students, use of facilities and participation in recreational programs or classes is on a space-available basis and subject to requirements, including operating hours, set by the OCR. Special student charges are assessed for some classes and activities, as well as for use of certain equipment.

Recreational Activities for Spouses and Partners

Spouses and University-certified domestic partners of undergraduate, graduate, and professional students may use the Student Recreation Center for a fee and participate in recreational classes, workshops, and outdoor programs. In order to use the facility, a spouse or University-certified domestic partner must obtain a Student Family identification card from the Vanderbilt Card Office in Sarratt Student Center. Students should accompany their spouses and eligible partners to the Card Office. Spouses and University-certified domestic partners of medical students should obtain their cards from the Medical Center Card Office, Room 018 of the Medical Arts Building. Spouses and partners may inquire at the main desk of the Student Recreation Center concerning registration and payment of fees after a University I.D. card has been obtained.

Waiver of Student Fees

The Student Activities and Recreation fees are mandatory fees set by the Vanderbilt Board of Trust. The fees appear as a combined charge on the regular University statements to students or their parents. An automatic waiver of the student fees will be granted to a student who registers on time and is:

1. a part-time student registered for four or fewer credit hours (including audit credit) or
2. a full- or part-time student residing outside a circle of approximately sixty miles from the Vanderbilt campus determined by ZIP codes. It is the student's responsibility to notify the University Registrar's office of an address change in a timely manner.

Special requests for waivers may be addressed to the Student Activities and Recreation Fees

Waiver Committee, VU #356206, 2301 Vanderbilt Place, Nashville, Tennessee 37235-6206.

A late charge of \$10 is assessed against students who are eligible for waivers but register after the deadline of September 12 for the fall and after January 23 for the spring. Special requests must also be received by these deadlines to avoid the late charge penalty. No waivers are granted after the end of the semester in which the fee occurs, and there is no waiver of the summer activities and recreation fees.

Same-Sex Domestic Partner Policy

Vanderbilt University extends to the University-certified, same-sex domestic partners of students the privileges and services extended to student spouses, within the guidelines set forth below. Once signed by the appropriate Assistant Vice Chancellor or director in the Office of Housing and Residential Education, the ID authorization document and photo identification serve to enable the named domestic partner to obtain University identification and to obtain privileges and services extended by the University to student spouses. (Note: The Card Office requires that the student partner be present when a card is issued, just as it requires that the student spouse be present when a Student Family card is issued to a spouse.)

University privileges, programs, and services extended to spouses, for which domestic partners are also eligible, may require that additional criteria be met. (For instance, a domestic partner may live in University housing only if the student partner obtains an appropriate contract for an apartment.) Restrictions or fees that apply to spouses also apply to domestic partners. The list below is not meant to be exhaustive.

- Student Activities Fee events
- Health insurance
- Housing
- Identification
- Library
- Psychological and Counseling Center
- Recreation Center

Criteria

1. Domestic partners must certify (and the University may require documentation of the fact) that they are

- of the same sex
- not related by blood
- mentally competent to consent to contract
- neither legally married to anyone, nor engaged in a domestic partnership with a different partner
- currently in a committed relationship of six months or more, residing in the same household, intending to reside together indefinitely.

2. In addition, domestic partners must show evidence that they are

- 21 years of age (Supporting documents might include a driver's license or a birth certificate.)
- financially interdependent, sharing joint responsibility for the household. (Supporting documents might include bank statements, utility bills, etc., with both the student's and the partner's names on them.)

3. Domestic partners must agree to marry within 180 days after their state of legal residence recognizes the marriage of same-sex couples.

4. Should the certified domestic partner relationship dissolve, the partners must file a Termination Statement within 30 days. A twelve-month waiting period must elapse before a student may certify a new domestic partner.

Universal Waiver

In consideration of Vanderbilt University's providing opportunities to participate in both academic and co-curricular programs and activities, students acknowledge the receipt and sufficiency of this consideration, and, by enrolling in Vanderbilt University, agree to release, relieve, discharge, and hold harmless Vanderbilt University, its officers, trustees, faculty, administrators, employees, representatives, and elected and volunteer leaders designated by Vanderbilt University, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out

of, or in connection with, their voluntary participation in activities and travel associated with programs sponsored by the University or any of its departments, student groups, and other entities.

University Calendar

For calendar information, visit the Academic Calendar Web site (<http://registrar.vanderbilt.edu/calendars>) or the Campus Events Calendar Web site (<http://calendar.vanderbilt.edu/columns.html>).

“Violation of University Policy” on page 56 / “Sexual Misconduct” on page 57 / “Threat, Stalking, or Intimidation: Directives to Desist” on page 58 / “Conduct at Athletic Events” on page 59 / “Conduct in the Libraries” on page 59 / “Damage to Property” on page 59 / “Use of University Computers and Data Networks” on page 59 / “Use of the University Telephone System” on page 60 / “Firearms and Explosives” on page 60 / “Hazing” on page 58 / “The Student Conduct System” on page 60 / “Jurisdiction Over Non-Vanderbilt Students” on page 61 / “Undergraduate Student Conduct Council” on page 61 / “Graduate Student Conduct Council” on page 61 / “Appellate Review Board” on page 62 / “Student Conduct Councils and Hearings by Hearing Officers” on page 62 / “Guidelines for Cases of Sexual Misconduct” on page 63 / “Appeals” on page 63 / “Disciplinary Sanctions” on page 64

Violation of University Policy

Students and student organizations are expected to comply with all University rules of conduct. Standards of conduct are derived from tradition and evolve with contemporary practice. Grounds for discipline cannot always be the subject of precise statement; however, when commonly held standards of conduct are broken, discipline must be taken if the University community is to be sustained.

Students are subject to disciplinary action when, individually or as members of a group, they violate

University policy, rules, or regulations, including but not limited to the following:

- Obstruction or disruption of teaching, administration, University procedures and activities, or other authorized activities on University premises
- Physical abuse of any person
- Sexual Misconduct (see below)
- Conduct that may endanger the health or safety of members of the University community
- Unauthorized entry or use of University facilities or unauthorized possession or use of University property or property of others
- Disorderly conduct or obscene conduct or expression
- Threats of violence against another person or stalking or intimidation (see below), that unreasonably impairs the security or privacy of another person
- Forgery, alteration, or misuse of University documents, records, or identification, furnishing false information to the University, or possession of any false identification or identification belonging to another person
- The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol
- The operation of a motor vehicle while under the influence of alcohol or other drugs
- Intoxication (See also “Alcohol and Controlled Substances” on page 80 for a more detailed statement of alcohol policies.)

- Failure to comply with authorized directions of, or furnishing false information to, University officials or representatives of student judicial bodies acting in performance of their duties.

Students are expected to observe the standards of the University for activities that occur off campus. In cases of misconduct that occur off campus in which the University has an interest, a group may be disciplined and/or lose its registration or an individual may be disciplined.

The officers of organizations or individual hosts are responsible for the conduct of their members and guests. This responsibility includes compliance with federal, state, and local law and University policies. Those who fail in this responsibility will be subject to disciplinary action and/or referral for prosecution by government authorities.

The Vice Chancellor for Student Life or his designee may reprimand, institute restrictions on, or withdraw registration from organizations that violate University policy and regulations. The Office of Student Activities may impose restrictions or require conditions be met by organizations that are found to be in violation of policy.

An appropriate hearing officer or judicial body will decide whether the University has sufficient interest in an off-campus matter to exercise its jurisdiction, and the decision may be reviewed by the Appellate Review Board. Factors in the decision may be whether Vanderbilt University property or property of members of the University community is involved; whether the parties in a dispute are members of the University community; whether the misconduct occurred at an event sponsored by a Vanderbilt group or by a University department; and whether such misconduct may affect the welfare of the University community.

Students or groups charged with violations of conduct have full right to the guarantees of fairness as described in *The Student Conduct System*.

Violations of regulations of the residence halls, libraries, and other areas of University life may result in disciplinary action. The following regulations are general conduct guidelines. For further regulations pertaining to conduct within the resident halls, see Chapter 7, "Residential Life" on page 66.

Sexual Misconduct

Vanderbilt University desires to establish and maintain a safe and healthy environment for all members of the University community. The University, by providing resources for prevention, education, support, and a fair disciplinary process, seeks to eliminate all forms of sexual misconduct. Sexual misconduct of any kind represents socially irresponsible behavior and will not be tolerated by the University community.

It is a serious violation of University policy to engage in sexual conduct or activity without the consent of the other person. Consent may be withdrawn at any time, without regard to the activity that preceded the withdrawal of consent. Sexual misconduct includes, but is not limited to, actual or attempted rape and sexual battery. A student who violates this policy can be prosecuted in the courts of this state and, in addition, may be suspended or expelled from the University for the first offense.

Rape is defined as sexual penetration, no matter how slight, of the genital, anal, and/or oral openings of the person by any part of the student's body or by the use of an object, without the person's consent or against the person's will where the person

a. is forced or has reasonable fear that the accuser or another will be injured if the accuser does not submit to the act;

b. is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs including alcohol; or

c. suffers from a mental or physical disability.

Sexual battery is defined as intentionally touching the person's intimate parts (primary genital area, groin, inner thigh, buttock, or breast) without or against the person's consent. This touching is either directly on the body part or on the clothing covering that body part. It is also sexual battery if the person is forced to touch the intimate areas of another individual.

Information and resources regarding issues of sexual misconduct can be found at www.vanderbilt.edu/ProjectSafe.

Threat, Stalking, or Intimidation: Directives to Desist

Vanderbilt University expects students to refrain from conduct that threatens or through intimidation unreasonably impairs the security or privacy of another member of the University community. Such conduct is a violation of University policy and may result in disciplinary action. A student who feels that she or he is the subject of such conduct may request from the Chair of the Conduct Councils an order to the offending student to desist from the conduct in question. When a request is filed, a hearing will be held to determine whether the conduct warrants the issuance of an order prohibiting the continuation of the conduct. The student whose conduct is the subject of the request will be notified of the request and any other disciplinary charges and permitted to choose either the Chair or the Conduct Council to conduct the hearing. If the Chair or the Council after a hearing determines that the conduct complained of constitutes intimidation or threat or through intimidation unreasonably impairs the security or privacy of another member of the University community, the Chair or the Council shall issue an order prohibiting the offending student from engaging in that conduct. The Chair or Council may also impose other appropriate sanctions. Any student against whom such an order is issued may appeal the issuance of the order in the same manner that any other action by the Chair or the Council may be appealed.

Violation of an order by the student who is subject to the order will result in the filing of a disciplinary charge against that student. This charge will be adjudicated according to the usual disciplinary procedures. The hearing will be conducted by the hearing authority that issued the order. If the disciplinary procedures result in a finding that the charged student is guilty of violating the order, a disciplinary penalty will be imposed. This may include suspension or expulsion.

A hearing to determine whether an order should be issued and any order that may be issued shall not be considered a disciplinary proceeding or discipline for purposes of the student's record

unless separate charges were brought and adjudicated in the same proceeding. A subsequent proceeding to adjudicate a charge that the student has violated the terms of an order shall constitute a disciplinary proceeding in the ordinary sense of that term and shall become a part of the student's record to the same extent that any other disciplinary action would become part of the record.

Hazing

State law requires each college and university in Tennessee to adopt a policy prohibiting hazing. Hazing is defined in the law as "any intentional or reckless act in Tennessee on or off the property of any [college or university] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. 'Hazing' does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization."

While keeping with the statutory limitations of hazing above (i.e., student acts directed at students on or off campus), the University expands its definition of hazing to include any act that may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule. Such acts include—but are not limited to—inducement of excessive fatigue, or physical or psychological shocks; implementing or participation in treasure hunts, scavenger hunts, or road trips; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; drinking games, or other organized activities, late work sessions, and other obligations which interfere with scholastic purposes of the organization; and any other activity inconsistent with the purposes of the organization's constitution, by-laws, standing rules and policies, or University policy. Students are subject to federal, state and local laws, and policies and regulations of the University.

Conduct at Athletic Events

The University prohibits the throwing of objects from the stands and abusive language or gestures. Students may paint their faces including the common names for our team (e.g., Dores, Vandy, VU). Students and/ or recognized student organizations may submit banners to be displayed at the game to the appropriate Athletic Department official, prior to the game. Banners with obscene or derogatory messages will not be displayed. Efforts will be made to display all banners submitted. Students are permitted to bring hand-held signs to athletic events provided that the signs meet the following guidelines:

1. The signs must be no larger than one piece of standard size poster board (22" x 28");
2. Signs may not display abusive or obscene words or drawings; and
3. Names of commercial products other than the official broadcast networks of the contest may not be mentioned on the sign.

Event staff has the discretionary authority to determine if a sign does not meet the guidelines. Signs that do not meet these guidelines may be confiscated at any time during the event. Students in possession of a sign that does not meet the guidelines may be ejected from the contest if they refuse to comply with the above stated policy. Student spectators who throw objects at athletic events will be ejected from the contest and may be subject to further disciplinary action. Other spectators will be similarly treated by local authorities. The consumption of alcoholic beverages is not permitted at athletic events.

Conduct in the Libraries

Eating, drinking, and use of tobacco all endanger library materials. For that reason, these activities are either allowed only in certain designated areas of the University library system or prohibited entirely. In some locations, covered beverages are permitted. For clarification of the policy in the individual libraries, patrons may inquire at the respective service desks. Failure to observe these restrictions may result in disciplinary action.

Many libraries offer group study space, but a significant portion of each library is intended for quiet study. Users are expected to be considerate of others, particularly when using cellular phones or having conversations.

Mutilating or defacing library materials is prohibited and may result in disciplinary action. Defacing includes highlighting, underlining, and writing in or on library materials. Mutilation includes removing pages; removing library ownership marks, including labels, bookplates, and property stamps; or otherwise damaging library materials.

Damage to Property

Damage, littering, or theft of University property or property of a University community member or campus visitor by a student or student groups may result in disciplinary action as well as the offender's being held financially responsible for the cost of repair or replacement. For example, a student may leave a window open during cold weather causing burst pipes and the flooding of student rooms and common areas. Or, a student may cause a fire triggering the building's sprinkler system causing both water and smoke damage to student rooms and common areas. In these cases, the perpetrators may be held responsible not only for disciplinary purposes, but also for the financial losses suffered by other students and the University resulting from these incidents. Students may be held financially responsible for damages or losses resulting from accidents or negligence. Students who suffer losses under such circumstances must take their claims to their own homeowners or renters insurance carriers. These companies may subrogate the claims to the carrier of the responsible student's insurance.

Use of University Computers and Data Networks

Students, faculty, and staff are expected to comply with The Computer Privileges and Responsibilities

policy (<http://www.vanderbilt.edu/HomePage/aup.html>).

Use of the University Telephone System

Students should identify themselves to the persons called on the telephone and may not use the telephone system to intentionally harass another by threats, obscenities, or repeated calls in which they fail to identify themselves. Examples of improper use of the telephone are: calling repeatedly and breathing or not speaking into the telephone receiver; describing sexual activity without identifying oneself; and anonymously subjecting the listener to obscene names. Harassment by telephone is a violation of state law and will subject the caller to criminal prosecution as well as discipline by the University. Students who experience such calls should report the matter to an assistant director of Housing and Residential Education, and/or, to the University Police Department.

Unauthorized use of the University telephone system with the intent to avoid payment of long distance charges is unlawful and may result in disciplinary action. Misuse includes: the unauthorized acceptance of long distance collect calls, third party calls charged against the University, and use of a long distance authorization (V-Net) number not issued to the student.

Resident students must provide their own, FCC approved, telephone instruments. Because they interfere with wireless access to data networks, 2.4 GHz cordless phones are prohibited.

Firearms and Explosives

The use or possession of fireworks, firearms, or other weapons on University premises is prohibited. (Student use or possession of these materials is prohibited off campus, as well, when such use or possession is illegal or may endanger the health or safety of members of the University community.)

Sports weapons must be kept in the custody of the Department of Police and Security, which is open twenty-four hours a day. It is a felony in the

state of Tennessee to carry a weapon on a campus for the purpose of going armed.

The Student Conduct System

Note: For general provisions of the University's Honor System, see "The Honor System" on page 5.

The bodies that comprise the judicial system are the Appellate Review Board, the Undergraduate and Graduate Student Conduct councils, their common Chair and the Chair's designees, the Undergraduate Honor Council and the honor councils of the Graduate School and the professional schools. For matters specific to their areas, and for matters delegated to them by the Conduct Council Chair, disciplinary authority may also be exercised by the Interfraternity, Panhellenic, and National Pan-Hellenic judicial boards, the Residential Conduct System, and Vanderbilt Student Communications, Incorporated. The nature of specific areas of disciplinary authority is described in the constitutions or bylaws of each of these bodies, or below, in the case of residence halls.

Rights of students or student groups charged with misconduct are addressed through the following judicial procedures that are designed to provide a fair hearing and a just decision. The basic elements of the process are:

- Written and timely notice of charges against students, including possible consequences
- Opportunity for students to present all relevant evidence at a hearing, to challenge adverse testimony and evidence, to speak in their own behalf, to call witnesses, and to be accompanied by a student, faculty, or staff adviser of their own choosing who has not had formal legal training (except in cases involving students in the law school)
- Decisions reached on the basis of the evidence presented, proof that is clear and convincing to the hearing panel or officer for a finding of guilt, precedents, disciplinary regulations, and the character of the students.
- An unbiased appellate body to which students may appeal.

Jurisdiction Over Non-Vanderbilt Students

All persons taking courses or participating in activities of the University as students, even if not registered primarily at Vanderbilt, fall under the jurisdiction of the student conduct system. This includes those taking part-time courses of study; participants in summer programs such as PAVE, Governor's School, etc.; transients during the summer or other sessions; and students cross-registered from a neighboring institution. Procedures for hearing charges against these students are the same as for full-time Vanderbilt students. A notification of the findings of hearings will be sent to the appropriate officer of the institution in which the students are primarily registered.

Undergraduate Student Conduct Council

The Undergraduate Student Conduct Council, led by its Chair who is appointed by the Vice Chancellor for Student Life, is composed of one faculty member and one student representative from each of the undergraduate schools, and has original jurisdiction in all cases of nonacademic misconduct involving undergraduates.

The Conduct Council has original jurisdiction for violations of the University conduct regulations, for residence hall regulations, and for University policies referred to it by appropriate University officials or the Council Chair. The Chair or the Chair's designee may hear a case without benefit of the Council at the student's option except in cases of sexual misconduct, which will be heard by the Conduct Council, or in cases for which the Chair decides that it is more appropriate for the Council to be the hearing body.

In cases of sexual misconduct, the Chair or her designee will appoint a hearing panel of no more than five members from those serving on the Conduct Councils, and the hearing will follow the procedures given below (See "Guidelines for Cases of Sexual Misconduct" on page 63).

Procedures for the study abroad programs of the University are stated in the section on "Study

Abroad Programs for Undergraduates" on page 23 in *Community Life*.

Each residence hall is an autonomous unit of Interhall, and residence hall officers enforce the regulations the unit has adopted and University policies and regulations that have been delegated to it by the Conduct Council Chair. Undergraduate students who interfere with efforts of the officers to achieve an atmosphere conducive to study, rest, and appropriate recreation may be referred to the Residential Conduct System, Undergraduate Student Conduct Council, or the Chair's designee.

In matters pertaining to general residence hall regulations not within the scope of residence hall units and set forth in this Handbook in the "Residence Hall Regulations" on page 68 of *Residential Life*, or not delegated to residence hall staff or officers, a student has the option of having a case determined by the Conduct Council Chair or Chair's designee or the Conduct Council.

Graduate Student Conduct Council

The Graduate Student Conduct Council has original jurisdiction in all cases of nonacademic misconduct involving graduate and professional students. This Conduct Council may hear cases of violations of University policies referred to it by academic or Student Life administrators, or the Council Chair. The Chair or the Chair's designee may hear a case without benefit of the Council at the student's option, except cases involving sexual misconduct or other serious charge. All cases involving sexual misconduct are referred to a panel of the Conduct Councils (See "Guidelines for Cases of Sexual Misconduct" on page 63). In a matter not involving sexual misconduct but nevertheless deemed serious, the Chair of the Conduct Councils, in consultation with and upon the concurrence of the Dean of the appropriate school, shall require that the case be heard by the faculty and student panel of the Council from the accused student's school. The Graduate Student Conduct Council is composed of the Chair of the Conduct Councils or her designee, and two students and two faculty members of the Graduate School and each of the professional schools. Only the Council members of the school in

which a violation is alleged to have occurred participate in a hearing regarding that violation.

Appellate Review Board

The Appellate Review Board is chaired by a member of the faculty. Faculty and student representatives from each school of the University complete the board.

The following decisions may be appealed to the Appellate Review Board:

- Decisions of honor councils
- Decisions of the student conduct councils
- Decisions of other organizations such as the Student Government Association
- Decisions of the Interfraternity, Panhellenic, and National Pan-Hellenic judicial boards
- Decisions of other designated University hearing officials

Procedures of the Appellate Review Board may be requested from the Chair of the Conduct Councils or from Vice Chancellor for Student Life. For additional information, see the section on “Appeals” on page 63.

Student Conduct Councils and Hearings by Hearing Officers

The procedures given here are followed by each judicial body and apply to individuals and groups. An accused student or officer for a group will be informed in writing of a charge at least three days before the hearing. Either may waive the three-day waiting period and request an earlier hearing. The charge notice will include the specific regulation or policy allegedly violated.

The accused may choose a faculty, staff, or student adviser who has not had formal legal training (except in cases concerning students in the School of Law), to accompany him or her during the hearing.

The accused may testify personally and present witnesses in his or her behalf. The student may

examine all evidence that may form the basis for disciplinary action. The adviser may not address the judicial body, but may consult with the accused student during the hearing. No person who has a substantial interest in the case, or in a related case as an accused or adviser to an accused, may serve as an adviser.

Persons conducting the hearing and considering statements against the accused (for example, statements in the student's file), must advise the accused of the content of the statements and give the student an opportunity to rebut inferences that might be drawn. The accused may present testimony and make arguments not only with regard to the offense but also with regard to excuse, justification, and mitigating circumstances. The accused may also speak to the question of the appropriateness of any particular sanction.

The decision of the persons hearing the case will be based on evidence presented at the hearing. Evidence acquired through unauthorized searches will not be considered. A search of a student, a student's possessions, or a student's premises may be authorized by the Vice Chancellor for Student Life, the Associate Vice Chancellor for Student Life, or the Assistant Vice Chancellor for Housing and Residential Education, if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

If the accused is found guilty of misconduct, the decision will specify the acts of misconduct of which the accused is guilty and the sanction to be imposed. The decision will be delivered to the student promptly and, at the time of its delivery, the student will be reminded of the opportunity to appeal and of the time limits and procedures involved in an appeal.

Hearings may be recorded in writing, on audio or video tape, or other recording device. The Honor Council Adviser or Chair of the Conduct Councils, as appropriate, is custodian of the records of the hearings. A written record of conclusions and sanctions assessed must always be filed in cases resulting in disciplinary action. These conclusions become a part of the record and may be examined by the student in the case.

Investigations and hearings are not publicized or open to the public. Hearing officers must hold these matters in confidence.

If a member of a judicial body has a conflict of interest, he or she is ineligible to consider a case or to hear an appeal. Individuals should declare themselves ineligible on these grounds. In addition, the judicial body may, by a majority vote, declare any member ineligible on these grounds.

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of University policies and regulations. Those accused of violations of these policies and regulations are subject to the University disciplinary proceedings delineated in this *Handbook* while criminal or civil proceedings regarding the same conduct are pending. Accused students may not challenge University disciplinary proceedings on the grounds that criminal charges or civil actions regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. When appropriate, the University may refer matters to federal, state, and local authorities for prosecution.

Guidelines for Cases of Sexual Misconduct

In cases of sexual misconduct, the procedures will be as follows:

1. the Chair of the Conduct Councils or her designee will appoint a hearing panel of no more than five members from those serving on the Conduct Council or the Graduate Student Conduct Council;
2. the Chair of the Conduct Councils or her designee will chair each panel;
3. both women and men will serve on the hearing panel;
4. the hearing panel will be composed of both students and faculty/administration, not including the Chair of the Conduct Councils or her designee;
5. any appointed panel member who personally knows either the accuser or the accused will not be allowed to sit on the panel;
6. all members of the Conduct Councils will be counseled on issues involved in sexual misconduct prior to hearing;
7. both the accused and the accuser will be allowed to be present throughout the hearing;

8. both the accused and the accuser will be allowed to choose one person who has not had formal legal training (except in cases involving students in the law school) to accompany them throughout the hearing;

9. both the accused and the accuser will have the opportunity to ask questions of each other and any other witness testifying at the hearing;

10. the consumption of alcohol or any other drug may not be used as an excuse for sexual misconduct by the accused;

11. the accuser's sexual history is not relevant to the outcome of the hearing;

12. the members of the panel shall determine innocence or guilt. The Chair shall determine the sanctions, when guilt is established by the panel.

Appeals

A student or group found guilty of misconduct and/or against whom a sanction has been imposed may appeal to the Chair of the Appellate Review Board. The appeal petition must be in writing and specify the grounds for appeal. The petition must be filed within ten class (or exam) days of the original notification of the finding of guilt, or within two calendar weeks if classes (or exams) are not in session for ten days following the notification.

Grounds for review for those petitioning for appeal are:

- Insufficient evidence to support the decision
- Harshness of sanction sufficient to show an abuse of discretion by the original hearing authority
- Procedural irregularity sufficient to affect the decision
- New evidence that was not reasonably available to be presented to the original hearing authority, the introduction of which may reasonably be expected to affect the decision.

The petition, including all supporting evidence provided by the petitioner, will be reviewed by the Chair to make a determination as to whether the petition, when considered in the light most favorable to the petitioner, sets forth a basis sufficient to provide the relief sought by the petitioner. If the

Appellate Review Board Chair determines that the petition, when considered in the light most favorable to the petitioner, does set forth a basis sufficient to provide the relief sought by the petitioner, the Chair will forward the petition to the original hearing authority for a response. If the Chair determines that the petition, when considered in the light most favorable to the petitioner, does not set forth a basis sufficient to provide the relief sought by the petitioner, the Appellate Review Board Chair will dismiss the petition. The Appellate Review Board Chair's decision is final.

The function of the Appellate Review Board is to consider whether the persons conducting the original hearing proceeded fairly and decided the case justly. A copy of the Appellate Review Board's procedures is available at the offices of the Vice Chancellor for Student Life and Chair of the Conduct Councils. Normally, the Appellate Review Board chooses to consider only the written petition and written responses. The Appellate Review Board or its authorized agent may call witnesses, including the appellant, and may examine the record of the case at will. Disposition of the petition is made by a majority vote of the hearing panel appointed to consider the appeal.

The Appellate Review Board may affirm the original decision, remand the case back to the original hearing body with instructions, or hear the case de novo. Only in extraordinary circumstances would the Appellate Review Board reconsider the entire case. In the event of a rehearing, standards of procedure will in substance be those for original hearings, but the board may provide additional procedural rules, if necessary.

Students, faculty members, administrative officers, or groups within the University may request the Appellate Review Board to consider a concern that the disciplinary system of the institution is not operating effectively or justly. Upon receipt of such a request for review, the Appellate Review Board Chair makes a preliminary investigation to clarify the matter. The Appellate Review Board Chair then brings the request to the attention of the Appellate Review Board, which may make recommendations for action to the appropriate authority.

The Appellate Review Board also has supervisory authority, in consultation with the University Office of General Counsel, the Vice Chancellor for

Student Life, the Office of Student Conduct and Academic Integrity, the Office of Housing and Residential Education, and other appropriate University officials, to review and propose updates of the procedures of the persons and bodies whose decisions have been appealed to ensure that the student's rights are protected.

Disciplinary Sanctions

In all cases, judicial bodies have authority to establish various sanctions appropriate to violations or infractions. Routine sanctions may be established for certain infractions and may also be appealed to the appropriate body according to prescribed appeal procedures. Disciplinary actions may also be applied in combination. For example, a student may be suspended for one term and readmitted subject to restrictions (as in probation) for the next term. A student's previous disciplinary record may be considered when a disciplinary sanction is imposed. When disciplinary sanctions are indicated for a student organization, the group's disciplinary record for the current academic year, as well as the previous three academic years, may be considered in determining the appropriate sanction.

The following, although not exhaustive, is a list of frequently used sanctions:

- *Reprimand.* An admonition and an official warning (such action may also include repair or replacement of University property when loss or damage is part of the offense).
- *Restriction.* Loss of privileges that are consistent with the offense and the rehabilitation of the student.
- *Fines.* Published monetary fines for certain violations.
- *Work Service.* Students may be assigned work details appropriate to the violation.
- *Disciplinary probation.* Placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.
- *Suspension.* Dismissal from the University for a specified or indefinite period of time. Suspend-

sion, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain University functions or to protect the safety of individuals.

- *Expulsion.* Permanent dismissal from the University.
- *Counseling, evaluation, and treatment programs.* In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. Such treatment may also be a condition of readmission to the University or a condition for remaining in the University.
- *In cases of sexual misconduct the following policies will apply:*
 - o 1. On the first conviction, the expected sanction will be a suspension beginning immediately and extending for the remainder of the semester in which the offense occurred through the following semester.
 - o 2. For conviction of two offenses, the expected sanction will be immediate expulsion.
 - o 3. The Chair may consider circumstances which would reduce or enhance these penalties.
 - o 4. Psychological counseling may be required for those found guilty of sexual misconduct; the Chair may set conditions for readmission to Vanderbilt at the Chair's discretion.

Aggravated Offenses

Penalties for violations of student regulations may be increased by one level of severity when it is determined that the violation was motivated in part by prejudice toward the victim because of the perception that the victim is of a different race, sex, religion, color, national or ethnic origin, age, sexual orientation, disability, or veteran's status. Thus, the penalty of reprimand may become disciplinary probation; probation may become suspension; and suspension may become expulsion.

Notification

If a student admits to being, or is found to be, in violation of University policy, the results of the hearing, including any sanction, may be made

known to the complainant, the appropriate academic dean, the faculty adviser, appropriate residential staff members, and the guilty student's parents or guardian.

Upon completion of cases involving a disciplinary sanction, the appropriate University official will take action to implement the decision of the judicial body, and the dean of the school in which the student is enrolled will be notified if the finding will affect the student's academic status. However, action is normally not taken until final judicial decision is reached, including appeal.

In reporting a disciplinary sanction effective for an indefinite period, the judicial body will ask the appropriate hearing officer to recommend when the sanction should be terminated.

Withdrawal and Readmission

Students may leave the University involuntarily for academic failure, failure to meet financial obligations to the University, or circumstances outside the University's jurisdiction. Withdrawal from the University under these circumstances does not constitute disciplinary sanction; therefore, re-enrollment after such withdrawal is handled through normal administrative processes. Students who voluntarily-or involuntarily-withdraw from the University for medical or mental/emotional health reasons must be cleared by the Director of the Student Health Center before being permitted to re-enroll.

Disciplinary Records

Upon graduation or withdrawal from the University, student records in the Office of Housing and Residential Education and the Office of Student Conduct and Academic Integrity are maintained for a period of seven years, after which time they are destroyed. Records of students who are suspended or expelled from the University may be maintained indefinitely.

“Undergraduate Student Housing” on page 66 /
“Graduate and Professional Student Housing” on
page 68 / “Residence Hall Regulations” on page 68
/ “Residential Life Government” on page 69 /
“General Residence Life Policies” on page 70 /
“Residential Conduct System” on page 76

Also see the Housing and Residential Education
homepage (<http://www.vanderbilt.edu/ResEd>)

The Office of Housing and Residential Education
provides a comprehensive development program
for its students. Residential staff members work to
build community, help students adjust to the
demands of academic life, and promote the devel-
opment of the “whole person” through co-curricu-
lar programming and activities.

Housing and Residential Education employs
upperclass undergraduates as well as graduate
and professional students as resident advisers and
head residents. The residential staff is supervised
by a live-in, professional staff consisting of the
Director of Residence Life, two Associate Directors
and seven Assistant Directors. The Assistant Vice
Chancellor for Housing and Residential Education
also resides on campus. The residential staff is
available to provide advice, counseling and refer-
rals for residents.

The residence hall staff, in cooperation with the
Inter-Residence Hall Association (Interhall), the
residence hall student government, organizes and
coordinates social, educational, and recreational
programs in the residence halls.

Undergraduate Student Housing

All unmarried undergraduate students, except
those who live at home with their parents or legal
guardians in Davidson County, must live in resi-
dence halls on campus during the academic year,
May session, and summer sessions. Authorization
to live elsewhere is granted at the discretion of the
Director of Housing Assignments in special situa-
tions or when space is unavailable on campus.

Married undergraduate students (and those 21
years of age with University-certified same-sex
domestic partners) may apply for University hous-
ing in Family Housing or Garrison Apartments.
Undergraduate students with children may apply
for housing in Family Housing.

In general, freshmen are housed separately from
upperclass students. When there is insufficient
space in the regular freshman housing system or in
special situations, freshmen may be housed with
upperclass students. All undergraduates make
housing arrangements through the Office of Hous-
ing and Residential Education in Branscomb
Quadrangle.

Freshman Assignments

Procedures for freshman housing assignments
will be posted at www.vanderbilt.edu/ResEd by
no later than February 1, 2004

Admission to the University does not guarantee
assignment to a particular type of room. Freshmen
may be assigned to singles, doubles, or suite dou-
bles. Further, the University population is fluid,
and demand for housing may change considerably

in a relatively short time. In circumstances in which the number of freshmen enrolled exceeds the number of spaces for freshmen in regular rooms, it may be necessary to house students in upperclass areas, in apartments, or in alternative accommodations (such as study rooms on residential floors) for a few weeks, for a semester, or for the entire first year.

Upperclass Assignments

Returning unmarried upperclass students receive their housing assignments through a random selection process in the spring. A \$200 deposit is required prior to the random selection. Upperclass students residing in single and double rooms have an opportunity to reserve their rooms for the following year, gender requirements permitting. Eligibility for participation is determined by the Director of Housing Assignments with advice from the Inter-Residence Hall Association.

Students who participate in any Vanderbilt study abroad programs, or who graduate, withdraw, or leave, may request cancellation of their contracts by writing to the Office of Housing and Residential Education sixty days prior to the beginning of the semester.

Requests to Live in Off-campus Housing

Vanderbilt University is a residential university. All unmarried undergraduate students are required to live in on-campus residential housing unless the University grants a student authorization to live off-campus. This requirement is binding for the student's entire undergraduate education. Therefore, off-campus authorization is a privilege, not a right.

Only students who have been authorized to reside off campus by the Director of Housing Assignments or his designee may do so. Students should not make deposits or sign leases until they receive written authorization from the housing assignments director to reside off campus. The Office of Housing and Residential Education maintains an off-campus referral service (http://www.vanderbilt.edu/ResEd/2off_cam.html). Most of the rental property listed is close to the campus, but cost, furnishings, and conditions of the accommodations vary greatly.

Authorization to live off-campus is granted at the discretion of the Director of Housing Assignments and may be revoked at any time for good cause, as determined at the discretion of the Director of Housing Assignments. Reasons for the revocation of off-campus authorization include, but are not limited to, violations of University policies or regulations; failure to abide by the tenants of the "good neighbor guideline;" (http://www.vanderbilt.edu/cngr/gn_guidelines.pdf) or behavior that adversely affects the University's relationship with the neighborhood community. If a student is living in an off-campus residence alone or with one or more other students or non-students, and the residence is found by the University to be in violation of the "good neighbor guidelines" (http://www.vanderbilt.edu/cngr/gn_guidelines.pdf) or is adversely affecting the University's relationship with the neighboring community, all residents may be considered in violation of this policy even though the conduct of an individual resident cannot be specifically identified. A student whose authorization to live off-campus is revoked will be required to return to campus immediately and live in on-campus housing assigned at the discretion of the Director of Housing Assignments.

Students directed to return to on-campus housing will be charged, on a pro-rata basis, the standard University housing fee, effective the day assignment to on-campus housing is made. Authorization to live off-campus will be granted only on the condition that the student agrees that the University will not be liable or responsible for any contractual arrangements or agreement into which a student has entered, such as a lease agreement for off-campus housing, if authorization is revoked and the student is required to return to and live in assigned on-campus housing as a result of violation of this policy.

See also <http://www.vanderbilt.edu/cngr>.

Requests to Live in a Fraternity or Sorority House

Students who want to live in fraternity or sorority chapter houses must file the necessary forms each semester, May session, or summer session with the Office of Housing and Residential Education. Requests for residency in the chapter houses for the spring semester must be filed thirty days before the beginning of spring semester. During

the academic year, requests to move from a residence hall to Greek housing cannot be granted unless accompanied by a request from a Greek house resident to move to the residence hall system. A maximum of six officers, preferably of junior or senior class standing, may live in each chapter house. Approval to live in a Greek house must be obtained from both the Office of Housing and Residential Education and the Office of Greek Life. Approval to live in a Greek house is not equivalent to authorization to live off-campus.

Graduate and Professional Student Housing

Graduate and professional student housing is coordinated by the Office of Housing and Residential Education in Branscomb Quadrangle. Students should request an application for campus housing or indicate their interest in off-campus accommodations as soon as they receive notice of admission.

Returning residents of University housing will be permitted until May 1 to renew their leases. Incoming students in graduate and professional schools will receive priority for the remaining available housing for the fall if their applications and \$200 housing deposits are received by May 1. Any returning resident may apply for on-campus housing by filing an application and making a \$200 deposit. The deposit will be refunded if written notice is received in the Office of Housing and Residential Education sixty days before the beginning of the semester.

After space is assigned to returning residents and incoming students, returning students will be assigned. A waiting list will be maintained only for spaces that become available during the academic year.

Only full-time Vanderbilt students are eligible for housing. An apartment must be vacated within twenty-four hours if the occupant ceases to be a full-time student.

With the approval of the assistant director in charge of the area, residents in graduate and professional student housing may have guests for up to two weeks.

Graduate and professional students living on campus are housed in Garrison Apartments and

Family Housing. Units are assigned to married students, students with University-certified domestic partners, or single students who want to share an apartment. The apartment buildings are normally open twelve months of the year. (Maintenance or renovations may require that some buildings, or parts of buildings be closed for periods of time.) Major appliances and utilities are provided in all apartments, and occupancy is subject to the terms and conditions of a lease executed by the occupant. Local telephone service is included in the rental charges. However, because handsets are not provided, students should obtain their own handsets. Because they interfere with wireless access to data networks, 2.4GHz cordless phones are prohibited. Furnished apartments will not be unfurnished at the request of the tenant.

Residence Hall Regulations

Rental

Rooms are rented (and students are liable for the room rent) for the entire academic year, exclusive of Thanksgiving break, semester break, spring break, and May session activities. Students who graduate or withdraw in the first semester are not liable for the spring semester rent if written notice is given sixty days before the opening of the spring semester. Students who graduate or withdraw from the University during the semester must vacate their rooms within twenty-four hours. Students who withdraw for medical reasons may receive a *pro rata* refund. Students who withdraw or who are suspended or expelled during the semester may be entitled to partial refunds of rent. Rooms may not be sublet or used for any purpose other than as a residence for those to whom they are assigned. Residential rooms and services (telephone, ResNet, etc.) may not be used for business purposes. Student rooms may not be used for publicized events, including meetings of organizations, Bible studies, social events, etc.

Occupancy

Residence halls are generally open for occupancy on the day before registration begins for each semester. Residence halls close at 9 a.m. on the day following the last day of classes before hol-

idays and at noon on the day following the last day of examinations at the end of the semester. Residence halls reopen after holidays at noon on the day prior to the first day of classes.

Expiration and Termination

A room contract will be terminated upon a student's graduation, completion of his or her program, or withdrawal or dismissal from the University. The apartment or residence hall room must be vacated within twenty-four hours. Resident contracts may be terminated only when, at the discretion of Director of Housing Assignments, unanticipated and major changes occur in a student's situation which would justify such termination. Contracts may not be broken to allow students to obtain lodgings elsewhere.

Check-In/Check-Out

Residents must check-in with residential staff when they arrive on campus. Residents will be issued a key and room condition report. The resident must review, sign and return the room condition report to document any problems with the room when it is initially occupied. A resident may be held responsible for any damage to his or her living space that is found when they move out unless it was noted on his or her room condition report, is the result of normal wear and tear, or is the result of a maintenance problem that arose during the year and was properly reported.

As residents vacate their rooms, they must return their keys and schedule a check-out meeting with the residential staff to review and sign their room condition reports. Residents will be held responsible for all room charges until their check-out dates have been recorded. If the room condition report is not reviewed and signed, then the resident may be held responsible for all damages above and beyond those noted on the original room condition report. Express checkout may be available in some areas. Information regarding express checkout will be provided prior to residence hall closings.

Room Changes

The Office of Housing and Residential Education must approve room changes before students may move.

Gender

Gender designations of buildings, floors, or apartments are made on an annual basis. Single students who share apartments or residence hall rooms must be of the same gender.

Room Entry

The University recognizes and respects the desire for privacy. Designated staff members have been authorized by the University to enter any University premises. Authorization for entry includes, but is not limited to, custodial services, maintenance and repair services and inspections, inspections for fire and safety violations, inspection for damages, cleaning, and closing inspections. Inspections may be announced or unannounced,

Searches

A search of a student, a student's possessions, or a student's premises may be authorized by the Vice Chancellor for Student Life, Associate Vice Chancellor for Student Life, or the Assistant Vice Chancellor for Housing and Residential Education if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

Confiscation

During searches and inspections of residential units (rooms, suites, apartments, etc.), University personnel have the option of confiscating items prohibited by the University.

Residential Life Government

Interhall

All students in residence are members of the Inter-Residence Hall Association (Interhall), the governing body of the residence halls that serves as the liaison between the residents and the Office of Housing and Residential Education. Interhall's concerns include facilities improvement, recycling, residential autonomy, residence hall damage, and social, recreational, and educational programming.

Residential Conduct System

In the fall, each residence hall selects a judicial vice-president whose duties are as follows:

- Publication of regulations and responsibilities in the residence hall, in cooperation with the residence hall staff.
- Supporting the Residential Conduct System by serving as a hearing panel member.

Residential Autonomy

Residents are expected to become familiar with the procedures and options of autonomy regulations, and to recognize their individual responsibility for the enforcement of regulations in both legislative and judicial matters. Subject to the approval of the Assistant Vice Chancellor for Housing and Residential Education, residents of a unit (residence hall, or floor) may, upon petition by 15% of the residential unit, and subsequent endorsement vote by a two-thirds majority of the same unit, modify the rules and regulations in the following areas [The default policies follow in brackets]:

- Areas, occasions, and times for the use of alcoholic beverages (upperclass residence halls only; not applicable to substance-free areas) [Alcoholic beverages are restricted to individual rooms where the residents are of legal age for purchase, possession, and consumption of alcoholic beverages.]
- Visitation hours (in University residence halls) [Visits of a relatively short duration in residents' rooms by members of the opposite sex are permissible at any time within a given 24 hour period.]
- Provisions for quiet hours [7pm-7am, Sunday through Thursday; midnight-10am Friday and Saturday; 24/7 during reading days and examination periods.]
- Responsibility for guests [Resident hosts bear disciplinary and financial responsibility for their guests.]
- Requirements for the scheduling and attendance of residents at residence hall or floor meetings [Attendance at meetings of residential units is required; such meetings are scheduled by elected officers in consultation with residential staff.]

- Sale of condoms [Condom vending machines are installed and stocked in undergraduate residence halls, as practicable.]

General Residence Life Policies

Care, Cleaning, and Repair of Rooms

Students are expected to keep their rooms clean. Students may be required to clean their living accommodations, including appliances, if the assistant director for the area determines that the room, apartment, or specific appliance presents a health hazard. Inspections for damage and/or cleanliness will be conducted by the University staff. Students are expected to clean rooms and appliances, sweep floors or vacuum, and remove all trash and personal items prior to vacating a room or apartment. The housekeeping staff will clean the bathrooms and general public areas of residence halls on a weekly basis.

Students are prohibited from painting their rooms including furniture and headboards. Adhesives (e.g., glow stars) are also prohibited. Pictures and bulletin boards may be hung only from the picture rail. (Hooks for picture rails may be purchased in the University bookstore.) Tape, staples, adhesive holders, screws, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings. Non-staining putty may be used. The use of over-the-door hangers is prohibited due to the damage that these devices produce. Only tension rods may be used for curtains or other treatments at window openings.

Concrete and cinder blocks, as well as bricks, are prohibited from University residence halls because of the potential damage to walls, floors, and carpets caused by their use. Plastic crates are acceptable substitutes as long as their use does no damage. The height that one may elevate a standard bed is limited to 13" from the bottom of the bedspring to the floor. Wooden "bed-risers" are permitted as long as they conform to the specifications established by the Director of Housing Facilities, and may be purchased at the University bookstore and from other authorized local vendors. Weightlifting equipment is not permitted in the residence halls. Water beds, hot tubs, lofts, and

bunk beds, other than those provided by the University, are prohibited. The unauthorized construction of walls and partitions in University housing is prohibited.

Satellite dishes or antennae may not be affixed to or mounted on any interior or exterior area of a residence hall in any manner or fashion.

Personal wireless access points, used for wireless communication, are prohibited and may not be used in any residential facility.

Residence halls are heated and cooled by central systems. As a consequence, residents should keep their windows closed. Heating or cooling problems should be reported to the area maintenance supervisor (AMS).

Residents are expected to maintain and leave the residence at checkout in the same condition of repair as it was when they checked in, normal wear and tear excepted.

Students will be charged for any damage to residence hall rooms and public areas that results from misconduct or misuse. Charges for damages for which responsibility cannot be determined will be prorated among the residents of a residence hall or living unit. In order to control the quality of the craftsmanship in campus living areas students may not make repairs to avoid damage charges. Residents should report needed repairs to the area maintenance supervisor (<http://www.vanderbilt.edu/ResEd/cgi/request.htm>), the Office of Housing and Residential Education, or the building's residential staff members. The University will make all needed repairs and do all redecorating, including painting, at its discretion. Authorized University personnel may enter at any reasonable time, or in emergencies, to inspect and repair property and equipment or to investigate allegations of policy violations.

The common areas of suites, apartments, and lodges are intended as joint living space for the residents. Students are not permitted to use these rooms as bedrooms. Furnishings in these rooms may not be moved to individual bedrooms.

Communicable Diseases

Residents must report immediately to the Student Health Center any case or suspected case of communicable disease.

Damage

The University is not responsible for personal property and is not liable for damages to student property caused by vandalism, mischief, or other students' negligence. The University is not liable for damages caused by electrical or mechanical failures or difficulties, or broken water pipes, unless, after being notified, the University fails to take reasonable means to correct the failure or difficulty. Students are strongly encouraged to arrange for insurance coverage for all valuables and belongings they bring to campus.

Damage to Property

Damage, littering, or theft of University property or property of a University community member or campus visitor by a student or student groups may result in disciplinary action as well as the offender's being held financially responsible for the cost of repair or replacement. For example, a student may leave a window open during cold weather causing burst pipes and the flooding of student rooms and common areas. Or, a student may cause a fire triggering the building's sprinkler system causing both water and smoke damage to student rooms and common areas. In these cases, the perpetrators may be held responsible not only for disciplinary purposes, but also for the financial losses suffered by other students and the University resulting from these incidents. Students may be held financially responsible for damages or losses resulting from accidents or negligence. Students who suffer losses under such circumstances must take their claims to their own homeowners or renters insurance carriers. These companies may subrogate the claims to the carrier of the responsible student's insurance.

Collective Damage

Damage and vandalism are costly and undermine the quality of life in residence halls. The University expects members of the residential community to aid in the prevention of vandalism. Residents are jointly and severally responsible for damage to their living units and furnishings, and are collectively responsible for damage to common areas.

Residents of a building, or part thereof, may be assessed charges for repair of damage to common areas.

Liability

Interruption or curtailment of services maintained in a residential building, if caused by strikes, mechanical difficulties, or other causes, does not entitle residents to any claim against the University or to any reduction in rent.

Electric Appliances

Small items such as radios, sound systems, electric blankets, clocks, lamps, and coffee makers with enclosed heating units are permitted in rooms, but no appliances with exposed heating elements, or grills (for either outdoor or indoor use, including "George Foreman" grills and like devices), are allowed. Appliances that draw a large amount of current from each circuit, such as hot plates, popcorn poppers, air conditioners, electric heaters, and instant water-heating elements, are prohibited. In addition, washers, dryers, and dishwashers are not allowed. Microwave ovens less than six years old, having a maximum power of no more than 600 watts and an interior capacity of no more than one cubic foot are permitted. Refrigerators less than six years old that have no more than 4.0 cubic foot capacity may be used. The residential staff of a building may require that any appliance be placed in storage if there is abuse in the manner in which the appliance is used.

All appliances used in the residence halls must be in good condition, with special attention given to seals, electrical cords, and plugs. Only power strips with circuit breakers may be used as extension cords. In consideration of fire safety, any halogen lamps or light sources will not be permitted for use in any housing or residential facility at Vanderbilt University. The Assistant Vice Chancellor for Housing and Residential Education reserves the right to revoke authorization for the use of any appliance in individual buildings or throughout the residential campus.

Furnishings

No furniture, plants, or other furnishings, including those in lounges or reception areas, may be exchanged with anyone, stacked, or moved

from one room to another. Headboards and footboards may not be removed from beds and University furnishings may not be removed from rooms. Anyone who moves furniture or mattresses without authorization will be responsible for the costs incurred in moving these items back to their proper positions (or the cost of repair or replacement, if an item is damaged or lost) and will be subject to disciplinary action. Doors and window screens may not be removed.

Guests and Visitation

Escorts, Resident

Resident hosts must escort visitors of the opposite sex on their floors at all times during a visit (i.e., into the building, on the floor and in stairwells, and out of the building). Individuals may not visit a floor designated for the opposite sex without an escort from a resident host. (Individuals visiting floors designated for the same sex as their own do not require escorts, but do require resident hosts.) Resident students (or their same sex visitors) who must pass through a portion of a floor designated for the opposite sex in order to get to their own floors (or the floors they are visiting), must take the most direct route possible, and should remain mindful of the rights of the residents of the opposite sex through whose floors they must pass.

Visitation

Visits of a relatively short duration by members of the opposite sex in residential rooms are permitted during visitation hours. In most residence halls, a visit may occur at any time during a given 24-hour period. (Students are expected to know the hours of visitation in their own living units, and in the units of those they may visit.)

However, overnight and extended visits by members of the opposite sex are not allowed by the visitation policy. If a visitor has not been escorted from the residential area of a hall by the close of its visitation hours, both the resident and the visitor will be subject to disciplinary action. While in a residence hall, a visitor of the opposite sex must be escorted at all times by his or her resident host. (See also "Escorts, Resident" on page 72)

It is inappropriate (and unauthorized) for persons to use bathroom facilities designated for the

opposite sex. Common bathroom facilities on residential floors are designated for the sex assigned to the floor, unless otherwise indicated.

Guests

Upon arrival, nonresident, overnight guests must register at the residence hall desk (or with residential staff when a residence hall either has no desk, or the desk is not staffed), and must check out upon departure. Arrangements for temporary housing of overnight guests must be authorized by the head resident or staff official on duty, at the earliest possible date. There is a three-night limit on visits by guests in undergraduate residence halls.

Guests may occupy the vacant half of a double room with the written authorization of the absent occupant. Guests of the opposite sex from that of their hosts must be accommodated in space appropriate for their sex. (I.e., the host must secure an "official," same-sex host from the floor on which the guest will be staying.) No one may serve as host in absentia except during breaks. The University reserves the right to require that a guest vacate a room, a residence hall, or the campus, for any reason and at any time.

Guests during breaks: A Vanderbilt student who lives in a residence hall that closes during breaks may be invited to stay as a guest in the room of a student who lives in one of the buildings that remains open. The host may, or may not, be present during the break. In either case, the host must obtain the authorization of all the roommates, suitemates, lodgemates, or apartmentmates, in order to offer a place to stay during a break, to a student who is not a resident of the unit. The guest must register at the appropriate desk in compliance with posted or published procedures.

Hours

At certain hours, students may be required to show Vanderbilt identification to gain entrance to the residence halls. (See also ID Card Access Readers, below)

ID Card Access Readers

Most University residence halls have ID card access readers at one or several entrances. Access schedules vary by building and by entrance. For reasons of safety and security, students should not

permit residence hall access to persons they do not know to be residents of that building.

Lost ID cards should be reported immediately to the Vanderbilt University Card Office, 184 Sarra Center, 322-2273 (C-CARD on campus phones), or to any facility that accepts the Vanderbilt Card, such as dining halls or Varsity Markets. Lost cards may also be reported to the University Police Department at 322-2745.

Keys

Keys to residence hall rooms and other necessary keys, if any, are issued to residents upon check-in to the room. Residents may not duplicate keys. No deposit is required, but if a key is lost or not returned when a room is vacated, the lock may be changed and the resident charged for the replacement. The decision to replace the lock and/or issue a new or replacement key is made by the assistant director in charge of the area.

Linens and Laundry

The University does not supply towels, washcloths, linens, blankets, or pillows. Coin- or Vanderbilt Card-operated washers and dryers are provided for campus residents in Branscomb Quadrangle, Vanderbilt/Barnard, Kissam, Lewis and Morgan Houses, Gillette Hall, Garrison Apartments, Family Housing, West Hall, and Carmichael Towers East and West.

Loss of Property/Insurance Coverage

The student is responsible for his or her own property and should consider obtaining personal coverage or having coverage under his or her parent's homeowner's policy for any and all items brought to campus.

Music Practice Rooms

Certain rooms in the residence halls have been designated for use as music practice rooms. Due to their proximity to residential space, their use requires policies that preserve the quiet of the halls for the residents. Policies and specified times for the use of these spaces will be posted in each space. No amplified or percussion instruments are permitted. Use of these rooms may be terminated by the Office of Housing and Residential Education.

Party Registration

Gatherings in residential spaces with alcohol present must be registered, regardless of size. Gatherings with alcohol are permitted only in Carmichael Towers East suites, Carmichael Towers West, Mayfield Place, Chaffin Place, Morgan House, Lewis House, Family Housing Apartments and Garrison Apartments. All gatherings must abide by all other University and Residential Policies (noise, alcohol, visitation, etc.). Party Registration Applications are available at the residence hall front desks and through residential staff members and should be submitted at least 24 hours in advance of the event.

Other Regulations

The University reserves the right to make other regulations as necessary, without notice to secure maximum comfort, safety, and convenience for all.

Pets

Students may not have pets and other animals in University residence halls. Students are also prohibited from keeping or providing for animals on University property, and visiting animals must be kept outdoors and leashed. Students who violate this policy are subject to disciplinary action and will bear any associated costs in rooms where animals are found in violation of this policy. Fish may be kept in aquariums, but flesh-eating and dangerous fish (e.g. piranha) are prohibited.

Quiet Hours

Quiet hours are in effect from 7 p.m. until 7 a.m., Sunday through Thursday, and midnight until 10 a.m., Friday and Saturday. During these hours, residents must cease all activities that might disturb study or sleep. Radios, televisions, etc., should be turned to low volume and other noisy activity curtailed. During reading and examination periods, quiet hours are in effect 24 hours a day. In addition, the residents may vote to alter quiet hours, in accordance with the provisions for residential autonomy. Non-quiet hours are not "noisy" hours. Courtesy hours are in effect 24 hours a day.

The use of electric guitars, other amplified instruments, drums, and other instruments producing loud volume, is prohibited in the residence halls.

Because of their propensity to be heard and felt through solid materials, subwoofers in stereo speakers or other audio equipment are also prohibited.

Residence Hall Solicitation

In general, solicitation in the residence halls is prohibited. Room-to-room solicitation for any reason is not allowed. Those students or student organizations who wish to organize clothing, food, blood, book, or other drives in the residence halls must request authorization from the Director of Residence Life.

Safety and Security

Residents must agree to abide by the security and safety practices and regulations listed below:

- Combustible materials may not be stored on the premises.
- Motorcycles, mopeds, and other internal combustion machines may not be kept in University housing. Bicycles may not be stored in hallways, stairwells, or other common areas as they block emergency egress. Bicycles may be stored in student rooms.
- Nothing may be thrown from windows. Objects may not be placed on window ledges or on roofs.
- Open flames, including but not limited to burning candles, oil lamps, or incense, are prohibited in the residence halls.
- Walkways, stairs, and corridors must be kept clear for emergency egress.
- Fire doors may be used by residents or guests only for emergency exit or practice drills.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Tampering with fire extinguishers and other fire-safety equipment is prohibited and will result in disciplinary action, including possible suspension from the University or a prorated charge among the residents of a particular area if the responsible person(s) cannot be identified.
- Tampering with smoke detectors, emergency phones, building access systems, or other safety, security, or fire-safety equipment is prohibited.

- The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Use or storage of grills is prohibited on any balcony, patio or residence hall facility.
- String lights and tube lights are prohibited.
- The use of heat producing equipment requires attendance at all times.
- Access to windows and door must be kept clear for emergency egress.
- Items suspended from the ceilings, sprinkler heads, overhead piping, or on or near water pipes are prohibited.

The following are prohibited:

- Removal or non-emergency discharge of fire extinguishers
- Possession of fireworks
- Tampering with water flow or other control valves
- Breaking sprinkler heads
- Removing or covering smoke/heat detectors
- Disabling fire alarm systems
- Arson/igniting fires
- Tampering with or damaging fire exit lights, signs, horns, strobes or other notification devices
- Tampering or obstructing emergency exit doors

It is essential that residents cooperate with the University in every way to safeguard the property of all residents. Students should keep room doors locked, keep money and other valuables out of sight, and report thefts immediately to the Head Resident or Vanderbilt Police Department. Students must not prop open exterior doors or remove screens.

Periodically, officers from the Vanderbilt Police Department may enter residence halls, Greek houses, and other campus facilities to assess their safety, security, and compliance with University policies.

Smoking

Smoking is prohibited in University residence halls, apartment buildings, apartment complexes, and Greek houses, including private residential space.

Storage

There are storage facilities in most residence halls for large luggage. (Students are expected to keep weekend bags in their rooms.) Each item must be labeled with the student's name, room number, home address, and date stored using the storage stickers provided on site. Charges may be assessed for special handling. The University does not accept responsibility for any loss or damage for items students placed in storage.

Items may be stored in trunks, metal trashcans or plastic storage containers with lids. Fire regulations require that no cardboard boxes be used for storage of items. Each student may store a maximum of three storage containers, but furniture may not be stored in University storage areas.

Summer storage is permitted, but any personal property remaining in the assigned room at the closing of the current housing contract or in the storage rooms past the removal times will be deemed abandoned and may be disposed of without notice at the discretion of the Assistant Vice Chancellor for Housing and Residential Education.

Substance Free Residences

All freshman residence halls and certain floors in upperclass residence halls have been designated as substance free by the Office of Housing and Residential Education. The consumption of tobacco products and the possession or consumption of alcohol or illicit drugs in these substance-free areas (in either private rooms or common areas) by residents or their guests are prohibited. In upperclass halls, substance-free floors are designated in advance in consultation with the Inter-Residence Hall Association. Students present in a room in a substance-free residence (or on a substance-free floor), when a prohibited substance (alcohol, tobacco, or drugs) is present, are subject to disciplinary action.

Telephones

The University does not provide telephone handsets. Students may use handsets that are FCC registered. Use of non-FCC registered phones, or other non-compatible devices using telephone lines, is prohibited. Because they interfere with wireless access to data networks, 2.4GHz cordless phones are also prohibited. Devices questionable with respect to these guidelines should be presented to the Information Technology Services (<http://www.vanderbilt.edu/its>) for approval.

Policy Violations

Students who are found to be in violation of University policy may be required to change room assignments or vacate University housing as directed by the Office of Housing and Residential Education. (See also Residential Conduct System below).

Residential Conduct System

The purpose of the Residential Conduct System is to enable residents to hold one another accountable for their actions and promote a greater sense of community within the residence halls. Students and their guests are expected to abide by all policies, regulations, and procedures in the *Student Handbook* and other documents while living in, or visiting, University residence halls. Ignorance of these policies, regulations, and procedures is not an excuse for failing to comply with them.

Minor violations of University policies that occur within the residence halls or their immediate environs generally fall within the jurisdiction of the residential conduct system. Students accused of violations of University policy within the jurisdiction of the residential conduct system may be referred to the Office of Student Conduct and Academic Integrity. Generally, the residential conduct system will consider cases of alleged violations for which sanctions less than disciplinary probation are appropriate. The cases of non-residents will be referred to the Office of Student Conduct and Academic Integrity. Students, who are accused of violations near the end of the semester and are not returning to the residence halls, may also be referred to the Office of Student Conduct and Aca-

demical Integrity. The resident's Associate Director of Residence Life or designee will make the initial referral to either the Office of Student Conduct and Academic Integrity or to the Residential Conduct System.

Generally, alleged violations of residence hall policies may be observed and reported by residents, residential staff, or University Police officers.

The Director or designee will review incident reports and determine how a case will be handled. The Director may initiate further investigation of the incident by residential staff members. The Director may dismiss the case without further action or refer it to either the Office of Student Conduct and Academic Integrity or the Residential Conduct System. The resident will be notified about the violation alleged in the report and about the disposition of the case (dismissed, referred to Office of Student Conduct and Academic Integrity, or referred to Residential Conduct System) within a reasonable amount of time (generally, ten business days) following the receipt of an incident report. In instances of referral, the resident will be directed to schedule, and to keep, an appointment with the appropriate staff member. This request may be made by email, telephone, letter, or in person. Failure to comply with such directives is a violation of University policy and will not stop the Residential Conduct System process. The case may be resolved in the resident's absence.

Should the Director of Residence Life determine that a resident may pose an imminent danger to persons or property, the Director of Residence Life may direct the resident to vacate immediately the residence hall system and not return, pending further investigation and review. A preliminary hearing will be held, within five business days of such a directive, to review the directive. Appeals of the review may be made to the Assistant Vice Chancellor of Housing and Residential Education. (See "Appeals" on page 79, below.)

Cases heard in the Residential Conduct system can be adjudicated in one of three ways: a hearing by the Residential Conduct Board; an Informal Hearing held by the student's Assistant Director, or designee; or a formal administrative hearing. The Director of Residence Life or designee will review all cases and refer them to the appropriate

authority. The Residential Conduct Board will hear most cases involving first violations of residence-life policies, including those concerning cohabitation, escort, trash, noise, pets, vandalism, or the possession of certain prohibited items (candles, incense, decorative lights, cooking devices, etc.). Cases involving alcohol, tobacco, or other drugs as well as violations of fire-safety will be heard by the Assistant Director at an informal hearing or by the Director of Residence Life at a formal hearing.

The Residential Conduct Board consists of four residents and is chaired by the Director of Residence Life or his designee. The resident board members are judicial vice-presidents of the Inter-Residence Hall Association (Interhall) or other Interhall members selected by Interhall's Attorney General or President. Findings of guilt or innocence and, when appropriate, assignment of sanction, are determined by a simple majority vote assuming that all five members of the board are present (see below).

The resident will be informed in writing of the charges and will have no fewer than three business days to prepare for the hearing unless the resident agrees to an earlier date. The resident will have the opportunity to examine all of the evidence presented in the case. The resident may present information at the hearing and may ask relevant and important questions about information presented at the hearing through the hearing authority. The hearing authority determines the relevance and importance of questions.

In the event that one of the four judicial vice-presidents is absent during the time of the Board hearing, the resident will have one of three options.

1. Postpone the hearing until a later date as determined by the Directory of Residence Life or designee
2. Elect to have the case heard only the by Director of Residence Life or designee
3. Waive the right to the fourth resident member and continue the hearing with three judicial vice-presidents and the Directory of Residence Life or designee. If the decision of guilt or innocence by the three judicial vice-presidents is not unanimous, the case must be reheard by a full Board. If the accused resident enters a guilty plea, a two-thirds decision is necessary for an imposed sanction to go

into effect or the case must be reheard by a full Board.

All participants in hearings are expected to tell the truth and conduct themselves in a respectful and appropriate manner. Accused residents may not attempt to influence, harass, or intimidate complainants, witnesses, or members of the Board. Instances of perjury by any participant during the investigation or hearing may result in a referral to either the Office of Student Conduct and Academic Integrity or the Residential Conduct System at the discretion of the Director of Residence Life or designee.

Persons serving as hearing authorities may disqualify themselves if they believe that they cannot be impartial or even if it appears that their impartiality may be questioned. Accused residents may object for specific cause to any person(s) serving as a hearing authority scheduled to hear a case.

In cases not sent to the Residential Conduct Board, the Assistant Director (or person designated by the Director) will hold an initial meeting with the resident and others with relevant information. The resident will be provided with written notification of the alleged violation(s) as well as with information about the Residential Conduct System process. The resident will have an opportunity to examine the written notification and to respond to the incident report.

Based on the interview or other information, the Assistant Director may take the following actions:

If the evidence indicates that no violation has occurred, the case may be dismissed and the Assistant Director will notify the accused resident and complainant.

The accused student may be referred to mediation. In mediation, an impartial third party guides a process of communication between conflicting parties to promote reconciliation, settlement, or compromise. The accused student will have the opportunity to select a mediator from available staff members; generally the mediator will be a residential staff member or a staff member from the Psychological and Counseling Center. The purpose of mediation is to help the conflicting parties reach agreement about future behavior. This agreement may be determined in a behavioral contract. The agreement will be monitored by the Assistant Director or his designee. Failure to achieve agree-

ment or failure to abide by the agreement will result in referral of the case to the Assistant Director.

If the evidence indicates that it is likely that a violation occurred, then the Assistant Director may formally charge the resident. The resident may accept or deny responsibility for the violation. The accused resident may then choose informal or formal processes to resolve the accusation. Typically, the resident will select the informal process in cases in which the facts are not in dispute and the resident accepts responsibility for the violation. Hearings may not be scheduled earlier than three days after a student has been charged without that student's consent.

In the informal process, the Assistant Director and accused student will discuss the incident, its circumstances, and other relevant information. Although the resident agrees to abide by the decision of the Assistant Director, the resident may appeal the sanction imposed by the Assistant Director. (See "Appeals" on page 79 below.)

In the formal process, the student will be referred to the Director of Residence Life or designee to have an administrative hearing in which the Director of Residence Life or designee will hear the case, determine the question of guilt or innocence and assign sanctions when appropriate.

Sanctions

Sanctions are intended to be educational in character. Students are encouraged to attend to the consequences of their actions for the development of their own characters and for the well-being of the other members of their community. A resident's prior conduct record may result in progressively more severe sanctions.

Students found guilty of violations may receive the one or more of the following sanctions:

Reprimand: The resident will receive a written warning advising the student to reflect on his or her actions and to abide by University policy in the future.

Behavioral Contract: The resident will sign a written agreement in which certain behavioral changes are specified.

Work Service: The resident will be required to provide a service beneficial to the community within a specified period of time.

Educational Sanction: A resident may be required to complete within a specified period of time an educational task related to his or her behavior that violated University policy.

Restitution: The resident pays for lost, stolen, or damaged property or lost revenue.

Fines: The resident may be billed for a fine, not to exceed \$200.

Reassignment: The resident may be reassigned to another hall for his or her benefit and/or the benefit of his or her community.

Loss of standing in the Housing Assignment: The resident may lose seniority, point standing or both in the housing assignment process. The resident may lose eligibility to participate in the off-campus or Greek House authorization process.

Residence Hall Probation: The resident will receive a stern, written warning advising the resident that any further violations of University policy within a specified period of time may result in referral to the Office of Student Conduct and Academic Integrity for discipline. Residential staff members placed on residence hall probation are subject to termination. Residents on residence hall probation may be required to resign from, or be prohibited from seeking, offices or positions of responsibility in the InterResidence Hall Association.

Prohibition of entry or use of residential facilities: The resident may be prohibited from entering some or all residential facilities. Violators may be subject to arrest for trespass. Limits may be imposed on the resident's use of various residential services (laundry, ResNet connection, etc.).

Residential Expulsion: The resident may be expelled from the University housing system and have his or her housing contract terminated. The resident will be expected to vacate his or her space within 24 hours of expulsion. The resident is liable for all damages to the space and for rental charges in accordance with the published refund schedule.

Failure to abide by the requirements specified by sanctions may result in further action.

Appeals

A resident found guilty by the Residential Conduct System may appeal the finding and/or the sanction to the Assistant Vice Chancellor for Housing and Residential Education or his designee.

Appeals must be filed in writing and within five business days of the date of the decision.

Appeals must be prepared in writing by the resident. Appeals prepared by another person will not be accepted. Appeals must specify the grounds for appeal found below:

- Insufficient evidence to support the decision.
- Harshness of sanction sufficient to show an abuse of discretion by the Residential Conduct System authority.
- Procedural irregularity sufficient to affect the decision.
- New evidence that was not reasonably available to be presented to the original hearing authority and that could reasonably be expected to affect the decision.

The Assistant Vice Chancellor or his designee will respond to the appeal in a timely manner (generally within fifteen business days). The Assistant Vice Chancellor or his designee may respond by:

- Affirming the original finding.
- Affirming the original sanction.
- Reversing the original finding and dismissing the complaint.
- Reversing the original finding and directing that a new hearing be held.
- Setting aside the original sanction and imposing a different sanction.

The appeal decisions of the Assistant Vice Chancellor or his designee are final.

Alcohol and Controlled Substances

http://www.vanderbilt.edu/student_handbook/alcohol.htm

“Alcoholic Beverage and Illicit Drugs Policies for All Students and Organizations” on page 81 / “Policies for Postbaccalaureate Students and Organizations” on page 81 / “Alcoholic Beverage Policies for Undergraduate Students of Legal Drinking Age” on page 81 / “Emergency Treatment” on page 82 / “Sanctions” on page 83 / “Resources” on page 85 / “Health Risks” on page 85 / “Warning Signs of Possible Substance Abuse” on page 86 / Drug Effects Table (PDF document) / Federal Trafficking Penalty Charts (PDF document)

You will need Adobe Reader on your computer to view and print the two PDF documents. It is available free from the Adobe Web site. Click on the link to download Adobe Reader.

Vanderbilt University is deeply concerned about the health and welfare of its students. University policies and regulations in general and alcohol and illicit drug policies in particular reflect that concern. The purpose of the policy, and the purpose of articulating it in great detail, is to enable students to make informed and intelligent choices, and to enable them to understand the consequences of making poor choices. In compliance with the federal Drug-Free Schools and Campuses regulations, Vanderbilt has adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics, and other drugs.

The University prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students, faculty, and staff, on its property, or as part of any University-sponsored activity. The pro-

hibition extends to off-campus activities that are officially sponsored by Vanderbilt, its schools, departments, or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by the University, or when the participant student, faculty member, or staff member is representing the University. Finally, the prohibition extends to “private” events off campus where the University may have an interest (e.g., if a student were to provide alcohol to underage students at an off-campus location).

To underscore the seriousness with which it takes the issue of health and welfare of its constituent populations, the University will impose disciplinary sanctions on students, faculty, and staff up to and including expulsion or termination of employment, and referral for prosecution for violation of the alcohol and illicit drug policy. Conditions of continued employment or enrollment may include the completion of an appropriate rehabilitation program.

In addition to the standards of conduct prohibited by law and University policy, students, faculty, and staff are subject to the additional requirements, disciplinary standards, and procedures promulgated by their respective schools, departments, and organizations. When students who are tested for drugs as a condition of participation in a University program (such as athletics) test positive, the results will be reported to the Chair of the Conduct Council for appropriate disciplinary actions. Additional standards of conduct, disciplinary standards, and procedures may be found elsewhere in *The Student Handbook*, in the *Faculty Manual*, and in

the Medical Center Alcohol and Drug Use Policy (Policy No. 30-08), and any applicable union contract. Students, faculty, and staff should refer to appropriate documents for detail.

Alcoholic Beverage and Illicit Drugs Policies for All Students and Organizations

The following regulations apply to the use of alcoholic beverages by individuals, by groups, by University departments, or by an organization's members and invited guests:

- At no time may alcoholic beverages be provided (served, distributed, furnished) to persons under legal drinking age (twenty-one years old) for the state of Tennessee.
- Because of the danger that drunk drivers pose to themselves and to others, the operation of a vehicle while under the influence of alcohol or other drugs is prohibited.
- Again, due to the danger that intoxicated persons pose to themselves and to others, as well as to the disruption that intoxication can bring to the living/learning community, intoxication is prohibited.
- Alcohol may not be used as an award or trophy for any event or program of the University or by any University organization, group, or individual.
- Notices, posters, flyers, banners, etc., may not use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event.
- "B.Y.O.B.," as shorthand for "Bring Your Own Bottle," may be used on postings, etc., for events that have been registered B.Y.O.B. during the event registration process. (Any B.Y.O.B. event sponsored by a student organization must be registered with the Office of Schedules and Reservations in Sarratt with the exception of events at Fraternity or Sorority Houses.)
- Groups or individuals who effect excessive and/or harmful consumption of alcohol

through games, peer pressure, subterfuge, or other activities are subject to disciplinary action.

Policies for Postbaccalaureate Students and Organizations

Graduate and professional students and organizations must register their events with the Office of Schedules and Reservations, and secure authorization through the Events Registration Committee for events at which alcoholic beverages are present. If an undergraduate group cosponsors an event with a postbaccalaureate group, the policies governing undergraduate events must be followed. In addition, postbaccalaureate groups and their officers are subject to disciplinary action if there are violations of the underage drinking law or University policies and regulations at their events. Officers of an organization or a residence hall or individuals hosting an event are responsible for ensuring compliance with University policies and state and local law. Both organizations and individuals are subject to disciplinary action by the University, by the state of Tennessee, and by the Metropolitan Government of Nashville.

Alcoholic Beverage Policies for Undergraduate Students of Legal Drinking Age

The only places on campus where students of legal drinking age may routinely possess and consume alcoholic beverages are as follows:

1. The rooms and apartments of students in upperclass residence halls (with the exception of substance-free floors and buildings, and freshman rooms in upperclass buildings)
2. Fraternity and sorority houses
3. The Overcup Oak.

Students may not consume alcoholic beverages elsewhere, except in common areas designated by student vote in upperclass residence halls in accordance with residential autonomy procedures, or when an event has been appropriately registered

as an event at which alcoholic beverages will be consumed (see also "Scheduling Activities" on page 26 in *Community Life*).

Being in residence hall lobbies or about the campus with open containers of beer or other alcoholic beverages, regardless of the type of container, is prohibited.

For special events, a place may be designated as one where the possession and consumption of alcoholic beverages by those of legal drinking age is permitted. However, such occasions must be registered, approved, and advertised five days in advance as an event at which alcohol may be consumed (e.g., the event must be authorized for B.Y.O.B., or authorization be granted by the Vice Chancellor for Student Life or his designee to serve undergraduates, and no common containers may be used).

The use of common containers of alcoholic beverages such as kegs, punch bowls, or party balls by undergraduates, the use of pure grain alcohol by individuals or organizations, the use of devices such as funnels and beer bongs designed for the rapid consumption of alcohol, and drinking games are prohibited on campus or at any event sponsored by a student organization off campus.

Undergraduate students who have reached the age designated by the state (twenty-one years of age) for the legal consumption of alcoholic beverages may possess and consume alcoholic beverages at events registered and approved for consumption on a "bring-your-own" basis. (See "Scheduling Activities" on page 26 in *Community Life*, for registration requirements.)

B.Y.O.B. practices contemplate that an individual student of drinking age may share alcoholic beverages with a date or companions who are also of legal drinking age. However, any subterfuge or device to evade the spirit of the University policy prohibiting the use of common containers or the provision of alcoholic beverages at undergraduate functions will subject students and organizations to disciplinary action.

Any time alcoholic beverages are served or permitted, alternative beverages and food must also be served during the entire period that alcoholic beverages are available. Students organizing a B.Y.O.B. event are responsible for providing nonalcoholic beverages and food.

The sale of alcoholic beverages is prohibited, unless licensed by state or local authorities and authorized by the University.

Individuals who wish to invite guests to a party or gathering in their rooms, apartments, suites, or lodges must have authorization from the assistant director (AD) for the residential complex. For the event to be B.Y.O.B., a majority of the hosts must be of legal age to drink alcoholic beverages.

Undergraduate groups, individuals, students, faculty, and staff may not serve alcoholic beverages to undergraduate students, except by special authorization from the Vice Chancellor for Student Life or his designee. Authorizations are limited to faculty-student mixers or dinners and very special occasions where a reasonable percentage of those attending are of legal drinking age. To seek authorization to serve alcohol for an event, the officers of the student organization should obtain an Activities Registration Form from the Office of Schedules and Reservations and secure the approval by signature of their faculty adviser. The Activities Registration Form must then be submitted to the Events Registration Committee. If authorization to serve alcohol is granted, the completed form should then be filed with the Office of Schedules and Reservations no fewer than five days in advance of the event. (See also, "Registration of Meetings, Concerts, Lectures, and Special Events" on page 26 in *Community Life*.)

Officers of an organization or a residence hall or individuals hosting an event are responsible for ensuring compliance with University policies and state and local law. Both organizations and individuals are subject to disciplinary sanction by the University and prosecution by the state of Tennessee and the Metropolitan Government of Nashville.

Emergency Treatment

It is in the best interest of students' welfare that persons who overdose or become intoxicated be brought to the attention of medical personnel. For that reason, and other University policies notwithstanding, it is University policy that no student seeking medical attention for intoxication or overdose shall be formally disciplined for the simple

illegal use or possession of alcohol or other drugs, provided that the sole reason the student's intoxication or overdose was discovered by University officials arose from the seeking of medical care (by the affected student or by friends of the affected student).

Immunity from disciplinary action for alcohol violations extends to *individuals* seeking help for the intoxicated student, but does not relieve a group of responsibility for violation of policy. Affected students immune from disciplinary action will be required to complete a course of evaluation counseling and, where indicated, treatment. Failure to complete the prescribed course can result in disciplinary action.

Sanctions

University Sanctions.

Vanderbilt University will impose disciplinary sanctions on students, ranging from a warning or reprimand, to disciplinary probation, suspension, or expulsion and referral for state or federal prosecution, for violation of its alcohol and controlled substances policy. As is the case with violations of other University policies, sanctions imposed will be appropriate to the severity and circumstances of the violation. The student's previous record and attitude and the seriousness of the offense will be taken into account in the determination of sanction.

The minimum sanction for simple unlawful purchase, possession, or consumption of alcohol is a reprimand for the first offense. The completion of an appropriate education or rehabilitation program may be required. For simple unlawful possession or consumption in a substance-free residential area, the reprimand may be enhanced with sanctions that might include attendance or implementation of educational programs, or service projects. (See below.) In addition, disciplinary action will be taken for misconduct that results from the use of alcoholic beverages or other drugs. Students will also be held responsible for any damages that result from their misconduct. These sanctions will be imposed consistent with disciplinary standards and procedures found in The Student Conduct System.

The minimum penalty for first-offense intoxication is disciplinary probation. Standard indicators for drinking and/or intoxication include lack of balance, loss of coordination, confusion, slurred speech, bloodshot eyes, odor of intoxicant, admissions to drinking, etc.

The minimum penalty for driving under the influence of alcohol or other drugs is probation and loss of campus driving and parking privileges.

Because of the seriousness of unlawful provision, distribution, or sale of alcohol or other drugs by a student (or group or organization), violation of this policy will result in serious disciplinary action, which may include suspension or expulsion for the first offense, and may also result in criminal prosecution. The minimum penalty for a student who illegally distributes alcohol to an underage student will be probation for the first offense, and suspension for the second offense. In addition, the possession of illicit drugs or alcohol in such quantities as to create a presumption of possession with the intent to distribute on or off the campus, is a serious violation that may result in immediate suspension or expulsion.

Student organizations which provide alcohol to those not of legal age, whether through direct purchase or other group activities, may be placed on probation for one calendar year for the first offense, with no parties with alcohol permitted for a period of six months.

Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age may also be liable for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students. Student organizations and the officers of such organizations may also have such liabilities.

Sanction Enhancements

The purpose of any sanction for a violation of University policy is to get a student's attention, to effect reflection on the part of the student, and, it is hoped, to effect compliance with the policy. Because violations of alcohol and drug policies can be a threat to a student's health, welfare, and even life, enhancements may be added to any official sanction as additional means of helping students understand the potential consequences of policy violations.

Such enhancements may include the following:

1. Evaluation by an alcohol and drug counselor at Student Health, and treatment or enrollment in a counseling program when indicated by the results of the evaluation.

2. Attendance at alcohol or drug education seminars.

3. Implementation of an alcohol or drug educational program for peers.

4. Service work details linked to behavior associated with use of alcohol. (Such details might include picking up litter from campus lawns, cleaning lobbies, restrooms, and stairwells, of residence halls, etc.)

State of Tennessee Sanctions.

[This document contains a summary of state and federal sanctions for the unlawful use of illicit drugs and alcohol. Portions of the summary were provided by the federal government, and while the summary is a good faith effort to provide information, Vanderbilt does not guarantee its accuracy.] Under state law, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of their employment), or consume alcoholic beverages, including wine or beer. It is also unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under twenty-one years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than \$2,500, or both. (T.C.A. § 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of 1/2 oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over twenty-one years of age to a person under twenty-one, and the older person is at least two years older than the younger, and the older person knows that the younger is under twenty-one years

of age, then the offense is classified as a felony. (T.C.A. § 39-17-417, 21 U.S.C. § 801, et seq.; T.C.A. § 39-17-417.) Possession of more than 1/2 oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense.

State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution range up to a maximum of fifteen to sixty years of imprisonment and a \$500,000 fine. (Title 39, T.C.A., Chapter 17.) For example, possession of more than twenty-six grams of cocaine is punishable by eight to thirty years of imprisonment and a \$200,000 fine for the first offense.

The state may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

United States Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least fifteen days in prison, not to exceed two years, and fine of at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years, and fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least five years in prison, not to exceed twenty years, and fine of up to \$250,000, or both, if:

- (a) first conviction and the amount of crack possessed exceeds five grams.
- (b) second crack conviction and the amount of crack possessed exceeds three grams.
- (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more

than one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. [An automobile may be impounded in cases involving any controlled substance in any amount.]

21 U.S.C. 844(a)

21 U.S.C. 853(a) Civil fine of up to \$10,000 (pending adoption of final regulations).

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligibility to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies. Violations of federal trafficking laws that involve either (1) distribution or possession of controlled substances at or near a school or university campus, or (2) distribution of controlled substances to persons under twenty-one (21) years of age, incur doubled penalties under federal law. (See chart: *Federal Trafficking Penalties.*)

Resources

As an educational institution, the University is primarily concerned with helping the individual student achieve academic goals. When health problems do arise, the University may assist and guide a student whose mental or physical health is threatened. Because of the health hazards, students who choose to use alcohol should do so in moderation. Should students or their friends have a problem with alcohol or other drugs, there are several places on campus where one can receive assistance:

1. The Resident Adviser (RA), Head Resident, or Assistant Director is available to listen to students with such problems and make a referral if necessary.

2. The Office of Alcohol and Other Drug Education is located in the Student Health Center.

3. There are professional counselors at the Psychological and Counseling Center and at the Student Health Center.

4. Students may wish to talk to someone at the office of Campus Ministries.

5. The Outpatient Detox Clinic's phone number is 343-4752.

6. The Vanderbilt Institute for Treatment of Addiction (VITA) offers both in- and outpatient treatment.

These campus and community resources are available and ready to assist. Calls will be handled in a confidential manner.

- Your Resident Adviser
- Your Assistant Director
- Your Dean
- Your own physician/psychiatrist
- Office of Alcohol and Other Drug Education 343-4740
- Student Health Center 322-2427
- Psychological and Counseling Center 322-2571
- Campus Ministries 322-2457
- Office of Housing and Residential Education 322-2591
- International Student and Scholar Services 322-2753
- Emergency Room (VUH) 322-3391
- Crisis Call Center 244-7444
- VITA (Vanderbilt Institute for Treatment of Addiction) 322-6158
- AA Campus Chapter: call Student Health Center Assistant Director Elena Hearn 322-3414 (or call Friendship House, 202-23rd Avenue North, telephone 327-3909, for meeting times)

Health Risks

The following is a summary of known health risks associated with the use of illicit drugs and the abuse of alcohol. Part of the summary was provided by the federal government, and Vanderbilt

does not guarantee that it is an error-free or exhaustive accounting.

Effects of alcohol abuse

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assault are almost always associated with alcohol use. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. *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. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Effects of other drugs

Marijuana: Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality—a "high." Marijuana is usually smoked, and like tobacco, it is very

toxic to the lungs. Disorders of memory (loss) and of mood often occur in chronic users.

Cocaine (stimulant): Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

Amphetamines (stimulants): Amphetamines, and their new derivatives "crystal," "ice," and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

LSD & PCP (hallucinogens): These chemicals are used to produce "altered states" to escape reality. They are very dangerous and can cause psychosis.

Valium, Barbiturates, etc. (depressants): These and other prescription drugs of this type are usually used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods of time. These drugs can be fatal if mixed with alcohol or other depressants.

Heroin, Codeine, etc. (narcotics): These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, thought to be the cause of AIDS.

Other. Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

Warning Signs of Possible Substance Abuse

- Withdrawal from social situations
- Increased boredom or drowsiness
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends

- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Violent behavior and vandalism
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Dropping grades or poor work
- Apathy or loss of interest

When such signs appear in friends,

DO

- Express your concern and caring
- Be ready to listen
- Communicate your desire to help
- Make concrete suggestions as to where the student can find help or how he or she might cope with a given problem
- Try to get the student to seek professional help
- Ask for assistance from campus resources
- Be persistent

DON'T

- Take the situation lightly or as a joke
- Be offended if the student tries to "put you off"
- Take "I don't have a problem" as an answer
- Try to handle the student alone-ask for assistance
- Lecture about right and wrong
- Promote guilt feelings about grades or anything else
- Gossip: speak of it only to those who can help

Alcohol and Controlled Substances

DRUG TYPE	NAMES	IMMEDIATE EFFECTS	MOST COMMON COMPLICATIONS/ LONG-TERM EFFECTS	RISK OF DEPENDENCE
STIMULANTS				
Amphetamines*	Benzedrine, Dexedrine, Methedrine, diet pills, MDMA (Ecstasy)	Euphoria, increased alertness, excitation, decreased appetite, insomnia, restlessness	Nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, sexual impotence, insomnia, skin disorders, malnutrition, delusions, psychosis, seizures, death	psychological—high physical—high
Cocaine*	cocaine powder, crack freebased coke	Brief euphoria, increased energy, intense exhilaration	Tremors, nasal bleeding and inflammation, toxic psychosis, seizures, damage to nasal septum and blood vessels, death from overdose (heart or respiratory failure)	psychological—high physical (esp. crack)— moderate
Nicotine	cigarettes, cigars, pipes, snuff, chewing tobacco	Relaxation, increased confidence, increased metabolism	High blood pressure, emphysema, bronchitis heart and lung disease, cancer, death	psychological—high physical—high
Caffeine	coffee, cola, No-Doz, tea	Increased mental alertness, blood pressure, and respiration	Nervousness, insomnia, dehydration, stomach irritation, fatigue	psychological—high physical—moderate
DEPRESSANTS				
Alcohol*	beer, wine, liquor, some medications	Muscle relaxation, intoxication, depression, impaired motor	Dehydration, hangover, obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremens; overdose or mixing with other depressants can cause respiratory failure; death	psychological—high physical—moderate
Tranquilizers*	Valium, Librium, Equanil, Miltown, Thorazine	Relief of tension and anxiety, drowsiness	Hangover, menstrual irregularities, increases or decreases effect of other drugs, destroys blood cells, jaundice, coma, death; especially dangerous with alcohol	psychological—moderate physical—moderate
Barbiturates*	Nembutal, Amytal, Seconal, Phenobarbital	Euphoria, relief of anxiety, loss of inhibition, muscle relaxation, loss of motor control, drowsiness	Lethargy, hangover, blurred vision, nausea, depression, seizures, excessive sleepiness, confusion, irritability, severe withdrawal sickness: can be fatal if mixed with alcohol or other depressants	psychological—high physical—high
Narcotics*	Heroin, morphine, opium, codeine, methadone, Demerol	Euphoria, drowsiness, painkiller	Respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, stupor, death	psychological—high physical—high
Inhalants*	amyl nitrate, butyl nitrate, nitrous oxide, glue, and paint	Lowered blood pressure, relaxation of sphincter muscles, feeling of heightened sexual arousal	Nitrates, headache dizziness, accelerated heart rate, nausea, nasal irritation, cough, lost erection, hallucinations; liver, kidney, bone marrow, and brain damage; death	psychological—high physical—moderate
OTHER DRUGS				
Cannabis*	Marijuana, hashish, THC	Relaxation; altered sense of hearing, time, and vision; euphoria; increased heart rate and appetite; dilated pupils; memory impairment	Impaired driving ability, possible lung damage, reduced sperm count and sperm motility, damage from impure dose	psychological—moderate physical—varies
Hallucinogens*/ Psychedelics*	LSD, psilocybin, MDA, peyote, DMT, STP	Hallucinations; altered sense of time, space, and visual perception; nausea;	Depression, paranoia, physical exhaustion after use, psychosis ("freaking out"), exaggerated body distortion, fears of death, flashback, adverse drug reaction	psychological—low physical—varies

*Impairs driving ability

Source: American College Health Association

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg* or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture					
	Drug	Quantity	First Offense	Second Offense			
	Others ¹	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.			
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.			

¹Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

*Does not include marijuana, hashish, or hash oil. (See separate chart.)

Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 10 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)