



Front Cover: Steve Benneyworth  
*Joint*

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# *The 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 behavior that may weaken the spirit of our community.

# Introduction

Vanderbilt's mission includes educating its students in all respects: intellectually, socially, ethically, spiritually, and emotionally. This mission is evident in much that we do and in our strategic vision that builds on Vanderbilt's unique strengths. The university's residential community of students, faculty, and staff is one that educates the whole person. Its commitment to a diverse, civil, collegial, small-class environment demonstrates that at Vanderbilt, faculty, students, and staff work as intellectual partners, and that mentoring and support always accompany academic engagement. We succeed only if our university is engaged in all elements of the development of the human potential in each of us.

What students may expect of Vanderbilt is articulated in the university's mission statement, in the catalogues of the colleges and schools, in Equal Opportunity and Sexual Orientation statements, and in the Statement of Principles found in the *Faculty Manual*.

What students may expect of each other, and the principles that form the basis of what the university expects of students, are articulated in the Community Creed. The *Student Handbook* is designed to acquaint students with the specifics of the standards expected of them as members of university community. The policies and regulations delineated in the handbook apply to all students enrolled at Vanderbilt.

Please note:

The university makes the handbook available to students via the World Wide Web ([http://www.vanderbilt.edu/student\\_handbook](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.

# *Students at Vanderbilt: A Statement of Principles (from the 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.

# University Policies and Regulations

[http://www.vanderbilt.edu/student\\_handbook/chapter1.html](http://www.vanderbilt.edu/student_handbook/chapter1.html)

Address and Name Change / Alcohol / Athletics / Complaint and Grievance Procedures in Co-Curricular Matters / Computer Privileges and Responsibilities / Conduct / Dining / Email Address / Equal Opportunity / Fees, Co-Curricular / Financial Aid, Student / Financial Responsibility / Identification Card / (University) Logos and Word Marks, Use of by Student Organizations / Mail Services / Nonacademic Undergraduate Class Designation / Parking and Transportation / Police Department, University / Political Activity / Refunds of Tuition and Residence Hall Charges / Religious Holidays & Practices / Residential Requirement / Same Sex Domestic Partner Policy / Smoking on Campus / Solicitation / Student Health Center and Other Medical Services / Student Records (Family Educational Rights and Privacy Act) / Study Abroad / Technology and Literary and Artistic Works / Universal Waiver / University Calendar / Vanderbilt Visions /

When communities come together for a purpose, they generally establish guidelines and procedures for furthering that purpose. The policies and regulations, articulated below, have been developed over time to serve the Vanderbilt community as it pursues its academic endeavors of teaching and learning. Some of the policies, such as the residential requirement, have been established to strengthen and complement the educational experience. Others, such as fees and dining plans, have been established to provide financial viability to programs and services that students desire or require. Still others, such as those dealing with addresses, enable effective communication. A number delineate procedures for students to follow when addressing issues.

Taken in their entirety, they may seem a bit overwhelming. However, they have served well both the institution and individual students. Trying to function without them would prove very challenging, if not chaotic.

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## 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 going to [www.vanderbilt.edu/swa/](http://www.vanderbilt.edu/swa/) and selecting *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.

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## Alcohol: See Chapter 6

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## Athletics

Vanderbilt University competes in varsity athletics at the highest level sanctioned by the NCAA (Division IA) within the nationally competitive Southeastern Conference (SEC). Vanderbilt offers opportunities in sixteen intercollegiate programs: football, baseball, men's basketball, women's basketball, women's cross country, men's cross country, 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, women's swimming, and women's bowling.

During the 2006/2007 academic year, over 330 student-athletes competed in varsity athletics. Athletic financial support is contingent upon ability and ranges in amount and availability. Further information regarding Student Athletics can be found at <http://www.vucommodores.com> or by calling 322-4727.

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## Complaint and Grievance Procedures in Co-Curricular Matters

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 Complaint Procedure, below, and then use the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance from the office of the appropriate academic dean in cases involving classes, grades, or faculty members; and the Office of the Dean of Students for other matters; 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, but not later than six months after the event. 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" section, in Chapter 3. [LINK]) In addition, in a complaint alleging unlawful discrimination, as noted above, 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] business 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, or through the Provost or appropriate vice chancellor. Students uncertain about the proper channels or process are encouraged to seek advice from the Office of the Office of the Dean of Students. If the student is not satisfied with a resolution proposed by the ODC, then the student may pursue the Grievance Procedure, below.

### *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 during 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 Vanderbilt Student

Government 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, the committee 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 believe their objectivity is subject to question, and the grievant may request any committee member recuse himself or herself if the grievant believes that 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 vacancies 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. Although 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 who 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 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 or her reasons for so doing. The Office of the Chancellor shall then

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 academic program or their financial aid, Vanderbilt 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.

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## Computer Privileges and Responsibilities

This policy applies to the use of all Vanderbilt University computing resources, including computer data networks and the resources they make available, as well as stand-alone computers that are owned and/or administered by Vanderbilt. Computer privileges are granted with the understanding that Vanderbilt computing resources will be used for university purposes.

Faculty, staff, and students may access and use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business within the university, and other university-sanctioned activities. Incidental personal use for non-commercial purposes may also be appropriate.

The use of Vanderbilt computing resources for commercial purposes is permitted only with the approval of appropriate university officials and when in accord with other Vanderbilt policies, including conflict of interest policies. System administrators at Vanderbilt may publish more restrictive policies respecting use of particular computer systems. Users must also observe those policies where applicable.

#### *Secure Use*

Users of Vanderbilt computer resources are responsible for the correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. Although ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user, a reasonable effort will be made by Vanderbilt to lessen the impact of such loss or damage. Users are responsible for observing the following precautions:

- Computer accounts, passwords and other types of authorization that are assigned to individual users should not be shared with others.
- The user should assign an obscure account password and change it frequently.

- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- The user should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or unwitting distributor of these processes.
- The user should be aware that Vanderbilt computing resources, including software such as electronic mail, are not necessarily secure or private.

#### *Respectful Use*

Vanderbilt computing resources should be used in a manner that is protective of the use privileges and property rights of others. Users must therefore:

- Abide by all local, state, and federal laws, including copyright laws.
- Abide by all applicable software license agreements.
- Use only the accounts, access codes, or network identification numbers assigned to them.
- Access only those files or data which they are authorized to use.
- Refrain from using computing resources in ways that unnecessarily impede the activities of others.
- Refrain from using computing resources in ways that are unlawfully harassing to others.

#### *Cooperative Use*

Vanderbilt expects that computer users are willing to cooperate so that all users may make maximum use of facilities in a shared environment. Users are expected to:

- Regularly delete unneeded files from accounts on shared computing resources.
- Refrain from unneeded use of connect time, information storage space, printing facilities, or processing capacity.
- Refrain from unneeded use of interactive network utilities.
- Refrain from using sounds or visuals that are disruptive to others.

#### *Sanctions*

Violations of this policy may be grounds for discipline. Discipline may include loss of computing privileges or other sanctions as provided by disciplinary provisions applicable to students, faculty, or staff. In addition, Tennessee and federal law provide for civil and criminal penalties for violations of the law by means of computer use. Examples of unlawful actions include defamatory remarks, destruction of data or equipment belonging to the university or to others, unauthorized copying of copyrighted material, and the transportation of obscene materials across state lines.

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## Conduct: See Chapter 3

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## Dining

First-year students living on campus are required to participate in the nineteen-meal per week plan. Second-year students living on campus are required to participate in the fourteen-meal per week plan. Other students may purchase 7-, 14-, or 19-meal plans by checking the appropriate selection on the housing application, or by purchasing plans at the Commodore Card Office in Sarratt. For detailed information on Vanderbilt Dining and meal plans, visit <http://www.vanderbilt.edu/dining>.

### *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>).

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## Email Address

Certain federal statutes require that information be delivered to each student. Vanderbilt 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 nonessential e-mail (often called "spam"), and maintains separate lists from which students may unsubscribe for announcements of general interest.

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## 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 non-discrimination 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 orga-

nizations 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 "Same-Sex Domestic Partner Policy," below.)[LINK]

### *Vanderbilt Campus Disability Access*

Vanderbilt University is committed to equal access for 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.

The Disability Services Program, which is part of Vanderbilt's Opportunity Development Center (ODC), provides reasonable accommodations for students with disabilities, which allow for equal access to education. Accommodations are available for Vanderbilt University students who have temporary or permanent disabilities and are based on the documented needs of each individual. To request reasonable accommodations, students are to contact the Disability Services Program to schedule an intake meeting with the appropriate staff person. Intake meetings are provided on an individual basis to help students orient themselves with the ODC's processes and services. It is the individual student's responsibility to request accommodations and provide sufficient and appropriate documentation. Students are encouraged to contact the Disability Services Program office prior to or upon enrollment at Vanderbilt University.

For further information about services for students with disabilities, write or call the ODC Disability Services Program, VU B# 351809, 2301 Vanderbilt Place, Nashville, TN 37235-1809; telephone 615-322-4705 V/TDD. (See Opportunity Development Center, below)[LINK]

### *The Opportunity Development Center (ODC)*

The 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," above.)

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/>).

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## Fees, Co-Curricular

### *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; programs of the Office of the Dean of Students; Student Athletics; and a variety of student organizations.

For 2007/2008, undergraduates are assessed \$426, with half of this charge billed in the fall semester and the remainder billed in the spring semester. Graduate students and students in professional programs pay an activities fee of \$122.

Students enrolled for a summer term are assessed a fee of \$10 to support summer programs.

### *Student Finance Committee.*

The committee is a representative student group, which annually allocates to student organizations funds collected as student activities fees. Membership comprises two Vanderbilt Student Government co-chairs, VSG senate and house representatives, a representative from the Graduate Student Council, a student representative from the professional schools, two student representatives appointed by the Dean of Students or the dean's designee, a member of the faculty, and two ex officio members: the Director of Student Governance, who serves as the committee's advisor, and the Dean of Students or the dean's designee.

### *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 Office of the Dean of Students programs, at special student rates, and use of Sarratt facilities
- Admission on a seat-available basis to home football, baseball, and basketball games and to other varsity athletic events

### *Activities fee for graduate and professional students covers:*

- Admission to all programs sponsored by Office of the Dean of Students, at special student rates, and use of Sarratt facilities
  - A copy of all issues of *Versus* and *The Vanderbilt Review*
- 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 Vanderbilt Student Athletics, 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. 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.

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.

### *Recreation Fee for Undergraduates*

Each undergraduate student is assessed \$208 each semester of the academic year and \$51 during the summer. The fee covers:

- use of Student Recreation Center facilities and the recreation 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 \$105 each semester of the academic year and \$51.00 during the summer. Payment of the summer fee entitles graduate and professional students to the same privileges provided undergraduates.

The academic year fee covers:

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

#### *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, D-2107 Medical Center North. 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 university statements sent 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, as 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 Box #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 6 for the fall and after January 24 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.

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## Financial Aid, Student

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 as-

sistance is determined through a needs analysis process using the Free Application for Federal Student Aid (FAFSA) and the College Board Profile. Upon the student's completion of all required financial aid application materials, The Office of Student Financial Aid 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/financialaid/>).

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## 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 2007 is August 22; for spring 2008, the payment deadline is January 3. 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), Commodore 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, 2007. Forms are available in the Office of Student Accounts or online at <http://www.vanderbilt.edu/stuacct>.

Students and their parents (or legal guardians) 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.

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## Identification Card

The Commodore Card is the official identification card for the university. All students, whether full- or part-time, are required to have a valid identification card for any semester in which they are registered. The card is the property of the university and, if a student withdraws, it must be relinquished to the office of the dean of the school in which the student is enrolled. Vanderbilt Cards are not transferable, and damaged or altered cards are invalid. If misused, cards may be invalidated for the remainder of the semester--or the season in the case of specific university-sponsored activities.

Students can use the identification to access debit spending accounts, use meal plans, and gain admission to campus buildings such as residence halls, academic buildings, and the Student Recreation Center.

Entering students will be issued Commodore Cards at the card office in Sarratt Center. Returning students who

have lost their Commodore Cards may obtain replacements at the card office during regular office hours upon payment of a \$20 fee.

Cardholders must report lost cards as soon as possible either to the card office during business hours, online at <http://thecard.vanderbilt.edu/>, or at any attended retail location that accepts the Commodore 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 Vanderbilt Police Department at 322-2745.

The university reserves the option of suspending the Commodore Card debit privileges, in whole or in part, of any individual for any reason. In the event that debit privileges are entirely suspended, any funds on the Card will be returned to the individual's student account, or otherwise returned if the individual has no student account.

The Commodore 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. Commodore Card account information will be released only to the cardholder or to the guarantor of the student account, who has been identified as such by the student in documents filed with the student accounts office.

#### *Family Identification Card*

Upon payment of a \$10 fee, the spouse or university-certified domestic partner of a full-time student (undergraduate, graduate, or professional) may obtain a family identification card from the Commodore 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 and the individual applying for the card, and each must show a current photo ID. When properly validated upon payment of the appropriate fees, a family card will admit the family member to home football, basketball, and baseball games (on a seat-available basis), competitions in other sports, libraries, or the Student Recreation Center (if a membership is purchased).

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## (University) Logos and Word Marks, Use of 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. Reproduction and use of these marks by student organizations must be approved by the office of Trademark Licensing. Such reproduction 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.

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## Mail Services

Undergraduate students living on campus are eligible for post office boxes, free of charge.

Nonresident undergraduates and postbaccalaureate students may obtain a box at the Peabody post office, for which they will be charged a box-rental fee. The box rental fee is nonrefundable and will be charged to the student account at the beginning of the academic year.

Students typically retain their campus post office boxes for the duration of their undergraduate studies at Vanderbilt (up to four years). 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 post office manager. Students may be assigned new mailboxes 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 by 12 inch 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.

#### *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 invento-

ried when they arrive at Station B (the central campus post office located in Rand Hall) or the Peabody mail room. 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.

Students must present valid student ID cards and the package notice slips obtained from their Station B or Peabody mail room boxes to claim their packages. 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, etc.

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.

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## 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 first-year student 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 the Office of Housing and Residential Education in consultation with Vanderbilt Student Government.

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## Parking and Transportation

Motor vehicles operated on campus by Vanderbilt University faculty, staff, and students must be registered annually with the Office of Traffic and Parking. Freshmen may not register or park vehicles on campus. Complete parking regulations may be found at <http://www.vanderbilt.edu/traffic>.

### *Bicycles*

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 Vanderbilt 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 Vanderbilt Police if their bicycles are stolen or if they sell their registered bicycles.

### *Bicycle Parking*

To prevent theft, heavy chains, cables 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 Vanderbilt Police Department.

### *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 Dean of Students or the dean's designee 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 may not be operated on Metro streets and must yield to pedestrians on sidewalks.

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## Police Department, University

<http://police.vanderbilt.edu>

As one of Tennessee's larger law enforcement agencies, the Vanderbilt University Police Department provides comprehensive law enforcement and security services to all components of the university including the academic campus, Vanderbilt University Medical Center, and a variety of university-owned facilities throughout Davidson County. Both non-commissioned and commissioned officers staff the department.

Commissioned officers *are empowered to make arrests as "Special Police Officers,"* through the authority of the Chief of Police of the Metropolitan Government of Nashville and Davidson County. Vanderbilt officers with Special Police Commissions *have the same authority as that of a municipal law enforcement officer* while on property owned by Vanderbilt, on adjacent public streets and sidewalks, and in nearby neighborhoods.

When a Vanderbilt student is involved in an off-cam-

pus offense, **university police officers may assist with the investigation** in cooperation with local, state, or federal law enforcement. Metro Nashville police routinely work and communicate with Vanderbilt officers on any serious incident occurring on campus or in the neighborhoods and business areas surrounding campus.

Although Vanderbilt University operates no off-campus housing or off-campus student organization facilities, many graduate students and some undergraduate students live in the neighborhoods surrounding the university. Metro Nashville police have primary jurisdiction in all areas off campus, **but Vanderbilt officers can, and often do, respond to student-related incidents that occur in close proximity to campus.** Vanderbilt officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

### *Emergency Phones*

Emergency ("Blue Light") telephones are located throughout the university campus and medical center.

Each phone has an emergency button that when pressed automatically dials the VUPD 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 maintain the integrity of the emergency phone system, which should be used *only* for actual or perceived emergency situations.

Emergency response from Vanderbilt Police may also be obtained by calling 911 from a campus phone, or 615-421-1911 from a cell phone. For off-campus emergencies, callers should dial 911. In every case, callers should be prepared to state their locations. <http://police.vanderbilt.edu/service.htm>.

### *Lost and Found*

Recovered property may be turned in at any time to the Vanderbilt police department. Inquiries about lost items may be made by calling the police department lost and found property clerk at 343-5371 during business hours.

Additional information on security measures and crime statistics for Vanderbilt is available from the Vanderbilt University Police Department, 2800 Vanderbilt Place, Nashville, TN 37212. Information is also available at <http://police.vanderbilt.edu>.

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## 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 provi-

sions 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, Republican, Democratic and other political clubs. 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 Dean of Students or the dean's designee.

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## 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 2007 Refund Schedule

<b>Fall 2007 Official Withdrawal Date</b>	<b>% of Charges Refunded</b>
Week 1: Aug. 29-Sept. 1	100%
Week 2: Sept. 2-Sept. 8	95%
Week 3: Sept. 9-Sept. 15	85%
Week 4: Sept. 16-Sept. 22	80%
Week 5: Sept. 23-Sept. 29	75%
Week 6: Sept. 30-Oct. 6	70%



Week 7: Oct. 7-Oct. 13	60%
Week 8: Oct. 14-Oct. 20	55%
Week 9: Oct. 21-Oct. 27	50%
Week 10: Oct. 28-Nov. 3	45%
No refund after November 3, 2007	

### Spring 2008 Refund Schedule

Spring 2008 Official Withdrawal Date	% of Charges Refunded
Week 1: Jan. 9-Jan. 12	100%
Week 2: Jan. 13-Jan. 19	95%
Week 3: Jan. 20-Jan. 26	85%
Week 4: Jan. 27-Feb. 2	80%
Week 5: Feb. 3-Feb. 9	75%
Week 6: Feb. 10-Feb. 16	70%
Week 7: Feb. 17-Feb. 23	60%
Week 8: Feb. 24-Feb. 29	55%
Spring Break: Mar. 1-Mar. 9	
Week 9: Mar. 10-Mar. 15	50%
Week 10: Mar. 16-Mar. 22	45%
No refund after March 22, 2008	

## Religious Holidays & 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

The element of personal development, as mentioned above has been given expression in the establishment of the Office of Religious Life (<http://www.vanderbilt.edu/religious-life>), 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 ad-

ressing 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 faiths and the faiths of others;
2. examine and affirm a personal faith 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 at 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," [LINK] below, 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 university's student conduct system and/or the Office Religious Life.

### 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, Buddhist and Hindu Holy Days, 2007/2008 Academic Year*

See the calendar on The Office of Religious Life web site (<http://www.vanderbilt.edu/religiouslife/calendar.html>).

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## Residential Requirement

The residential requirement, established by the Board of Trust in 1952, states that "All unmarried undergraduate students, except those who live at home with their parents or legal guardians in Davidson County, must live in residence 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 situations or when space is unavailable on campus." A full discussion of residence life may be found in Chapter 4.

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## 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 Dean of Students or the dean's designee, 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. Each must provide photo identification.)

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 a 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
  - Twenty one 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 with the university a Termination Statement within 30 days. A twelve-month waiting period must elapse before a student may certify a new domestic partner.

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## Smoking on Campus

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

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## Solicitation: See Student Involvement, chapter 5.

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## Student Health Center and Other Medical Services

The services provided at the Student Health Center are designed to meet the general primary health care needs of degree-seeking students. Except in emergencies, students should call 322-2427 for appointments to minimize waiting time and avoid missing classes.

### *Immunization*

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)

Documentation of receipt or waiver of the vaccines must be submitted to the Student Health Center. This can be accomplished via completion of the documentation/waiver form that is mailed to all incoming first-year undergraduate students. The form can also be printed out and submitted by going online to [www.vanderbilt.edu/student\\_health/forms.htm](http://www.vanderbilt.edu/student_health/forms.htm). Students who are 18 years of age or older can also waive or enter their meningococcal and hepatitis B vaccine status online by going to [www.kosterweb.com](http://www.kosterweb.com) and selecting "Vanderbilt University" from the pull-down menu. The vaccines can be administered at either a private provider or at the Student Health Center.

### *Charges*

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, check, or a charge to the student account may also be used 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 Department charges may not be covered by insurance unless an accident or emergency illness is involved.

### *Confidentiality*

Care provided at the Student Health Center is confidential and in compliance with HIPPA regulations.

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 Department. This practice enables the university to provide support and assistance to students and their families.

### *Student Injury and Sickness Insurance Plan*

All degree-seeking students registered for four or more hours at Vanderbilt are automatically enrolled in--and will be billed for--a university-endorsed health insurance plan offered by the Koster Insurance Agency, unless they complete the online waiver process. (See below.) Information about the plan is available online at [www.kosterweb.com](http://www.kosterweb.com), at the Student Health Center, or by calling the insurance assistant at 615-343-4688.

The annual premium is in addition to tuition. Coverage begins August 20 and extends through August 19 the following calendar year whether the student remains in school or is away from the university. However, there is no *pro rata*

refund for this coverage.

The plan provides hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of the plan is available online at [www.kosterweb.com](http://www.kosterweb.com), at registration, in the Office of Student Accounts, or at the Student Health Center. The plan also provides coverage for referrals to specialists but only when a written referral is made by a Student Health Center provider.

### *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 comparable coverage 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](http://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 1 for the fall semester, or by January 4 for students who are newly enrolled for the spring semester. The waiver process must be completed each academic year.

*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 1 for the fall semester, and by January 4 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 or university-certified domestic partner, and/or children, may secure an application form from the Student Health Center at the time of registration, or, dependents may enroll online at [www.kosterweb.com](http://www.kosterweb.com).

### *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 that adequate coverage from another source is either equal to or exceeds the Koster policy coverage. Information and applications are provided through 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](http://www.vanderbilt.edu/student_health)).

### *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 Dean of Students or the dean's designee, the Director of the Student Health Center, the Director of the University Psychological and Counseling Center or the 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, voluntarily or involuntarily, for these reasons, or for medical or mental/emotional health 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, comprising the Dean of Students or the dean's designee, the Director of the Student Health Center or the university psychiatrist, and an academic dean of the school in which the student is enrolled.

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## 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 to disclosures of personally identifiable information contained in the student's education records to third parties, 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, address, telephone number, e-mail address, student ID photos, 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. 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, e-mail address, 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 may choose to make their online *People Finder* listings available to the general public (i.e., viewable by anyone with access to the Internet), add additional con-

tact information such as cell phone, pager, and fax numbers, or block individual directory items, or the listing in its entirety.

Students who want their listings excluded from the printed *Vanderbilt Directory* must notify the University Registrar in writing, no later than September 1. Students desiring such exclusion should send notification to the University Registrar, Peabody #505, 134 Magnolia Circle, Nashville, TN 37203-5701. Requests to exclude listings from the online *PeopleFinder Directory* can be made at any time throughout the year.

Students may report address changes via the Web by going to [www.vanderbilt.edu/swa](http://www.vanderbilt.edu/swa) and by clicking on *Address Change*.

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## Study Abroad

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, or those with a financial hold, may be 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 undergraduate colleges and schools.

The resident directors of Vanderbilt study abroad programs (Vanderbilt “Ins”) 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.

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 portion of the Student Activities Fee allocated to student organizations.

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## 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>).

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## 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.

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## University Calendar

The official university calendar is the Academic Calendar, which can be found at <http://registrar.vanderbilt.edu/calendar>. Campus events may be found at <http://calendar.vanderbilt.edu>.

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## Vanderbilt Visions

Vanderbilt Visions is a program for all first-year students. The program is designed to help new students better understand the norms and values of an academic community, the value of liberal learning, and the transitional issues faced by first-year students. All first-year students are expected to attend all regularly scheduled Vanderbilt Visions seminars and activities. Any student failing to do so will be subject to appropriate disciplinary measures.

# The Honor System

[http://www.vanderbilt.edu/student\\_handbook/chapter2.html](http://www.vanderbilt.edu/student_handbook/chapter2.html)

Introduction / General Information / Honor Code / The Honor Code Applied to Preparation of Papers / Tests, Examinations, and Other Exercises / The Honor Code Application to Group Work / Tips for Success / Responsibility of the Individual Student / Undergraduate Honor Council / Undergraduate Honor Pledge / Student Advisers of Undergraduate Honor Council / Faculty Advisers to Undergraduate Honor Council / Procedures of the Vanderbilt Honor Council / Hearings / Penalties / After the Hearing / Withdrawal from the University Before Hearing

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## Introduction

The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the university. Dean Madison Sarratt summarized the system as follows, "Let every individual who contemplates entering Vanderbilt University ask himself[herself] first this important question: Am I strong enough to give my word of honor and then live up to it in spite of every temptation that may arise."

The purpose of the Honor Code is to preserve and promote academic integrity. Ideally, a student's personal integrity is presumed to be sufficient assurance that in academic matters one does one's own work without unauthorized help from any other source. 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.

The Honor System is only one of the elements provided to Vanderbilt Students with which each may develop creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as men and women of integrity.

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## General Information

All students are required to acquaint themselves with the provisions of the Honor System through the information in this *Handbook*. Undergraduate 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 respective 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, transient, 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.

*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;*
- *assignments that permit students to discuss the assignment or to collaborate, including during group study sessions;*
- *all limitations placed on take-home examinations, including use of class or outside materials or discussion with classmates;*
- *use of examinations or other materials from previous sections of the class; and*
- *use of Internet resources, including proper attribution.*

In the event that a student does not obtain a clear explanation of the application of the Honor Code from an instructor 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.

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

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. The system also applies to any act that is fraudulent or intended to mislead the instructor, including falsifying records of attendance for class, for events for which attendance is required or for which class credit is given, or for internships or other work service.

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## Honor Code

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

Among the possible violations are the following:

- **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, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.); copying from another student's work; unauthorized use of books, notes, or other outside materials during "closed book" exams; 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 or ideas of another without properly indicating that source. A full discussion of plagiarism and proper citation is provided 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.
- **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service.
- **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.
- **Use of texts, papers, computer programs, or other classwork prepared by commercial or noncommercial agents** and submitted as a student's own work.
- **Falsification of results** of study and research.

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## 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 any outside 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. Regardless of intent or premeditation, the act is plagiarism 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.**

**Proper Footnoting**

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 student's 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 (in *italics* or underlined, or in quotation marks if part of a book)
  3. name of editor or translator, if any
  4. place and date of publication
  5. volume number, if any
  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.

**All material found on websites or other Internet sources can and should be cited. Students should consult a citation manual or the course instructor for the appropriate form.**

**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.

*Any student uncertain about the application of the plagiarism and citation rules should consult the instructor. A student who plagiarizes out of ignorance is still guilty of an Honor Code violation*

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## 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," below.) 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 student 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 to a particular course requirement should always consult the instructor. The Honor pledge, or an abbreviation thereof, 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 stated by the instructor.*

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## The Honor Code Application to Group Work

- **Students are responsible for any work submitted in their name for the fulfillment of a course, program, or assignment**
- Students should ask their instructors before collaborating on any assignment with a classmate
- Students should ask their instructors if a tutor or other individual may help you with any assignment
- All group members are responsible for the data and the content of labs, reports, assignments and projects.
- The guidelines for appropriate collaboration and task division pertaining to group work vary among classes and instructors. It is therefore the student's responsibility to obtain a clear understanding of appropriate collaboration from the instructor.

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## Tips for Success:

- **Students should read the course syllabus**, and follow all policies, guidelines, or instructions outlined therein.
- Students should make sure that they are aware of any guidelines or restrictions on specific class assignments or examinations. Students should get any instructions from the instructor if they miss a class.
- Students should ask their instructors before collaborating on any assignment with a classmate.
- Students should ask their instructors if a tutor or other individual may help with any assignment
- When unsure whether or not to cite a phrase or fact, students should cite.
- Students should ask their instructors or consult a citation manual to learn how to cite online sources.
- If an instructor tells students not to use outside sources, students should not (nor should they take the instruction as an excuse not to cite sources if they are used).
- Students should ask their instructors before sharing lab reports, results, or other data with classmates or a lab partner.
- Students should ask their instructors before reviewing tests administered for the same course in a previous semester.
- Students should not turn in an assignment from a previous course without the permission of both instructors involved.
- **Students should not assume that whatever they are doing is okay.** If they cannot say with complete certainty that any particular conduct is permissible, they need to consult the course instructor.
- If permitted by the instructor, students should check over group members' work before it is submitted; this includes labs, data, and other reports.
- Students should keep copies of original data used for group projects and assignments.
- **When in doubt, ask the instructor**

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## 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 suspected student, 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.

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## 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 members of the Honor Council are selected from all classes and all undergraduate schools. Members are chosen by a system that includes a student committee and 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.

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## 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 subject to the jurisdiction of the Honor Council and to any penalties it may impose.

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## Student Advisers of Undergraduate Honor Council

Student advisers are members of the Honor Council. An adviser is assigned to each accused student to explain the procedures of the Honor Council regarding investigations and hearings and the penalties that may be assigned.

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

An adviser may 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 assist.

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## Faculty Advisers to Undergraduate Honor Council

The chair or the Honor Council Adviser 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.

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## 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 undue 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 procedures set forth in the Student Handbook. The accused is required to respond to the investigators' inquiries within a reasonable period of 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 or if the investigation or hearing will continue past the end of the semester. The accused will be informed at the meeting with the investigator of all the available evidence in the case and of the procedures that will be followed.

5. The investigators will 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 will ask the accused to explain his or her own account of the events surrounding the alleged vio-

lation. The accused may choose not to make any statement at the time of the first meeting, but rather to defer making any statement until an agreed upon time prior to the hearing.

7. The investigators will 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. The investigators will not interview the character witness and **it is the responsibility of the accused student to notify the character witness of the time and place of the hearing and to ensure his or her attendance.** In addition, the accused may have one faculty, student, or staff adviser, who may not have had formal legal training, present with him or her during the presentation of testimony, who may speak with the accused, but who may not speak directly with Honor Council members on the hearing panel. An accused may obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council interview or hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused may work directly with the Office of the 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; however, **the accused student is responsible for arranging the attendance of his or her character witness.** 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 will 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 so that he or she may comment at the hearing on any corrections or clarifications the accused student feels are necessary or appropriate.

11. The investigators will provide the investigative report to the president of the Honor Council, who will determine whether sufficient evidence exists to warrant a hearing by the Council. If the president determines that a hearing is necessary, he or she will also determine whether the charges will be heard by a large panel or a small panel.\* **If the student pleads not guilty or if the student has a previous Honor Council conviction, a large panel hearing is required.** Guilty pleas typically will be heard by small pan-

els, unless substantial factual issues exist or the violation is sufficiently serious that a penalty greater than one semester suspension may be appropriate. Cases involving more than one student must be heard by a large panel if one of the students involved pleads not guilty.

**\*Please Note:** Although a student who admits guilt during an investigation has the right to request a small panel hearing, since a decision by a small panel must be unanimous, and since the president of the Honor Council (or another member of the Executive Board) is a member of the small panel, the president may determine that a case should be referred to a full panel, rather than being heard by a small panel.

12. Given the nature of university judicial proceedings (including, but not limited to, Conduct Council hearings and the proceedings of all university honor councils), the testimony of and information derived from experts, such as reports of handwriting experts, are not admissible and will not be considered, except in rare circumstances. In those rare cases, determinations as to the admissibility of testimony of or evidence derived from an expert will be made in the sole discretion of the Director of the Office of Student Conduct and Academic Integrity. Under no circumstances, however, will the use of polygraph examinations be permitted.

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## Hearings

If after an investigation, the Honor Council president determines that there is enough evidence that a violation may have been committed, then a hearing will be scheduled.

### Attendance of the Hearing by the Accused Student

All students, including the accused student, are required to cooperate with investigations and at hearings conducted by the Honor Council. In the event an accused student refuses to participate in, or cooperate with, an Honor Council investigation or hearing, the hearing may take place without the participation of the accused student. All reasonable efforts will be made to inform the accused student of the time and place of the hearing and the results of the proceeding. In addition, the accused student may inform the Council that he or she will not attend the hearing and submit a written statement regarding the charges.

### Large Panel Hearing

A twelve-member hearing panel (consisting of the president and eleven members appointed by the president) will hear the evidence in the case. (For training purposes, observers may be allowed to be present, but may not speak or take part in the proceedings.) The hearing panel conducts a pre-hearing to determine whether there is sufficient evidence to justify conducting a full hearing. The accused student will be present during the pre-hearing; the accused student and the investigators will then leave the hearing room while the panel votes on whether to proceed.

#### 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 is allowed to be present during the testimony of the accused student and any material witnesses. If the accuser and witnesses are to testify in person (as opposed to through written testimony), they will 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.* If the accuser testifies in person, the president will invite 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 Student.* 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 student 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 facts and charges in light of the testimony that has been introduced in support of the charges. The investigators may question the accused, waiting until the Honor Council has concluded its questioning, to clarify points that may have been obscured.

### 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. A case may proceed to a small panel hearing only if no facts surrounding the violation are in dispute and if the president determines that the likely penalty involves no more than one major semester suspension. A guilty plea does not guarantee that the case will proceed to a small panel. 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 president of the accused student's request. The president will review the investigative report and determine whether a small panel hearing would be appropriate. If a small panel would be appropriate, a date, time, and location will be chosen for the hearing.

A small panel will comprise the Honor Council president or another member of the Honor Council Executive Board, one other Honor Council member, and a member of the Board of Faculty Advisers. At the hearing, the three 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.

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## Penalties

When the Honor Council is satisfied that all pertinent testimony has been received, the accused student, the student adviser, and the investigators leave the hearing room so that the panel may deliberate. The panel will proceed 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.

1. 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
- (c) the truthfulness of the accused throughout the investigation and the hearing

These three factors are ranked on a scale of low, medium, or high.

2. The presumptive sanction for a first offense is failure in the course. The presumptive penalty for a second offense is expulsion.

3. A small panel can assign a penalty no greater than failure in the course and suspension for one semester. In rare circumstances, the panel may suspend the presumptive 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.

4. 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. Expulsion must be approved by a vote of at least ten of the twelve panel members. All other penalties require only a simple majority vote of the twelve members.

6. *Decision.* The accused, student adviser, and investigators are brought back into the hearing room for presentation of the Honor Council's decision. After stating the decision, the president (and others) may talk with the accused. At this time it should also be explained to the accused that he or she has the right of appeal.

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## After the Hearing

1. At the conclusion of the hearing, the Honor Council president will gather all the material evidence, investigative reports, notes, and other records of the investigation and hearing and place them on file in the Office of Student Conduct and Academic Integrity.

2. If the accused student is found guilty or pleads guilty, written notice of the decision is sent to the following parties: (a) the student, (b) the dean of the school in which the student enrolled, (c) the registrar of the school in which the student is enrolled, (d) the university registrar and assistant registrar, and (e) other relevant university administrators when suspension or expulsion from the university is involved. A copy of the notice also is placed in the Honor Council files maintained in the Office of Student Conduct and Academic Integrity.

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 large or small panel decision with the Honor Council adviser or the adviser's designee, but must do so within ten days of the hearing date. Requests for extensions of time must be submitted to the Honor Council Adviser prior to the end of the ten-day period. 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 delineated 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, or the officer who chaired the hearing, who will draft a response to the student's appeal upon receipt of the appeal from the Honor Council Adviser's office. This response will be sent to the accused student for review and additional written comment or reply, if any. The appeal, the Honor Council response, the student's reply or additional comments, and copies of all appropriate evidence are then sent to the Appellate Review Board. (For more information on grounds for appeal and the

procedures of the Appellate Review Board, see the discussion of "Appeals" in Chapter 3 of the *Student Handbook*.)

5. Records of Honor Council proceedings and investigations are maintained by the Honor Council Adviser in the Office of Student Conduct and Academic Integrity. Records of convictions and penalties will not be released outside the university absent a written release from the convicted student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign such a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check. If a student receives failure in the course as a sanction, the student may retake the course (in accordance with the rules of the student's school or college) and replace the failure in his or her GPA. However, the original failure will continue to appear on the student's transcript (although nothing will appear on the transcript indicating that the failure was attributable to an Honor Council conviction).

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## 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 notation 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 re-enroll before the case is heard, the registrar will notify the president of the Honor Council. The case must be resolved before the accused may re-enroll.

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. A notation will be placed on the transcript of the accused stating that an Honor Council case is pending.

# Student Conduct

[http://www.vanderbilt.edu/student\\_handbook/chapter3.html](http://www.vanderbilt.edu/student_handbook/chapter3.html)

Violation of University Policy / Sexual Misconduct / Threat, Harassment, Stalking, or Intimidation: Directives to Desist / Fireworks, Firearms, Other Weapons, and Explosives / Damage to Property / Hazing / Conduct at Athletic Events / Conduct in the Libraries / Use of University Computers and Data Networks / Use of the University Telephone System / The Student Conduct System / Jurisdiction Over Non-Vanderbilt Students / Undergraduate Student Conduct Council / Graduate Student Conduct Council / Student Conduct Council and Hearing Officer Procedures / Guidelines for Cases of Sexual Misconduct / Appellate Review Board / Appeals / Disciplinary Sanctions

Although the university values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at Vanderbilt are also informed by principles that value the health, safety, and well-being of students and other members of the university community, as well as their academic and personal success. Our goal in establishing conduct policies and holding students accountable for complying with them is to help students understand how their choices can affect not only their immediate neighbors, but also the residential community as a whole.

When students fail to meet university standards, they ultimately risk separation from the university community. Vanderbilt's system of graduated sanctions is designed to effect students' voluntary compliance with the policies and regulations established to protect themselves, other students, and the community. We hope that warnings and reprimands will be sufficient to help students make better choices so that separation from the community never becomes necessary.

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## 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, disciplinary action 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, including assault and other unwanted physical contact;
- 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;
- Damage to university property or property of others, including, but not limited to, vandalism (See below.);
- Disorderly conduct, lewd or lascivious conduct or expression;
- Threats of violence against another person or harassment (See also, university policy on harassment based on bias, set forth below), stalking, or intimidation that unreasonably impairs the security or privacy of another person (See below.);
- Hazing (See below.);
- 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 alcohol, illicit drugs, or unlawful drug paraphernalia (including possession of prescription medication belonging to another person and sharing of prescription medication; see also "Alcohol and Controlled Substances" in Chapter 6 for a more detailed statement of drug policies.);
- The operation of a motor vehicle while under the influence of alcohol or other drugs;
- Intoxication (See also "Alcohol and Controlled Substances" in Chapter 6 for a more detailed statement of alcohol policies.);
- Failure to comply with authorized directives of, or furnishing false information to, university officials or representatives of student judicial bodies acting in performance of their duties;
- Violations of policies governing conduct at athletic events and in libraries and other university facilities (See below.);

- Violations of university computer or telephone system policies (See below.);
- Possession of fireworks, firearms, other weapons, or explosives (See below.).

Violations of regulations of the residence halls, libraries, resource centers, and other areas of university life may also result in disciplinary action. For further regulations pertaining to conduct within the residence halls, see Chapter 4, “Residential Life”.

**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 Dean of Students or the dean’s designee may reprimand, institute restrictions on, or withdraw registration from organizations that violate university policy and regulations, and may also impose restrictions or require conditions be met by organizations that are found to be in violation of policy.

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 determines that it has an interest, a group may be disciplined and/or lose its registration, or, an individual may be disciplined.

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 below in “The Student Conduct System.”

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## 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 Tennessee, and, in addition, may be suspended or expelled from the university for a 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 <http://www.vanderbilt.edu/ProjectSafe>.

For procedures that apply to sexual misconduct cases, see “Guidelines for Cases of Sexual Misconduct,” below.

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## Threat, Harassment, 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 or the Chair’s designee, an order to the offending student to desist from the conduct in question. When a request is filed, the Chair or the Chair’s designee will determine whether the alleged 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 disciplinary charges.

If the Chair determines that the conduct complained of may constitute harassment, stalking, intimidation, or threat that unreasonably impairs the security or privacy of another member of the university community, the Chair shall issue an order prohibiting the offending student from engaging in that conduct. The Chair may also impose other appropriate restrictions. 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 may be appealed. Any disciplinary charges brought at the time the order is requested will be resolved in the same manner as any other violation of policy.

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 sanction will be imposed. This may include suspension or expulsion.

The determination of 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 are brought and adjudicated. 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.

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, or perceived 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 Cuninggim Women's Center, the Office of Student Conduct and Academic Integrity, the Office of Religious Affairs, and the Psychological and Counseling Center are available to provide counseling and support to students who believe they have been subjected to sexual harassment.

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## Fireworks, Firearms, Other Weapons, and Explosives

The use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition 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, or the community at large.)

Sports weapons must be kept in the custody of the University Police Department, 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. Air rifles and "BB" guns are considered to be firearms, the use and possession of which are prohibited on campus.

The use or possession of stun guns, flying Tasers, cattle prods, liquid stun guns, or other electrical devices designed to disrupt the human neurological system for the purpose of incapacitation is prohibited.

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## Damage to Property

Damage, vandalism, 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 students committing the act 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 events. 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.

(Note: Among the most common occurrences is water damage caused by the triggering of interior sprinklers as a result of horseplay, or hanging objects from sprinkler heads.)

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## 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 including 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; personal servitude; 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.

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## Conduct at Athletic Events

The university prohibits the throwing of objects from the stands and abusive language or gestures. 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.

### *Fan Access Policy*

The Southeastern Conference Fan Access Policy states: "In all sports, access to the competition area shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals, at all times. For the safety of participants and spectators alike, at no time before, during or after a contest shall spectators be permitted to enter the competition area." Students violating this policy are subject to university discipline. In addition, individuals who improperly enter the competition area may be expelled from the facility, arrested for trespassing, or lose future ticket privileges.

### *Signs & Banners*

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 Student Athletics 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 policy stated above.

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## 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.

Removal of library materials from the premises without authorization is prohibited and may result in disciplinary action.

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## 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>). Among other things, this policy prohibits violation of copyright laws, including illegal file sharing (also called "downloading"). In addition to disciplinary sanctions, computer privileges may be revoked in appropriate circumstances.

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## 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 harass another by threats, obscenities, or repeated calls in which they fail to identify themselves. Examples of

improper use of the telephone include the following: 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 a residential staff member, 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.

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## The Student Conduct System

*Note: For general provisions of the university's Honor System, see Chapter 2, "The Honor System."*

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.

The Dean of Students appoints the Chair of the Conduct Council and the Chair's designees, and may assume the role of Chair on any and all cases that fall under the jurisdiction of the Conduct Council. In consultation with the Office of the General Counsel, the Dean of students may also assume jurisdiction for cases before the Honor Council.

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

- 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 on 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, disciplinary regulations, and the character of the students.
- An unbiased appellate body to which students may appeal.

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## 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.; participants in programs of the English Language Center; 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.

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## Undergraduate Student Conduct Council

The Conduct Council has original jurisdiction in all cases of nonacademic misconduct involving undergraduates. A faculty member and a student from each of the four undergraduate schools serve as the eight members of the Undergraduate Student Conduct Council. From these eight persons, the Chair or the Chair's designee appoints a faculty member and a student to serve on a hearing panel with the Chair (or the Chair's designee) for a given case. The Chair or the Chair's designee may hear a case in an administrative hearing, without benefit of a Council panel, at the student's option. The Chair may also assign to an administrative hearing any case where the anticipated sanction is a reprimand or lesser sanction.

In cases involving allegations of sexual misconduct, the Chair or the Chair's designee may determine that a case should be heard by a panel, and the hearing will follow the procedures provided in "Guidelines for Cases of Sexual Misconduct, below."

Procedures for the study abroad programs of the university are stated in the section on "Study Abroad Programs for Undergraduates" in Chapter 1.

Each residence hall is an autonomous unit of Vanderbilt Student Government, and residence hall officers enforce the regulations the unit has adopted as well as the 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" in Chapter 4, 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, subject to the conditions delineated above.

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## Graduate Student Conduct Council

The Graduate Student Conduct Council has original jurisdiction in all cases of nonacademic misconduct involving graduate and professional students. Two faculty members and two students from the Graduate School and each of the five professional Schools (Law, Medicine, Nursing, Owen, and Peabody) serve as the twenty-four members of the Graduate Student Conduct Council. From these twenty-four persons, the Chair, or the Chair's designee, appoints a faculty member and a student to serve on a hearing panel with the Chair (or the Chair's designee) for a given case. The Chair or the Chair's designee may hear a case in an administrative hearing, without benefit of a Council panel, at the student's option. The Chair may also assign to an administrative hearing any case where the anticipated sanction is reprimand or lesser sanction.

In cases involving allegations of sexual misconduct, the Chair or the Chair's designee may determine that a case should be heard by a panel, and the hearing will follow the procedures provided in "Guidelines for Cases of Sexual Misconduct, below." 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 accused student's school, may require that the case be heard by a panel.

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## Student Conduct Council and Hearing Officer Procedures

The procedures provided herein 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 testify personally and present witnesses on his or her behalf. The accused may examine all evidence that may form the basis for disciplinary action. The accused may present one character witness as well.

Given the nature of university judicial proceedings (including, but not limited to, Conduct Council hearings and the proceedings of all university honor councils), the testimony of, and information derived from experts, such as reports of handwriting experts, are not admissible and will not be considered, except in rare circumstances. In those rare cases, determinations as to the admissibility of testimony of or evidence derived from an expert will be made in the sole discretion of the Chair of the Conduct Council. Under no circumstances, however, will the use of polygraph examinations be permitted.

The accused may choose a Vanderbilt 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 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 student or adviser to an accused student, 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 Dean of Students or the dean's designee 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 with other recording devices. The Chair of the Conduct Councils 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 accused student in the case.

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

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 with a conflict of interest must declare themselves ineligible. In addition, the judicial body may, by

a majority vote, declare any member ineligible for a conflict of interest.

Students may be accountable both to criminal or civil authorities as well as 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.

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## Guidelines for Cases of Sexual Misconduct

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

- both sexes will be represented on the hearing panel;
- if an appointed panel member knows either the accuser or the accused personally, he or she must recuse himself or herself from serving on the panel;
- members of the panel will be advised on issues involved in sexual misconduct prior to the hearing;
- both the accused and the accuser will be allowed to be present throughout the hearing;
- 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 School of Law) to accompany them throughout the hearing;
- both the accused and the accuser will have the opportunity to ask questions of each other and any other witness testifying at the hearing;
- the consumption of alcohol or any other drug may not be used as an excuse for sexual misconduct by the accused;
- the accuser's sexual history is not relevant to the outcome of the hearing;
- the members of the panel shall determine innocence or guilt. The Chair shall determine the sanctions in those cases in which the accused is found guilty by the panel.

*In cases of sexual misconduct the following policies pertaining to sanction will apply:*

- If found responsible for violating sexual misconduct policies, the presumptive sanction for a first offense is a two-semester suspension.
- The presumptive sanction for a second violation of sexual misconduct policies is expulsion.
- The Chair may consider circumstances which would reduce or enhance these penalties.
- Psychological counseling may be required for those found guilty of sexual misconduct as a condition for

re-admission to the university. The Chair may set conditions for readmission to Vanderbilt at the Chair's discretion.

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## Appellate Review Board

The Appellate Review Board is chaired by a member of the faculty or university administration. 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 the student conduct councils
- Decisions of the Honor Councils
- Decisions of other organizations such as the Vanderbilt Student Government
- 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 the Office of the Dean of Students. For additional information, see the section on Appeals, below.

Appeals of decisions by the Interfraternity Council, The Pan Hellenic Council, or the National Pan-Hellenic Council, are heard by the Dean of Students or the Dean's designee.

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## 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, signed and dated, and must specify the grounds for appeal. Although no special format for a petition is required, the petition should specify the facts supporting the stated grounds for the appeal.

The petition must be filed within ten calendar days of the original notification of the finding of guilt. To file a petition with the Appellate Review Board the appellant must submit the document to the Dean of Students in 310 Sarratt. Extensions of time may be requested from the Chair of the Appellate Review Board.

**Grounds for review for those petitioning for appeal are as follows:**

- 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 of the Appellate Review Board within ten calendar days of receipt 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 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.

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. The original hearing authority will provide a response to the Appellate Review Board and the petitioner within ten calendar days. The petitioner may then file a reply to the hearing authority's response within seven calendar days. After receiving the petitioner's reply or after the time for filing a reply has passed, the Chair of the Appellate Review Board will convene a panel of the Board to consider the appeal.

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 Dean of Students 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. Once the appeal has been decided, the Chair of the Appellate Review Board will provide written notification of the result to the petitioner and original hearing authority.

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 Dean of Students, 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.

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## 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:

- *Restriction.* Loss of privileges that are consistent with the offense and the rehabilitation of the student. This may include directives to refrain from entry to certain areas of campus or contact with particular individuals.
- *Restitution.* Repair or replacement of lost or damaged property or compensation for other costs arising from a violation.
- *Fines/fees.* Published monetary fines for certain violations. Fees to cover the expense of educational or work service programs may also be imposed.
- *Work Service.* Students may be assigned work details appropriate to the violation.
- *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.
- *Reprimand.* An admonition and an official warning, a reprimand is treated as educational counseling, rather than as a disciplinary sanction, for purposes of reporting to agencies outside the university.
- *Disciplinary probation.* Places a student in a probationary status that takes away the privilege of holding office and may also include social restrictions. Probations are entered upon the student's permanent disciplinary record. Probation may, but does not always, restrict a student's activities on campus. Violation of probation may lead to further restrictions or suspension.
- *Suspension.* Dismissal from the university for a specified or indefinite period of time. Suspension, 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. Conditions may be placed upon a student's return to campus.

- *Expulsion.* Permanent dismissal from the university.

*In cases of sexual misconduct the following policies will apply:*

1. On the first conviction, the expected sanction will be a suspension for two semesters.
2. For conviction of two offenses, the expected sanction will be immediate expulsion.
3. The Chair may consider circumstances that would reduce or enhance these penalties.
4. Psychological counseling may be required for those found guilty of sexual misconduct as a condition for re-admission. The Chair may set conditions for readmission to Vanderbilt at the Chair's discretion.

#### *Aggravated Offenses—Bias-Related 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 appropriate persons, including, but not limited to, the complainant, the

appropriate academic dean, the faculty adviser, appropriate 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 the judicial process, including appeal, if any, is completed.

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

# Residential Life

[http://www.vanderbilt.edu/student\\_handbook/chapter4.html](http://www.vanderbilt.edu/student_handbook/chapter4.html)

Student Housing / Residence Hall Regulations / Residential Life Government / General Residence Life Policies / Residential Conduct System

The Office of Housing and Residential Education (<http://www.vanderbilt.edu/ResEd>) provides a comprehensive development program for students living in university residence halls. In partnership with faculty and staff from across the university, residence-life professionals work to build a living-learning community where values of scholarship and leadership are nurtured in a culture of collegiality. Residence-life staff effect interactions among students and faculty and support students' scholarly pursuits. Values of civility, accountability, discovery, and celebration are at work in Vanderbilt's residential community.

The Office of Housing and Residential Education employs a compassionate group of upperclass, graduate, and professional students as resident advisers (RAs) and head residents. Professional, in-residence, staff supervise the student staff. The collective residence-life staff, in cooperation with Vanderbilt Student Government (VSG) and other campus partners, organizes and coordinates social, educational, and recreational programs throughout the residence halls.

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## Student Housing

The residential experience is regarded as an integral part of a Vanderbilt undergraduate education. The mission of the Office of Housing and Residential Education is to provide the residential experience to as many undergraduate students as can be physically accommodated.

The residential requirement, established by the Board of Trust in 1952, states that "All unmarried undergraduate students, except those who live at home with their parents or legal guardians in Davidson County, must live in residence 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 situations, or when space is unavailable on campus."

Undergraduate students with children, married undergraduate students, and undergraduate students who are 21 years of age or older with university-certified same-sex domestic partners may call or write the Director of Housing Assignments for assistance with housing arrangements.

In general, first-year students are housed separately from upperclass students. When there is insufficient space in the

regular first-year-student housing system or in special situations, first-year students may be housed with upperclass students. All undergraduates make housing arrangements through the Office of Housing and Residential Education in Branscomb Quadrangle.

### *First-Year Student Assignments*

Procedures for first-year student housing assignments will be posted at <http://www.vanderbilt.edu/ResEd> by no later than February 1, 2008.

Admission to the university does not guarantee assignment to a particular type of room or building. Further, the university population is fluid, and demand for housing may change considerably in a relatively short period of time. In circumstances in which the number of first-year students enrolled exceeds the number of spaces for first-year students 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.

### *Sophomore and Upperclass Student 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 Vanderbilt Student Government.

Students who participate in any Vanderbilt study abroad programs, or who graduate, withdraw, or take a leave of absence, may request cancellation of their housing 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 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. The residential 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 (<https://apphost1a.its.vanderbilt.edu/housing/Main/>). 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 tenets of the "good neighbor guideline;" (<http://www.vanderbilt.edu/ResEd/main/PolicyGNG.php>) or behavior that adversely affects the university's relationship with the neighborhood community.

When Vanderbilt receives notice of a landlord in a community whose practices are violating local law and/or endangering the safety and well-being of student tenants or neighbors, then Vanderbilt reserves the option of denying students the privilege of living off-campus at properties owned by such landlords.

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/ResEd/main/PolicyGNG.php>) or is adversely affecting the university's relationship with the neighboring community, all residents may be considered in violation of the good neighbor guidelines even though of a specific individual responsible for the conduct cannot be 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.

#### *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 chapter 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 chapter house is not equivalent to authorization to live off-campus.

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## Residence Hall Regulations

### *Rental*

Rooms designated for students are rented (and students are liable for the room rent) for the entire academic year, exclusive of Thanksgiving break, semester break, spring break, and Commencement Week. 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, data network, 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 9am on the day following the last day of classes before holidays and at 9am on the day following the last day of examinations at the end of the semester. Residence halls generally reopen after holidays at 9am on the Sunday prior to the first day of classes. Following semester break, residence halls open at 8pm on the Saturday prior to the first day of spring semester classes.

### *Breaks*

Residence halls are officially closed during Thanksgiving break, semester break, spring break, and Commencement Week prior to commencement. Students are not contractually entitled to occupy their rooms during these periods. However, as conditions permit, students may occupy their rooms during these periods if they register to do so with the Office of Housing and Residential Education. Prior to these periods, students will receive notice of which buildings and floors may be occupied and instructions for registering to stay. Failure to register may result in exclusion from the residence halls and/or disciplinary action.

### *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. Under these circumstances, the student must vacate the apartment or residence hall room 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 that would justify such termination. Contracts may not be broken to enable 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/or combination and a 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 he or she moves out unless the damage was noted on his or her room condition report at check-in, is the result of normal wear and tear, or is the result of a properly-reported maintenance problem that arose during the year (please see *Damage to Property* under "General Residence Life Policies," below).

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 check-out may be available in some areas. Information regarding express checkout will be provided prior to residence hall closings.

#### *Room Changes*

Students may not move from their assigned spaces to other spaces without the prior approval of the Office of Housing and Residential Education. Room change requests are granted at the discretion of the Director of Housing Assignments. Students who make unauthorized room changes are subject to disciplinary action.

Students who make unauthorized room changes will (1) not be permitted to reserve their current assignments for the following academic year; (2) lose a point for random selections for the following academic year; (3) lose a class in seniority for the off-campus authorization process for the following academic year; (4) be denied authorization to reside in a Greek House for the following academic year; or any combination of the above.

#### *Gender*

Gender designations of buildings, floors, lodges, suites, 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 are 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. Staff conduct inspections for a variety of reasons that include—but are not limited to—fire and safety issues, health and wel-

fare issues, maintenance or damage issues, and closing for breaks and end of an academic session. Although inspections are generally announced, circumstances may dictate that an inspection be unannounced.

#### *Searches*

A search of a student, a student's possessions, or a student's premises may be authorized by the Dean of Students or the dean's designee, 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 may confiscate items prohibited by university policy.

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## Residential Life Government

#### *Vanderbilt Student Government – The House*

Undergraduate students enrolled at Vanderbilt are constituents of Vanderbilt Student Government, the governing body responsible for voicing student concerns, and advocating on their behalf. Moreover, all students residing on campus in residence halls, are represented by their elected residence-hall presidents who serve in the VSG House. The House serves as the liaison between the residents and the Office of Housing and Residential Education. Concerns including facilities improvement, recycling, residential autonomy, residence-hall damage, and social, recreational, and educational programming should be directed to residence-hall presidents.

#### *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 Director of Residence Life, 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). [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 hours a day, 7 days a week, 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.]

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## General Residence Life Policies

The following policies and regulations are specific to residential living, and the university expects students to abide by these policies. Further, students are expected to govern themselves according to the Student Conduct Code, as well as state, federal and local laws. The university reserves the right to make other regulations as necessary, without notice, to ensure comfort and safety.

### *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 or safety hazard. Inspections for damage and/or cleanliness will be conducted by 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 and university furniture, including 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.) Use of Tape, staples, adhesive holders, screws, brackets, tacks, and nails is prohibited on the walls, woodwork, floors, ceilings or furnishings. Non-staining putty may be used. The use of over-the-door hangers is prohibited due to the damage that these devices cause. Only tension rods may be used for curtains or other window treatments.

Concrete blocks, cinder blocks, 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 bed-spring 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.

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 a communicable disease.

### *Damage, Collective Damage, and Liability*

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. Students should check the provisions of parent/guardian homeowners/renters insurance and/or consider obtaining personal coverage. See *Loss of Property/Insurance Coverage* below.

### *Damage to Property*

Damage, vandalism, littering, or theft of university property or property of a member of the university community, or of a 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 events.

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. (Note: Among the most common occurrences is water damage caused by the triggering of interior sprinklers as a result of horseplay, or hanging objects from sprinkler heads.)

### *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.

### *Interruption of Services*

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. Noise from service vehicles, construction activity, or other normal and necessary activities 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 elements 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, 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 800 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 a four-cubic-foot capacity may be used. The residential staff of a building may require that any appliance

be placed in storage if the manner in which the appliance is used causes interruption of service or endangers the health, safety, or well-being of members of the residential community.

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, halogen lamps or light sources are prohibited in residence halls. The Senior Director of Housing, Facilities Operation and Management reserves the option of revoking authorization for the use of any appliance in individual buildings or throughout the residential campus.

Consumer electronic devices used for wireless communication (routers, AirPorts, etc.), are prohibited.

### *Furnishings*

No university 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.

Student-owned furniture brought into the residence halls and Greek houses must meet the hospitality/contract-grade furniture fire-safety specifications of either the National Fire Protection Association (NFPA) standard 260, or the California Technical Bulletin 117, section E. (Furniture that complies with either standard will be appropriately tagged by the manufacturer.)

### *Guests and Visitation*

#### *Escorts, Resident*

Resident hosts must escort non-residents 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 end 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”, above.)

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.

#### *Overnight Guests*

Residents seeking to host nonresident, overnight guests must obtain authorization from all of their roommates, suitemates, lodgemates or apartmentmates. 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. Hosts must be of the same sex as their guests. No one may serve as host *in absentia*. 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 remains on campus. The host must be present during the break. The host must obtain the authorization of all the roommates, suitemates, lodge mates, or apartment mates, 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 online or at the appropriate desk in compliance with posted or published procedures.

#### *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 may not enable 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 Sarratt Center, 322-2273 (C-CARD on campus phones), on the web at <https://thecard.vanderbilt.edu/login.php?cid=16?wason=/lost.php>, 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 and Access Codes*

Keys and access codes to residence hall rooms and other

necessary keys, if any, are issued to residents upon check-in to their rooms. Residents may not duplicate keys or share access codes. No deposit is required, but if a key is lost or not returned when a room is vacated, the lock will be changed and the resident charged for the replacement. If it is determined that access codes have been shared, the code will be changed and the resident(s) charged for the change.

#### *Linens and Laundry*

The university does not supply towels, washcloths, linens, blankets, or pillows. Coin- or Commodore Card-operated washers and dryers are provided for campus residents in each of the seven residential areas.

#### *Loss of Property/Insurance Coverage*

Every 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 items brought to campus. Coverage should include both losses of university property and losses of property owned by others, that a student may cause.

#### *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. Except for university-supplied pianos, no amplified or percussion instruments are permitted. Use of these rooms for music practice 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 their size. Gatherings with alcohol are permitted only in Carmichael Towers East suites, Carmichael Towers West, Mayfield Place, Chaffin Place, Morgan House, and Lewis House. All gatherings must abide by all other university and residential policies (noise, alcohol, visitation, etc.). Party registration forms are available at the residence hall front desks and through residential staff members and should be submitted at no fewer than 72 hours in advance of the event. Party registration forms are also available online at <http://www.vanderbilt.edu/ResEd/main/partyregistration.pdf>.

#### *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.

#### *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.)

### **Quiet Hours**

Quiet hours are in effect from 7pm until 7a., Sunday through Thursday, and midnight until 10am, 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. For more information on guidelines for student organizations, please refer to the Student Organization Manual at <http://www.vanderbilt.edu/studentorganizations/manual/index.html>.

### **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.
- 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 or patio, or in any residence-hall facility.
- 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 because they may 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.
- Candles, other open flames, oil lamps, and incense, are prohibited in the residence halls.
- Walkways, stairs, and corridors must be kept clear for emergency egress.
- Heat producing appliances (coffee makers, heating

pads, slow-cookers, etc.) must be attended when turned on .

- Flammable materials may not be used to cover or obstruct light sources, heating/cooling sources, or fire-safety fixtures
- Access to windows and door must be kept clear for emergency egress.
- Fire doors may be used by residents or guests only for emergency exit or exit during drills.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Additionally, the following are prohibited and will likely result in disciplinary action, including possible suspension from the university or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified (see *Collective Damage* above):
  - Tampering with door alarms, fire extinguishers, sprinkler heads, water flow or other control valves and other fire-safety equipment,
  - Tampering with smoke detectors, emergency phones, building access systems, elevator systems, surveillance cameras or other safety and security equipment,
  - Tampering with card access readers ,
  - String lights and tube lights,
  - Items suspended from the ceilings, sprinkler heads, overhead piping, or on or near water pipes,
  - Use or possession of fireworks,
  - Removing window or door screens,
  - Disabling fire alarm systems,
  - Arson/igniting fires,
  - Tampering with or damaging fire-exit lights, signs, horns, strobes or other notification devices,
  - Tampering with or obstructing emergency-exit doors,
  - Propping open exterior doors.

It is essential that residents cooperate with the university in every way to safeguard the residential community and the belongings of residents. Students should keep room doors locked, keep money and other valuables out of sight, and report thefts and suspicious persons immediately to their head residents, resident advisers or the Vanderbilt Police Department.

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.

### **Security Checks**

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

### *Smoking*

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

### *Storage*

During the school year, there are limited storage facilities in most residence halls for large luggage items. (Students are expected to keep weekend bags in their rooms.) Storage is available on a “first-come, first-served” basis. Each stored 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 place 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 two storage items, but furniture may not be stored in university storage areas.

### *Summer Storage*

Student summer storage facilities are designated in each of the upperclass residential areas. Students may store two items—one of which may be a refrigerator—in the respective residential areas in which they will reside when they return the following fall. Any personal property remaining in living spaces, or in individual floor or corridor closets or storage rooms at the termination of the housing contract, or in the storage rooms past the removal deadlines, will be considered abandoned and may be disposed of without notice at the discretion of the Director of Residence Life. All stored items must be logged in. Students should retain receipts for their records. The university does not accept responsibility for loss of, or damage to, stored items.

### *Substance Free Residences*

Residential areas for first-year students have been designated as substance free by the Office of Housing and Residential Education. The use of tobacco products and the possession or use of alcohol or illicit drugs in these substance-free areas (in either private rooms or common areas) by residents or their guests, are prohibited.

### *Telephones*

In most cases, each resident is provided with a private telephone line. 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 data networks, 2.4GHz cordless phones are also prohibited. Both 900 MHz and 5.8GHz cordless phones are compatible with the wireless data network, and may be used in the residence halls.

### *Wireless Data Network*

The Office of Housing and Residence Education has implemented a wireless data network throughout the residence halls. Wireless consumer electronic devices—sometimes called routers, access points (AP's) or AirPorts—interfere

with the university wireless data network, and, in worst-case circumstances, could even take down the data network. Manufacturers of such devices include Belkin, D-Link, Linksys, etc. These devices are prohibited.

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## 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.

Generally, the Residential Conduct System will consider cases of alleged violations for which sanctions less than disciplinary probation are appropriate, which occur within the residence halls or their immediate environs. However, 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 along with the cases of non-residents.

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

The Director of Residence Life, or the director's 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 take no action, or refer the matter to either the Office of Student Conduct and Academic Integrity or the Residential Conduct System. If a referral is made, the residents named in the incident reports will be notified regarding both the alleged violation and the disposition of the matter (referred to Office of Student Conduct and Academic Integrity, or referred to Residential Conduct System) within a reasonable length of time (generally, ten business days) following the receipt of the incident report. When an incident is referred to a judicial officer or body, 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 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 Director of Residence Life. (See “Appeals,” 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 an 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 co-habitation, escorts, 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 an Assistant Director designee at an informal hearing or by the Director of Residence Life at a formal hearing.

### *Proceedings*

The Residential Conduct Board consists of four residents and is chaired by the Director of Residence Life or the Director's designee. The resident board members are judicial vice-presidents of residence halls or other residence hall council members selected by the appropriate Vanderbilt Student Government officer. 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 a hearing at 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 questions about information presented at the hearing by the hearing authority. The hearing authority determines the relevance of questions.

In the event that one of the four judicial vice-presidents is absent during the hearing, the resident will have one of three options.

1. Postpone the hearing until a later date as determined by the Director of Residence Life or the Director's designee,
2. Elect to have the case heard by the Director of Residence Life or Director's designee, only,
3. Waive the right to the fourth resident member and continue the hearing with three judicial vice-presidents and the Director of Residence Life or Director's 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 Conduct Board. If the accused resident enters a guilty plea, a two-thirds majority is required to impose a sanction.

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 Conduct 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 the Director's designee.

Persons serving as hearing officers 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 officer for their respective cases.

In cases not sent to the Residential Conduct Board, an 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 and any other relevant information that may be available, the Assistant Director or the AD's designee may take the following actions:

If the evidence indicates that no violation has occurred, the matter may be dropped and the AD or the AD's designee 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. An Assistant Director or an AD's designee will monitor the agreement, which may be delineated in a "behavioral contract." Failure to achieve agreement or failure to abide by the agreement will result in referral of the case to an Assistant Director or the AD's designee for further action..

If the evidence indicates that it is likely that a violation occurred, then the Assistant Director or the AD's designee may formally charge the resident. The resident may accept or deny responsibility for the violation. The accused resident may then choose an informal or a formal process to adjudicate the charge. 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 or the AD's designee and accused student will discuss the incident, its circumstances, and other relevant information. The Assistant Director may impose a sanction when appropriate. (See "Appeals," below.)

In the formal process, the student will be referred to the Director of Residence Life or the Director's designee to have an administrative hearing in which the Director of Residence Life or Director's 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 consider the consequences of

their actions not only for the development of their own characters but also for the well-being of the residential community. A resident's prior conduct record may result in progressively more severe sanctions.

Students found guilty of violations may receive one or more of the following sanctions:

*Reprimand:* The resident will be issued a written warning advising the student to reflect on his or her actions and to abide by university policy thenceforth.

*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 will be required to complete within a specified period of time an educational task related to his or her behavior.

*Restitution:* The resident will be required to pay for lost, stolen, or damaged property or for lost revenue.

*Fines:* The resident will be required to pay a fine, not to exceed \$200.

*Reassignment:* The resident will be reassigned to another residence hall for his or her benefit and/or the benefit of his or her community.

*Loss of standing in the Housing Assignment Process:* The resident will lose seniority, point standing or both in the housing assignment process. The resident may also 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 will likely 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 Vanderbilt Student Government, including local councils of residential units.

*Prohibition of entry or use of residential facilities:* The resident may be prohibited from entering certain residential facilities. Violators may be subject to arrest for trespass. Limits may be imposed on the resident's use of various residential services (laundry rooms, data networks, 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 expelled 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 will likely result in further action.

### **Appeals**

A resident found guilty by the Residential Conduct System may appeal the finding and/or the sanction to the Director of Residence Life or the director's designee. Appeals must be filed in writing 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 for presentation at the original hearing, and that could reasonably be expected to affect the decision.

The Director of Residence Life or the director's designee will respond to the appeal in a timely manner (generally within fifteen business days). The Director of Residence Life or the director's 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 Director of Residence Life or the director's designee are final.



# Student Involvement

[http://www.vanderbilt.edu/student\\_handbook/chapter5.html](http://www.vanderbilt.edu/student_handbook/chapter5.html)

Advisers to Student Organizations / Communications, Student / Freedom of Expression / Funding / Governance, Student / Publicity Promotions and Advertising / Scheduling Activities / Sale, Solicitation, and Fundraising / Sound Amplification and Noise

Contributing to the university's mission of teaching and learning, student-involvement opportunities help build a community in which students may develop not only as scholars, but also as well-rounded individuals. Involvement in co-curricular endeavors provides a balance of challenge and support designed to enhance students' educational growth and personal development. This development is accomplished through experiences that enable both practical application of classroom learning and foundations for developing global citizenship. Participation empowers students to become ethical, responsible, and self-disciplined leaders; challenged to develop an appreciation for civility and diversity; prepared for community leadership and citizenship; and supported in an environment safe for discourse and the exchange of ideas.

Students receive advising in their student-organization roles in areas such as organizational behavior, financial management, ethical decision-making, accountability, and recruitment/retention.

Finally, through involvement opportunities, students celebrate their own, and each other's contributions to university life and the larger community.

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## Advisers to Student Organizations

Student organizations are required to have faculty or staff advisers. Assistance may be obtained from the Office of Student Organizations and Government 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. Please see the Student Organization Manual for a more detailed listing of guidelines and requirements

(<http://www.vanderbilt.edu/studentorganizations/manual/index.html>).

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## Communications, Student

### 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 Organizations and Governance and must advise that office of its intention to publish. Newsletters should inform members of the organization or interested persons about news and activities relevant to that student group, but may not be a journal of opinion.

### Vanderbilt Student Publications

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 are under the exclusive authority of VSC.

Vanderbilt Student Communications, Incorporated (VSC), is a nonprofit corporation, affiliated with the university, which publishes and supervises the *Vanderbilt Hustler*, the campus newspaper; the *Commodore* yearbook; *Versus*, a general interest magazine; *The Vanderbilt Review*, an annual literary/arts magazine; *The Torch*, a libertarian and conservative publication; *The Slant*, a humor publication; *Orbis*, a liberal and minority viewpoint publication; WRVU, an FM radio station; Vanderbilt Television, VTV Channel 6; and VSC-IT, a technology service group. VSC also operates the Tennessee High School Press Association for state high school journalism students and teachers

### Other Publications

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

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## 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 in Sarratt Student Center, and demonstrate its ability to pay for associated costs.
- *Meetings open to the Vanderbilt community.* An organiza-

tion 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. The motion picture titles shown on the Vanderbilt campus are cleared by the distributors for public performance exhibition. This means that Vanderbilt has the legal right to show titles before groups of students, faculty, and their friends on campus. The “home use” versions of these same titles, obtained from video stores, etc., are not cleared by the distributors for public performance use by the university, because proper licensing fees to the copyright owners have not been paid for such use. Films, videos, or DVDs may not be shown to dorm audiences, clubs, fraternities, sororities, or other organizations, without first obtaining a public performance license. The Office of Schedules and Reservations, 208 Sarratt Student Center, ext 2-2448, can provide additional information.
- Normal procedures for assemblies described above 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, prior approval must be obtained 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 Dean of Students or the dean’s 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 Dean of Students or the dean’s 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” and “Publicity, Promotion, and Advertising,” below. 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.

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## Funding (See also “Sales, Solicitation, and Fundraising,” below.)

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 SFC at the end of February, for funding in the following academic year. In general, programs must demonstrate a wide campus appeal, be available to all students (including graduate and professional students), be free of charge or provided at a reduced rate for students, and must enhance the overall educational, social, or 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 SFC are subject to some restrictions on their use. For more information on student organization eligibility and programming restrictions for activities fee allocations, consult the *Student Organizations Manual*, available from the Office of Student Organizations, 207 Sarratt as well as online at <http://www.vanderbilt.edu/studentorganizations/manual/index.html>.

See also “Fees, Co-Curricular” in Chapter 1, “Policies and Regulations.”

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## Governance, Student

### *Graduate & Professional Student*

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 comprises one elected representative from each department, but any graduate student may participate.

**Graduate/Professional Student Association of Peabody College.** Membership comprises representatives elected by students in each department. This body coordinates aca-

dem, 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 comprises students of the Law School who are directed by a Board of Governors elected by the classes.

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

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

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

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

### *Undergraduate*

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 the Dean of Students, to the following governing bodies:

**Arts and Science Council.** Membership includes the presidents of all registered academic majors' associations, one first-year student, and one sophomore representative. Students of the College of Arts and Science elect the president, vice-president, secretary, and treasurer.

**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, whose members are elected at large by students of Peabody College. Each class also has a representative on the Executive Committee.

**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.

**Vanderbilt Student Government.** Vanderbilt Student Government (VSG) represents student interests, concerns, and aspirations, to the faculty and administration. In addition, the organization sponsors and coordinates activities and programming promoting student involvement and interaction with faculty. Student interests are addressed through the Committee, House, and Senate structures within the organization. The Committees are as follows: Organizational Relations, Student Services, Dining and

Facilities, Athletics, Security, and Community Service. The House consists of Area Coordinators and presidents of the residence halls, who are elected in the fall. The Senate comprises elected students representing the four undergraduate schools.

In accordance with university policies, the purpose of the Vanderbilt Student Government 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 community; and, to provide for the development and coordination of activities and services beneficial to Vanderbilt students and the university community;
- to serve as a liaison between student residents and the university; and,
- to maintain effective student representation and participation in the decision-making process of the university.

### *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 Vanderbilt Student Communications division. For undergraduates, full-time registration is defined as being registered for, and carrying, at least 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 "Nonacademic Undergraduate Class Designation" in Chapter 1, "Policies and Regulations," above.

Student organizations or their governing bodies may set eligibility standards that exceed these minimum standards.

Requests for exception or waiver of eligibility regulations should be made through the Office of the Dean of Students 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. Restrictions may be placed on university co-curricular activities for duration of a disciplinary sanction.

### *Registration*

The university may regulate the campus activities of orga-

nizations 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),
- use of university electronic resources (e.g., listservs, groupmail box, university hosted Web site),
- 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 a 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 and Governance registers undergraduate and graduate student organizations within the Vanderbilt community. Sport clubs must have approval from the Director of Campus Recreation or the director's designee. Religious groups must have approval from the Director of Religious Affairs. Political groups must be approved by the Dean of Students or the dean's designee. Volunteer and/or service organizations must be approved by the Director of Active Citizenship and Service. Greek-letter social organizations require approval of the Director of Greek Life.

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

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 "Statement on Sexual Orientation" in the section on "Equal Opportunity," in Chapter 1, "Policies and Regulations," above), age, military service, disability, or national or ethnic origin, and that activities will be conducted in the spirit of this affirmation. Organizations must affirm that they will conduct their 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 students,
- have at least one full-time, permanent, Vanderbilt faculty or staff member as its 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. Announcements of meetings or other activities scheduled off campus may not be published or advertised except by special authorization from the Office of Student Organizations and Governance. Requests for exceptions to any of these policies must be directed to the Office of Student Organizations and Governance.

Officially recognized organizations may use the university's name for purposes generally consistent with the organizations' purposes and their usual activities or to identify themselves as campus groups (such as the Vanderbilt International Student Association). *However, no organization is authorized to make either 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, logos, or marks, is prohibited.

#### *Fraternities and Sororities*

Fraternities and sororities must register annually with the Office of Student Organizations and Governance. The Greek advisers assist with both registration and coordination of their activities. The Greek advisers serve as liaisons between these student groups and the university and between the university and the fraternity and sorority national organizations. For information about policies relating to these groups, visit [www.vanderbilt.edu/greek\\_life](http://www.vanderbilt.edu/greek_life). 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, 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 Office of Student Conduct and Academic Integrity.

**Membership.** The IFC and Panhellenic Council administer the recruitment programs for their member groups. NPHC organizations each administers its own recruitment program.

The IFC, Panhellenic Council, and NPHC set a minimum academic requirement to join a Greek organization; however, most chapters have higher academic standards. To

be eligible for fraternity or sorority membership, students must have carried and passed twelve semester hours. In addition, those seeking membership in NPHC or IFC organizations must have achieved a cumulative GPA of 2.3. Those seeking membership in Panhellenic organizations must have achieved a cumulative GPA of 2.5. Advanced Placement credits are not applicable and summer school credits apply only for sophomores and 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 will be forwarded to the Greek Advisers for consideration. Upon the recommendations of the councils, the Greek Advisers, and the Dean of Students or the dean's designee, the university may invite a national organization to colonize a new fraternity or sorority.

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## Publicity Promotions and Advertising

*Distribution of Notices in Campus Mail Boxes (See "Mail Services," In Chapter 1, "Policies and Regulations," above.), 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 Rand Hall, 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 24" by 36" on the posting boards attached to the exterior walls of Rand. Each organization is limited to two posters or flyers, regardless of size, on each board. Materials posted on Rand bulletin boards must be approved and stamped at the Sarratt reception desk.

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

The university may remove posters, banners, or other advertising that remain three days after the date of an event, and may charge the person or organization responsible for them. 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 Director of Housing Facilities, respectively.

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## 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 two weeks prior to the event (at least three weeks prior to outdoor events or major events, such as concerts, dances, etc.).** Registrants should 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, Family Weekend). Other events may be scheduled only with the approval of the coordinator of the primary event or the Dean of Students or the dean's designee.
3. Campus Events (all other co-curricular programs and activities). Office of Schedules and Reservations: 208 Sarratt, ext 2-2448.

Scheduling conflicts will be resolved by the Office of Schedules and Reservations. Appeals of scheduling decisions regarding university, Primary, and Campus events may be forwarded to the Dean of Students or the Dean's 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, or to the Vanderbilt or Nashville communities) 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. Outdoor events requiring a tent or extensive setup need to be canceled two weeks prior to the event date 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 drinking age, if nonalcoholic beverages and food are also provided. All other applicable policies must be observed. See Chapter 6, "Alcohol and Controlled Substances."
- Undergraduate groups may not serve alcoholic beverages except with the authorization of the Dean of Students or the dean's designee. Undergraduate students who are of legal drinking age may possess and consume alcohol at events registered and approved for consumption of alcohol. See Chapter 9, "Alcohol and Controlled Substances".
- 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.
- 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 11pm so as not to interfere with students' sleep or study, or with other events on campus.
- Events which require amplification (for musical instruments, stereos, vocal performances, or public address) may not take place at times during which, or locations at which, they will interfere with scheduled classes or other previously scheduled events, and must be approved by the Dean of Students or the Dean's designee.

### *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 Spirit of Gold 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 section entitled "Universal Waiver," in Chapter 1, "Policies and Regulations," above.)

### *Reserving Facilities*

Only registered organizations (or those with registration pending) may reserve the use of campus 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 Vanderbilt Stadium, the Vanderbilt Track, Memorial Gym, or McGugin Center are made with Student 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 Dean of Students or the dean's designee.

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## Sale, Solicitation, and Fundraising

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 Rand Hall, Rand Terrace, Sarratt Student Center, The Student Life Center, The Commons Center, Vanderbilt 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 Student 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 Dean of Students, or the Dean's designee, 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 Dean of Students or the Dean's designee. 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 Dean of Students or the Dean's designee 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. The Dean of Students or the Dean's 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 Dean of Students or the Dean's designee may regulate times and places of delivery of items to residence halls, including foodstuffs such as cakes and pizzas, or gifts such as flowers.
- The Dean of Students or the Dean's designee must authorize the solicitation for donations by Vanderbilt student organizations, of off-campus agencies, groups, businesses, etc.

#### ***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 and Governance, 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 Director of Residence Life 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 Dean of Students or the Dean's 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 sources of funding 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 Vanderbilt Fund office holds limited historical records of student organization membership, and may be able to provide a student organization with mailing data of the organization's alumni. To obtain the mailing data (usually provided as a set of labels), a group may submit a request to the office of Student Organizations and Governance to determine if there is a list of its organization's alumni. If such a list exists, the group may obtain written approval from its student organization adviser, and provide the approval letter and a copy of its solicitation letter to the office of Student Organizations and Governance for review. If approved, the mailing data will be provided. The Vanderbilt Fund office requires a month's notice to process requests, so student organizations should submit requests to Student Organizations and Governance at least six weeks in advance.

Student organizations may obtain authorization to solicit funds from the parents of its membership by submitting a proposal to Student Organizations and Governance. The proposal must include a statement of the purpose of the appeal, a sample of the solicitation mailing, and the proposed date of the appeal. Student Organizations and Governance will forward the proposal to the Vanderbilt Fund office for review.

### *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 apply to the Office of Student Organizations and Governance in writing for authorization. If authorization is granted, the organization is limited to soliciting those merchants whose names appear on a list provided by the Vanderbilt Fund office, and must instruct donors to send contributions to the Office of Gift Records.

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 request authorization from the Office of Student Organizations and Governance. If authorization is granted by the Vanderbilt Fund office, the organization must 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 secure authorization from the Office of Student Organizations and Governance. Generally, student groups may acknowledge the assistance or contribution of co-sponsoring merchants or corporations in programs, banners, displays, or event memorabilia (party favors, T-shirts, caps, etc.), and the event Website. Sponsorship is the passive listing of the name or logo of a sponsor tastefully displayed on a T-shirt, banner, or event Website, 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 Office of the Dean of Students does not endorse advertisements for off-campus businesses, such as 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 Dean of Students or the dean's designee. 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 Organizations and Governance once co-sponsorship plans are approved. The sponsoring organization must instruct 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 and Governance.
- Up to fifteen 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 fifteen percent may be solicited independently if the purpose of this solicitation is clearly stated.
- Financial reports of expenses, income, donations, sales, and disbursements must be made available to the Office of Student Organizations and Governance, 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 student governing bodies with jurisdiction. 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 the Dean of Students at least two weeks before the solicitation.

The Office of Student Organizations and Governance 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 on occasion, 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 Religious Affairs 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 campus groups. 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 authorization of the Director of Religious Affairs. This authorization 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 "Publicity, Promotion and Advertising" and "Student Organization Fundraising." Specifically, persons are strongly discouraged from approaching individuals whom they do not know in order to recruit them for religious reasons. Note that employees may not engage in religious solicitation in their job settings. Residence hall visitation by individuals from off campus are to be at the invitation of a particular student, for a particular time, in that student's room, only, and with the permission of that student's roommates, if any. For example, persons who are invited to visit in a resident's room may not recruit on the hall among other students. This policy also prohibits the use of any common spaces in dormitories or campus buildings for recruitment, training, prayer groups, or any other activities unless the group is a registered student organization.

Vanderbilt does not infringe on any individual's religious freedom. Indeed, the university encourages the free flow of religious ideas as well as lively debate among persons from various religious persuasions. However, Vanderbilt will endeavor to protect students and others in the university community from unauthorized solicitation.

For further information concerning religious solicitation, students may consult the Office of Religious Affairs (<http://www.vanderbilt.edu/religiouslife>).

### *Soliciting for Employment*

Students may note that employment representatives (including current students who may be employed with an organization) who wish to recruit students for any type of job must register with the Career Center, 220 Student Life Center, 322-2750. Arrangements must be cleared in advance and specific procedures must be followed.

Organizations recruiting anywhere on campus must obtain Career Center permission. Recruiting includes the posting of bulletin board notices for jobs, hosting employment-related meetings, or distributing materials on campus. All approved notices must clearly state the organization, product or service involved, and a job description. Notices may not be posted on automobiles, distributed in the residence halls, or posted on any other unauthorized space on campus.

Employers who wish to post positions electronically for internships or full-time permanent employment should forward notices to the Career Center by email at [recruiting@vanderbilt.edu](mailto:recruiting@vanderbilt.edu). To post part-time jobs or student employment jobs electronically, employers should call Student Employment in the Financial Aid Office at 615-322-3591 or visit <http://www.vanderbilt.edu/financialaid/fwsstudy.htm>. Failure to comply with these guidelines may result in the prohibition of future recruiting activities by the offending organization.

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## Sound Amplification and Noise

Functions or special events which require electronic sound amplification (for musical instruments, stereos, vocal per-

formances, or public address) must be registered with the Special Events Registration Committee and approved by the Dean of Students or the dean's designee. Electronic amplification may not be used in the vicinity of classroom buildings, the library, the hospital, or 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 Dean of Students or the dean's 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 chapter houses and residence halls is permitted from 4pm to 8pm on Fridays, and noon to 8pm on Saturdays. The Dean of Students or the dean's designee may issue additional guidelines for activities routinely permitted without specific authorization, such as weekend music playing on Greek 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 Dean of Students or the dean's 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 11pm and 7am 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 Dean of Students or the dean's designee, or a representative of the Dean of Students (including officers with the University Police Department, or directors in the Office of Housing and Residential Education).

# Alcohol and Controlled Substances

[http://www.vanderbilt.edu/student\\_handbook/chapter6.html](http://www.vanderbilt.edu/student_handbook/chapter6.html)

Alcoholic Beverage and Illicit Drug Policies for All Students and Organizations / Policies for Postbaccalaureate Students and Organizations / Alcoholic Beverage Policies for Undergraduate Students of Legal Drinking Age / Emergency Treatment / Sanctions / Health Risks / Warning Signs of Possible Substance Abuse / 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, it is hoped, intelligent--choices, as well as 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 prohibition 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).

The improper use of prescription drugs is a serious problem on college campuses. For this reason, it is a violation of university policy for a student to be in possession of another person's prescription medication or for a student to provide another person with drugs that have been prescribed for that student.

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 possible 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. 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 may refer to these documents for detail.

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## Alcoholic Beverage and Illicit Drugs Policies for All Students and Organizations

The following regulations apply to the use of alcoholic beverages or illicit drugs 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. (See requirements of the registration process, below.)

- 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.
- Possession, use or distribution of illegal drugs or drug paraphernalia is prohibited; this prohibition includes possession of prescription medication belonging to another person and distribution of a medication prescribed to one person to any other person. The term distribution includes “sharing” of any drug and does not require the exchange of money.
- The use of common containers of alcoholic beverages such as kegs, pony kegs, party pigs, 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 bong designed for the rapid consumption of alcohol, and drinking games are prohibited on campus or at any event sponsored by a student organization or hosted by a student or students off campus.

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## 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 Special 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/Davidson County.

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## 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 houses,
3. The Overcup Oak (beverages sold on the premises, only).

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” in Chapter 5, “Student Involvement”).

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.

### *Events*

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. Sponsoring organizations may arrange for the provision in two ways.

1. They may register the event as “B.Y.O.B.” (“bring your own bottle”).
2. With the authorization of the Dean of Students or the Dean’s designee, they may arrange for licensed vendors to sell distilled spirits and wine. (Beer is generally excluded because statutes prohibit the sale of beer within certain distances of buildings whose purpose is considered educational in nature.)

### *Event Management*

1. Events at which alcohol will be available must be registered and arrangements approved by the Special Events Registration Committee at least four weeks in advance of the event.
2. Organizers of events at which alcohol will be available must attend Party Management Training coordinated by the Office of Alcohol, Tobacco, and Other Drug Prevention prior to the event.
3. Fraternity and sorority events must be registered with the Office of Greek Life, and must comply with the alcohol policies of the pertinent Greek governing body as well as university policies.
4. Security must be provided at all events at which alcohol will be consumed. Security arrangements for an event must be reviewed and approved by the Special Event Registration Committee in advance of the event.
5. Undergraduate groups, individuals, students, faculty, and staff may not serve alcoholic beverages to undergraduate students, except by special authorization from the Dean of Students or the Dean’s designee.
6. The sale of alcoholic beverages by individuals or student groups is prohibited. This prohibition includes the sale of tickets that can be traded for

- alcoholic beverages, or the sale of t-shirts required for entry into an event where alcohol is distributed, or any scheme masking the distribution of alcohol. (See “Events that Include the Sales of Alcohol,” below.)
7. Any time alcoholic beverages are served or permitted, alternative beverages and food must also be provided during the entire period that alcoholic beverages are available. Students organizing the event are responsible for providing nonalcoholic beverages and food.
  8. Individuals who wish to invite guests to a gathering in their apartments, suites, or lodges must have authorization from the Assistant Director or the AD’s designee for the residential area. The registration form must be submitted 72 hours in advance of the event: <http://www.vanderbilt.edu/ResEd/main/partyregistration.pdf>. For the event to be authorized for B.Y.O.B., a majority of the hosts must be of legal age to drink alcoholic beverages.
  9. The use of common containers of alcoholic beverages such as kegs, pony kegs, party pigs, punch bowls, or party balls by undergraduates, the use of pure grain alcohol, the use of devices such as funnels and beer bong designed for the rapid consumption of alcohol, and drinking games are prohibited on campus and at any event sponsored by a student organization or hosted by a student or students off campus.
  10. 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 Davidson County.

#### *B.Y.O.B Events*

1. Undergraduate students who have reached the age designated by the state Tennessee (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. B.Y.O.B. practices contemplate that an individual student of drinking age may share alcoholic beverages with a date or a companion who is 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 both students and organizations to disciplinary action.
2. Policies of the student centers prohibit B.Y.O.B. events. (See below for alternative arrangements.)

#### *Events that Includes Sales of Alcohol*

1. Arrangements must be made for a third-party vendor to sell alcohol.
2. Staff of the student centers will assist student organizers of events in obtaining third-party vendors.

3. The arrangements with the vendor must be reviewed by the Special Event Registration Committee, and approved by the Dean of Students or the Dean’s designee. Only the Dean of Students or the Dean’s designee may sign a contract with a vendor for the sale of alcohol.
4. Student organizations or other event sponsors are prohibited from obtaining alcohol for resale by the vendor.
5. Student organizations or other event sponsors are prohibited from receiving proceeds from the sale of alcohol.

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## 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 underage 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; however, the fact that an organization sought help for an intoxicated student will be considered in determining any sanction for policy violations. 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.

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## 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, attitude, and the seriousness of the offense will be taken into account in the determination of sanction.

The minimum sanction for simple purchase, possession, or consumption of alcohol in violation of university policy is a reprimand for the first offense. The completion of an appropriate assessment, education or rehabilitation program may be required. For simple 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 sanctions will be imposed 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 Chapter 3, "Student Conduct."

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.

The presumptive penalty for a third violation of alcohol or controlled substances policies is suspension. Such offenses include--but are not limited to--underage possession or consumption of alcohol, illegal or unauthorized possession or consumption of controlled substances, intoxication, driving under the influence of alcohol or other substances that impair the senses, and alcohol-related or drug-related offenses against the community. Additionally, violations involving behavior that injures persons, that damages property, or that injures or damages the community at-large, increase the presumptive strength of this penalty.

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. Distribution of illegal drugs (including prescription medication) may result in suspension for a first offense; this includes incidents in which no money is exchanged. 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. Evidence that a student has distributed drugs is grounds for immediate suspension from the university and/or expulsion from university housing pending a hearing on the charges.

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 be subject to 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 voluntary 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. required attendance at alcohol or drug education seminars,
3. implementation of an alcohol or drug educational program for peers,
4. service work 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.),
5. completion of educational programs or on-line courses.

### *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.*)

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## Resources

As an educational institution, Vanderbilt University is primarily concerned with helping the individual student achieve academic goals and develop as a person. 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 associated with binge drinking and other forms of alcohol abuse, students who choose to drink alcohol should imbibe only 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 Residence Life professional is available to listen to students with such problems and make a referral if necessary.
2. The Office of Alcohol, Tobacco and Other Drug Prevention is located in 206 Sarratt Student Center.
3. The Psychological and Counseling Center and the Student Health Center both have therapists who can assist.
4. Students may wish to talk to someone in the office of Religious Life.
5. The Vanderbilt Institute for Treatment of Addiction (VITA) offers both inpatient and outpatient treatment (322-3886).

These campus and community resources are available and ready to assist. Calls will be handled in a confidential manner.

- Your Resident Adviser and Head Resident
- Your Assistant Director and Residence Life Coordinator
- Your Dean
- Your own physician/psychiatrist/psychologist
- Office of Alcohol, Tobacco and Other Drug Prevention 343-4740
- Student Health Center 322-2427
- Psychological and Counseling Center 322-2571
- Office of Religious Life 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) 322-3886
- AA (call Friendship House, 202-23rd Avenue North, telephone 327-3909, for meeting times)

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## 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. In changing perceptions, these drugs can result in very poor decision making which can lead to accident or death. They can cause psychosis in some individuals.

**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.

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## 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



# COMMONLY ABUSED DRUGS

Visit NIDA at [www.drugabuse.gov](http://www.drugabuse.gov)



Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
<b>Camabinooids</b>			
hashish	boom, chronic, gangster, hash, hash oil, hemp	I/swallowed, smoked	<i>euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety, panic attacks; tolerance, addiction</i>
marijuana	blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I/swallowed, smoked	
<b>Depressants</b>			
barbiturates	<i>Amytal, Nembutal, Seconal, Phenobarbital</i> : barbs, redds, red birds, phennies, tooties, yellows, yellow jackets	II, III, V/injected, swallowed	<i>reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</i>
benzodiazepines (other than flunitrazepam)	<i>Ativan, Halcion, Librium, Valium, Xanax</i> : candy, downers, sleeping pills, tranks	IV/swallowed, injected	Also, for <i>barbiturates</i> — <i>sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal</i>
flunitrazepam***	<i>Rohypnol</i> : forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	for <i>benzodiazepines</i> — <i>sedation, drowsiness/dizziness</i>
GHB***	<i>gamma-hydroxybutyrate</i> : G, Georgia home boy, grievous bodily harm, liquid ecstasy	I/swallowed	for <i>flunitrazepam</i> — <i>visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects</i>
methaqualone	<i>Quaalude, Sopor, Parest</i> : ludes, mandrex, quad, quay	I/injected, swallowed	for <i>GHB</i> — <i>drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death</i>
<b>Dissociative Anesthetics</b>			
ketamine	<i>Ketalar</i> SV: cat Valiums, K, Special K, vitamin K	III/injected, snorted, smoked	for <i>methaqualone</i> — <i>euphoria/depression, poor reflexes, slurred speech, coma</i>
PCP and analogs	<i>phencyclidine</i> : angel dust, boat, hog, love boat, peace pill	I, II/injected, swallowed, smoked	<i>increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i> Also, for <i>ketamine</i> — <i>at high doses, delirium, depression, respiratory depression and arrest</i>
<b>Hallucinogens</b>			
LSD	<i>lysergic acid diethylamide</i> : acid, blotter, boomers, cubes, microdot, yellow sunshines	I/swallowed, absorbed through mouth tissues	<i>altered states of perception and feeling; nausea, persisting perception disorder (flashbacks)</i>
mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	Also, for <i>LSD</i> and <i>mescaline</i> — <i>increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors</i>
psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	for <i>LSD</i> — <i>persistent mental disorders</i>
<b>Opioids and Morphine Derivatives</b>			
codeine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> : Captain Cody, Cody, schoolboy, (with glutethimide) doors & fours, loads, pancakes and syrup	II, III, IV, V/injected, swallowed	<i>pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i>
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze</i> : Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNI, Targo and Cash	I, II/injected, smoked, snorted	Also, for <i>codeine</i> — <i>less analgesia, sedation, and respiratory depression than morphine</i>
heroin	<i>diacetylmorphine</i> : brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I/injected, smoked, snorted	for <i>heroin</i> — <i>staggering gait</i>
morphine	<i>Roxanol, Duramorph</i> : M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
opium	<i>laudanum, paregoric</i> : big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	
oxycodone HCL	<i>OxyContin</i> : Oxy, O.C., killer	II/swallowed, snorted, injected	
hydrocodone bitartrate, acetaminophen	<i>Vicodin</i> : vike, Watson-387	II/swallowed	
<b>Stimulants</b>			
amphetamine	<i>Biphetamine, Dexedrine</i> : bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted	<i>increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>
cocaine	<i>Cocaine hydrochloride</i> : blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/injected, smoked, snorted	Also, for <i>amphetamine</i> — <i>rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis</i> for <i>cocaine</i> — <i>increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks</i>

\*Schedule I and II drugs have a high potential for abuse. They require greater storage security, and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription. May have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

\*\*Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

\*\*\*Associated with sexual assaults.

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			

All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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## Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	<p>more than 10 kgs hashish; 50 to 99 kg mixture</p> <p>more than 1 kg of hashish oil; 50 to 99 plants</p>	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		