

# 2008-2009 Student Handbook and Planner

This Student Handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Honor Code

The basis of life at Hollins is honor and trust. The Honor Code, which embodies these ideals, applies to and must be upheld by all members of the Hollins community. Students, in a symbolic commitment to live by the Code, sign an Honor Pledge during their first six weeks at Hollins.

## Honor Code Pledge

I pledge to conduct myself in an honorable and trustworthy manner at Hollins University by not lying, stealing, or cheating. I understand that my responsibilities to the Honor System are as follows when an honor offense occurs. I will:

- a. report myself to the Honor Court; and/or
- b. ask another to report herself or himself for an offense; and/or
- c. report the violation to the Honor Court if the student does not do so.

I, \_\_\_\_\_, place myself under the Honor System of Hollins University. I understand that a plea of ignorance will not excuse me in the matter. I also understand that I am subject to prosecution should I fail to report a violation.

---

*Information contained in the Student Handbook was correct at the time of printing. However, there may be institutional changes or changes in Student Government Association policies or procedures. All changes will be posted on my.hollins and/or other campus publications.*

## Who Do I Contact?

<b>The Question</b>	<b>The Answer</b>	<b>Email/Phone</b>
Academic	Professor/Advisor or Dr. Alison Ridley, dean of academic services	<a href="mailto:aridley@hollins.edu">aridley@hollins.edu</a> x6333
Academic Advising	Advisor or Dr. Alison Ridley, dean of academic services	<a href="mailto:aridley@hollins.edu">aridley@hollins.edu</a> x6333
Academic Transcripts	Registrar	X6016
Admissions	Rebecca Eckstein, dean	<a href="mailto:reckstein@hollins.edu">reckstein@hollins.edu</a> x6401
Athletics:		
Athletic Director	Sandra Thomas, Secretary	<a href="mailto:suthomas@hollins.edu">suthomas@hollins.edu</a> x7492
Athletic Trainer	Kelly Creasey	<a href="mailto:kcreasey@hollins.edu">kcreasey@hollins.edu</a> x6205
Basketball	Richie Waggoner	<a href="mailto:rwaggoner@hollins.edu">rwaggoner@hollins.edu</a> x6424
Golf	Bill Mannino	<a href="mailto:bmennino@hollins.edu">bmennino@hollins.edu</a> x6436
Hollins Outdoor Program (HOP)	Jon Guy Owens	<a href="mailto:jowens@hollins.edu">jowens@hollins.edu</a> x6456
Lacrosse	Lizz Steinmetz	<a href="mailto:lsteinmetz@hollins.edu">lsteinmetz@hollins.edu</a> x6597
Riding	Nancy Peterson Elise Roschen Liz Courter Sandy Gerald	<a href="mailto:nancyp03@aol.com">nancyp03@aol.com</a> <a href="mailto:eroschen@cox.net">eroschen@cox.net</a> <a href="mailto:ecourter@hollins.edu">ecourter@hollins.edu</a> <a href="mailto:lmsandy@rockbridge.net">lmsandy@rockbridge.net</a> x6691 (for all riding)
Soccer	Carrie O'Keeffe	<a href="mailto:cokeeffe@hollins.edu">cokeeffe@hollins.edu</a> x6476
Sports Info. Director	Richie Waggoner	<a href="mailto:rwaggoner@hollins.edu">rwaggoner@hollins.edu</a> x6424
Swimming	Sandra Thomas, Secretary	<a href="mailto:suthomas@hollins.edu">suthomas@hollins.edu</a> x7492
Tennis	Leslie Bernard	<a href="mailto:lbernard@hollins.edu">lbernard@hollins.edu</a> x6206
Bills/Accounts/Outstanding Balances	Ellen White, accounts receivable coordinator	<a href="mailto:ewhite@hollins.edu">ewhite@hollins.edu</a> x6471

<b>The Question</b>	<b>The Answer</b>	<b>Email/Phone</b>
Batten Leadership Institute	Dr. Abrina Schnurman-Crook, director Shawn Spencer, program coordinator	<a href="mailto:aschnurmancrook@hollins.edu">aschnurmancrook@hollins.edu</a> x7488  <a href="mailto:sspencer@hollins.edu">sspencer@hollins.edu</a> x6145
Books/School Supplies	Bookshop	X6661
Calendar of Events		<a href="http://my.hollins.edu">http://my.hollins.edu</a>
Campus Safety		x6501
<b>EMERGENCY</b>		<b>x6911</b>
Career Center	Tina Rolén, director	<a href="mailto:trolen@hollins.edu">trolen@hollins.edu</a> x6364
Change of Name/Address	Registrar	X6016
Class Absences	See handbook	Page 11
Computer Labs	IT Services Help Desk	X7777 (362-6538 off-campus)
Cross Registration	Registrar	X6016
Degree Requirements	Academic Advisor or Registrar	X6016
Drop/Add Course	Registrar	X6016
Email	Help Desk	X7777 (362-6538 off-campus)
Employment (off-campus)	Career Center Tina Rolén, director	<a href="mailto:trolen@hollins.edu">trolen@hollins.edu</a> x6364
Employment (on-campus)	Scholarships & Financial Assistance Sue Perry, Career Center	X6332 <a href="mailto:sperry@hollins.edu">sperry@hollins.edu</a> x6938
Facility Reservations	Chris Powell, director	<a href="mailto:cpowell@hollins.edu">cpowell@hollins.edu</a> x6225  <a href="http://my.hollins.edu">http://my.hollins.edu</a>
Financial Aid	Scholarships & Financial Assistance	X6332
Food Service	General Manager	x6306
Fundraising	External Relations	X6498
Grades	Registrar	X6016
Graduate Studies	Cathy Koon, manager	<a href="mailto:ckoon@hollins.edu">ckoon@hollins.edu</a> x6257
Gymnasium	Sandra S. Thomas, secretary, athletics	<a href="mailto:sstthomas@hollins.edu">sstthomas@hollins.edu</a> x6436
Health & Counseling	Kim Wilson, director	<a href="mailto:kwilson@hollins.edu">kwilson@hollins.edu</a> x6444

<b>The Question</b>	<b>The Answer</b>	<b>Email/Phone</b>
Horizon Program	Celia McCormick, director	<a href="mailto:cmccormick@hollins.edu">cmccormick@hollins.edu</a> x6575
Housing & Residence Life	Dr. Leah Schueler, asst. dean of students	<a href="mailto:lschueler@hollins.edu">lschueler@hollins.edu</a> x6281
ID Cards	Campus Safety	X6501
International Students	Jeri Suarez, associate dean, cultural & community engagement	<a href="mailto:jsuarez@hollins.edu">jsuarez@hollins.edu</a> x6382
Internships	Career Center Tina Rolan, director	<a href="mailto:trolen@hollins.edu">trolen@hollins.edu</a> x6364
Leave of Absence	Dr. Alison Ridley, dean of academic services	<a href="mailto:aridley@hollins.edu">aridley@hollins.edu</a> x6333
Library Information	Main Menu	X6591
Majors – declaring and/or changing	Academic Advisor or Registrar	X6016
New Student Orientation	Patty O’Toole, dean of students	<a href="mailto:potoole@hollins.edu">potoole@hollins.edu</a> x6588
New Student Orientation – Horizon Students	Celia McCormick, director horizon program	<a href="mailto:cmccormick@hollins.edu">cmccormick@hollins.edu</a> x6575
Operator		X6000
Organization Flow Chart	my.hollins.edu	<a href="http://my.hollins.edu">http://my.hollins.edu</a>
Parking	Campus Safety	X6501
Personal Problems	Jane Hundley, counselor	<a href="mailto:jhundley@hollins.edu">jhundley@hollins.edu</a> x6444
Phone Directory		<a href="http://my.hollins.edu">http://my.hollins.edu</a>
Quantitative Reasoning Center	Phyllis Mellinger, director	<a href="mailto:pmellinger@hollins.edu">pmellinger@hollins.edu</a> x6576
Roommate Concerns	RA/Res. Life Coordinator	Upper Level Moody
Service Learning	Jeri Suarez, associate dean, cultural & community engagement	<a href="mailto:jsuarez@hollins.edu">jsuarez@hollins.edu</a> x6382
Spiritual Guidance	Rev. Jan Fuller, university chaplain	<a href="mailto:jfuller@hollins.edu">jfuller@hollins.edu</a> x6665
Student Activities	Manat Wooten, coordinator	<a href="mailto:mwooten@hollins.edu">mwooten@hollins.edu</a> x6986

<b>The Question</b>	<b>The Answer</b>	<b>Email/Phone</b>
Student Government Association (SGA)	3 <sup>rd</sup> Floor Moody Student Center	<a href="http://my.hollins.edu">http://my.hollins.edu</a> x6410
Student Health Insurance	Assistant to the dean of students	x6588
Student Judicial Process	Dr. Leah Schueler, assistant dean of students	<a href="mailto:lschueler@hollins.edu">lschueler@hollins.edu</a> x6281
Student Organizations/Clubs	Manat Wooten, coordinator	<a href="mailto:mwooten@hollins.edu">mwooten@hollins.edu</a> x6986
Study Abroad (International Programs)	Office	X6307
Transfer of Credit	Dr. Tom Mesner, university registrar Dr. Alison Ridley, dean of academic services	<a href="mailto:tmesner@hollins.edu">tmesner@hollins.edu</a> x6016  <a href="mailto:aridley@hollins.edu">aridley@hollins.edu</a> x6333
Theatre		X6259
Weather Info Line		X6400
Withdrawal from University	Dr. Alison Ridley, dean of academic services	<a href="mailto:aridley@hollins.edu">aridley@hollins.edu</a> x6333
Writing Center	Rachel McCarthy James, interim director	<a href="mailto:rjames@hollins.edu">rjames@hollins.edu</a> x6576

## Important Phone Numbers

Hollins Campus Emergency	540-362-6911
Hollins Campus Safety	540-362-6501
Hollins Campus Directory	540-362-6000
Hollins Health & Counseling Center	540-362-6444
Hollins CASA (Sexual Assault Assistant Program on Campus)	540-362-6817
Hollins University Chaplain	540-362-6665
Carilion Roanoke Community Clinic	540-981-7000
Carilion Roanoke Memorial Hospital	540-981-7000
Lewis-Gale Hospital	540-989-6605
CONNECT (24-hour crisis and referral line through Carilion Medical Group)	540-981-8181
RESPOND (24-hour crisis and referral line Lewis Gale Hospital)	540-776-1100
Emergency Outreach Services (EOS)	540-981-9351
Al-Anon, Roanoke	540-767-5884
Alcoholics Anonymous, Roanoke	540-343-6857
Eating Disorders Awareness and Prevention	1-800-931-2237
Narcotics Anonymous	1-800-777-1515
Sexual Assault Response and Awareness (SARA)	540-981-9352
U.S. Poison Control	1-800-222-1222

## I. General Information

The Hollins Student Handbook includes information about university programs and policies. The provisions of this handbook are effective August 18, 2008, and are not to be regarded as an irrevocable contract between the student and Hollins University. While every attempt has been made to provide correct and updated information, the university reserves the right to change any provisions or requirements at any time within the student's term of attendance. The most updated version of the Student Handbook can be found on the my.hollins.

### Non-Discrimination Policy

Hollins University is an independent, privately-supported institution committed to providing a liberal arts education to qualified students regardless of race, color, creed, sexual orientation, handicap, national or ethnic origin, and maintains a nondiscriminatory policy throughout its operation. Its policies comply with the requirements of Title VII of the Civil Rights Act of 1964, and all other applicable federal, state, and local statutes, regulations, and guidelines. For more information, call the director of human resources (x6660).

Hollins University offers undergraduate liberal arts education for women. Needs of students vary widely and University administrators, faculty, staff and students do their best to support all Hollins students.

Hollins University offers undergraduate liberal arts education for women. Needs of students vary widely and university administrators, faculty, staff and students do their best to support all Hollins students.

Transgender is an umbrella term used to describe people who have gender identities, gender expressions, or gendered behaviors not traditionally associated with their birth sex. If a degree-seeking undergraduate student initiates sex reassignment from female to male (as defined by the university below) at any point during her time at Hollins, she will not be permitted to continue attending Hollins beyond the conclusion of the term in which sex reassignment is initiated, and under no circumstances will such student be allowed to graduate from Hollins.

The university considers sex reassignment to have occurred when an undergraduate student "self identifies" as a male **and** initiates any of the following processes: 1) begins hormone therapy with the intent to transform from female to male, 2) undergoes any surgical process (procedure) to transform from female to male, or 3) changes her name legally with the intent of identifying herself as a man.

If a residential undergraduate student chooses to begin sex reassignment as defined above during an academic term, the administration reserves the right, based on the best interest of the student and the university community, to decide if the student will be permitted to continue living in university housing for the remainder of that term.

Applicants to the undergraduate program, who have completed the physical sex reassignment surgery and legal transformation from male to female and who fulfill our academic requirements for admissions, may be accepted. Males *in the process* of changing to female will not be admitted to the undergraduate program.

### Hollins University Mission Statement

Hollins is an independent liberal arts university dedicated to academic excellence and humane values. Hollins University offers undergraduate liberal arts education for women, selected graduate programs for men and women, and community outreach initiatives. The Hollins curriculum and co-curricular programs prepare students for lives of active learning, fulfilling work, personal growth, achievement, and service to society.

The Hollins community sustains talented students engaged in challenging study, and productive scholars and artists devoted to teaching and to the advancement of knowledge. Experiential learning, study abroad, and internships enhance the academic program. The hallmarks of a Hollins education are creativity and effective self-expression, problem solving and critical thinking skills, and independent inquiry and the free exchange of ideas.

Hollins nurtures civility, integrity, and concern for others, encourages and values diversity and social justice, and affirms the equal worth of women and men. Our university motto, *Levavi Oculos*, calls us to leadership and service in accord with the Hollins values and traditions.

### Hollins Traditions

Traditions provide a link to the history of Hollins. Some traditions have changed to fit changing times, but the special meanings remain.

*Bulb Planting:* Each fall, members of the first-year class plant bulbs on campus to be enjoyed by the entire Hollins community.

*Cotillion:* The earliest cotillions, held in the 1890s, were festive formal dances (social regulations at that time prohibited males). Today, the spring weekend includes informal activities as well as a formal dance for undergraduate students.

*Faculty Caroling:* One surprise night in December, members of the faculty and administration gather to sing favorite holiday songs in student residence halls.

*First Step:* Occurring immediately after Opening Convocation, this is a chance for seniors to take their first official steps onto Front Quad, an area protected by tradition. Tradition maintains that seniors are the only students permitted to walk on the grass on Front Quad.

*Founder's Day:* Each year in late-February or early-March, Hollins celebrates the birth and life of its founder, Charles Lewis Cocke. Members of the senior class and one member of the campus community chosen by that class walk to the Cocke family cemetery and place a wreath on Mr. Cocke's grave. The university also holds a Founder's Day Convocation, featuring a distinguished speaker.

*Freya Walks:* Throughout the year, the members of Freya walk at midnight to bring attention to certain traditional events or current issues. They wear black hooded robes to protect their anonymity and carry candles to symbolize hope.

*Golden Rule Dinners:* Twice each year, the dining hall prepares a simple meal of homemade soup and toast. These meals, promoted by the Spiritual and Religious Life Association, are designed to save money that is subsequently donated to the needy and to various service organizations.

*Holiday Tea:* During December, the university invites the community to a holiday tea in the Green Drawing Room. Cookies, punch, friends, and good cheer make this a very special tradition.

*Honors Convocation:* Students who have received awards, attained membership in honorary societies, and who have been designated honor students for the fall term are recognized at this spring convocation.

*Hundredth Night:* One hundred nights before graduation, the senior class celebrates its upcoming graduation.

*Miss Matty Cocks's Birthday:* Miss Matty, besides being the daughter of the founder, was president of Hollins from 1901 to 1933. Students celebrate her birthday in October with cake, traditional Hollins songs, and all the trappings of a birthday party.

*Opening Convocation:* The president welcomes and addresses the campus community, officially beginning the academic year. Announcements are made about class honors, Batten Scholars, and the tenure and promotion of faculty; and the SGA president for the year is introduced.

*Pancake Study Break:* Faculty and staff serve students a late-night pancake breakfast on the first night of final exams each term.

*Passing of the Robes:* Convocation, in April, gives each senior a chance to pass on her treasured robe to a junior. It is also a day for other classes to pass on something special to the class below them. All the undergraduate women of Hollins have an opportunity to join together for a celebration of the unique relationships formed at Hollins.

*Ring Night:* This is an ever-evolving tradition in which seniors secretly adopt junior ring sisters. The juniors participate in skits and other silly antics in hopes of earning their rings and discovering the identity of their ring sisters. First-year students and sophomores also participate in the fun as helpers.

*Road to Commencement:* This special tradition mirrors the Day of Commencement (graduation), welcoming first-year students into the Hollins community as they begin their journey.

*The Rock:* Seniors have the privilege of painting messages on a large boulder near the Dana Science Building. Birthdays are celebrated, events and activities announced, and visitors welcomed to the community by "rock artists," who usually paint the rock under the cloak of darkness.

*Sophomore/Senior Banquet:* A sister class banquet with sophomores honoring their graduating senior sisters.

*Tinker Day:* This surprise holiday occurs sometime during the month of October, after the first frost. The carillon makes it official early on that special morning, classes are canceled and everyone (students, faculty members, staff, and administrators) hikes to the top of Tinker Mountain, some in outlandish costumes. Class skits, songs, fried chicken, Tinker cake, and Virginia apples make this day the most treasured in autumn. The schedule for Tinker Day is:

- 7:00 a.m. Bell Ringing
- 7:15 a.m. Krispy Kreme Doughnuts in the Dining Hall
- 8:30 a.m. Bell Ringing
- 8:45 a.m. President's Proclamation on the Front Steps of Main (All Participants Gather)
- 9:00 a.m. Forward March!
- 10:30 a.m. Class Songs on Senior Rock
- 11:30 a.m. Picnic Lunch
- 12:30 p.m. Class Skits
- 2:00 p.m. Descend the Mountain
- 4:00 p.m. Evening Classes and Meetings Resume

*Tinker Day Scares:* Prior to Tinker Day, seniors parade through the first-year residence halls banging pots and pans in anticipation of Tinker Day.

*White Gift Service:* One of the oldest and most beautiful traditions at Hollins, the White Gift Service takes its name from the white dresses students wore for the occasion and from the special offering taken during the service for local, national, and global service organizations. This December service features the choir singing Advent and Christmas music and members of the community reading scripture passages.

## II. Academic Life and Guidelines

Information about academic regulations such as drop/add, class standing, the grading system, and undergraduate academic probation can be found in the undergraduate and graduate catalogs.

### Academic Honesty and Plagiarism

The following basic principles, inherent in academic honesty, will help explain how to avoid an honor violation:

- Students' work must be their own.
- Students must give appropriate acknowledgment of others' work when incorporating that work into their own.
- No student will submit work done for one course to the instructor of another course without approval of all instructors involved.
- No student will log into another student's computer account or take information from another account.
- No aspect of any examination or test will be discussed before all students have completed it.

The Honor Court has found that plagiarism is the most frequent violation of academic honesty, primarily because students do not understand plagiarism or how far it extends. Plagiarism is regarded as both literary theft and academic dishonesty. To plagiarize is to "steal" the ideas or writings of another person and present them as one's own. If students have questions about plagiarism and proper documentation, they should contact their professor or the Writing Center. Listed below are some general rules that may help students avoid problems.

1. Quotations must be clearly marked. Sources of information, ideas, or opinions not one's own must be clearly indicated on all written work, including examinations; this applies to paraphrased ideas as well as to direct quotations. Paraphrasing by definition means expressing someone else's ideas using one's own words and style. Incomplete or partial paraphrasing is a common Honor Court plagiarism offense.
2. In the laboratory, students are expected to make all necessary measurements and drawings independently from their observations of the material provided.
3. Collaboration in preparing written work may take place only to the extent approved by the instructor. This applies to examinations and includes purchased term papers from manufacturing companies, electronic websites, and individuals.

For information on the Honor Court and the judicial system, please refer to "IX. Student Conduct and Social Responsibility."

#### Advisors (Undergraduates)

New first-year students are assigned to a first-year seminar. The instructor of the seminar will also serve as the student's advisor who will work with them until they declare a major and select a major advisor (to be decided by the end of the sophomore year). Transfer students will be assigned advisors by the dean of academic services. If any student has a concern with their advisor prior to declaring a major, they should see the dean of academic services.

Advisors not only help with traditional questions about course scheduling, academic requirements, study abroad, internships and career options, but also serve as mentors who can help students become acclimated to, and thrive in, the Hollins community.

#### Class Attendance

The university recognizes diversity in teaching methods and types of classes, and does not impose a uniform class attendance policy. Instead, individual faculty members set attendance requirements for their classes and communicate them to the students at the beginning of each term. Given that students are responsible for all components of the courses in which they are registered, including class participation

and daily work, regular class attendance is important. Students are responsible for work missed for any reason.

If medical or personal reasons require a student's absence from classes for several days, the student should communicate directly with each instructor. Individual faculty members set the attendance policy for their courses, and are under no obligation to excuse absences or accept late work. Undergraduate students who are absent for longer than one week, for reasons of illness, hospitalization, family or personal emergency, should inform the dean of academic services, who will in turn consult with instructors to determine an appropriate course of action. Graduate students in such situations should consult with professor(s) and/or the manager of graduate services. Students should refer to their course outlines, or consult with their faculty members, regarding specific attendance and late work policies.

### Disabilities

Hollins University recognizes the special needs of students with disabilities and is committed to providing equal opportunity to all of its degree-seeking students, observing section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students with temporary physical or mental impairments should communicate directly with their instructors. However, if a physical or mental impairment is permanent, long-term or substantially limits one or more major life activities, the undergraduate student should communicate with the dean of academic services. Graduate students may contact the manager of graduate services.

Hollins University uses the definition of learning disabilities published by the National Joint Committee on Learning Disabilities:

*Learning Disabilities:* "A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to a central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not themselves constitute a learning disability. Although learning disabilities may occur concomitantly with other handicapping conditions (for example, sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those influences." (NJCLD, 1988, p.1)

A student requesting accommodations and support services needs to provide a diagnostic report which clearly identifies a learning disability based on testing and evaluation in some or all of the following areas:

- Receptive and expressive oral and written language
- Word-attack skills and reading comprehension
- Mathematical reasoning and computations

- Verbal and nonverbal concept formation
- Auditory and visual-processing abilities, including memory, sequencing speed, perception, and discrimination
- Capacity for sustained attention

Recommendations for accommodations and support services in a student's documentation need to be supported by diagnostic data. "Learning differences" or "styles" alone do not justify accommodations.

Documentation of the learning disability needs to be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed psychiatrist, learning disability specialist, or psychologist, and will include the testing procedures followed, the instruments used to assess the disability, the test score results, and a written interpretation of the test results by the professional. The university reserves the right to ask students to undergo reassessment if the documentation they provide is more than three years old.

The following procedures are meant to assist students seeking academic accommodations because of learning disabilities:

- For information about learning accommodations, undergraduate students and prospective students must first contact the Office of the Dean of Academic Services. Graduate students should contact their program director.
- Upon request, a meeting will be arranged promptly between the student and the dean or program director to review policies and procedures, to assess the particular situation, and to give guidance about how to proceed.
- A Hollins student will be defined as having a learning or attention disability once she/he provides a substantive report from a qualified professional. The report must provide diagnostic data and recommended accommodations. If an assessment is required, the student will be given information about resources in the community.
- The dean or program director will review the documentation to make certain that the accommodations are both supported by the diagnostic data and are reasonable. Reasonableness will be considered both in terms of protecting the integrity of the academic program at Hollins and in terms of economic feasibility. Each student's situation will be considered on its own merits. The university recognizes that disabilities with the same diagnostic label may manifest themselves differently in different students and require different accommodations.
- The dean or program director will write a letter specifying the accommodations that have been approved for a given term and will send copies to the student's professors and academic advisor. Students must meet with the dean of academic services or graduate program director at the beginning of each new term to determine appropriate accommodations for that term.

- When necessary, the dean or program director will consult with a faculty review panel, the composition of which will be decided by the Academic Affairs Council. The purpose of the panel is to determine whether accommodations will actually facilitate the student's learning and also maintain the academic integrity of Hollins. The panel may seek professional advice about disabilities, accommodations, and standards for academic integrity from Health and Counseling Services, appropriate faculty members, or community resources. The student will be invited to meet with the panel.
- Students who encounter difficulties with their accommodations should contact the dean of academic services or graduate program director. If the student has a grievance about an accommodation, an appeal can be made to the Academic Policy Committee, which has final authority.

(References: National Joint Committee on Learning Disabilities (NJCLD), (1988). Letter to NJCLD member organizations. National Association of Student Personnel Administrators (NASPA), (1994). A Student Affairs Guide to the ADA & Disabilities Issues.)

*Physical Disabilities:* Students with physical disabilities should provide documentation of the disability to the dean of academic services (or graduate program director) and the director of health and counseling services. The documentation must come from a qualified health professional and must include a list of recommended accommodations. The dean (or graduate program director) and the director of health and counseling services will consult with the student to determine reasonable accommodations. The dean of academic services (or graduate program director) will write a letter to the student's instructors informing them of the accommodations.

### Faculty Responsibilities to Students

In general, faculty responsibilities to students are excellent teaching, being present during reading days and examination days for as long as university duties require (this includes observing office hours), submitting a copy of an outline for each course taught — including a reading list — to the VPAA at the beginning of each term, and giving at least a week's notice for major tests. For more information, consult the Faculty Handbook available in the SGA Office or on my.hollins.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal act that affords university students certain rights with respect to their education. Hollins University follows these guidelines to protect the privacy of students. Once students become part of this community, they will be treated as adults. It is their responsibility to keep parents/guardians informed of their activities and their academic progress. In accordance with FERPA rules and regulations, it is the university's policy to not:

- Release information to parents about grades or academic progress without the written consent of the student.
- Release information to parents about Honor Code or student conduct violations and/or sanctions without the written consent of the student.
- Release information to parents about the student's whereabouts or social activities without the written consent of the student.
- Release information related to a student's health or counseling record (also covered under HIPAA: The Health Insurance Portability and Accountability Act) without the written consent of the student.
- Notify a parent or legal guardian when a student is withdrawn or put on a leave of absence from the university.

The university will contact parents/guardians, consistent with FERPA and other relevant laws and/or statutes:

- When the staff has ongoing concerns about a student's well being, or is concerned that a student presents a threat to her/himself or to others.
- When asked, the university can provide parents/guardians with basic directory information.

Faculty members are asked to submit unsatisfactory work notices on students beginning in the fourth week of classes, and midterm grade reports on first-year students around the sixth week of classes. Students who are doing poorly academically will receive a letter from the dean of academic services asking them to meet with their instructor (and in some cases the dean of academic services) to see what can be done to help them improve. Letters regarding unsatisfactory progress go directly to students. The Office of Academic Services also sends letters to students who are doing exceptional academic work. In compliance with FERPA, Hollins does not send any of these letters or notices to parents. Again, it is the students' responsibility to inform parents of their academic progress.

The following student rights are covered by FERPA and are afforded to all eligible students of the university:

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollins University to comply with the requirements of FERPA.
- The right to notify the university in writing if the student does not want any or all of the information designated as directory information to be released internally or externally.

The annual notification of these rights is found in the Student Handbook and the Academic Catalog. All or individual directory items may be declared confidential provided written expression is received by the dean of students no later than three days from the beginning of any term. Hollins designates the following as directory information:

Category I: Campus Directories and Publications: Student name, class year or program, nickname, local mailing address, local residence address, local telephone number, parent(s) name, student's permanent mailing address (usually the parent(s) address), email address, weight and height of athletes, photographs, date and place of birth, participation in officially recognized activities and sports, most recent previous school attended, field of study, dates of attendance, degree awarded and date, awards and honors, and full- or part-time status.

Category II: External Requests: The university reserves the right to provide directory information to callers external to the university who request information such as confirmation of a student's attendance at Hollins, dates of attendance (if known), degree awarded and date (if known), and withdrawal date (if known).

### Field Trips (Undergraduates)

The dean of academic services approves class and organizational field trips that necessitate student absences from class. Professors must notify students of the date of the field trip at least 10 days in advance of the trip. Students do not need permission from their other instructors to participate in approved field trips, but they should inform them of planned absences. One field trip is allowed per term for an academic course and one per year for an organization. However, no student will be required to go on a field trip that will necessitate her absence in a single course more than twice a term. The cost of most field trips is borne by the students involved.

### Final Examinations (Undergraduates)

Faculty members have the choice of giving a final exam during a scheduled time period or allowing the exam to be administered under the independent examination system. To view the times of scheduled exam periods, visit the registrar's web page (schedule of classes → final exam schedule).

The independent examination system affords students the convenience of scheduling final examinations themselves. The independent exam system is run by students and depends on student monitors. Please volunteer to help during the exam period. Independent exam sessions will be cancelled if at least two monitors are not present.

Three testing periods are offered on the first four days of the five-day examination period: 9:00 a.m. to noon; 2:00 to 5:00 p.m.; and 7:00 to 10:00 p.m. On the last day, two exam periods are available (9:00 a.m. to noon; 2:00 to 5:00 p.m.). Students pick up examinations in Dana 142 fifteen minutes before the examination

period begins and proceed to a designated room in the Dana Science Building. At the end of the examination period, the monitor collects the examinations, including any blue books that were distributed at the beginning of the exam period. Once a student has taken an exam, they must not discuss it with any other classmates until final exams are concluded.

Graduate student classes generally follow different final examination procedures. Professors will discuss their procedures in class.

### Undergraduate Research and Creative Project Funds

Limited funds are available to help support research and creative projects by undergraduate students. These funds have limitations and special criteria. Each applicant must have a faculty sponsor for her project. The student must submit her application for the Hobbie Trust Fund or the Janet McDonald Fund on forms available on-line through the my.hollins website (forms → student forms). A student may apply for one or more of the funds to support the same project, provided that the project actually meets the criteria for both funds.

The Hobbie Trust Fund supports student projects that provide service learning opportunities. Grants from the Hobbie endowment are awarded to students who plan to carry out experiential and service learning projects that address specific issues of values and ethics. Grants are awarded on the basis of merit alone, and special consideration is given to collaborative projects involving small teams of students and faculty who spend the entire year studying a special ethical issue. The deadline for grant applications is November 15 (for grants to be awarded for January 1 through June 30).

The Janet McDonald Fund is available to students who need extra financial support for independent study and special projects. Students must have a faculty sponsor. Applications are made to the Faculty Development and Student Research Funds Committee. Deadlines are October 1, February 15, and May 1.

The Short-term Scholarship Fund helps students on the basis of need and the special nature of the project. The SGA chair of the Academic Policy Board chairs the Short-term Scholarship Committee. Applications are available in October from the SGA Office.

### Grievances

Students who believe they have been treated unfairly academically are encouraged to meet with the instructor to attempt to resolve the matter informally. If this approach is unsuccessful or seems inappropriate, students may take their complaints to their academic advisor, the appropriate department chair, the dean of academic services or the manager of graduate services.

If a dispute cannot be resolved informally among those involved, students may present a formal written complaint to the dean of academic services or manager of graduate services (for graduate students), who will arrange for the matter to be taken

up by the Faculty Review Board. An academic grievances hearing board of two faculty members and two students will take up the matter, and its composition will change according to the circumstances, for no member of the hearing board should be a member of, or a major in, the department of the course under review. Faculty members will be selected from the Faculty Review Board. If the complaint is brought forward by an undergraduate student, student representatives will be selected by the chair of the SGA Student Academic Policy Committee and the chair of the SGA Appeals Board. If the complaint is brought forward by a graduate student, selection will be by lottery from a pool of graduate students provided by the manager of the graduate services.

Faculty responsibilities are discussed in more detail in the Faculty Handbook. Students should note that the Faculty Review Board is empowered to hear complaints regarding grading practices only if they arise from a faculty member's alleged breach of his or her academic responsibilities. For grievances against Hollins staff members, contact Human Resources (x6660).

### Registrar's Office

The Registrar's Office is dedicated to the support of the educational purpose and mission of Hollins University. It strives to serve the university community in a timely, friendly, and accurate manner, and guards the integrity and security of all student records in a manner consistent with ethical and legal standards.

The Registrar's Office is responsible for all aspects of undergraduate registration and academic records. This includes undergraduate class registration and scheduling, grade reporting and record keeping, transcript processing, enrollment verifications, major and minor declarations, summer reading applications, graduation analysis and certification, transfer credit evaluations, and final examination schedules. The Graduate Studies Office handles registration for graduate students.

Information about the Registrar's Office can be located on the Hollins web site or [my.hollins](http://my.hollins), including schedules of classes, exam schedules, forms for downloading, the academic calendar, and transcript request procedures. The Registrar's Office is located on the lower level of Main. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.

### Student Academic Opinion Surveys (SAOS)

The Student Academic Opinion Surveys are course evaluation forms that students fill out in each class at the end of the term. Instructors do not receive copies of the forms until after final grades are turned in. SAOS forms allow faculty members to consider making changes to courses based on recommendations and suggestions made by students. These student evaluations are usually considered in tenure and promotion decisions. Copies of all SAOS forms from undergraduate courses are available in the Offices of the Dean of Academic Services where students are welcome to review them. SAOS forms from graduate courses are kept in the Office of

the Manager of Graduate Services where graduate students are welcome to review them.

### Transfer Credit

Undergraduate students who wish to complete work at another college or university (summer or full term) should obtain prior approval from their advisor and the Hollins registrar. Students must complete a Request for Approval of Courses to be Taken at Other Colleges/Universities Form and attach course descriptions for all courses they wish to take. The form must be signed by the student's advisor, and by the chair of the student's major/minor department if the course is to count toward a major or minor. Petition must be made to the Academic Policy Committee if a student wishes to fulfill a requirement in the Hollins general education program by taking a class at another institution. Credits are granted for transfer back to Hollins with a grade of C (2.00) or better, and all such grades are recorded as a P (pass).

Graduate students should discuss transfer credit with their program director and submit requests to the manager of graduate services.

### Withdrawals, Readmissions and Leaves of Absence

Students who plan to withdraw from Hollins must inform the dean of academic services or manager of graduate services. Undergraduate students who have withdrawn from Hollins in good standing will be readmitted upon application to the dean of academic services. Students who have been withdrawn by the university for academic reasons may reapply to the dean and will be readmitted on Academic Probation if they have demonstrated that they can do university work at the level necessary to fulfill graduation requirements at Hollins.

Graduate students who have withdrawn from Hollins in good standing will be readmitted upon application to the manager of graduate services. Graduate students who have been withdrawn by the university for academic reasons may request reinstatement. The manager of graduate services will present the application to the Graduate Studies Advisory Committee, which will review the application and make the final decision.

In cases of withdrawal for medical reasons, students who apply for readmission must satisfy all conditions stipulated at the time of withdrawal. This will include a full report from the attending physician/therapist before reapplication is considered. A personal interview may also be required.

Reasons to apply for a leave of absence for a term or more include the desire to study at another university, foreign study, emergencies at home, or just the need to take some time off. A word of caution, never assume that credits earned elsewhere will automatically be accepted at Hollins. In most cases there are no problems, but there are some programs of study, particularly foreign ones, that Hollins does not recognize. If everything is checked out in advance, students will avoid problems (see section on Transfer Credit). Students who do not return from a leave of absence by a

specific date and have not requested an extension will be withdrawn from the university.

If the university grants an undergraduate student a medical leave of absence, they must have the doctor who treats her send a report to the director of health and counseling services before being permitted to return to Hollins. In cases of leave for psychiatric reasons, students must undertake treatment by a psychiatrist or a certified therapist. A personal interview with the dean of academic services may also be required before the student can resume studies at Hollins.

In extreme situations, the university reserves the right to require a student to take a medical leave. In such cases, the undergraduate student can appeal the decision by petitioning the vice president for academic affairs for a hearing. If the student does choose to appeal, they must give written consent to the director of health and counseling services, or another attending medical professional, for the release of medical records.

### Wyndham Robertson Library

The library staff would like to welcome all students to campus! Stop in to visit the library, Virginia's first national literary landmark. Take the opportunity to meet the librarians and helpful staff members who will be glad to answer any questions. We also invite you to join the library's Facebook group, to hear the latest news about library services and events.

Circulation Desk – 362-6591

Reference Desk – 362-7465 ; [askref@hollins.edu](mailto:askref@hollins.edu) ; IM - askwyndham

Interlibrary Loan – 362-6239 ; [ill@hollins.edu](mailto:ill@hollins.edu)

Archives, Special Collections and Government Information – 362-6237

University Librarian – 362-6232

Library Hours:	Monday - Thursday	8:00a.m.–12midnight
	Friday	8:00a.m.–6:00p.m.
	Saturday	10:00a.m.–6:00p.m.
	Sunday	12 noon – 12 midnight

Hours vary during holidays, breaks, short term, and summer school. Changes in library hours are published on [my.hollins](http://my.hollins), posted on the library Web page, and on the library's front door.

Computers for public use are located throughout the library:

- First Floor – Near the Reference Desk and in the Coffee Commons (with networked printer)
- Second Floor – Two computer labs: one with 8 computers (with networked printer) on the east end, nearest the parking loop, and one lab with 10 computers in the instruction room on the west end.
- Third Floor – 2 computers on the east end, and 2 on the west end in the Children's Literature Wing

All computers in the library are connected to networked printers. While at the library, students may also use their own laptop and plug into the campus network, or hop onto the wireless network.

Students can get help on a research project or paper at the Reference Desk where a librarian is available from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday. Our reference librarians each specialize in a particular subject area and we encourage student to make appointments for one-on-one, specialized research assistance by calling 362-7465.

Hollins shares an online catalog with the library at Roanoke College. Items from Roanoke College may be requested through the online catalog and will be available to pick up the next business day. The library subscribes to more than 80 full-text newspaper, magazine, and journal article databases and citation databases. Our online catalog, databases and electronic reserves can all be accessed at [www.hollins.edu/library](http://www.hollins.edu/library); to sign in, students use their student ID barcode number

Students can check out library materials at the Circulation Desk using their student ID card. Undergraduates can check out library books for four weeks, graduate students for four months; films check out for 3 days. Materials can be renewed online at [www.hollins.edu/library](http://www.hollins.edu/library). All notices from the library are sent via Hollins email, so students should check this account regularly. Checking records and renewing materials on time will prevent having to deal with fines, which are \$.25 per day for each overdue book and \$3 per day for films.

Computer Services' Media department (362- 6569), which is housed on the ground floor of the library, provide audio-visual equipment, video editing, production and screening rooms, and a multimedia development center for faculty and student use.

Hollins history is kept alive in Archives and Special Collections: come and explore our Special Collections of rare materials and the treasures in the University Archives. Our library is also a Federal Government Depository, with special access to historical government documents and current digital government information. The Special Collections and Government Information librarian is available for assistance at 362-6237.

Interlibrary Loan (ILL) services locate and borrow materials not owned by the Hollins library. Students can fill out the online form to request materials. Provide complete, accurate information to make the process of ILL faster and more efficient. For assistance with this free service, call 362-6239 or email [ill@hollins.edu](mailto:ill@hollins.edu)

The Coffee Commons is a space where students can take a break from studies to refuel with a cup of coffee, cold drink or a snack from the vending machines. Relax in a Hollins rocker and study in the sun on the reading porch outside the Commons. To minimize the risk of damage to materials, furnishings and equipment, food and drinks are permitted in the main library only under limited conditions – drinks in covered containers and small items of packaged food may be taken to study areas.

Food and drinks are prohibited in Special Collections and the Jackson Screening Room at all times. Please keep these guidelines in mind:

- Avoid snacks that may disturb other patrons or damage furniture and equipment.
- Keep food and drinks away from computer keyboards.

There are many opportunities for employment at the Wyndham Robertson Library. Student assistants gain valuable experience and build transferable job skills. For more information, request an application at the Circulation Desk.

### III. Hollins University Policies and Regulations

An educational community thrives on the free exchange of ideas, which makes it vitally important for all members to exhibit concern and respect for others as they live and learn together. Students are expected to maintain appropriate standards of behavior that reflect these high academic and community ideals. Community standards discussions, led by the Housing and Residence Life staff, will address these issues in more detail as students come together to define the standards of behavior by which they will live. By exhibiting appropriate behavior, students exercise their personal rights while respecting the rights of others and understanding the balance of living in a community.

#### Alcohol Use Policy

The use of alcoholic beverages on campus is at the discretion of the university and subject to state alcoholic beverage regulations. Unless the university has specifically sanctioned the location and condition of alcohol use, the possession and consumption of alcohol on campus is prohibited.

##### 1. Virginia State Law

A. The laws of the Commonwealth of Virginia apply in all cases. The Code of Virginia and regulations of the Virginia Department of Alcoholic Beverage Control require:

- 1) Persons who are under 21 years of age may not purchase, possess, or consume beer, wine, or distilled spirits. Any student who is under 21 years of age may not consume or possess alcoholic beverages on campus or at any university-sponsored event.
- 2) Alcohol may not be served to any person known or believed to be underage (under 21 years of age) and that no one allows such a person to consume any alcoholic beverages at their event.
- 3) No one serves any alcoholic beverage to any person known or believed to be intoxicated, nor allow the consumption of any alcoholic beverage by such a person at an event, and that no one allows such a person to remain in attendance at the event.

Individual hosts or organizations, may be held liable for alcohol-related accidents and/or injuries.

- 4) Those who serve alcohol at an event must also be of legal drinking age (21 years of age or older).
- 5) Virginia law imposes criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or university-initiated sanctions.
- 6) Publicity for an event may not highlight the availability of alcoholic beverages.

## 2. University Policy

- A. Students of legal drinking age (21) may possess and consume alcoholic beverages on campus in a responsible manner according to established procedures in the following areas:
  - Student residence hall rooms
  - Other locations on campus that are covered under Sodexho's catering license
- B. Students have one option when organizing events where alcohol is present (excluding student residence rooms), which is to work with Sodexho, who holds the university's ABC and catering licenses, to provide the alcohol. Students must meet with the director of food services at least 15 business days before the event to make the necessary arrangements. Security must be present at an event where alcohol is served. See the coordinator of student activities and organizations for more information about security requirements.
- C. Except for events hosted under Sodexho's licenses, the consumption of any alcoholic beverage is not permitted in outdoor, athletic or other areas open to the "public view" on campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
- D. No alcoholic beverages may be brought into an event or activity where alcohol is sold on the premises.
- E. Student Government Association fees may not be used to purchase alcoholic beverages for on-campus or off-campus SGA-sponsored events. If SGA, or a recognized Hollins organization, chooses to purchase alcohol with fund-raised money they must follow all university and state regulations with regard to the distribution, purchase and consumption of alcohol.
- F. Advertising or promotional items sold or distributed for a function where alcohol is being served may make no reference in written or picture form to alcoholic beverages being served or the cost of such

beverages, and may not in any way induce persons to consume to excess.

- G. Alcohol may not be given as a prize for any event or contest.
3. Guidelines for Responsible Use:
- A. At any event at which alcoholic beverages are served, food and non-alcoholic beverages must be available and readily accessible to guests for the duration of the event in the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages. All alcoholic and non-alcoholic beverages must be labeled appropriately.
  - B. The serving of alcoholic beverages needs to end one half-hour before the end of the event.
  - C. Games that emphasize drinking are not allowed.
  - D. Grain alcohol is prohibited.
  - E. Only closed events where all participants are 21 and over may include kegs or alcoholic beverages other than beer or wine.

### Consensual Relationships Policy and Procedures

A consensual sexual relationship is one in which two people are engaged by mutual consent in a physically (sexually) intimate relationship. When such a relationship involves people who differ in power within the university community, it is of special concern because of the potential for conflict of interest and/or abuse of power. For these reasons, Hollins University has adopted a policy to prohibit "consensual" sexual relationships wherein the inherent imbalance of power is such that these relationships place the university at high risk, especially when students are involved. A special note is made in the University's Harassment Policy that the seeds of harassment and sexual harassment exist in relationships of any kind that involve differences of status of power.

1. Among employees: Sexual, intimate and/or romantic relationships (even consensual ones) between university employees (faculty, administrators and staff) and those they supervise are potentially exploitive because of the imbalance of power inherent in them. Employees must avoid relationships that pose threats to the fulfillment of their professional duties or call into question the consensual nature of their relations. The university prohibits employees from supervising, evaluating, or determining the terms or conditions of employment of anyone with whom they have a sexual relationship. This includes faculty department or program chairs and a faculty member in a department or program under that chair's direction.
2. Among undergraduate students and employees: Sexual relationships between employees (faculty, teaching fellows, administrators and staff) and undergraduate students are inconsistent with the mission of the university and inappropriate because they carry a risk of damaging the student's educational experience and the employee's career. The university thus

prohibits sexual relationships, even of a consensual nature, between employees and currently enrolled undergraduate students. Employees are strongly advised to exercise their best professional judgment concerning student-employee relationships and to consider that intimate relations with students, even of a non-sexual nature, can be fraught with difficulties and the appearance of impropriety.

3. Among graduate students and employees: The university prohibits sexual relationships between employees (faculty, teaching fellows, administrators and staff) and graduate students in the same program or students whom they supervise, evaluate, or teach. The university discourages sexual relationships between graduate students and employees not in the same program.

A member of the university community who violates the Consensual Relationships Policy will be subject to disciplinary action by the institution up to and including dismissal.

Any member of the university community who has substantial reason to believe that a violation of the Consensual Relationships Policy has occurred is encouraged to contact the VPAA, dean of students or the executive director of university administration to express his/her concern and to explain the basis for the concern. The VPAA, dean or executive director is responsible for fully investigating and taking appropriate disciplinary action if it is determined that the policy has been violated. Any concern about violations at the vice president/dean level should be taken to the president, who shall fully investigate and take, or cause to be taken, appropriate disciplinary action. Any concern about violations by the president should be taken to the chair of the Board of Trustees. The administrator conducting the investigation will inform the alleged offenders of the allegation and of the identity of the person bringing the grievance. A written statement of the grievance should be given to both parties, and every effort will be made to protect the person bringing the grievance from retaliatory action by those named in the grievance. Disciplinary action appropriate to the situation may range from reprimand up to and including suspension or dismissal.

Any member of the community who becomes aware of a relationship between individuals violating the Consensual Relationships policy may also bring the matter to the attention of the Harassment Grievance Board by meeting with any of its members, under the same standards of confidentiality and disclosure outlined in the University's Policy on Harassment.

As stated by the AAUP, disciplinary actions will not be used to restrain faculty members in their exercise of academic freedom, and as in harassment investigations, the rights of all individuals involved to privacy and due process will be respected. If a determination is made that an accusation was not made in good faith, the individual bringing the false accusation will be subject to a charge of harassment. If any party to the situation is not satisfied with the actions taken by the administrator, they may

appeal to the president or the chair of the Board of Trustees if the president was the investigator or accused.

In the event that a relationship described above develops between employees or pre-exists being employed, the supervisor or superior administrator involved in the relationship may seek the assistance of the VPAA or executive director of university administration (or the president, if the involved party is the VPAA or executive director) to attempt to alter the employment relationship and remove the conflict of interest and/or power differential. However, the university is not obligated to provide such accommodation for those involved in consensual relationships. If no suitable realignment of the supervisory relationship can be agreed upon, then the supervisor or superior administrator involved in the relationships will be held accountable for violation of the university policy prohibiting consensual relationships if the relationship is not ended.

When a pre-existing relationship exists, the president can evaluate and approve a request for an exception before the student is enrolled or individual is employed if extenuating circumstances exist.

If a community member feels that they have been subjected to sexual harassment, they may also file a complaint under the university's Harassment Policy.

If a consensual relationship pre-exists the implementation of this policy, the involved parties must contact the VPAA, dean of students or the executive director of university administration immediately (by October 1, 2006) to report the existence of the relationship and devise a response to come into conformity with this policy that is accepted by the dean of students or the executive director of university administration. If the relationship is not reported by the involved parties, the individuals will be subject to the policy listed above including disciplinary action.

#### Contacting Hollins Alumnae

Alumnae names, addresses, and biographical information are entrusted to the Alumnae Relations Office by each individual alumna to be used solely for university-sanctioned activities for the advancement of Hollins. Approval from the Office of Alumnae Relations is required to contact groups of alumnae except in cases where alumnae have already given permission for their names to be listed for student contact (such as with the CDC for career networking or internships).

#### Dietary Exclusion From Dining Room Meal Plan (Undergraduates)

Hollins University is a residential community in which full-time, traditional undergraduate students are required to live on campus and participate in the university meal plan. In addition to the basic residential nature of the campus, our residence halls do not provide appropriate spaces for individual meal preparation. Very few medical diagnoses will suffice for an exclusion from the meal plan. Students who have special dietary needs should talk with the director of food services to request accommodations.

Students wishing to be considered for an exemption for medical reasons must review the following guidelines:

1. The Meal Plan Exemption request form should be sent to the dean of students or the assistant dean of students/director of housing and residence life prior to July 15 (for fall term) or December 15 (for spring term) along with documentation from a physician. The Business Office will not prorate exemptions in the middle of a semester. For new students, all requests should be made when immunization and health records are sent to Health and Counseling Services.
2. The medical documentation that is included with the exemption form must specify: a) the nature of the special need, b) the medical diagnosis, and c) the dietary requirements.
3. The dean of students, assistant dean of students/director of housing and residence life, director of food services, and director of health and counseling services will meet to discuss the request.
4. The student may be asked to meet with the nurse practitioner or the director of health and counseling services if the documentation provided is not sufficient.
5. The director of health and counseling services or the nurse practitioner may contact the physician providing the medical documentation if additional information is needed.
6. The dean of students will make the final decision about the exclusion and will communicate it to the student.

#### Dissent

See "Policy on Political Activity" on page 34.

#### Fishing Policy and Procedures

It is the policy of Hollins University that all persons who wish to fish in either the university pond or the sections of Carvins Creek that run through campus property, do so in accordance with university rules and regulations. All state laws that pertain to Freshwater Fishing in Virginia apply on campus property. Hollins University fishing rules and regulations are written and enforced to ensure that persons fishing on campus property are abiding by state laws and to regulate the amount of anglers fishing on the campus to protect university resources and maintain university safety and security to persons and property.

Currently, only Hollins University employees and their immediate family, students, and members of Trout Unlimited are eligible to obtain permits to fish on campus property. Community members violating any rule or regulation of the University may be disciplined. Violation of these policies by non-community members may result in their being removed from campus and being barred from future visits to the university.

If you wish to fish on campus property, the procedures are as follows:

- Each angler must obtain a daily permit from campus safety. To obtain a permit, an angler must fill out an information card to be kept on file in the campus safety office. The information card shall include: angler's full name and address, driver's license/identification number, valid Virginia fishing license number and the date of purchase, vehicle license plate number(s) of all motor vehicles that will be driven/parked on campus. Anglers shall park their vehicles in the lower West parking lot and display a university issued "Angler" parking permit on their rear view mirror.
- Each angler must wear the permit so that it can be easily seen from a distance. ID badges must be returned to the campus safety office after fishing activities have ceased. Failure to return the badge may be grounds for suspension of fishing privileges.
- Catch-and-release fishing only. All fish must be released unharmed immediately following capture.
- Only single hook, artificial lures may be used while fishing Carvin Creek.
- Fishing is allowed ½ hour before sunrise until ½ hour after sunset.
- No more than 6 anglers may fish the stream or pond at any time. There will be only 6 badges available for issue by the campus safety office.
- Hollins University reserves the right to close the stream and/or pond to fishing at any time. Contact the campus safety office at x6419 for information on closures.
- Violation of any of these regulations will result in the revocation of fishing privileges for up to 1 year.
- Regulations will be enforced by Hollins University campus safety officers and/or Virginia Conservation Police Officers. Violations of state law will be referred to Roanoke County Police and/or Virginia Conservation Police.

#### Fundraising by Students and Student Groups

Students who wish to raise funds in the Moody Lobby must reserve space with the director of special programming and events. All fundraisers conducted on campus by students for the purpose of funding student organizations must be approved by the coordinator of student activities and organizations. All information will be shared with the club coordinator and the SGA treasurer. A fundraising plan must be submitted in writing two weeks prior to the fundraising activity.

Any use of the Hollins logo or name on fundraising merchandise must be approved by the vice president of marketing and enrollment management and may require an additional week for approval. This approval will be obtained by the

coordinator of student activities and organizations for the student/organization. At the conclusion of the fundraising event, the student/organization must submit in written documentation of their fundraising efforts to the coordinator of student activities and organizations and the club coordinator.

Student groups seeking to solicit outright gifts of funds, goods or services from external constituencies should file a fundraising plan with the coordinator of student activities and organizations for review by the Development Office. Additional information can be obtained from the Office of Student Organizations and Activities at x6986. Approval from the director of alumnae relations is required for all solicitation from external constituencies.

Solicitations involving Hollins alumnae are, with rare exceptions, restricted to projects deemed to be institutional priorities by Hollins leadership. Fund-raising by individuals for personal benefit or the benefit of other individuals is prohibited.

### Graduation

Graduation fees are used to offset the costs of commencement, such as, programs, rentals, sound system, food service, and diplomas. In order for students to walk across the stage at graduation and receive a diploma, they must have successfully completed all degree requirements and be in good current financial standing. Students who either fail a required course in the spring of their senior year, need to complete work over the summer, or who are not in good current financial standing will only be able to robe and sit with their class on graduation day, not cross the stage.

### Harassment Policy and Procedures

**Statement of philosophy.** Hollins University strives to recognize human dignity and is committed to providing equal educational and professional opportunities to all persons regardless of gender, race, color, ethnic origin, nationality, disability, sexual orientation, marital status, age, and political and religious beliefs.

Hollins University does not tolerate any type of harassment within or connected to this institution. Harassment is unlawful and unfairly interferes with the opportunity for all persons to have a safe and productive education and work environment. We are committed to taking all reasonable steps to prevent harassment and to discipline under the appropriate University disciplinary procedures those who violate this policy. We believe that a person is entitled to say “no” to unwanted and offensive conduct without the fear of reprisal or retribution from any person.

Hollins University is committed to the principles of academic freedom and believes that free inquiry, critical thinking, vigorous discussion, debate, and free expression are integral parts of the University community. The educational setting presents unique issues because academic freedom promotes the expression of ideas, even where the ideas may be perceived to be offensive. The educational process

relies upon the free exchange of ideas and this policy shall not be interpreted to otherwise restrict free expression.

**Statement of policy.** *Harassment will not be tolerated by Hollins University.*

A member of the university community who believes that she or he is/has been the victim of harassment should contact a harassment grievance officer or the director of human resources as soon as possible.

**Harassment defined.** Harassment as covered by this policy is any conduct directed toward an individual or group based on gender, race, color, ethnic origin, nationality, disability, sexual orientation, marital status, age, and political and religious beliefs that is pervasive and adversely affects participation in employment, education, or campus life and creates a hostile environment. Harassment can be of a physical, verbal, or nonverbal nature. Harassment can occur regardless of intent. Harassment grievance officers or the grievance board will handle only harassment complaints as defined in this paragraph.

Harassment can occur between peers (co-students or co-workers), as well as between persons in relationships of unequal power. The potential for creating an atmosphere of fear and intimidation is greater in relationships where such inequalities of power exist.

A hostile environment is created when repeated, severe, pervasive or persistent harassment interferes with an individual's ability to learn, work, or otherwise participate in university programs. In the majority of cases, a pattern of incidents is required; casual or sporadic incidents are not enough to show a hostile environment; however, a single incident may be sufficiently severe to create a hostile environment.

Harassment has no legitimate basis at a higher education institution; accordingly, if a person is found to have engaged in such conduct, he or she will be made to bear the full responsibility for violations of this policy.

In determining whether the alleged conduct constitutes a violation of this policy, those charged with such determination will consider the totality of the circumstances, including all relevant information regarding the nature of the alleged conduct and the context in which that alleged conduct occurred. Conduct alleged to constitute harassment will be evaluated on a case-by-case basis according to the objective standards of a reasonable person.

*Sexual harassment* is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments (1972). Sexual harassment is defined by Hollins University as unwelcome, unacceptable, and offensive physical or verbal conduct of a sexual nature, including instances when:

- submission to such conduct is made explicitly or implicitly a term or condition of work or academic performance, or
- submission to or rejection of such conduct is used as a basis for decisions regarding employment, performance evaluation, or academic evaluation affecting any member of the university community; or

- Such conduct is known or should have been known to interfere with an individual's academic, professional or work performance, or to create an intimidating, hostile, or offensive employment, educational, co-curricular, or residential environment.

*Racial harassment* is prohibited by Title VII of the Civil Rights Act of 1964 and is defined as unwelcome, unacceptable, and offensive physical, verbal, or nonverbal conduct or action of a racial nature, including instances when:

- the conduct denies opportunities or benefits on the basis of race, color, ethnic background, nationality, language or cultural background; or
- the conduct is part of a pattern that creates an intimidating, hostile or offensive educational or work environment.

**Other forms of harassment**, whether defined by law or not, will not be tolerated and will result in disciplinary action if they should occur. Student complaints arising out of these situations will be handled through the policies and procedures of the appropriate Student Conduct Councils that govern undergraduate and graduate students. Complaints involving employees or faculty will be addressed through the university's employment grievance procedures.

**Scope of policy.** This policy applies to all members of the university community, including administration, faculty, staff, and students, and to anyone who resides on campus. This policy also applies to members of the Hollins community attending off-campus events sponsored by Hollins University. This policy applies to those who visit or do business here, including contractors. Compliance with this policy is a term and condition of employment with and education at this institution.

**Contact persons: harassment grievance officers.** Harassment grievance officers will be appointed for a three-year term by the president. Grievance officers may include members from the tenured and untenured faculty, administration, and staff.

Each year the officers are identified through student and employee orientation and through communications with the campus community.

**Harassment Grievance Board.** The harassment grievance officers will constitute the Harassment Grievance Board, and the Board members will elect a chair.

**Investigation of a complaint.** The filing of a signed, written complaint is generally required for the grievance matter to be formally investigated. A minimum of two grievance officers will conduct the investigation of a complaint, and the full Board may be involved in those cases that warrant disciplinary action.

The individual accused of harassment will be notified within three (3) working days of receipt of the complaint and the specific charges will be clearly stated in writing. If additional charges develop during the investigation, the accused will be notified in writing immediately.

Reasonable attempts will be made to resolve any complaint in a timely manner. The complainant and accused will be contacted weekly should the case require a protracted investigation due to issues involving the availability of parties to the

complaint, availability of grievance board members, and the demands of the academic session.

Grievance officers will interview the complainant(s) and witnesses that support the allegations.

Grievance officers will interview the alleged accused(s) informing him/her verbally of the evidence and testimony brought against them and will request the accused(s) to provide witnesses and written information that are pertinent to the investigation.

Grievance officers may interview any other individual that has information or may potentially impact the investigation and resolution process.

Under appropriate circumstances, immediate action to prevent harassment will be taken and is not limited to the process provided herein.

Rules of confidentiality and prohibition of retaliation are clear expectations throughout the investigation and resolution procedures (See Section K).

**Resolution procedures with no discipline.** Resolution procedures are intended to provide prompt and fair resolution of problems and to preserve the interests of all involved.

When possible, individuals have a responsibility to resolve conflicts between or among themselves. What is perceived as harassment by one individual may not be similarly perceived by another where differences of attitude or culture apply. Grievance officers are available to assist individuals to resolve conflicts between or among themselves.

A complaint may be resolved through oral or written agreement. A grievance officer will follow up to make sure the complainant is satisfied with the resolution.

After the completion of the resolution process, a grievance officer will contact each of the parties to discuss the results of the investigation and future expectations. Written documentation of this follow-up will be maintained as part of the complaint summary.

**Resolution with discipline.** In the event it is determined that a violation of this policy has occurred, discipline may include, but is not limited to, any of the following:

- Oral reprimand

- Written reprimand

- Suspension (with or without pay) or termination

- Academic suspension or expulsion.

The appropriate senior administrator (president, VPAA or such vice-president as may be designated by the president) of the institution will determine the final discipline. The grievance officers will provide information gathered as part of the investigation to the senior administrator for his/her review in determining discipline. The grievance officers will meet with the senior administrator upon his/her request to review the submitted information and the officers' determination of the case.

After the completion of the resolution process, a grievance officer will contact each of the parties to notify them of the results of the investigation. The senior

administrator will notify the individual who it was determined violated the policy of the discipline to be imposed. Written documentation of this follow-up will be maintained as part of the complaint summary.

A determination that an individual has violated this policy shall be placed in the individual's personnel file. Discipline may also include legal action.

**Appeal process.** Either party involved in a grievance procedure may appeal the decision of the grievance officers or board based upon perceived violation of university procedures. The appeal must be made within ten (10) working days of the date he/she receives notice of the decision made by the grievance officers or grievance board. The appeal must be made in writing to the VPAA or the president and must state in detail the reasons upon which the appeal is based.

If the appeal involves a student or staff person, the VPAA will appoint a three-member appeals panel consisting of staff and/or faculty uninvolved with the case to investigate the appeal. The VPAA will designate one member of the panel as the convener. If the appeal involves a faculty member the VPAA will notify the Faculty Review Board and three members of the Board will constitute an appeals panel to investigate the appeal.

The VPAA will forward to each appeal panel member copies of all investigative materials, including recommendation(s) from the grievance board. The appeal panel shall make a recommendation either for or against reconsideration by the grievance board or grievance officers or an appropriate administrator. The recommendation shall also be reported to both parties involved in the case. The notification of reconsideration shall include information about what specific grievance board action and/or procedure should be reconsidered.

Members of the appeals panel may seek additional information or advice and will make a decision within thirty days from the date they receive the investigative materials. The decision made by an appeals panel is final. If the VPAA or president recommends termination of a faculty member, the normal "termination for cause" procedures defined in the Faculty Handbook will be followed.

If the individual making the appeal is dissatisfied with the result, nothing prevents him/her from filing a complaint with the state and/or federal agencies or a court of competent jurisdiction.

**Confidentiality and prohibition of retaliation.** Access to records and other information pertaining to harassment complaints and investigations will be maintained confidentially to the fullest extent possible by restricting access to such records and other information to those individuals with a legitimate need to know and to those individuals designated or otherwise authorized by Hollins University to review such information. Any retaliation against a complainant or witnesses is prohibited specifically by this policy, and anyone found to have violated the anti-retaliation provision of this policy will be disciplined.

**Training.** Hollins University will conduct training sessions for administrators, faculty, staff, and students regarding this policy and regarding harassment on an annual basis.

**This policy is a revision** to existing policy and procedures adopted March 1, 2003 and becomes effective June 1, 2007. It may be revised or amended from time to time, as Hollins University may deem appropriate.

### Bullying

Bullying is defined as repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs.

Hollins is a community that expects mutual respect of its members. If a student feels they have been bullied by another student, the resolution process is as follows:

Inform, in writing, the Dean of Students or Assistant Dean of Students. Once written documentation has been submitted, the Dean of Students along with the Assistant Dean of Students will meet with the complainant to develop a plan of action that may include:

- talking with the other individual(s) involved.
- mediating the parties involved.
- writing a letter that requires the alleged behavior(s) to stop
- having the complaint resolved through an administrative hearing.

Under appropriate circumstances, immediate action to prevent bullying will be taken and is not limited to the process provided herein.

When possible, individuals have a responsibility to resolve conflicts between or among themselves. What is perceived as bullying by one individual may not be similarly perceived by another where differences of attitude or culture apply.

Rules of confidentiality and prohibition of retaliation are clear expectations throughout the investigation and resolution procedures.

### Whistleblower Policy

Hollins University is committed to compliance with the laws and regulations to which it is subject. Laws, regulations, policies and procedures strengthen and promote ethical practices and ethical treatment of the members of the University community and those who conduct business with the University. The University's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities as defined by definitions in this policy. The University has a responsibility to investigate appropriate parties allegations of suspected improper activities and the actions taken by the University. This policy governs reporting and investigation of

allegations of suspected improper activities and represents the University's implementing policies related to whistleblowers. Employees and others are encouraged to use guidance provided by this policy for reporting all allegations of suspected improper activities. Individual employee grievances and complaints regarding terms and conditions of employment will continue to be reviewed under the applicable faculty and staff personnel policies. Any allegations of improper activities that may result in subsequent actions bringing disciplinary charges against a faculty or staff member shall be coordinated with the applicable faculty or staff personnel conduct and disciplinary policies. In all instances, the University retains the prerogative to determine when circumstances warrant an investigation and, in conformity with this policy and applicable laws and regulations, the appropriate investigative process to be employed.

For the complete policy, please access on my.hollins under the Student Life Tab.

### Hazing

Hollins University policies concerning hazing are consistent with the laws of the Commonwealth of Virginia. The Virginia law on hazing is:

18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials: It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.

Hollins further defines hazing as any action taken or situations created intentionally by groups of individuals acting as members of an organization, whether on or off campus, to produce physical or mental discomfort, embarrassment, harassment, or ridicule which otherwise violates university policy. Such activities and situations include, but are not limited to paddling in any form, creation of excessive fatigue, physical and psychological shock, quests which infringe on the rights of others, wearing apparel which is conspicuous and/or humiliating, inappropriate blindfolding of students (which includes, but is not limited to, placing of blindfold by anyone other than blindfolded student, pressure to blindfold, moving of blindfolded student, leaving blindfolded student unaccompanied), engaging in publicly embarrassing stunts, and involuntary consumption of food or drink. This also includes

morally degrading or humiliating games and activities, late night sessions that interfere with scholastic activities, and any other activities that are not consistent with the constitutional laws of the United States, the Commonwealth of Virginia, the County of Roanoke, or the policies of Hollins University.

For clarification or more information on the hazing policy at Hollins University, students should contact the dean of students, coordinator of student activities and organizations, or assistant dean of students/director of housing and residence life.

### Pet Policy

This policy applies to all Hollins University faculty, students, visitors and contracted service representatives and to all property owned, leased, operated or controlled by Hollins University. At no time should any dog, cat or other pet animal be in any residence hall, any administrative building, or any academic building. The only exceptions are to working animals for purposes of aiding those with disabilities, verifiable academic reasons, or for resident life professionals living on campus. At no time should the owner of any dog permit such dog to run at large on any property owned or controlled by Hollins University. The only exception will be when the dog is being trained or exercised and accompanied by its owner or custodian, or under the immediate physical control of its owner or custodian. Running at large is defined as roaming, running off the property of its owner or custodian, and not under its owner's or custodian's immediate physical control at all times.

A nuisance animal is defined as any dog, cat, or other domestic animal, which unreasonably annoys humans, endangers the life or health of other animals or persons, or substantially interferes with the rights of citizens, other than its owner, to the enjoyment of life or property.

Roanoke County Police or the Department of Campus Safety will remove nuisance animals from campus property. Dog and cat license receipts shall be carefully preserved by the licensees and exhibited promptly on request by any animal control officer or other officer. Dog license tags shall be securely fastened to a substantial collar by the owner or custodian and worn by such dog. It shall be unlawful for the owner to permit any licensed dog four months old or older to run or roam at large at any time without a license tag. The owner of the dog may remove the collar and license tag required by this section when (i) the dog is engaged in lawful hunting, (ii) the dog is competing in a dog show, (iii) the dog has a skin condition which would be exacerbated by the wearing of a collar, (iv) the dog is confined, or (v) the dog is under the immediate control of its owner.

Any employee violating this policy will be subject to a fine of \$100 by the university. Any student violating this policy will be subject to sanctions through the judicial board and a fine of \$100 by the university. Any visitor violating this policy will be subject to being barred from campus. Reparations for damages caused by someone's pet will be the responsibility of the pet's owner.

The complete Hollins Pet Policy can be found on the Department of Campus Safety's section of my.hollins under Policies. Also, please see Pets under "VI. Housing and Residence Life."

#### Policy on Illegal Drugs

The university prohibits the possession and use of illegal drugs with paraphernalia. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of both federal and state laws and university regulations.

Anyone who distributes illegal drugs will be dismissed from the university and may be subject to criminal prosecution by appropriate federal or state authorities. Hollins University does not provide sanctuary from state and federal laws which regulate the use of drugs. Law enforcement agents have jurisdiction on campus, and, when in possession of the proper documents, may legally make arrests and search any room or building without prior notice to the university. The university cannot protect an accused person from the consequences of an arrest or conviction on or off campus.

#### Policy on Political Activity

By its nature, Hollins University shelters and presents a diversity of opinions. Indeed, its freedom from political control rests on the assumption of its social and political objectivity. It is contrary to the purposes and interest of an educational institution to permit itself to be used as an instrument of political action.

Hollins University recognizes and cherishes the right of dissent by individual members of the community as one of the fundamental democratic freedoms. In exercising the right of protest, individual members of the Hollins community must always bear in mind their special responsibility to the university:

For faculty members, these obligations are set forth in the statement on academic freedom issued by the American Association of University Professors (AAUP), and are adhered to by the university.

Students enjoy equal rights as citizens, but should make clear when they are speaking for themselves and not the institution.

Freedom from disorder is essential to the right of dissent. Hollins University welcomes peaceful and orderly protest, but it will not tolerate interference with the rights of others, obstruction of normal activities, threats of coercion, violence, or destruction of property.

Normal academic schedules will not be suspended except for reasonable cause determined by the president or a designee, after consultation with the Hollins community.

## Posting Policy

### **Flyers, Posters, & Table Tents**

All student flyers, posters and banners must be registered and stamped by the Hollins Activity Board's Publicity and Promotions Chair.

Forms are located in a box outside the SGA office on the 3<sup>rd</sup> floor of Moody or the HAB website found at my.hollins under the Student Life tab. Completely fill out the form and attach the master copy of the flyer(s), poster(s) or banner(s). The form can either be turned into the appropriate folder outside the SGA office or emailed to the Publicity and Promotions chair.

All registration forms turned in by Sunday evening will be approved, stamped and returned by the Monday of the next week. The person who completed the form will receive an email when the item is registered. Flyers must be removed within 3 days after the event.

Table Tents (flyers placed on tables in Moody) must be registered by the coordinator of student activities and organizations, Manat Wooten at mwooten@hollins.edu.

To advertise events through the Hollins online calendar at my.hollins, please email all event information to Manat Wooten at mwooten@hollins.edu; or please contact the assistant to the dean of students.

Any films being shown in public settings (outside of scheduled class time or private resident socials) cannot be publicized unless registered by Manat Wooten at mwooten@hollins.edu and the rights to screen the film are secured.

People from outside Hollins may feel free to register their flyers through the dean of students office (Moody #1). All outside postings are to be placed on the designated bulletin boards in the Moody Student Center.

Students wishing to post flyers on other campuses must consult the posting policies of those institutions.

The Public Relations Office will assist students in publicizing events in the Roanoke community. Please visit Jeff Hodges on the third floor of the Coker Administration Building at least three to four weeks in advance of the event.

### **Chalk**

Students are welcome to express their thoughts and advertise events in chalk on the sidewalks around campus. Students must not write on the sides of buildings, steps, on the Moody Plaza bricks, or on the pavers in front of the Administration Building. Chalking may be removed after the event by Physical Plant.

## Proof of Insurance Requirement

Hollins University requires all full-time undergraduates, including full-time adult Horizon students and residential graduate students, to have health insurance. Students have the choice of demonstrating proof of insurance by sending a copy of their insurance cards or a Hollins University Proof of Insurance Form to Student Affairs (P.O. Box 9685) prior to the beginning of each fall semester, or enrolling in the

Bollinger Insurance plan provided by the university. Students transferring to or beginning studies at Hollins at the beginning of short or spring term must provide proof of insurance at the beginning of that term.

If students have not demonstrated proof of insurance or signed up for Bollinger Insurance by the designated deadline, they will automatically be enrolled in the Bollinger plan and billed a non-refundable fee of \$544 (\$680 for graduate students) for the premium for one full academic year. If proof of insurance is provided after the designated deadline, and a student has already been enrolled in the Bollinger plan, they will remain enrolled and WILL NOT RECEIVE A REFUND FOR ANY PORTION OF THE PREMIUM.

Exemptions to medical health immunization requirements and/or exemption of health insurance requirement due to religious beliefs and/or practices should be made through Health and Counseling Services and approved by the dean of students.

#### Residential Requirement (Undergraduates)

Hollins University is a residential campus that prides itself on its campus community. By living on campus, students are afforded the opportunity to develop academically, socially, physically, and spiritually within safe and comfortable living areas. Residence halls provide the best and fastest way to meet other people. Each year approximately 90% of the traditional undergraduate student body lives in university housing.

Recognizing the multiple benefits available to residential students, members of the President's Cabinet revised the Hollins University Residency Policy based on recommendations from the Board of Trustees. The Hollins University community feels very strongly that Hollins should remain a residential campus.

The policy stipulates that all traditional-age students under the age of 23 must live on campus. Students who live with their parents or legal guardians in Botetourt County, City and County of Roanoke, City of Salem, Town of Vinton or within a 40 mile radius of Hollins based on mapquest are exempt, but are still required to complete the Exemption from Residency Policy form, available from the Office of Housing and Residence Life.

If students wish to be considered for an exemption from the Residency Policy, the following guidelines must be followed:

1. Exemption request should be made to the Housing and Residence Life Office prior to July 15 or December 15. The Business Office will not prorate exemptions in the middle of a semester. For all new students, all requests should be made upon admission to Hollins.
2. Reasons for the exemption should be explained in detail and attached to the Exemption from Residency Policy form.
3. The assistant dean of students/director of housing and residence life in consultation with the dean of students will make the final decision for exemption.

### Ring Night Activities (Undergraduates)

Ring Night, sponsored by the senior/sophomore class and Student Affairs, is a Hollins tradition that occurs once each semester. This event's main purpose is to honor the juniors as sisters in the Hollins community. Ring Night is a time during which the seniors, juniors, sophomores and first-years come together to focus on Hollins and the sisterhood unique to the university.

Ring Night is administered by a committee chaired by the sophomore and senior presidents, and assisted by the first-year and junior presidents. This committee ensures that processes and procedures are in place for safe and successful Ring Night events. Any grievances and/or violations should be made known to the Honor Court chair, assistant dean of students/director of housing and residence life or a member of the Ring Night Committee.

Ring Night events should affirm the dignity and rights of religious, ethnic, gender, sexual orientation, racial, and socio-economic groups through student behavior, costumes, make-up and skits. As a member of the Hollins community, each student accepts the responsibility of balancing freedom for the individual with a sensitivity to, and respect for, the rights of others. The basic principle of student conduct at Hollins holds that any behavior that infringes on the rights, privileges or property of others, or which impedes the safety of community members or the educational process is unacceptable. Please refer to the section on Hazing for more information.

### Sexual Assault

Campus Safety, in conjunction with Health and Counseling Services, to provide several programs during the school year to promote the awareness of rape, acquaintance rape and all other sexual offenses. Any student involved in a sexual assault will be offered counseling services through Health and Counseling Services and other resources available in the community. Victims of sexual assault are encouraged to make a report to Campus Safety and Roanoke County Police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through Health and Counseling Services. The victim will be provided assistance to change academic and living situations, as necessary.

Hollins University also offers CASA (Coalition Against Sexual Assault) located in the Moody Center on the third floor, Office 8. CASA is the sexual assault assistance program on campus. Staffed by student volunteers, CASA promotes and provides community education and awareness on the issues surrounding sexual assault. All services are confidential and free of charge. Active volunteers with the peer-counseling organization CASA shall be given special consideration in regards to the Honor Code clause requiring students to report Honor Code violations, only at times when performing CASA duties requiring confidentiality. An active volunteer is defined

as an individual who has completed CASA volunteer training and is attending regular volunteer meetings during that academic term. CASA duties include peer-counseling services rendered either during drop-in office hours or when approached informally as a CASA volunteer. CASA volunteers can be reached during night office hours Sunday-Thursday, on the anonymous office phone line (362-6817), and by appointment. At the present time, CASA services are available only during the academic year.

University judicial action, criminal prosecution and civil litigation are options to victims of sexual assault. University sanctions for sexual misconduct and other offenses follow the disciplinary procedures as detailed in the Hollins University Student Handbook. Such sanctions may include suspension or dismissal from the University.

For additional information on emergency services available in the Roanoke area, please refer to the section on Emergencies under "V. Student Life Procedures and Guidelines."

#### Crime Reporting Procedures – Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal act to which institutions of higher education are required to comply. The act is intended to provide students and families with information in regard to reported crimes on campus. Additional information can be found at <http://www1.hollins.edu/security>.

**Open Reporting of Crimes to Campus Security and Local Police:** All crimes that occur on university property should be immediately reported to the Department of Campus Safety. In an emergency, Campus Safety may be contacted by telephone at (540) 362-6911, **6911 from on campus**, or by using any one of the twelve emergency call boxes located on campus. The immediate reporting of any crime, especially sexual assaults, assists in the preservation of evidence, which may be necessary to convict a person involved in such criminal activity. Information on crimes that may impact or relate to the surrounding community is shared with appropriate law enforcement agencies. Campus Safety will investigate every report of criminal activity, and notify local police if warranted or requested by the victim. Non-emergency reporting of crimes and other incidents may be made by calling the Campus Safety Office on the non-emergency telephone, (540) 362-6419, **6419 on campus**, or by visiting the Campus Safety Office in Botetourt Hall.

**Silent Witness:** If you would like to report a crime that has occurred on university property or have any information that you feel would be helpful in an investigation, but wish to remain anonymous, you have the option to report it through Silent Witness at <http://www1.hollins.edu/security/feedback.htm>.

**Reporting Crimes Confidentially to "Campus Safety Authorities:"** The following persons listed below are designated by university administration to be "Campus Safety Authorities" for Hollins University and are required to report Clery Act

specific crimes (see below) to the Director of Campus Safety that have been confidentially reported to them. Campus Safety Authorities shall advise crime victims and witnesses that it is preferred that they make an open crime report to Campus Safety so the incident can be investigated, and timely warnings can be issued. If the victim/witness indicates that they do not want to make an open crime report, then the Campus Safety Authority shall prepare a Campus Safety Authority Crime Report form with all of the required information and forward it to the Director of Campus Safety. The Crime Report form must be forwarded as soon as possible, but not later than forty eight (48) hours from the date and time that the crime was reported to them.

1. VP of Academic Affairs
2. VP of Finance and Administration
3. Executive Director of University Administration
4. Director of Campus Safety
5. Dean of Academic Services
6. Associate Dean, Cultural and Community Engagement
7. Dean of Students, Assistant Dean of Students
8. Assistant dean of students/director of housing and residence life, Residential Learning Coordinators, HRL Graduate Assistant(s), Resident Assistants
9. Coordinator of Student Activities and Organizations
10. Director of Career Center, Assistant Director of Career Center
11. Director of Batten Leadership Institute
12. Director of Athletics, All Varsity Coaches, Director of HOP, Athletic Trainer

A Campus Safety Authority is not responsible for determining authoritatively whether a crime took place; that is the function of campus safety and local police.

All other university employees, not designated as Campus Safety Authorities, should file or advise crime victims/witnesses to file an open report with Campus Safety or file a crime report with one of the above listed Campus Safety Authorities.

Pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. Confidential crime reports may be made to one of the above listed Campus Safety Authorities.

### Smoke-Free Campus

This policy applies to all members of the Hollins University community, including faculty, staff, students, and visitors to the campus. As Hollins University is dedicated to providing a healthful, comfortable, and productive study and work environment for all members of the community, and because Hollins is aware of the health hazards and concern of the health, productivity, and well being of all community members,

along with health care costs, all of which are adversely affected by smoking, this policy was established. Further, this policy was established in response to the preferences expressed through a survey of Hollins University faculty, staff, and students.

Smoking is prohibited in all academic and administrative buildings, including private offices, all campus vehicles, campus dining hall, snack bar, restrooms, any other common indoor areas, and at all indoor public events. Smoking is prohibited in all student residence halls. When smoking outside of resident halls please insure smoke does not go into student windows. If asked to relocate please do so respectfully.

As with all university policies, persons in supervisory capacities will have responsibility for ensuring that the policy is enforced. Students also have the right to remind anyone of the university policy. Problems or violations should be brought to the attention of the appropriate supervisor and handled through the existing administrative/academic structure, or the student judicial system. Any such incidents will be handled on an individual basis.

Participation in smoking cessation programs will be arranged for by the director of health and counseling services or the director of human resources upon request. All community members share the responsibility for the success of this policy, which will depend upon the thoughtfulness, consideration, and cooperation of everyone.

#### Student(s) Experiencing a Mental Health Episode or Crisis

It has been our experience that occasionally a student may suffer from a mental health problem to the degree that her/his conduct or condition may pose a direct threat to the health or safety of the student or others and/or that, if not addressed, may be detrimental to the best interests of the university (e.g., the condition may impede the educational progress or well being of other students). In such situations, the university reserves the right to take, in the judgment of university officials, whatever action it deems appropriate under the circumstances. In order to assist the university in determining what action to take, the student may provide information from a certified, licensed mental health care provider concerning the student's condition and the professional opinion of the provider as to the student's ability to continue her/his matriculation or to re-enroll. Furthermore, if requested by the dean of students or her/his designee, the student must provide written consent for the health care provider to discuss the student's condition and prognosis with appropriate university officials or agents. The student also agrees to comply with any other reasonable request from the university that may assist the university in its review of the matter. The final determination of action shall be at the sole discretion of the university and for reasons deemed satisfactory to the university. Such action by the university may include, but is not limited to, the following:

- Restricting the student from contact with specified individuals.
- Restricting the student from certain portions of campus.

- Restricting the student from involvement in specified organizations, events, or activities.
- Revoking the student's University housing.
- Withdrawing the student from a specified class or classes.
- Not allowing the student to remain enrolled.
- Not allowing the student to continue her/his enrollment in a subsequent term in the case where the student has completed an academic term.
- Withdrawing the student from the university or having the student take a leave of absence.

Please contact the dean of students or the dean of academic services regarding any questions about the guidelines set forth above.

### Technology Use Policy

Hollins University supports freedom of expression, freedom of speech and academic freedom in the pursuit of scholarly inquiry and the sharing of information. The university's computing resources are made available to Hollins University's students, faculty, staff and alumni for the academic, educational, creative, artistic, and research purposes of the university. With such use come responsibilities and obligations on the part of everyone using the network. Each member of the university community is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use.

All official Hollins communications are made to students through their Hollins email account and their Audix voicemail. To ensure they receive important university information, students' email accounts and residence hall voicemail must be activated and utilized on a regular basis.

*Legal Issues:* All members of Hollins University are bound by state, federal and local laws relating to civil rights, harassment, copyright, security, libel and other statutes relating to electronic media. Any attempt to break those laws through the use of the Hollins network may result in litigation against the offender by the proper outside authorities. If such an event should occur, Hollins University will fully cooperate with the authorities to provide any information necessary. In addition, such events will be dealt with by the appropriate Hollins disciplinary bodies. At a minimum, a violator may be subject to having his/her account revoked.

Student records are protected by the Family Educational Rights and Privacy Act (FERPA) and may be accessed only by school officials with a legitimate educational interest.

Copyright law protects intellectual property such as software, images, musical compositions DVD, VHS, videos and text against unauthorized copying. Hollins University users are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions. Users should not copy programs

and other intellectual property unless they are certain they are legally entitled to copy them (e.g., illegal music files).

*Racial and Sexual Harassment:* Messages that harass an individual or a group are strictly prohibited. Hollins University has explicit personnel policies against harassment and all incidents of harassment will be dealt with according to those policies.

*Libel:* All members of the computing community should be aware that untrue and/or reckless statements made about others may form the basis of a civil libel action.

*Privacy of Electronic Communication:* The general standard of email privacy will be that which is assured to persons who send and receive sealed envelopes through the physical mail system—that envelopes would not be opened by university officials except for exigent conditions (e.g., life threatening situations or by legal warrant).

*Security:* Hollins users may use only their own computer accounts. Users may not supply false or misleading data to obtain an account nor improperly obtain another's password in order to gain access to computers or network systems, data, or information.

Users are responsible for the use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Accounts are for the sole use of the individual to whom they are assigned and passwords are strictly confidential. If a user suspects that anyone else knows his or her password, the user must change it. For the user's own protection and for the security of computing resources, users should always remember to logout before leaving a networked computer.

To ensure the proper functioning of PCs to accomplish the mission of the university, users should avoid changes to the computers/network that might adversely affect its functioning. It is not acceptable to add, alter, disable or remove any software which resides on a machine in the public computing areas or is accessible via Hollins University's network resources. Hollins users may not attempt to modify the university system or network facilities or attempt to crash the systems. They should not tamper with any software protections or restrictions placed on computer applications or files. Users must have valid licenses for all software installed on university computers. Users should not tamper with any of the network hardware such as cables, jacks, or computers.

Any activity on the network that is likely to result in the loss or disruption of service to another person is prohibited. This includes, but is not limited to, such things as the introduction of viruses, worms, Trojan horses or other rogue programs to the system, tying up computer resources for excessive game playing and other activities not related to one's work or classes, sending junk mail and chain letters, and downloading extremely large files, especially those not related to the individual's class

work or job. All PCs connecting to the Hollins University network are required to maintain updated virus protection software.

*Commercial Use:* Although it is acceptable to promote money-making activities for organizations that are sanctioned by the university, individuals may not use the Hollins University computer network and resources for money-making activities or to advertise or support a private or commercial business since this may jeopardize Hollins' non-profit status.

*Mail:* Persons with accounts should exercise due care and responsibility for the use of their email account. To prevent unwanted messages from being sent from an account, users should log out of mail or lock their computers when they are unattended. Mail should not be used to distribute threatening or harassing messages, spam, chain letters or solicitation for commercial activities. Users of Hollins University's IT resources may not send electronic messages in which the sender's identity is forged.

*Conservation of Resources:* Printers are for the use and convenience of the university community. They should not be used to print output not related to the university's mission. If multiple copies of a document are needed, one should be printed and additional copies should be produced on copiers, to reduce costs. All users should try to eliminate the printing of pages that are not needed.

The amount of disk space available for directories on network servers is limited, so account owners should maintain only active and frequently used files on these servers.

### Weapons Prohibition Policy

This policy provides rules and regulations concerning the possession of weapons on the university campus and in all facilities and locations owned, leased, or operated by Hollins University, in an effort to provide a safe and secure learning and working environment for all students, employees, dependants, guests, and visitors.

A weapon is defined as, but not limited to, any pistol, revolver, long gun, other firearm, or other device designed or intended to propel a missile of any kind, to include a pellet or common BB; any device such as a bow and arrow or crossbow; any dirk, bowie knife, switchblade knife, ballistic knife, pocket knife or other instrument commonly known as an "edged weapon," with a blade in excess of three inches; any straight razor; any slingshot, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as num-chuck, shuriken, or fighting chain; any disc, of whatever configuration, having at least two points or pointed blades which are designed to be thrown or propelled and which may be known as a throwing star or oriental dart; and any hunting boomerang.

This policy applies to all Hollins University employees, dependants, students, guests, visitors and contracted service representatives and to all property owned, leased, operated or controlled by Hollins University.

No person shall carry, maintain, or store a weapon as defined in this policy, concealed or otherwise, on any property owned, leased, or controlled by Hollins University. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any university facility, building, residence hall, or within any parked or moving vehicle on university premises.

Weapons discovered on university premises in violation of this policy may be seized by the Department of Campus Safety. Weapons that are prohibited by federal or state law will be turned over to Roanoke County police for prosecution. Items that are used as weapons on property owned or operated by the university, whether or not they fit the definition above, will also be subject to seizure and turned over for prosecution.

Community members violating any rule or regulation of the university may be disciplined under the Standards of Conduct section of the Employee Information Handbook if a faculty or staff member, or under the Student Handbook (IX. Student Conduct and Social Responsibility), if a student. Violation of these rules and regulations by non-community members may result in their being removed from campus and/or barred from future visits to the university.

The complete Hollins Weapons Prohibition Policy can be found on the Department of Campus Safety's section of the my.hollins website under Policies.

## IV. Campus Services

### ATM Machine

A Wachovia Bank ATM machine is located on the lower level of the Moody Student Center across from the bookshop. ATM cards from the following networks will be accepted: Armed Forces Financial Network, CIRRUS, MAC, Maestro, MasterCard, NYCE, PLUS, Star, and VISA. Due to the high cost, this ATM does not provide deposit service.

### Baby-sitting

There is a high demand in the Roanoke community for qualified, dependable childcare providers. The Career Center lists these opportunities along with other local and part-time positions. Baby-sitting opportunities can be found at the Career Center website on my.hollins.edu.

### Coin Machines

Change machines are in Botetourt lobby and on the first floor of Tinker. If the machines are out of order, or for change for a five-dollar bill, try the bookshop, dispatch center, snack bar, or the cashier's window in the lower level of the Cocker Administration Building (open Monday through Friday 8:30am to 4:30pm)

### Duplicating/Faxing

A fax machine and copiers are located in Printing, Mailing and Shipping Services in the basement of Main Building. There are charges for these services and students must pay for them in cash, and they cannot be charged to a student's account. Use of the self-service copier is limited to 100 or fewer copies of each page. For more than 100 copies per page, please submit requests four working days in advance to Printing, Mailing and Shipping Services.

### Emergency Funds

The Freya Emergency Loan Fund is available primarily for emergencies (medical, academic, and transportation). Funded by alumnae of Freya (a campus group who engage in anonymous service to the betterment of the university), this fund allows us to make small non-interest bearing loans to students to have exhausted all other financial outlets. Decisions to grant loans are made by current student members in regard to applications without identifying information. To apply for a loan, undergraduate students may obtain a request form from the duPont Office.

The Student Outreach and Support (SOS) Fund was established in 1999 by faculty and staff of Hollins University to provide for undergraduate and graduate student needs in response to emergency situations. The SOS Fund is sustained solely by voluntary giving. Small loans or grants may be solicited for the purchase of books, academic and personal supplies, as well as for emergency travel. Applications may be received from and returned to the duPont Office and are confidential. Questions and referrals may be addressed to the chaplain. The SOS Fund is managed in close conjunction with the Freya Emergency Loan Fund.

The Sylvia B. Mays Emergency Loan Fund is available to Horizon students only. An emergency loan application is available in the Horizon Office for loans to Horizon students up to \$200.

### Laundromat/Laundry Facilities

Washing machines and dryers in the Laundromat behind West are available 24 hours, 7 days a week. Tinker, Randolph, and the Apartments have their own laundry facilities these facilities are also open 24 hours, 7 days a week. The washing machines and dryers are \$1.25 per load. All machines are coin operated and accept quarters. Irons and ironing boards are in the Laundromat and in each residence hall.

### Lost and Found

The Department of Campus Safety, located in Botetourt Hall, handles most lost and found items. Students may also tack a postcard on the lost-and-found board in the Botetourt Hall lobby.

## Meals

All members of the Hollins community and their guests may enjoy meals served in the dining room. Guest meals or those obtained by non-residential students must be paid for when entering the dining room, either with cash, a credit/debit card, or by putting money on a student ID card in advance. Failure to pay for meals is an Honor Code offense. To conform to health standards, clothes and shoes must be worn in the dining room. Plates, bowls, glasses, utensils, or any other service pieces are not to be removed from the dining room.

Meals in the dining room for residential students are included in the comprehensive fee. For local students, non-residential Horizon students, graduate students, and guests, the charges for meals in the dining room are: breakfast, \$4.75; lunch, \$5.75; dinner, \$6.50.

Local, non-residential Horizon, and graduate students will receive meals at a discounted rate of \$4.50, if they are paying with their Hollins Dollars on their student ID. All students with a meal plan have \$100 per semester on their student ID cards that can be used in all dining venues. Additionally students can add Hollins dollars to their student ID cards to purchase items in the Rat, Jazzman's Café, Snack Bar and Book Store.

When using a meal plan or Hollins Dollars, a Hollins ID is necessary for admission to Moody Dining. Replacement ID cards may be obtained from the Campus Security office at any time. Anyone who needs to make special meal arrangements should contact Hollins Food Services at x6282.

Moody Dining room hours are:

- Monday through Thursday:
  - Breakfast: 7:30 am – 9:30 am
  - Continental Breakfast: 9:30 am – 11:30 am
  - Lunch: 11:30 am – 1:30 pm
  - Extended Lunch: 1:30 pm – 5:00 pm
  - Dinner: 5:00 pm – 7:00 pm
- Friday:
  - Breakfast: 7:30 am – 9:30 am
  - Continental Breakfast: 9:30 am – 11:30 am
  - Lunch: 11:30 am – 1:30 pm
  - Extended Lunch: 1:30 pm – 4:30 pm
  - Dinner: 4:30 pm – 6:30 pm
- Saturday and Sunday:
  - Continental Breakfast: 9:30 am – 11:30 am
  - Brunch: 11:30 am – 1:30 pm
  - Extended Lunch: 1:30 pm – 4:30 pm
  - Dinner: 4:30 pm – 6:30 pm

Jazzman's Café hours are:

- Monday – Thursday: 8:00 am – 10:00 pm

- Friday: 8:00 am – 3:00 pm
- Saturday – Sunday: closed

The Rat snack bar hours are:

- Monday – Thursday: 11:00 am – 10:00 pm
- Friday: 11:00 am – 8:00 pm
- Saturday: closed
- Sunday: 3:00 pm – 10:00 pm

### Post Office

Undergraduate residential students at Hollins are required to have a post office box for receiving mail. Deliveries cannot be made to residence hall rooms. All other students are also welcome to sign up for a post office box.

The post office is located in Botetourt Hall. The rental fee for a post office box is \$42 for one year (August–August) and \$21 for six months (August–January / February–July) for a full year. A key deposit of \$1 per key is required, refundable upon return of keys. The fee for replacing each lost key is \$5. Undergraduate students and residential Horizon and graduate students should use their post office box number on all correspondence. The post office sells stamps, mailing bags, and airmail flyers, weighs packages, and has zip code listings. Before leaving campus for the summer, be sure to give the postmaster a forwarding address. If a student plans to be off campus during short term, mail will be forwarded only if a new address is provided. Post office window hours are Monday – Friday, 9:00 a.m. – 12:00 p.m.

### Reading Room

The Botetourt Reading Room is located in Botetourt Hall above the lobby area. A quiet place for study, the reading room is open 24 hours a day when not otherwise scheduled for special university events. Smoking is not allowed in the reading room. To reserve the BRR students are given 1<sup>st</sup> priority (provided room is available). Non-students who wish to reserve the space must petition senate for approval. Forms are available online.

### Shipping

United Parcel Service (UPS) is the recommended carrier for cost and efficiency at Hollins. UPS is the only carrier that delivers directly to the student residences (from mid-August through mid-May) and to offices and faculty residences (year-round).

*On-campus Mail* : For on-campus delivery to students, mail should be taken to Printing, Mailing, and Shipping Services (basement of Main) before 10:00 a.m. with the recipient's name, residence hall, and room number clearly indicated. The Printing, Mailing, and Shipping Services staff should be notified several days in advance of desired delivery dates when large mailings are planned. It normally takes three to four days to deliver special flyers and invitations to all students throughout the residence

halls and apartments. If you want to send something to a faculty member, administrator, or staff member, place it in the appropriate box in Botetourt.

*Deliveries and Incoming Packages:* For correct shipping, use the campus route/street address indicated below (same as for emergency 911 calls). Only use a p.o. box as an address for mailings sent through the U.S. Postal Service. When ordering catalog merchandise, be sure to ask how items are being shipped (UPS or U.S. Mail) since UPS charges a fee for shipment to a post office box.

All shipped packages should be addressed as follows:

Your Name  
Hollins University  
Residence or Building (e.g., Tinker House)  
Wing, floor, room number (e.g., C Wing, Second floor, #231)  
Street address (e.g., 8212 Tinker Lane.)  
Roanoke, VA 24020

<u>Residence (dormitory)</u>	<u>Street Address</u>
Carvin House	8148 East Campus Drive
East Building	8042 Quadrangle Lane
French House	8016 Hill House Court
Hollins University Apartments	
Rows 1-2	7773 Williamson Road
Rows 3-4	7775 Williamson Road
Main Building	8060 Quadrangle Lane
Randolph Hall	8135 East Campus Drive
Sandusky	8136 East Campus Drive
Tinker House	8212 Tinker Lane
West Building	8040 Quadrangle Lane

*Ground Shipping:* During the academic year, UPS makes three delivery attempts to students, usually between the hours of 11:00 a.m. and 7:00 p.m. UPS delivers year-round directly to offices and faculty residences between 8:30 a.m. and 4:30 p.m. If the recipient is unavailable, the driver will leave a notice that specifies when the next delivery will be made. After three attempts, UPS will store the package for four additional days before returning it to sender. UPS holds packages sent during breaks (Thanksgiving, Winter, Short-term, and Spring) and delivers them when classes resume. Please do not ship any packages to Hollins over the summer. UPS will only hold packages shipped after August 15 in its Roanoke warehouse for delivery to residence halls during the last week of August, when students return to campus.

*Overnight Shipping:* Overnight deliveries to students from all carriers (FedEx, UPS, Airborne, etc.) are delivered to Printing, Mailing, and Shipping Services in Main weekdays from 8:30 a.m. to 4:30 p.m. Weekend and evening deliveries are left at the Department of Campus Safety in Botetourt Hall. Students are called to pick up

overnight packages. Since misplaced phone messages often result in delays, ground shipping is recommended.

*Outgoing Packages:* Shipping service is provided through Printing, Mailing, and Shipping Services in Main year-round. Pickup is at 3:00 p.m. daily and can be charged to individual accounts by filling out the Hollins form. UPS envelopes and small boxes (for up to 5 pounds) are available free of charge.

### Student Drivers/Van Policy

To become an authorized driver, students must be at least 20 years of age or a third-year student at Hollins University, have a minimum of two years driving experience, have signed approval from a Hollins employee (the van authorization form and application form are available through Campus Safety), and must take a van driving course through the Athletic Department (the class is administered by an outside safety compliance group). Please notify Campus Safety and the Athletic Department in advance for information on how to become authorized. The signed application and copies of the student's driving record and driver's license are required in advance. All driver applicants must read, and acknowledge by signing, the complete van policy located in the Department of Campus Safety. This policy includes overnight travel and student organizational travel regulations.

In addition, the following regulations must also be met:

1. Only students who have been approved by Hollins University are allowed to drive the university vehicles. This will include a driving course and DMV driving record review. Driving tests must be scheduled at least two weeks in advance with the Athletic Department.
2. Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or icy conditions).
3. No driver will allow more than ten people (including themselves) in the van at any time for any reason.
4. An additional van safety driving course is required. These are scheduled throughout the semester.
5. This policy also applies to rented vans.

### Student Identification Cards

Identification cards are issued to all new students at no charge. Lost or stolen identification cards will be replaced at Campus Safety for a \$20 fee. The \$20 fee will be waived if the ID picture is unrecognizable or the card has been damaged from normal wear. Students are prohibited from loaning their university ID card or altering it in any way, including punching a hole in the card in order to attach it to a key ring. The hole interferes with the card reading machines at the library. If an identification card has a hole punched in it, it will need to be replaced at Campus Safety and will cost \$20. Students are encouraged to use the ID holders, provided free to new students and at a replacement cost of \$3 to returning students. Replacement ID

holders can be purchased from Student Affairs (on the third floor of the Moody Student Center) during regular business hours.

Students are required to carry their student identification card at all times and are required to show their identification card when requested by a university official or an agent of the university in the performance of his or her duties. This includes, but is not limited to, Housing and Residence Life and Campus Safety staff.

### Telephones

The university provides a working telephone line in every student room or apartment (students are responsible for providing their own telephones). Each room or apartment is assigned a nontransferable telephone number. Telephone lines will be connected when students arrive on campus but are restricted to local and credit card or authorization code long-distance calls. Problems with phones should be reported to STC services at 362-6567.

All official Hollins communications are made to students through their Hollins email account and their Audix voicemail. To ensure they receive important university information, students' email accounts and residence hall voicemail must be activated and utilized on a regular basis.

Students can use a calling card for long-distance calls and will have access to 1-800 lines. Collect or charge calls to a calling card or major credit card can always be placed. Direct-dial (1+) calls require special access numbers, and students will need an authorization code to place a direct-dial long-distance call. STC will bill each student monthly for long-distance service.

Students cannot contract individually for long-distance service with another company or for a private telephone line. Hollins has contracted with a long-distance company to provide all long-distance services on campus. Students will not be able to accept collect calls in their rooms or charge long-distance calls to their room phones from another number.

### Televisions

Televisions are provided in the social rooms of student residence halls. There is also a flat-screen television located near the Jazzman's Café on the lower level of the Moody Student Center. Cable access is provided in each student room for students who choose to bring their own cable-ready television.

### Vending Machines

Vending machines offering soft drinks, potato chips, and other snacks are available in the following places: Wyndham Robertson Library, Pleasants lounge, second floor of Dana, second floor of Art Annex, first floor of Tinker, East kitchen, first floor West vending area, Randolph foyer, second floor Main vending area, and Botetourt Hall (behind the post office at the entrance to the sculpture studio). Refunds

for money lost in university vending machines may be obtained by filling out a voucher at the Campus Safety dispatch center or in the Business Office.

### Local (Commuter) Undergraduate Students and Adult Horizon Students

The following information applies to part-time and full-time undergraduates who do not reside on campus.

*Involvement:* Local and Adult Horizon students are strongly encouraged to become engaged in the co-curricular life of the campus. While the main academic mission of the university is carried out in classes, co-curricular programs serve to complement that mission in interesting and diverse ways. Students can attend Senate, athletic events, concerts, and lectures, join clubs, or participate in a number of other activities. Students who take advantage of these kinds of opportunities tend to have a more memorable and fulfilling experience at Hollins.

*Communication:* Maintaining ongoing communication with non-residential students is essential. For that reason, Hollins uses the following methods to keep students informed about academic deadlines and campus events and activities.

1. Email: Every Hollins student is assigned a Hollins email address. This is the primary form of communication out to students about everything going on around campus.
2. my.hollins: An intranet service available for checking grades, class schedules, registration and other important information. Students are given a user name through Computing Services and can contact the Help Desk from off campus at 362-6538 for assistance.
3. Newsletters: Copies of the Hollins Columns (the student newspaper) are available in the bins outside the Moody dining hall. The Grapevine (campus information newsletter) is available on my.hollins. A Horizon newsletter, which includes information specific to adult students, is emailed at least four times during the academic year. Check the bulletin boards in academic buildings and in the Moody Center for announcements.
4. Inclement Weather: Students should check local television and radio station broadcasts for delays or cancellations due to inclement weather.

*Places to Go Between Classes:* The Horizon, Graduate and Local Undergraduate Student Lounge is located in Eastnor. Other welcoming places for students to go between classes to study or take a break include: the Rathskeller in Moody, the Coffee Commons in the Wyndham Robertson Library, Pleasants lounge, the Gordh Room in the chapel, The Botetourt Reading Room, Green Drawing Room in Main, Dana lounge.

*Staying Overnight:* Local undergraduates or non-residential Horizon students who need to stay on campus overnight during exams or due to inclement weather should contact the assistant dean of students/director of housing and residence life at 362-6281, with as much advanced notice as possible.

*Additional Information:* Please see the sections on “Baby-sitting” and “Meals.”

## V. Student Life Procedures and Guidelines

### Bonfires

Bonfires are not allowed on campus, however students are welcome to use the fire pit at Forest of Arden. Please see the chief of campus safety for guidelines and approval at least one week prior to the event.

### Building Access During Thanksgiving and Winter Breaks

Buildings that normally have 24-hour access will have special hours during the Thanksgiving and Winter breaks.

During the week of Thanksgiving, 24-hour buildings will be open 6am-7pm Monday, Tuesday and Wednesday. The buildings will be completely closed on Thursday and Friday. They will resume their normal schedule that Sunday.

During Winter break, 24-hour buildings will close at 7pm on the date the residence halls close and will reopen when students return.

### Dress Standards

No dress code, as such, exists at Hollins. Students are expected to dress appropriately for the time, place, and occasion. Nudity in public space is prohibited (see the Virginia Statute below). The university respects the right of freedom of expression during scheduled rehearsals and performances.

The Virginia Statute on nudity is as follows:

18.2-387. Indecent exposure. Every person who intentionally makes an obscene display or exposure of his person, or the private parts thereof, in any public place, or in any place where others are present, or procures another to so expose himself, shall be guilty of a Class 1 misdemeanor. No person shall be deemed to be in violation of this section for breastfeeding a child in any public place or any place where others are present.

### Emergencies

For an on-campus emergency, call Campus Safety at x6911 (362-6911 from a cell phone or off campus). The dispatcher on duty will contact the on-call Housing and Residence Life (HRL) pro-staff member, local authorities (ambulance, police, etc) and all other required campus offices. There is an HRL pro-staff member on call at all times, including weekends, to handle emergencies. The HRL pro-staff member carries a cell phone and can be reached at any time through the Campus Safety Dispatch Center.

You may also communicate with Campus Safety from remote points throughout the campus. Hollins has 12 emergency phones located at various strategic points around the campus, which can be identified by a blue light atop metal poles. The call boxes are marked "emergency." By pressing the red button, the caller opens a direct telephone communication for an emergency call to the dispatcher. The dispatcher

sees a display showing the location of the caller. The caller can then talk directly with the dispatcher.

Warning: The emergency call boxes must not be used to call when students are locked out of their rooms, if they need a ride, or for any other non-emergency reason. Use of the call boxes in this manner will result in a referral to the student judicial system.

In addition to Health and Counseling Services on campus (x6444), other emergency-related resources include:

- SARA (Sexual Assault Response and Awareness) operates a rape crisis hotline and provides support to survivors of sexual exploitation. Roanoke's SARA (981-9352) offers free counseling to rape and assault victims.
- CASA at Hollins (362-6817) is the sexual assault assistance program on campus. All services are confidential and free of charge. CASA volunteers can be reached during night office hours Sunday-Thursday, on the anonymous office phone line (362-6817), and by appointment.
- Emergency Outreach Services (EOS) (981-9351) is a 24-hour crisis intervention service that covers any mental health emergency. Telephone and on-site counseling are available.
- CONNECT (981-8181) is a 24-hours crisis and referral line through Carilion Medical Group.
- RESPOND (776-1100) is a 24-hour crisis and referral line through Lewis Gale Hospital.

## Fire

In case of a fire, set off the fire alarm in the building. Call Campus Safety at x6911, and state the problem, your name, and location. Campus Safety will contact the on-call Housing and Residence Life pro-staff and the on-duty campus safety officer. Evacuate the building. Failure to evacuate the building may lead to a student being fined, referred to the Judicial Board or possible referral to police. **Do not re-enter the building until told to do so.**

*Fire Escapes/Roofs:* No one is allowed on fire escapes except in the case of a fire or other emergency, nor is anyone allowed on the roofs of buildings. Those who violate this regulation are subject to a \$25 fine for the first offense and higher amounts for additional offenses.

*Fireworks and Smoke Devices:* Hollins prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property.

Tampering with fire equipment, including, but not limited to: smoke detectors, fire extinguishers, etc. may lead to a student being fined, referred to the Judicial Board or possible referral to police.

### Freedom of Expression

It is undeniable that students are protected in their exercise of freedom of expression by the First Amendment to The Constitution of the United States of America. Accordingly, university officials are responsible for ensuring freedom of expression for all students.

It is the undergraduate policy of Hollins University that the official, university-sponsored publications (Hollins Columns, Spinster, Cargoes, The Album) have been established as forums for student expression and voices in the free and open discussion of issues. Each publication should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

It is the policy of Hollins University that student journalists have the right to determine the content of official student publications. Guidelines on official university publications, the publications board, prohibited material, non-university sponsored publications, protected speech, and commercial speech are available in the Student Affairs Office.

### Guidelines for All Events

All requests for space on campus are coordinated through the Office of Special Programming (cpowell@hollins.edu). This includes everything from setting up a table in Moody lobby to holding a meeting in the Green Drawing Room or having a speaker on campus. All meetings and events will appear on the my.hollins Calendar of Events, unless otherwise specified in the request.

Requests for space are made by submitting your request on the Today at Hollins section of my.hollins. Go to my.hollins, and click on "Schedule an Event". This will take you directly to the "Event Request Form" on FastBooks Online, the scheduling software used to book events. Students should be sure to be precise in what is needed in the way of setup for the event (event start time, move-in or set-up time, event end time, move-out or teardown time, equipment needs including tables, chairs, A/V, food & beverage needs, specific event description to go on my.hollins, etc. -- if the information won't fit in the spaces on the event request form, place it in the "Comments and Instructions" box). The director of special programming will coordinate the arrangements with Facilities and Media Services. Space reservations for events should be finalized no later than 15 business days prior to the event with the director of special programming.

If there are changes to the event (dates, times, changing the room, canceling the event, etc.), or any problems with the event please contact the director of special programming (cpowell@hollins.edu). If this is not done, incorrect information will be distributed on the my.hollins calendar, and the event may not be set up properly. Another event request form does not need to be submitted.

If you are working with a speaker or a band and want to check availability of a space or hold the space tentatively until the contract details are finalized, submit a

request through the Event Request Form on my.hollins, indicating in the “description” section that this is a tentative hold, pending contracts or final arrangements. All events open to the general public must be approved by the coordinator of student activities and organizations. Students may also place tentative holds on dates if they are in the process of submitting dates to a booking agency and negotiating a contract for a performer. Indoor events may be scheduled on Friday or Saturday until 2:00 a.m., or Sunday through Thursday until midnight. Outdoor events must end no later than midnight.

Student organizations must inform their advisor of plans to hold an event and go over it with him or her to make sure all bases are covered.

Students have two choices for organizing events where alcohol will be served:

1. They can work with the director of food services (Sodexo holds the university's ABC and catering licenses). Students must notify the director of food services at least fifteen business days prior to the event to make all necessary arrangements.
2. They can apply for a private banquet license. Private banquet licenses must be applied for 7 to 10 business days in advance of an event, however a month's notice is preferred.

If a student organization needs a contract executed for any artist or entertainer pertaining to an event, it should coordinate with the coordinator of student activities and organizations to take care of any necessary paperwork. The only binding signature for Hollins University student organizations is that of the coordinator of student activities and organizations. The contract should be presented to the coordinator of student activities and organizations no later than 15 business days before the event is to occur.

Depending upon the contract requirements, audio/visual equipment needs may be extensive. If there are specific, technical questions, contact the director of media services and instructional technology at x6569. When bringing in an outside entertainer, make any necessary room reservations for them at the Country Inn and Suites on Plantation Road (366-5678) or the Wyndham Hotel (563-9300). There are special discounted rates for the university at these establishments.

For all events open to the general public, student groups must meet with the coordinator of student activities and organizations at least 15 business days prior to the event to ascertain if additional services are needed for facilitation of the event. All non-academic events such as but not limited to mixers, concerts, dances and drag shows that are open to the general public, or as deemed necessary by safety standards, must have t-shirt security in order to ensure a safe environment. If students fail to meet with the coordinator of student activities and organizations 15 business days before the event, reservations may be cancelled.

Students bringing in outside performers must fill out all necessary check request forms and hand them in to the SGA treasurer 15 days prior to the event to ensure that a check will be ready for the artist. The performer's address and social security

number must be on the request, otherwise the Controller's Office will not be able to cut the check.

Event organizers must arrive at least an hour before the event to ensure that everything is ready and to greet the performer if applicable. Members of the sponsoring organization, group or individual sponsor, must be present for the duration of the event to supervise all aspects of its function. It is recommended that the organization's advisor be present at all events that are open to the general public. A service fee may be assessed to the sponsor. The size and nature of the activity will predetermine the fee. In addition, the sponsor will provide restitution for any damages or cleaning expenses incurred and assume the responsibility for cleaning up university grounds and utilized space.

### Harm to Persons

Students are expected to resolve conflicts in an appropriate manner. No student should cause physical harm or threaten to cause physical harm to another person. No student should take any action that creates a danger to any person's health, safety, or personal well-being.

### Noise

Roanoke County has a noise ordinance that deems it unlawful for anyone to operate or control any mechanical device or instrument, or to create any noise, which disturbs anyone, whether the creation of such is on public or private property between 10:00 p.m. and 7:00 a.m.

### Publications

The Grapevine (the official campus newsletter) serves as a source of communication to the Hollins community, reporting daily events that affect students' lives. It is distributed each week via email and posted on the my.hollins. Students who wish to have information included in The Grapevine should contact Jeff Hodges at [jhodges@hollins.edu](mailto:jhodges@hollins.edu).

There are four undergraduate student publications recognized by the Student Government Association (SGA): Cargoes, the university literary magazine; the Album, issued by members of the Grapevine Literary Society; the Spinster, the university yearbook; and Hollins Columns, the student newspaper.

Cargoes and the Album publish poems, stories, prose, artwork, and photographs by Hollins students. Undergraduate students are also encouraged to contribute articles, photos, and artwork to the Hollins Columns. Undergraduate students interested in working with the Hollins Columns or the Spinster for course credit may enroll in one of two workshops, in which they learn layout, editorial, design, photographic, and other publication skills.

*Responsibilities:* Student publications are maintained by students with SGA-allocated funds. As publication staffs are made up of students whose funds (besides

advertising) are generated by students via SGA dues, the publications' staffs are ultimately responsible to the students. The dean of students serves as the advisor to the Student Government Association and therefore to student publications unless the publications have designated advisors. The dean of students or advisor provides training, guidance, and direction concerning the financial (negotiations, budgeting) and management (deadlines, motivating the staff) realms of the publication to the editors and staff as needed. The dean of students or the advisor is responsible for signing all publications' contracts as the authorized university representative. Artistic (design, photography), editorial (writing, editing), and technical (printing) expertise is provided by the designated advisor working with the publication.

### Social Functions

All on and off campus student-sponsored functions need to be planned in consultation with the coordinator of student activities and organizations and the director of special programming. Services such as bands, vendors, dances, and other programs should be discussed with the coordinator of student activities and organizations before contracts are negotiated. The coordinator of student activities and organizations must sign all contracts on behalf of the university. Social functions are designated as either open or closed events.

Open events need to be sponsored by a recognized SGA organization. The student body of Hollins, their guests, and students at neighboring universities are welcome to attend open events. Publicity needs to be discussed with the dean of students or the coordinator of student activities and organizations. Students not yet attending a college or university should not be encouraged to attend open functions, especially when alcohol is served.

University students, including Hollins students, must show identification to be admitted to a social function (official college ID or state-issued driver's license). Non-students must show valid identification. All participants to the event must be properly ID'd to ensure the safety of the people attending the event and the Hollins community.

All non-academic events sponsored by student organizations that are open to the general public, or as deemed necessary by safety standards, must have security officers present. Their services are arranged by the coordinator of student activities and organizations, and must be done two weeks before the event is scheduled to occur.

Students must follow the same admission policies for outdoor functions. Outdoor functions must be contained within a defined area. Students loitering within visibility of the function will be asked to attend or leave the area. The only acceptable forms of payment for entrance fees to events are cash and checks.

Closed events (recognized SGA organizations, clubs, residences, classes, or individuals) may also be scheduled. These events are open only to the sponsors and their invited guests and may not be advertised. Non-students must show valid identification and be escorted by a Hollins student, in accordance with the

visitation/guest policy (see the Guest Policy section under “VI. Housing and Residence Life”). Admission may be denied if proper identification is not presented. The sponsor is responsible for ensuring that only invited guests are admitted to the event.

### Solicitation

Hollins University does not permit selling or solicitation on its campus. Students approached by a solicitor should contact Campus Safety at x6419 and the Housing and Residence Life pro-staff for the hall or area. This policy applies to members of the Hollins community as well as to student organizations from other universities or colleges.

### Tinker Mountain

Special permission is needed to climb Tinker Mountain. Parts of Tinker Mountain are private property. The proprietor has been very generous to allow the Hollins University community to use his property for outings and hikes. Hiking Tinker Mountain is restricted to special university events and celebrations.

### Transportation Policy

For on-campus emergency medical situations, call Campus Safety at x6911, and the dispatcher will call an ambulance. For off-campus medical emergencies call 911 directly, and then 362-6911 (Campus Safety).

Arranging transportation for non-emergency situations is the student's responsibility. Possible options include:

1. Using a personal vehicle.
2. Securing a ride from a friend.
3. Obtaining a taxi voucher, available from the Department of Campus Safety or Student Affairs. A one-way fare of \$14 will take students to downtown Roanoke City, Salem City, Tanglewood Mall and all local hospitals (\$9 each way to/from the airport). Vouchers cannot be purchased with cash. They are only to be charged to students' accounts.
4. Utilizing the Hollins Shuttle free of charge on most weekends (Friday, 6:00 p.m. – 12:00 a.m., and Saturday, 12:00 p.m. – 12:00 a.m.).

### Unauthorized Entry, Use, or Possession

Unauthorized entry, use, or possession of university property is prohibited. This includes, but is not limited to, unauthorized use, possession, or duplication of university keys and unauthorized entry or use of university facilities. Particular attention should be paid to the following areas:

1. Buildings: Entry into university buildings after regular closing hours without permission of university authorities is prohibited.

2. Offices: Entry into any faculty or staff office at any time without permission of that faculty or staff member is prohibited. Students are prohibited from using university phones and office equipment without prior permission.
3. Student rooms, or gated yard: Entry into another student's room without the resident's permission is prohibited, except under the procedures outlined below for the investigation of a student's premises:
  - A. Emergency circumstances: Rooms may be entered when a university official believes that someone in a specific room is seriously ill, hurt, or in a life-threatening situation. However, civil law officials have the same right to search student premises as any other residence.
  - B. Health, safety, and welfare inspections: The university retains the right to search and check on conditions pertaining to the health, safety and welfare of the university. Any inspection initiated by the university will be confined to those living areas that directly pertain to the general health, safety, welfare, and maintenance of the living area or the residents of the area.
  - C. Unlawful activity: A student room may be entered when a university official has reason to believe that an unlawful activity may be going on inside the room. If contraband is taken from anyone in an occupied room, a receipt will be given and signed by all parties. Illegal drugs or paraphernalia will be confiscated by Roanoke County Police for prosecution.
  - D. Fire drills: During fire drills or fire alarms, rooms can be entered to ensure that students have vacated their rooms.
  - E. Breaks: Routine room inspections during university break periods will be done to ensure compliance with residence hall closing instructions as well as health, safety, welfare, and maintenance conditions. Necessary repairs may be made during this time.

### Vandalism

Vandalism is defined as destruction of private or public property and is not permitted at Hollins University.

## VI. Housing and Residence Life

Hollins University has been a residential college since its inception, and as such all traditional undergraduate students are required to live on campus (please see "Residential Requirement (Undergraduates)"). The purpose of the Housing and Residence Life (HRL) program is consistent with that of the Student Affairs program: to complement and enhance the university's central educational mission. The program also works to develop an effective support community within each hall that reflects the broad range of student experiences and life in a rigorous academic environment.

Housing and Residence Life works closely with the Student Government Association, and is a part of Student Affairs.

The mission of Housing and Residence Life includes:

- Providing affordable living environments, which are clean, attractive, well-maintained, comfortable, and safe.
- Ensuring a well-trained professional and paraprofessional staff that is responsive to the changing needs of students.
- Providing a supportive learning environment and co-curricular activities, which promote personal responsibility, academic success, and the holistic development of students.
- Creating and maintaining a community environment where the diversity of its members is respected and where students mutually benefit from each others' experiences.
- Supporting the mission of the university which includes the following fundamental principles:
  - Nurtures civility, integrity and concern for others.
  - Encourages and values diversity and social justice.
  - Promotes respect for individual differences and community standards.
  - Provides students with a structured support system to meet academic, social, and emotional needs.
  - Exists as an integral part of the educational programs and academic support services of Hollins University.

### Housing Deposits for Returning Students

All residential undergraduate students (including adult Horizon students who choose to live on campus) are required to pay a \$400 non-refundable deposit by April 1 to secure on-campus housing. Residential graduate students must pay a \$200 non-refundable housing deposit when they turn in their Graduate Housing Application. Graduate students may pick up applications from the manager of graduate services and turn them in to the assistant dean of students /assistant dean of students/director of housing and residence life. For additional information, call the Business Office at x6471.

### Housing and Residence Life Staff

Housing and Residence Life (HRL) staff members function as communicators, advisers, mediators, educators, life-issues specialists, and a friendly presence in the halls. They invite and encourage students to live their lives more fully, to challenge assumptions, and to grow as citizens of the world. The staff is comprised of the assistant dean of students/director of housing and residence life, residence life coordinators, graduate assistants, head resident assistants, and resident assistants.

- The assistant dean of students/director of housing and residence life oversees the administrative functions of HRL.

- The Residential Learning Coordinators (RLCs) are professional staff members who live in apartments on campus and report to the assistant dean of students/director of housing and residence life. They have formal and informal contact with students, including visiting floors, presenting programs, and offering informal counseling and referrals when necessary. Students may contact the RLCs via phone, email, voice mail, or by stopping by their office.
- The graduate assistants (GAs) are live-in graduate students who report to the assistant dean of students/director of housing and residence life and the RLCs.
- Head resident assistants (HRAs) assist in the day-to-day operations of a residential area. Reporting to their RLC, the HRAs have responsibilities in student development, general administration, and maintenance and facility administration. In addition, the HRAs have roles in the selection, training, and advising of resident assistants. The HRAs are student leaders within Housing and Residence Life who support and embrace the value of customer service as they interact with students on a daily basis.
- Resident assistants (RAs): Each residence hall area has a student staff of RAs who report to their RLC. RAs act as peer mentors and community builders on their floors. RAs are the first-line contact within the Housing and Residence Life program, providing a vital link between students and professional staff. RAs tend to the emotional health of floor-mates and the tone of the floor in general.

#### Housing and Residence Life Areas

Hollins University residence halls, houses, and apartments are divided into areas. Each has its own professional-staff supervisor. The offices of the residence life coordinators and graduate assistances are located in Moody. Additional contact information for the HRL pro-staff members is published in the campus directory each year. Areas are divided as follows:

- Area I = Randolph and Tinker
- Area II = Main, East, West, the Hill Houses and the Apartments

#### Housing and Residence Life Duty and On-Call

For the safety and support of residential student needs, the office of housing and residence life has the following duty and on-call procedures in place throughout the academic year:

- Two RAs are on duty each evening when the halls are open, beginning at 6:30 pm each evening and ending at 8:30 am the next morning. RAs on duty complete office hours in the RA Office (located at West 108) when on duty from 6:30-8:30pm. RAs on duty may be contacted through the RA Office phone (x6133) or the RA on duty cell phone (556-5747).

- One professional staff member is on-call 24-hours per day, 7 days per week throughout the academic term. This includes Thanksgiving and Spring Break periods. Staff members are not on-call during the Winter Break period. The professional staff member on call may be contacted through the RA on duty or through the Campus Safety dispatch officer.
- The assistant dean of students/director of housing and residence life or the dean of students is on-call solely as a resource/backup for the RAs on duty and for the professional staff on-call 24-hours per day, 7 days per week. The assistant dean of students/director of housing and residence life can be contacted through the RA on duty, the professional staff member on-call, or the Campus Safety dispatch officer.
- Campus Safety officers are also available to assist students and to serve as a resource/support for Housing and Residence Life staff members. Campus Safety officers can be contacted by calling x6419 for non-emergencies and x6911 for emergencies.

Important Housing and Residence Life Dates: 2008 – 2009

Sun., Aug. 31 – Mon., Sept. 2	Returning students check-in in the Goodwin PDR ( 9am – 4pm)
Thurs., Oct. 16 – Sun., Oct. 19	Fall Break (res. halls remain open)
Fri., Oct. 31 – Sun., Nov. 2	Family Weekend
Sat., Nov. 22 – Sun., Nov. 30	Thanksgiving Break (res. halls close at 12 noon on Sat., Nov. 22 and re-open at 8 am on Sun., Nov. 30)
Fri., Dec. 19 – Wed., Jan. 4	Winter Break (res. halls close at 12 noon on Fri., Dec. 19 and re-open at 8am on Sun., Jan. 4)
Sat., Mar. 14 – Sun., Mar. 22	Spring Break (res. halls close at 12 noon on Sat., March 14 and re-open at 8 am Sun., March 22)
Mon., May 12	Residence halls close at 12 noon for non-graduating students
Mon., May 18	Residence halls close for summer at 12 noon

Vacating Rooms During University Breaks (Undergraduates)

Residential students are expected to make travel plans according to the calendar above, and leave by the designated closing days and times. With permission from the assistant dean of students/director of housing and residence life, limited space is available for students who have academic obligations beyond their control and/or live a long distance away from Hollins that they are unable to leave during the Thanksgiving and Spring breaks (including international students). No housing is available during Winter Break under any circumstances. There are no meals served

during these breaks. Students requesting housing over breaks will be assessed a \$25 per day charge and based on the number of students approved to stay, they may be required to move to a centralized housing location for safety, building maintenance, financial and/or liability concerns. All requests to stay for either break are to be submitted in writing to the assistant dean of students/director of housing and residence life. For Thanksgiving Break the due date for the written request is November 7, 2008 (noon) and for Spring Break it is February 27, 2009 (noon). Failure to submit your request by the due date will result in a \$50 late fee (this applies to International students as well). The assistant dean of students/director of housing and residence life makes the final decision regarding approvals.

Any student who fails to make plans to leave by the designated day and time will be subject to a fine of \$100, and an additional \$25 per day. Students are not to return early from break to the residence halls or apartments. If a student returns to their residence early, without prior approval, they will be billed for the whole break period (\$25.00 per day). The university also reserves the right to file judicial charges and assess break fees against students who enter residential areas without permission during break periods.

Guests (including Hollins University students) are not permitted in the residence halls or apartments, under any circumstances, during break periods

### Custodial Service

The custodial staff cleans the lounges, corridors, and bathrooms of each hall. Students are expected to keep their rooms and community kitchen clean and in order during the semester. Trash must be deposited in trash containers located in specific areas of the building. Trash must not be deposited outside doors or in corridors.

For fire safety concerns hallways must be completely cleared of furniture and other items at all times. Vacuum cleaners are located in residence halls for student use. Students should provide their own cleaning products.

### Maintenance Requests

To request minor repairs, either in residence hall rooms or for the buildings and grounds, please use one of the following procedures:

1. Send an electronic Maintenance Request Form found on the my.hollins site (Forms --> Physical Plant). Fill in the information as completely as possible and submit the form. A confirmation of your request will be sent back to you.
2. Handwrite the request on a service request form available in the Botetourt lobby. Use this alternative option only if you are unable to make the request on line.

In cases of emergency, call the Physical Plant Office at x6485 during normal working hours. After hours and on weekends, call Campus Safety at x6419. Examples of emergencies include: no heat, no water, lock-ins/lock-outs due to mechanical failure, and any situation that could cause personal injury or damage.

### Procedure For Buildings and Maintenance Calls

Buildings and maintenance calls in residence halls are conducted only between 8:00 a.m. and 4:00 p.m.

All buildings and maintenance personnel will announce themselves with "maintenance on the hall" when entering student residence halls. All buildings and maintenance personnel will knock on a room door before entering in such a manner as to be clearly audible to someone inside.

When a service request is received for room maintenance, only one call will be made. The problem will be attended to, and if the student is not present, a tag will be left on the outside door handle indicating the problem has been handled. If the problem cannot be corrected or finished at that time, and a return visit is necessary at a later date, a brief explanation will be written on the tag.

To be present when a service call is made, indicate the preferred hour and date on the service request.

### Special Housing Accommodations Policy

The university has a limited number of single rooms, none of which are specifically designated as medical singles. Housing accommodations are determined on a case by case basis by the assistant dean of students/director of housing and residence life, the dean of students, and the director of health and counseling services, and are assigned only in response to appropriate documentation of the medical condition and/or physical/psychological disabilities. Reasonable accommodations will be made to meet the documented need, on a space-available basis. Specific location requests cannot be guaranteed.

The university recognizes that entering and/or returning students have health issues and/or disabilities that may make it difficult for them to have a roommate. We also recognize that students become ill while they are attending the university and may need living situations reassessed. When this type of situation occurs, both the assistant dean of students/director of housing and residence life and the director of health and counseling services will work to provide the student with an alternative that falls within the housing accommodations policy and meets the health care needs of our students.

Students requesting housing accommodations due to learning disabilities must submit all testing results, as well as recommendations from their treating physician or psychologist. The assistant dean of students/director of housing and residence life, in consultation with the dean of students, will make the determination that housing accommodations are necessary and appropriate. Students will meet with the assistant dean of students/director of housing and residence life or the dean of students as deemed necessary.

General guidelines for students requesting a single room for medical reasons and/or physical/psychological disabilities are:

1. Medical singles are not granted when roommate conflict issues are involved. Roommate conflict issues should be resolved by mediation through a resident assistant and/or housing and residence life professional staff member. Use of counseling services may be helpful to learn conflict resolution and communication skills.
2. Medical singles are limited to designated single rooms. Students choosing to live in a designated double room must have a roommate or pay the double room as private room fee. This includes students choosing to live in the apartments.
3. Students requesting a medical single MUST complete the *“Housing Accommodation Request Form”* and must have their health care provider fill out the *“Health Care Provider Form.”* A copy of this form will be kept with the assistant dean of students/director of housing and residence life.
4. Housing accommodation requests must be accompanied by current and adequate documentation of the disability and/or medical health issue and its projected impact on the residential experience. Housing accommodations are approved only for appropriately documented disabilities and/or medical health issues that substantially limit or compromise the residential experience at Hollins University.
5. The assistant dean of students/director of housing and residence life, the dean of students, and the director of health and counseling services jointly review all housing accommodation requests that cite ADHD (DSM-IV 314.01; 314.00) as the sole disability.
6. The university does not “reserve” medical singles when students leave the college for any reason. If the student is in a medical single and not able to attend school, a new request must be put forth prior to returning to Hollins University.
7. The assistant dean of students/director of housing and residence life has the final authority regarding availability of medical single rooms. The university has a limited number of single rooms, none of which are specifically designated as medical singles. The director will work with the Health and Counseling Center and the dean of academic services to provide students requesting medical singles with on-campus housing that meets their health care and disability needs when possible.

#### Room Assignments (Undergraduates, including Adult Horizons)

In March of each year, the Housing and Residence Life Office distributes housing sign-up information to each student room that explains the housing assignment process for students. Students are responsible for reading the information and directing questions to the Housing and Residence Life Office as needed. Students

must meet deadlines in order to be eligible for all housing processes. A signed student agreement is for a space, not a specific room. The assistant dean of students/director of housing and residence life has the authority to assign all housing spaces.

Returning students draw their rooms through a lottery that is held in the spring of each year for the following year. Numbers are drawn according to class standing (as established by the Registrar's Office) — rising seniors, juniors, and sophomores. Adult Horizon students' lottery status is determined by their registration status (based on availability, Adult Horizon students will be housed in the apartments). In order to participate, a student's account must not be delinquent, and a housing deposit of \$400 must be paid to the Business Office by April 1<sup>st</sup> of that year. Deposits may not be paid at room draw. Any student who cannot be present at the room draw needs to notify the Housing and Residence Life Office and make arrangements for her room to be drawn by HRL staff or another student. Juniors and seniors are given priority for apartment housing.

New student rooms are reserved for assignments during the summer months. Individual requests are honored when possible. All university housing rooms are to be occupied by the designated number of students, with the exception of approved single-occupancy assignments (see section on "Single Rooms" for more information).

The university requires all residential students to provide immunization records to Health and Counseling Services prior to the beginning of their first fall semester, and proof of insurance before the beginning of each academic year.

#### Room Assignments (Graduate Students)

The fourth row of the Hollins Apartments will be offered on a first-come, first-serve basis for full-time, single, graduate students with no children. Each two-bedroom apartment will accommodate two students. Graduate students must apply for on-campus housing each academic year. The assistant dean of students/director of housing and residence life has the authority to assign all housing spaces.

Nine-month leases will be offered to students beginning on Sunday, August 31, 2008 and concluding on Tuesday, May 12, 2009 (see break information below). Each apartment is furnished with a couch, chairs, end tables, and dining set. The bedrooms contain a twin size bed, dresser, desk and chair per resident. Amenities include:

- Electricity, including heat and air conditioning
- Water
- Local telephone service
- Cable TV
- Internet access
- Coin operated laundry facilities in apartment complex
- Parking (at a charge of \$50 per academic year)

Cost for housing is \$6,235 for the academic year (with a \$200 deposit due with housing application). Graduate students may remain in residence during Thanksgiving and Spring Breaks (at no extra charge) by notifying the assistant dean of

students/director of housing and residence life by Friday, November 7, 2008 (noon) for Thanksgiving Break and Friday, February 27, 2009 for Spring Break. However, students will not be able to remain in residence for Winter Break, which begins on Friday, December 19, 2008 and ends on Sunday, January 4, 2009 (students can return after 8:00 a.m. on January 4).

### Single Rooms

Students who are assigned to predetermined single rooms will pay an additional \$250 per semester. Traditional-age, first-semester, first-year students are ineligible to reside in a single room. Exceptions are made for students who must live in single rooms due to a medical condition (refer to the section on “Special Housing Accommodations Policy”).

Other than predetermined single rooms, double-as-single rooms are offered in residence halls, on a space-available basis only. The Office of Housing and Residence Life cannot guarantee a double-as-single room to any student. Students may apply for a double-as-single room during housing sign-ups, but double-as-single rooms will not be assigned until after new students are assigned over the summer. A student living in a double-as-single room pays an additional fee for this privilege (\$1,440 per semester). If a student is granted a double-as-single room, all the room furniture must remain in the room, including the second bed. The authority to grant double-as-single room requests rests with the assistant dean of students/director of housing and residence life.

### Residential Key Replacement Policy

Recognizing it is important to provide a safe and secure living environment, the following is the room/apartment key replacement fee:

#### **Tinker, Randolph, East, West, Main**

Lost Room Key (lock change) - \$75.00

Lost Building Entrance Key (replacement of all exterior locks/keys) - \$500.00

#### **Hill Houses – Carvin, Sandusky, French House**

Lost Room Key (lock change) - \$75.00

Lost Building Entrance Key (replacement of all exterior locks/keys) - \$250.00

#### **Hollins Apartments**

Lost Entrance Key - \$150.00 (cost to change two locks – front and back door)

Lost Bedroom Key - \$75.00

### Room Change Policy (Undergraduates)

As a residential campus, Hollins University affords each student with the opportunity to make their own decisions regarding their living situations and selected

roommate. With this opportunity comes certain responsibilities. All students are required to fill out a Roommate Contract. The Roommate Contract helps to facilitate open lines of communication between roommates. Members of the housing and residence life team will be available to help initiate this process.

On the whole room changes will not be granted during the first two weeks of a semester, or in the month of May. It is the philosophy of housing and residence life to work with students on positive confrontation and communication skills. If we are able to begin to teach our students this set of skills, their ability to work with others in the community will be greatly enhanced. We believe strongly in the value of diversity and allowing students the opportunity to learn to work through their differences. We know that students will make friends within their communities, and do not believe that a student has to live with their best friend(s) to have a rewarding residential experience. Changes may be implemented after both roommates participate in the roommate mediation process with their RA and/or RLC, which may result in a renegotiation of the Roommate Contract.

If the mediation process is not successful, any student who still desires to change rooms will need to obtain a Room Change Request Form from their RLC or the assistant dean of students/director of housing and residence life. Before a student is able to physically change rooms and accept their new space, they are required to fully complete the Room Change process. The Room Change process is as follows:

1. Mediation or consultation with a housing and residence life (HRL)staff member.
2. A Room Change Request form must be fully completed with all necessary signatures and returned to HRL.
3. Once completed, an HRL staff member will give you the new room keys. You will then be authorized to move in.

Any student who changes rooms without authorization will result in a \$100 charge to the student's account, and the student may face possible judicial sanctions.

#### Room Consolidation (Undergraduates)

In cases where one of the occupants moves from the assigned space the student(s) who remain will have the following options:

1. Move to another room with a resident who is also without a roommate.
2. Invite another resident without a roommate to move in.
3. Move to a single room, if available (\$250.00 additional per semester).
4. If available, pay to keep the room as a deluxe single (\$1440.00 additional per semester).
5. Choose to have the space remain open, but at any time and at the discretion of the Office of Housing and Residence Life, a student may be placed in the open space. If, at the time a student is placed in the open space, the resident of the room informs the new resident they do not want a

roommate, the original resident of the room will automatically be billed the deluxe single rate.

For individuals who want to consolidate and find a roommate, the consolidation process will occur in October and March of each academic year. Juniors and seniors are given priority for apartment housing. At any time the Office of Housing and Residence Life will be happy to assist students in trying to find a roommate.

### Room Check-in and Check-out Procedures

*Check-In:* Before students arrive, each residence hall room is inventoried by HRL staff for furnishings and the physical condition of the room. Students need to review the Room Condition Reports (RCR) with their RA and sign off on the condition of the room. The Office of Housing and Residence Life distributes all residence hall room and building keys.

*Check-Out:* Prior to ending the occupancy of their assigned housing space, students are required to check-out with an RA. If a student chooses not to check out with an RA, a \$50 improper check-out fee will be assessed. If a resident has not checked-out of their room by the official closing of the residential buildings, a \$50 fine will be assessed. Students are expected to leave their room in the same condition as when they moved into the space. Additional charges may be assessed in situations where damages have been incurred over and above normal wear and tear and/or furniture is missing.

If a student makes a room change or leaves the university during the semester, their room may be checked for damages and furniture before vacating the room. The student is responsible for meeting with an RA to review the RCR and turn in keys prior to leaving campus. Damages and/or fines for missing furniture will be determined in the same manner as described above.

For 08-09 academic year we may be explore a new check-out procedure. More information to follow.

### Room Inventories and Condition Policy

The student occupants of a room are held responsible for the furniture in the room and for the room's physical condition. All occupants are held equally responsible. If there is damage or missing furniture, all occupants are equally assessed. If all student occupants of a room agree before the school year's end that one or more of the occupants should be held liable for damages or missing furniture, then that student is assessed. If all room occupants agree to this, the information will need to be documented on each RCR or communicated in writing to the assistant dean of students/director of housing and residence life.

At the end of the second semester, after the university has closed, the HRL staff assesses the condition of each room on campus. They check rooms for cleanliness, physical damage, and furnishings. If there are any problems, the assistant dean of students/director of housing and residence life in conjunction with the director of plant

operations and services will assess the damage and determine the amount that will be charged to the students account. Students may appeal this assessment to the assistant dean of students/director of housing and residence life.

#### Room Lock-out Policy & Procedure

Students are allowed three “free” lock-outs each academic year. Every lock out after the third will have a \$20 charge, billed to the student’s account. Continued abuse of the system may result in referral to Student Conduct Council for failure to comply with university policies. Please note, RAs are not given master keys.

Residential students are expected to carry their room and building keys with them at all times. For the purpose of safety and security, students must not loan their keys to any person for any reason. Students are expected to follow these procedures to gain entry if they get locked out of their building and/or room:

- Call a roommate for access to the residence hall and/or room.
- During normal business hours (Mon.-Fri. 8:30 a.m.-4:30 p.m.), contact the Department of Housing and Residence Life.
- Between 6:30 p.m. – 8:30 a.m., contact the RA on duty if a roommate is not available. The RA on duty can be contacted through the RA Office (West 108, x6133) or through the RA duty cell phone (540-556-5747).
- If unable to reach a Housing and Residence Life staff member, contact Campus Safety if a roommate is not available.

#### Storage

Due to limited space, storage is provided for international students and students participating in abroad trips. If space is available, students living more than 550 miles away may place items in storage. Storage is done at the owner’s risk and the university does not take responsibility for items lost or damaged while in storage. Items left longer than one academic semester will be discarded unless arrangements are made with the assistant dean of students/director of housing and residence life. Items found stored in other areas of the campus may be removed and discarded.

Guidelines for on-campus storage include:

- Storage is limited to five bags/boxes per student.
- Items must be secured in bags/boxes and clearly labeled with a Housing and Residence Life identification sticker.
- Furniture, refrigerators, bikes, electronics, valuables, or flammable items are not permitted to be stored.
- Students are only allowed to remove items that belong to themselves and are clearly labeled as such.
- Students must be escorted by a member of the housing and residence life staff at all times when in the storage area.
- Storage access is granted during RA Office Hours only (6:30 - 8:30 p.m.) and students should plan accordingly.

Please see the Housing and Residence Life channel on my.hollins of the Office of Housing and Residence Life for local storage company information.

### Personal Property

The university does not insure students' personal property against fire, theft, water damage, or other such catastrophes. It is wise for students to maintain their own insurance. Students should always lock their doors when not in their rooms and should never let another person, aside from their own guest(s), into the residence hall.

### University Furniture Policy

University owned furniture is prohibited from being moved from residence hall rooms or from one room to another. We are unable to store furniture due to lack of space. If unassigned, university-owned property is discovered in a student room, the residents of that room will share a \$50 fine and the students will be expected to return the furniture. Unreturned furniture will be billed to student accounts at furniture replacement cost. Due to fire safety reasons, room furnishings are never to be placed in hallways, stairwells, outside your apartment or common areas. Policy violation results in a \$25 fine each day, for each piece of furniture. It is the students' responsibility to ensure that all furniture originally assigned to their rooms is present in the room before moving out. Students will be billed for all missing room furniture during the check-out process.

### Lofts and Other Structural Devices

Lofts and other structural devices may be installed according to the following guidelines set forth by the university:

- Lofts or other structural devices must be constructed in such a manner as not to alter the original condition of the room in any way (i.e., bolting supports to the floors/walls). Residents of the room are responsible for any damage caused by the construction, installation, use, or removal of these structures. Residents remain responsible for all original furniture in their room.
- No loft or other structural device will be constructed where any part will be under a sprinkler head. Any access to a loft will be a minimum of three feet from a sprinkler head or pipe.
- No loft or other structural device will obstruct windows at any time. A window must be operable at all times and must be usable as a means of exit or entry to the room.
- No loft or other structural device will obstruct doors at any time. The door must be fully operable at all times and must be usable as a means of exit or entry to the room.

- Lofts or other structural devices must be constructed in such a manner as to allow clear access to smoke detectors, electrical outlets and heat/AC sources.

No power tools may be used inside residence halls (battery powered tools are allowed). All residents of the room must agree to the construction. There must be a minimum of 36 inches between the top of the mattress and the ceiling.

Any student, or representative, who installs any personal, electrical, mechanical, or structural devices will assume full responsibility for any damage to the building or injury to persons as a result of defective equipment and/or improper installations. Hollins University does not install and/or repair any personal electrical, mechanical, or structural devices owned by or in possession of a student.

University personnel will not be responsible for assembling, dismantling, storing, or disposing of any personal electrical, mechanical, or structural device. These devices must be dismantled, disposed of, and the room returned to its move-in condition before the student's departure.

#### Guidelines for Events in Residence Halls/Apartments

Any formally organized event held in residence halls and lounges must be approved by the residence life coordinator, assistant dean of students/director of housing and residence life, or professional staff member on duty. All residence hall and apartment events are closed and are subject to the requirements for closed events.

1. Functions may be held only in enclosed spaces in the residences, such as student rooms/apartments or social/TV rooms.
2. These events must occur in accordance with visitation and quiet hours.
3. The sponsor of an event of more than 10 persons per room, including social/TV rooms, or 20 persons per apartment must inform the RA on duty of the event. Public areas must be scheduled with the RLC responsible for that space. Sponsors must abide by and enforce the alcohol policy and guidelines for open and closed events (see "Alcohol Use Policy" and "Guidelines for All Events" for more information).
4. The maximum capacity for an event will be determined by the fire code and university policy.
5. Individual living areas may establish additional social policies and procedures.

#### Fire Hazards

For fire safety reasons, appliances such as hot plates, immersion heaters, portable heaters, and any other appliances with open heating elements are prohibited. University-provided irons are available for student use in residence halls. Personal irons and halogen lamps are not permitted. Cooking is not permitted in student rooms. Food preparation utensils and appliances (popcorn poppers, toaster ovens, frying

pans, hot pots, microwaves, teapots, and coffeepots) may be used and stored only in the kitchens. Candles (with burned wicks) and incense are also prohibited. Tampering with and/or obstructing fire alarm devices are strictly prohibited and will be referred to Campus Safety for further action (may result in legal charges and/or student conduct council charges).

Trash, luggage, and other items are not allowed in the corridors of residence halls or outside of the apartments. Unclaimed trash, luggage, and other items will be held under the responsibility of the hall/house/row as a whole, and fines for removal will be billed accordingly. Items left in the halls may be discarded with permission from the assistant dean of students/director of housing and residence life (regardless of student permission) after 48 hours. Additionally, based on fire safety code, items are prohibited to hang from ceilings.

Disregarding these policies constitutes a potential fire hazard. Any student who violates these policies may be fined \$25 per incident. Repeated violations will be referred to the Student Conduct Council.

For additional fire safety information, see Fire on page 56.

### Guest Policy

It is the responsibility of the Hollins community to keep the community safe. Rules concerning guests at Hollins exist for the protection of the residence hall community. A guest is defined as:

- Any person who is present at the invitation of a student; or
- Any person who is received by a student; or
- Any invited or uninvited non-student who is accompanied by a student.

General Guidelines:

- All guests must be escorted at all times.
- Students are responsible for informing their guests of university policies and are held accountable for the behavior of their guests while they are at Hollins.
- Students must pay for their guests' meals in the dining room. Students may pay in cash or use Hollins Dollars on their student ID card.
- The university discourages entertaining guests during reading days and exam periods.
- Unescorted guests should never be admitted into the residence halls under any circumstances.
- Guest vehicles must be registered with Campus Safety for each visit.
- Guest parking is available in the East lot, West lot and at the Apartments.
- Unescorted guests will be approached and asked who they are visiting. Housing and Residence Life staff, Campus Safety officers, or students will escort the visitor to the Moody Student Center to wait for their hostess.
- Guests without escorts are welcome in the Moody Center, where they may socialize with other university visitors, students, faculty and staff. Hollins

staff or a Campus Safety officer will approach them if their behavior becomes inappropriate or there is a complaint about them by a member of the Hollins community.

- Unescorted visitors from campus parties will be stopped from wandering on campus property, and as long as they are civil and cooperative may be escorted back to the Moody Student Center to wait for their hostess. Unescorted guests whose behavior toward any member of the Hollins community is uncivil or uncooperative will be immediately removed from the campus.

### Overnight Guests

For overnight guests staying in a residence hall, lightweight folding cots are available on a first-come, first-served basis from the Buildings Office in Botetourt Hall. Cots may be requested by submitting a “service/maintenance request” at least 48 hours prior to guest arrival. Please advise your guest to bring their own linens and/or sleeping bag. Upper-class residents may have overnight guests up to three days out of any consecutive 7 day period. All overnight guests are required to have the approval of all residents of the room/apartment. Any stay over that amount of time needs to be approved and registered by the assistant dean of students/director of housing and residence life.

First-year residents may have overnight guests up to three weekends (Friday noon to Monday 8:00 a.m.) during the fall term, and follow the upper-class visitation policy during the spring term. If the RLC, in collaboration with the assistant dean of students/director of housing and residence life, deems necessary, the entire first-year class may have their upper-class guest privileges revoked for the spring term. Upper-class students may have overnight guests visit at any time of the week, not exceeding three consecutive nights per week. After three consecutive nights, there is to be a seven day period without overnight guests.

### Male Guest Housing

For the convenience of our female undergraduate students who do not want their male guests to stay in the residence halls, the Alumnae Cottage will be available for male guest housing on the weekends (Friday and Saturday) free of charge. Guidelines for use:

- Space is available on a first-come, first-served basis.
- Each room will contain two twin beds.
- Reservations must be made by the hostess at least 48 hours before the guest’s visit. Reservations can be made through the assistant to the dean of students at x6588 during regular work hours (M-F: 8:30 a.m. – 4:30 p.m.).
- Hostesses are required to sign a contract on behalf of their guests. By signing the contract, they accept responsibility for their male guests’ behavior. Hostesses are responsible for communicating university rules,

regulations, and policies to their male guests. Violations of university policies will be handled through the judicial system. Repeated violations may result in the reevaluation of having a separate space for male guest housing.

- Each hostess will be permitted no more than two guests during one weekend visit. With regard to frequency of visits, hostesses must follow the visitation policy outlined in this Handbook.
- All guests must be at least 18 years of age.
- Keys can be picked up at Campus Safety, at which time the guest's vehicle must also be registered.
- No alcoholic beverages may be kept or consumed in the Alumnae Cottage at any time (even if the guest or the hostess is of legal drinking age).
- A Residence Life professional staff member will check on the guests periodically to make sure that guidelines are being followed. The staff member will also do a room check after the guests' departure.
- Hostesses will be charged a \$25 fine for rooms that are not left in the condition in which they were found. In addition, they will be charged for the cost of any damages to the room and / or lost keys.
- Linens and pillows must be provided by the hostess or the guest.
- Hollins is not responsible for personal items left in the room.
- Guests must check out and return their keys through Campus Safety by noon.

Hostesses are expected to escort their guests when they are anywhere on campus other than in the Alumnae Cottage or Moody. Students who wish to have male guests stay in the residence halls as opposed to in the Alumnae Cottage must follow the Guest Policy and Overnight Guests sections in this section of the handbook.

#### Laundromat/Laundry Facilities

See section under "IV. Campus Services."

#### Pets

Fish (defined as animals with fins and gills, living under water, 24 hours a day) are the only pets permitted in the residence halls. The maximum tank size is 10 gallons. No other pets are permitted in any residence hall. Infractions of this policy will result in an initial fine of \$50, and \$10 per day until the pet is removed. If, after one week, the responsible party has not provided proof of the removal of the pet, the responsible party will be charged with violations of the pet policy and failure to comply with a reasonable request (through the student conduct council). All room/apartment residents are held equally responsible for violations of the pet policy, regardless of pet ownership. In cases of violations beyond a first offense, the responsible party will be immediately referred to the student conduct council and will not be given one week to provide proof of pet removal.

Should the student room or area of the residence need special cleaning or fumigation, the cost of the service will be split equally among room/apartment residents, unless one or more students accept responsibility in writing to the assistant dean of students/director of housing and residence life. In such cases, the responsible student(s) will be billed.

Any university community member may file a complaint about unapproved pets in university-owned student housing, pets that are causing a nuisance, or pets that are being abused. Complaints regarding pets in the residence halls should be filed with the assistant dean of students/director of housing and residence life. All other pet-related complaints should be directed to Campus Safety which enforces the university's pet policy. See Pet Policy under "III. Hollins University Policies and Regulations."

### Quiet Hours

Students set quiet hours during community standards discussions on each hall. Effectively, this means that no one should have to tell any student to turn music down, turn the bass down, talk quietly, not to run in the halls, or not to slam doors during quiet hours because everyone already knows that these behaviors are inappropriate in a community living space. Students are reminded to be courteous of their neighbors and the surrounding university community at all times. There will be a 24-hour quiet period during finals week posted each semester. During non-quiet or courtesy hours, if noise from a student's room can be heard two doors down, it is too loud. Additionally, please review the Roanoke County noise ordinance policy on page 56 of the student handbook.

Students who are being disturbed by someone else's noise are expected to ask the person(s) to be quiet in a respectful, courteous manner. The person(s) is then expected to respond in an equally respectful and courteous manner and reduce the noise to the level appropriate for quiet or courtesy hours. If the noise persists, students should contact the resident assistant on duty. Students who disregard quiet or courtesy hours will face judicial charges through the student conduct council.

### Room Searches

University officials may enter (without invitation) student rooms. First, building maintenance inspections are administered to ensure health and safety standards, as well as to inventory university property. These inspections generally take place during official university holidays. Second, to preserve an educational atmosphere, university officials have the right to inspect student rooms when there is reasonable cause to believe that a law or university policy is being violated or that an individual's personal safety is in jeopardy. Items that violate HRL policies may be confiscated and a notice will be left for the student. It is the student's responsibility to follow up with their residence life coordinator regarding confiscated items. Violations of HRL policies may result in a fine and/or referral to the university judicial system.

The reasonableness of a search will be determined in advance, based on careful examination of the facts related to the case by the assistant dean of students/director of housing and residence life, dean of students, or chief of campus safety. In all instances, efforts will be made to have the occupants of the room present when a search is to be conducted and that a rationale for the search is offered.

### Security Violations

Security violations jeopardize students' safety and the safety of their neighbors. These include:

- Propping open a door to any residence hall, house, or apartment after it has been locked;
- Giving the key of any university residence to another individual;
- Letting an assigned room be used by another individual while the occupant of that room is out.

A Hollins student must have written permission from the resident(s) of the room and the assistant dean of students/director of housing and residence life to use the room. The assistant dean of students/director of housing and residence life must have written or verbal permission from the resident(s) of the room before granting entry permission to an individual not assigned to the room (including parents).

### Students' Rights and Housing Responsibilities

Hollins University students are guaranteed certain rights by the constitution and by the university. As in any society, rights come with responsibilities including respecting the rights, beliefs and feelings of others. All students bear responsibility for promoting a positive living and learning community. Students bear primary responsibility for seeing that their own and other students' rights are not violated. The following statements outline students' rights. Violation of these rights will be taken up by the university judicial system.

1. *Use of Residence Hall Rooms:* Each student has the right to use the room assigned by Housing and Residence Life at any time during the academic year while the halls are open.
  - Each student is entitled to a reasonably quiet atmosphere for academic success and peace of mind. Official quiet hours and penalties for violation are determined through a hall or floor majority vote. Enforcement is largely the responsibility of each student. Students who are disturbed by a violation of quiet hours and the resulting discomfort should make their feelings known to the individual causing the difficulty. If the problem continues, they can consult a HRL staff member and/or refer the matter to the university judicial system.
  - Provided that their roommates' or hallmates' rights are respected, students may use their rooms for social or recreational purposes.

- Each student has the right of assigned occupancy. Students cannot exert pressure on roommates to move. Students who exert pressure on a particular student to seek a new room assignment may be reassigned to another room by the assistant dean of students/director of housing and residence life. The university reserves the right to make essential changes in room assignments at any time during the year.
  - Residents have the right to require that no person, other than those assigned by Housing and Residence Life, take up residence in their room. Residents, in cooperation with their roommate(s), have the right to visitation in the room during those hours determined by the community standards in accordance with the procedures stipulated in the Student Handbook.
2. *Right to Privacy:* Students have a right to privacy in their rooms, but, under certain circumstances, the right to privacy is waived.
- Hollins University is required to follow all state, federal, and local laws. Adhering to these laws may supersede students' rights to privacy in their rooms. While school is in session, students will be notified at least 24 hours in advance when university staff or representatives seek access to a student's room, unless deemed an emergency. The resident will be permitted to be present. The 24-hour notice may be waived by the resident. A request for repairs waives this right. When university staff reasonably fear unlawful activity, harm to life, safety, health, or property, students' rooms may be entered without notice.
  - During break periods, university staff has the right (without advance notice) to enter student rooms for routine maintenance and inspection. When university staff have entered student rooms and find items that violate state, federal, or local laws, the items (including but not limited to firearms, fireworks, weapons, drug paraphernalia, illegal drugs, etc.) will be confiscated and given to Campus Safety. University judicial and/or civil charges may be filed by university officials. Items that violate HRL policies may be confiscated and a notice will be left for the student. It is the student's responsibility to follow up with their residence life coordinator regarding confiscated items. Violations of HRL policies may result in referral to the university judicial system.
  - When there are sufficient grounds to believe that a theft of personal, university, or organizational property has occurred, the injured party should contact Campus Safety who may access the student's room without notice. Sufficient grounds exist when, in a signed statement made in good faith, it is shown that:
    - the signer saw in another person's room an item of identical description to that stolen and had strong reason to believe that it

- either wasn't there before the theft or that the item stolen was unique;
- the signer saw a person carrying an item of identical description at about the same time the theft purportedly took place. The search may be of a third party's room only if the signer saw the alleged thief taking the item into another room;
  - the signer saw a person, in the immediate vicinity where the theft took place, carrying a wrapped or covered item of the same size and bulk as that of the stolen property. The search may be of a third party's room only if the signer saw the alleged thief taking the item into another room;
  - there is other evidence submitted by the signer(s) that, in the eyes of the dean of students, assistant dean of students/director of housing and residence life and/or director of campus safety, is equally as strong as those cited above.
3. *Privacy in Regard to Bathrooms:* Each residential student has the right to bathroom use at any time without being intruded upon by a member of the opposite sex. This right may be waived only by a unanimous vote on the floor. The HRL staff coordinates the hall or floor vote through the community standards meetings. All community standards decisions are posted on each floor.
  4. *Students' Community Responsibilities:* While the university intends to encourage and enhance self-governance, students are also expected to abide by policies developed by the university.
  5. *Individual Room Responsibilities:* Students are responsible for the cleanliness and upkeep of their own rooms and the university furnishings that belong in those rooms.
    - Students who live in university-owned housing are assigned to clean, inventoried rooms, with furniture arranged in an orderly manner. Each room is equipped with a study desk and chair, chest of drawers, mirror, bed with innerspring mattress (36" x 81"), and a mattress cover. Pillows are not provided. The floors are made of wood, linoleum, tile, or are carpeted. Rugs or carpeting and additional small furniture items may be used in student rooms. Each window in student rooms is equipped with mini-blinds or curtains. When moving from the room, students should leave their rooms in the condition in which they were received.
    - If parts of the room or its furnishings become damaged accidentally or intentionally, or by normal wear and tear, the student must make arrangements through the HRL staff to have the damage repaired by the Physical Plant. The student should inform the assistant dean of

- students/director of housing and residence life of the situation and discuss associated charges.
- Because the university does not provide space for storage, all university-issued furniture and items must remain in the room.
6. *Limitations Placed on Student Rooms:* Pictures, posters, and other decorations may be mounted on the walls with small tacks or picture hangers. Nails and double stick tape are prohibited. Items used to mount pictures or posters must be removed at departure or a fine will be issued. Students may not paint their own rooms. Fines for unauthorized painting of rooms are assessed on the basis of damage and repainting costs.
- Students may not move university furnishings from one student room to another, or from lounges, recreation areas, and dining areas. University-owned furniture may not be taken to patios, porches, or to any outside areas (see the section titled "University Furniture Policy").
  - Because of the limitations of the electrical wiring systems in the residence halls and university-owned houses, and because of the dangers of fire, damage to wiring, and blackouts resulting from circuit overload, students are not permitted to use electrical appliances such as electric blankets, cooking and heating equipment, heat lamps, halogen lamps, microwaves, or air conditioners in their rooms. Only grounded extension cords are permitted. Under no condition are students permitted to alter existing wiring.
7. *Community Responsibilities of Each Student:* Floor, house, and hall members are collectively responsible for the cleanliness and upkeep of the common areas. Common areas are considered to be those areas generally accessed by the residents of a floor, hall or house. Common areas are clean and orderly when students arrive on campus. When departing from Hollins, students are responsible for leaving common areas in their original clean and orderly condition.
- If part of the common area or its furnishings become damaged accidentally or intentionally, or by normal wear and tear, floor, hall, or house members should make arrangements with an HRL staff member to restore items to their original condition. Floor, house or hall members should inform the assistant dean of students/director of housing and residence life of the situation and discuss associated charges. Depending upon the common area in question, charges and appropriate fines are divided equally among the members listed officially for the particular floor, hall or house.
  - Stairwells and hallways must remain completely clear at all times. No personal items or university-owned furniture may be placed in the hallways, stairways, or other common areas. If a student or students

take responsibility for damage in the halls or houses, the hall or the student(s) will be held referred to the university judicial system.

- When individuals identified by the hall or house as being responsible for damages are willing to accept this responsibility, the incident will be taken to the Student Conduct Council.
- Electrical appliances may be used in kitchenettes where adequate wiring is provided. With the exception of chalkboards and dry erase boards, university property is not an appropriate medium for drawing, painting, or writing. The use of university property for such purposes without permission from Housing and Residence Life is considered vandalism. Halls may require a damage deposit from students using the lounge for activities.

### Summer Housing Opportunities

Please check the Housing and Residence Life web page and the on-line version of the Student Handbook in Spring 2009.

## VII. Campus Safety

The Hollins University Campus Safety Department strives to improve the quality of life of those they serve by developing partnerships with the university community to address issues and concerns effectively. The department produces yearly registration/traffic/parking summaries that are issued with each parking permit and available at Campus Safety. For complete information on the Department of Campus Safety, including the Annual Security Report, visit [my.hollins](http://my.hollins).

The Department of Campus Safety has a dispatch center located in Botetourt Hall. The dispatch center is staffed and operational 24 hours a day, seven days a week throughout the year to handle police, fire, and rescue emergency calls and other non-emergency calls for service.

To reach Campus Safety:

- On-campus emergency dial: x6911
- 24-hour campus safety non-emergency number: x6419

Hollins has 12 emergency phones located at various strategic points around the campus. Emergency phones can be identified by a blue light positioned atop a metal pole. The call boxes are marked with "Emergency." By simply pressing the red button, the caller opens a direct communication for emergency assistance to the dispatcher. For the dispatcher, the visual display shows the location of the caller. It lets the caller talk directly with the dispatcher. The dispatcher will immediately dispatch an officer to the location.

Warning: The emergency call boxes must not be used to call when students are locked out of their rooms, because they want an escort, or for any other non-emergency reason. Use of the call boxes in this manner will result in a judicial referral.

### Bicycles

Bicycles must be registered at the Department of Campus Safety. This service is free. Experience shows that lost or stolen bikes are more easily found and recovered when they are registered. When a bike is registered, the student will receive a small reflective decal to place on the main frame of the bike. Students will also need to fill out a registration card with all the identifiable information on the bicycle (serial number, make, and model). This card will be kept on file in the Department of Campus Safety for identification if the bike is lost or stolen.

Bicycles may be stored on the racks located outside the residence halls or in proper storage areas. Bikes may not be left in hallways, entrances to buildings, public areas, or stairwells. If bikes are left in areas that violate fire safety codes, they will be impounded by Maintenance or Campus Safety and the owner will be assessed a \$25 fine.

### Emergency Equipment Policy

Hollins emergency equipment is vital to the safeguarding of the Hollins community. Misuse represents a serious hazard to the Hollins community by limiting or interfering with Hollins' ability to respond to actual emergencies. Misuse and unnecessary or unauthorized use of such equipment and any damage resulting from such use will be punishable by the administration, judicial system, and/or criminal charges.

### Fire Prevention and Safety

Destruction or misuse of fire safety alarms or equipment (extinguishers, smoke detectors, or pull stations, etc.) can cause loss of lives, and will therefore be dealt with severely by the University and result in judicial and/or criminal prosecution and a \$100 fine.

All occupants of a building must exit the building immediately when a fire alarm sounds. Students are responsible for ensuring that their guests also exit the building immediately.

The possession or use of fireworks of any kind on campus is prohibited. Candles, incense, and any device with an open flame or exposed heating element is prohibited. Setting any unauthorized fire in or on university property is prohibited.

Hallways and fire exits must be clear at all times. No one is allowed on the fire escapes except in the case of a fire or other emergency, nor is anyone allowed on the roofs of buildings.

### Fire Procedures

1. If the fire alarm sounds, leave the building immediately by way of the closest exit.
2. Learn the locations of all exits on the floor and in the building.

3. Learn the locations of fire extinguishers on your floor.
4. Learn the location of the alarm on the floor.
5. Read and understand the fire evacuation plan posted in the building.
6. Upon leaving the building, go to the area designated by the university staff.
7. Do not reenter the building until told to do so.

The alarm will come in to the dispatch center and also over the Campus Safety officers' radios. The dispatch center will contact the on-duty safety officer and Roanoke County emergency services. Immediately evacuate the building as per the evacuation plan. By law it is mandatory that everyone evacuates the building immediately.

### Reasonable Requests

Students are required to comply with the reasonable request of university officials or agents of the university in the performance of their duties, specifically including, but not limited to, the Housing and Residence Life and Campus Safety staffs.

### Residence Hall Fire Drills

In accordance with Virginia fire safety codes, residence halls are required to hold scheduled fire drills supervised by residence hall staff in cooperation with the Department of Campus Safety. These drills are done without prior notice or warning.

### Telephone Misuse

Any student receiving profane, indecent, harassing or threatening calls should report them immediately to the Department of Campus Safety. Any student found to be making such calls from a campus phone will be referred to the university judicial system and/or outside law enforcement. Attempting to make telephone calls from any university phone without paying or by fraudulent means may result in criminal and/or judicial charges.

### Traffic/Parking Regulations

Parking regulations are enforced 24 hours daily throughout the calendar year, including registration, graduation, break periods, holidays and summer, whether or not the university is in session. In the months of June and July, summer students/workers may park in any student lot. The faculty/staff lot restrictions are enforced throughout the summer and tickets will be written, or vehicles towed. Lack of available parking spaces is not a valid excuse for violation of these regulations. Students may use 30 minute spaces. The university reserves the right to change or otherwise restrict parking designations as conditions may warrant.

All vehicles will remain off the Front Quad and sidewalks. During move-in and move-out periods, vehicles are permitted to load and unload in front of residence halls. Physical Plant will decide the dates and hours for these exceptions. Vehicles must be moved immediately after loading or unloading (maximum of 30 minutes). Vehicles

may not be parked in any area not specifically designated as a parking area. Do not park on white striped areas.

No parking in fire lanes, handicap (unless you have a proper permit) and visitor spaces. Vehicles will be ticketed and/or towed. Vehicles must also be parked on the proper side of the road in the proper direction of travel. The Wyndham Robertson Library parking circle is reserved for visitors to the campus only. Students may use 30 minute spaces.

Motor vehicles are to yield to pedestrians at all times. Failure to yield to pedestrians amounts to reckless driving. Speeding and reckless driving will not be tolerated. These incidents will result in a fine and possible judicial charges. The speed limit on campus is 25 mph, unless otherwise posted. Officers use speed-measuring devices for enforcement.

Please see complete Traffic and Parking Regulations under Policies on the Campus Safety section on my.hollins for additional information.

### Parking Ticket Appeals

Students may appeal a parking ticket by completing a student parking appeal form located in the Campus Safety Department. Tickets must be appealed in writing to the Student Appeal Board within seven calendar days. Starting with the third appeal, all parking ticket appeals will be adjudicated by the Director of Campus Safety. Students may also appeal their guests' parking tickets through the Student Appeal Board. Paid parking tickets may be dropped off at Campus Safety or in the yellow ticket box (no cash) located outside Botetourt Hall. If assessed fines are not paid within 7 days, they will be charged to your student account. Cash payments should be made at the Business Office.

Should students receive a phone call or letter from the Department of Campus Safety asking them to come in to discuss a parking related matter, they will have 48 hours from the date of the notice to respond. If they do not respond, they may face judicial charges for violations of the university student parking regulations and for noncompliance with a reasonable request.

Please see Ticket Appeals under Policies on the Campus Safety section on the my.hollins website for more information.

### Text Messaging Services

e2Campus is a mass notification system that can alert members of the Hollins community with text messages on their cell phones. With 90% of college students having mobile phones, this method of communication can increase safety within the Hollins community. Time-sensitive messages can now go out to students, faculty, and staff immediately. In the event on a campus emergency or school closing due to inclement weather, an alert message will be sent out to any text-capable device such as a mobile phone, PDA, Blackberry, or an e-mail address a user has registered with the system. Multiple address can be entered.

To register, please go to: <http://www1.hollins.edu/hu/e2campus/newuser.html>. After you register for cell phone notifications, you MUST enter the 4 digit verification code. This code will be sent via text message to your cell phone. In order to receive email notifications, you must click the link provided in the email you receive for verification. You will not receive e2Campus notifications until these steps are complete. You should also note that text messaging charges (depending upon your carrier and calling plan) may apply. Hollins University will not make any reimbursements for text messages received.

### Vehicle Registration

All residential students must register all motor vehicles with Campus Safety upon the vehicle's arrival on campus. Undergraduate commuter students, non-residential Horizon students, and non-residential graduate students must register their vehicles prior to or on their first day of classes on campus. Vehicles in violation will be subject to ticketing and/or towing. A motor vehicle is defined as any power-driven vehicle including, but not limited to, automobiles, motorcycles, and any other vehicle requiring state licensing. If a motor vehicle is replaced or a new license number is obtained, students are required to notify the Campus Safety Department within two days of the change. Students with vehicles on the campus of Hollins University should remember that parking, storing and operation of a vehicle on the campus is a privilege, not a right. All state laws and county ordinances will be enforced.

All residential students who park on campus will pay an annual fee of \$50. All full-time commuter students, including non-residential Horizon and non-residential graduate students, who park on campus will pay an annual fee of \$50. Any commuter students taking less than 9 credit hours per semester, including non-residential Horizon and non-residential graduate students, who park on campus will pay an annual fee of \$30.

Please see Registration of Vehicles under Policies on the Campus Safety section on the my.hollins website for complete information.

## VIII. Student Services and Administrative Offices

### Batten Leadership Institute (Undergraduates)

Hollins has been developing women leaders since its founding more than 160 years ago. The Batten Leadership Institute provides rigorous curricular programs that focus on students' personal, interpersonal, and intellectual development. Guided by the philosophy that leadership cannot be separated from the individual, the Institute helps each student develop their potential through personal growth. At BLI, we believe who a student leader is informs how they lead. For additional information, refer to the 2008-2009 Undergraduate Student Catalog or visit the Batten Leadership Institute offices located in Bradley Hall.

### Bookshop

New and used textbooks and other reference materials for courses are available for purchase at the bookshop as well as online through the bookshop link on the my.hollins. Also available in the store are Hollins memorabilia and gift items, clothing, general reading books including faculty- and alumnae-authored books, magazines, supplies, health and beauty aids, and greeting cards. Students may also special order computer software.

During the exam periods each term, there is a large textbook "buyback" event when the bookshop may pay up to half of the purchase price for books needed for the following term. Although this is the best time for students to sell their books back, this service is available to students any day the bookshop is open. For more information call x6661 or visit the bookshops website and click on "Buyback."

The Hollins Bookshop is located on the lower level of the Moody Student Center. Bookshop hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Open on Saturdays for special weekends, e.g. Family Weekend, Literary Festival, Commencement, Alumnae Reunion, etc.

### Business Office

The Hollins Business Office is located on the lower level of the Cocke Memorial Building. Tuition and fees for residential students are due August 1, 2008 for the fall term, and January 5, 2009 for the spring term. Students are required to pay tuition and fees in full or have approved financial aid for any outstanding balances by these dates. Students will not be admitted or allowed to return to campus until all outstanding balances are paid in full.

### Career Center

It has been said that where you live and the kind of work you do are the two most important factors in achieving a satisfied life. However, you cannot choose what you do not know. There are more than 20,000 occupational titles and 144,000,000 jobs in the United States alone. That adds up to a lot of choices for the job seeker, which is

why it is important for students to explore the world of work before declaring a major or making a career decision.

The Career Center in West provides career guidance and resources to help students explore career fields, establish life and career goals, and plan academic programs and experiential learning to support these goals.

The Career Center encourages students to participate in workshops conducted throughout the year. These include the first-year career orientation held each January during short term, resume writing, interview techniques and practice sessions, graduate school application and preparation, selecting an academic major, and job-hunting strategies for jobs and internships. Several short term internship orientations are held each fall, which prepare students for seeking and planning their first internship experience.

Events and programs are regularly planned to afford students the opportunity to speak informally with alumnae and other professionals from various career fields. In the past, these events have included the Focus on Women and Work Conference, offered by the Alliance of Virginia College Career Services, and the Business Etiquette and Professional Dress programs. These programs allow students to meet and network with successful alumnae and business professionals. Students learn practical tips on finding jobs and internships, developing networks that will assist in setting career goals, and gaining invaluable insights into being a professional.

The Career Advising Network (CAN) helps connect students and alumnae seeking information about specific career fields with alumnae and parents who have professional experience in those fields. Employment referrals occasionally result from these contacts, but the primary purpose of the network is to provide career information. Some members of CAN will provide temporary housing for students engaged in internships or searching for employment.

The primary site for Career Center information is found at [my.hollins.edu](http://my.hollins.edu) under Student Life. There students will find the schedule of events for each semester, helpful "How To" guides and the complete Career Guidebook that is updated annually. This site also offers links to great Internet sites for students seeking internships, jobs, seasonal opportunities, graduate school and relocation information. In addition, the Career Center offers students easy access to the internship database developed by the Alliance of Virginia Career Services. The Alliance of College Career Services Internship Database contains close to 3,000 internship opportunities throughout the world. The university has also partnered with Drake Beam Morin to provide free and fee-based career management and transition services, networking opportunities, and professional seminars.

A career library is located at the Career Center where you can find information about career planning, occupations, internships, graduate schools, fellowships, job search skills, and opportunities for students of color and students with disabilities. There are also listings for part-time, full-time, and summer jobs in Roanoke and elsewhere.

The Career Center arranges for recruiters from graduate schools and organizations to interview at Hollins. Seniors are encouraged to participate in the annual CHALLENGE Job Fair, which brings together seniors from eight Virginia colleges and universities for career exploration and on-site interviews with representatives from more than 75 national, regional, and state employers.

The Career Center will maintain your personal credentials file. This file contains letters of recommendation and is sent to prospective employers and graduate schools at your request. These records are covered by FERPA.

#### Center for Learning Excellence

Located on the first floor of East, The Center for Learning Excellence houses the Writing Center and Quantitative Reasoning Center. For a complete description and hours of operation, please refer to the 2008-2009 Undergraduate Academic Catalog.

#### Graduate Studies Office

The Graduate Studies Office provides support for graduate students from the time of application through graduation. Located in Eastnor, the office is open during normal operating hours (8:30 a.m. – 4:30 p.m.); after hours appointments may be scheduled to accommodate students' schedules. A graduate/Horizon lounge is available on the first floor of Eastnor for students to use prior to or in between classes. During the academic year, the lounge is open until 8:00 p.m. Monday through Thursday.

#### Health and Counseling Services (Full-time Undergraduates including Adult Horizons)

Health and Counseling Services is located in Turner Hall. The hours of operation are: Monday through Thursday, 8:00 a.m. to 4:30 p.m.; Friday, 8:00 a.m. to 2:00 p.m. The nurse/director is available during these hours for evaluation and education. The family nurse practitioner hours are: Monday, Wednesday, and Thursday, 8:30 a.m. to 4:30 p.m.; Tuesday, 1:00 p.m. to 1:30 p.m.; Friday 8:30 a.m. to 11:30 a.m. Students are seen by appointment. Walk-ins will be seen by the nurse/director and/or nurse practitioner, depending on the day's appointment schedule. Students will always be seen in an emergency situation.

Health and Counseling Services (HCS) is here to help students identify and manage their health needs. HCS provide individual primary care, promote wellness and disease prevention, and provide basic primary health care for acute and chronic conditions such as asthma, diabetes, colds, flu, allergies, stress, sleep disorder, anxiety, and more. A central focus is women's health. They provide education and care in the areas of GYN services, nutrition, contraception, smoking and exercise. Pap and STD testing are done by appointment. Pregnancy testing is done free and can be done by walk-in or by appointment. They also offer immunizations for flu, meningitis and foreign country travel requirements. A licensed family practice physician will be available by appointment for ADD and ADHD medication refills.

All services are free to students except for specialized tests, immunizations, and some supplies. All charges are at cost. A student can make payment by charging their Hollins account, paying cash, or writing a check. Insurance is not filed from the HCS office. Itemized statements will be provided if it is deemed a reasonable request.

For health problems that occur when Health and Counseling Services is closed, students should consult the HRL pro-staff member on call. Students who need to be seen by a physician after hours and on weekends are referred to Carilion Urgent Care, (540) 989-4929. The walk-in hours are 5:30 p.m. to 8:00 p.m., Monday – Friday, and on Saturday from 12:00 p.m. to 4:00 p.m. Health care after these hours is available at hospital emergency rooms in Roanoke and Salem. In case of a life-threatening emergency, call the rescue squad at 911 (from on campus dial 9-911).

Counseling services are also located in Turner Hall. A licensed professional counselor is available by appointment only. Appointments can be made by calling x6444. Students receive six free sessions available per academic year. After six sessions a \$20 charge will be incurred for each visit. There is also a psychiatrist available by appointment for two to three hours per month. The staff will help students arrange off-campus therapy with other local professionals if needed or requested. Conversations with counselors are confidential, unless danger to the student or someone else is evident.

Health and Counseling Services believes that students in their care can benefit from a team approach that puts their well being first. Housing and Residence Life staff members, the university chaplain, the dean of students and the assistant dean of students are also understanding listeners. Trained in helping skills, but not certified in therapy, they listen, support, promote responsible decision-making, and make referrals to others when appropriate.

### Horizon Program

The Horizon Program, with an office located in Eastnor, supports women who begin or return to Hollins for an undergraduate degree after leaving high school for at least 5-6 years. Women of all ages and a variety of lifestyles are Horizon students. Balancing employment, family and civic responsibilities with the demands of an academic life are important to the success of adult students. The Horizon Program provides opportunities for networking with other women, advising, and programs specific to the needs of adult students. Horizon students are encouraged to maintain communications with the Horizon Office and to seek assistance whenever needed throughout their education at Hollins.

### Information Services and Technology

The Hollins University computing mission supports the student experience, faculty technology needs and the administrative needs of the University. The department maintains and operates the network infrastructure, telecommunications, cable TV, classroom technology (including distance learning, undergraduate, and

graduate programs), staff/faculty/lab desktops, servers, as well as multi media support for faculty teaching.

*The Network and Systems:* Information Technology operates Linux and Microsoft operating systems. Computers and devices (such as printers and scanners) are networked in academic and administrative buildings. Every student residence has a network connection for each student. There are also over 150 public machines located throughout campus for students to use. Students are given their own email account, which they may keep even after graduation at no charge. All official Hollins communications are made to students through their Hollins email account and their Audix voicemail. To ensure they receive important university information, students' email accounts and residence hall voicemail must be activated and utilized on a regular basis. Students are also given their own personal account for accessing the network, which allows them to exchange files and access the Internet. The network also provides access to the shared catalog of the Hollins University and Roanoke College libraries.

*The my.hollins:* Hollins University maintains an intranet called my.hollins (<http://my.hollins> on campus; [www1.hollins.edu](http://www1.hollins.edu) off campus). It is used to disseminate information pertinent to the university community, including the Grapevine, a weekly newsletter, and a calendar of events. A number of professors use the intranet to provide their classes with syllabi, assignments, tutorials, and other class information. It provides information about computer resource lab reservations, hours of operation, the library, and numerous other departments. The web-based application Blackboard is also utilized by a number of professors to provide their classes with syllabi, assignments, tutorials, and other class information.

*Student Computers:* Residential students are encouraged to bring their own Dell computer to campus. Minimum requirements for connecting to the university network are listed on the Hollins website ([www.hollins.edu/computers](http://www.hollins.edu/computers)). Hollins has certified Dell Technicians on campus to assist with Dell-owned hardware. In addition, there are numerous public machines that students can use to connect to all resources available on and off campus.

*Computer Resource Labs:* There are several computer labs located on campus with Windows XP-based and Macintosh-based computers. Each computer lab has access to laser printers. Many labs are open 24 hours a day, seven days a week to all Hollins students, faculty, and staff. Computer labs may be in use during open hours for classes or special events. Please check the lab schedules on the my.hollins. The Computing and Technology section of my.hollins provides a software availability search so users can determine where specialized software is installed. Food is not allowed in the computer labs at any time. Drinks with tight lids are allowed within the labs. Also, additional public computers have been placed in the library, Dana second floor common areas, Tinker, Randolph and other common areas for your use. There are over 30 public machines which can assist you with research and catalogs in the library alone.

*Lab Printing Services:* The Hollins community is committed to being an environmental friendly campus. In an effort to manage paper use, students are asked to not print multiple copies of documents on lab printers as well as print their documents on multi-sided paper. If a student is found to be printing excessively, a charge may be incurred once a student is notified.

*Information Technology Help Desk:* Help with computer questions or problems are available from the Help Desk and lab assistants during the weekdays and at designated times on the weekends. On campus, dial x7777 to reach the Help Desk. From off campus, dial 362-6538. The purpose of the Help Desk is to give the entire campus community one number to call for computer needs. Trained student assistants will be attending the Help Desk, along with a second level of support provided by members of the Information Technology staff. A call-tracking system is in place that helps determine recurring problems with software and network connections. Hardware problems should be directed to the manufacturer if the computer is under warranty or to a third-party repair service if it is not. Every effort possible will be made to quickly resolve requests placed through the Help Desk. Please call the Help Desk instead of individuals in Information Technology when you need help. While classes are in session, hours are:

Monday – Friday	8:30 a.m. – 10:00 p.m.
Saturday	8:30 a.m. – 4:30 p.m.
Sunday	3:00 p.m. – 10:00 p.m.

While classes are not in session:

Monday – Friday	8:30 a.m. – 4:30 p.m.
-----------------	-----------------------

During the holidays and during the summer the hours do fluctuate. For the most accurate and up-to-date schedule for the Help Desk please link to the my.hollins, Computing and Technology web page.

*Computer Services Seminars:* Computer Services offers free seminars to the Hollins community throughout the year on topics such as the Microsoft Office suite, Windows, email, and creating Web pages. These seminars are also posted in the Grapevine.

*Hollins Information System (HIS):* Students can register online at designated times, look for available classes, get their class schedules and other important information via the Hollins Information System. Students are given their own account to check information and register. If students have trouble accessing their account, Academic Services or the Registrar's Office can assist with resetting passwords.

### Cultural & Community Engagement

Cultural & Community Engagement (CCE) assists in fostering an environment that values and actively supports an inclusive community. Through training, leadership development, open dialogues, programming and workshops, the CCE seeks to promote and encourage acceptance and celebration of difference.

The program offers a wide range of services which include: providing cultural leadership opportunities, assisting with retention and graduation of students from underrepresented groups at Hollins; working with lesbian, gay, bisexual, and transgender (LGBT) students; providing informational trainings and referrals; advocating for diverse students, faculty, and staff; working to address oppressive behaviors; collaborating and supporting student organizations' programming efforts, as well as campus-wide initiatives; and serving as a community liaison. CCE also offers a Short Term course, "View Appalachia Through Service Learning" with fieldwork in West Virginia and an international service learning project in Jamaica during Spring Break.

### International Students

Cultural & Community Engagement assists international students in their cultural adjustment to academic work and campus life. In addition, the Carvin Global Village residence hall and the Global Interests Association (GIA) provide cultural activities and assistance to international students.

### Scholarships and Financial Assistance

The Office of Scholarships and Financial Assistance administers all financial aid including federal and state grants, loans, all scholarships, and campus jobs. Students must reapply for financial aid each year by March 15 by completing a renewal FAFSA. Preference is given by the Department of Education to FAFSAs submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In addition to filling out a FAFSA, tax returns and additional supporting documents may be required for eligible applicants receiving federal aid. Hollins adheres to strict guidelines for verification as mandated by the Department of Education. The deadline for sending tax returns to the Office of Scholarships and Financial Assistance is April 15. The Office of Scholarships and Financial Assistance begins awarding aid in April and mails notifications in May. Returning students can access their financial aid information on the Hollins Information System by logging into the secure area. In order to receive and accept offers of assistance, students must sign the award certification page and return it by mail (PO Box 9718), fax (540-362-6093) or email to the Office of Scholarships and Financial Assistance. Questions, comments or requests for assistance can be directed to [sfa@hollins.edu](mailto:sfa@hollins.edu).

The Office of Scholarships and Financial Assistance, located on the entry level of Main is open Monday – Friday, 8:30 a.m. to 4:30 p.m., and is the place to go for information requests, questions or scholarship assistance. Appointments are not necessary to review the scholarship books located in the office. Also, scholarships are posted in the Grapevine and on the Hollins website. For general questions and advice concerning other types of financial assistance, the application process, debt accrued, and/or loan consolidation, counselors accept appointments on a daily basis.

### Service Learning and Community Service

Cultural & Community Engagement provides service learning programs that integrate traditional course work with community service, assisting students in learning academic concepts and the value of civic involvement. At Hollins, there are service learning opportunities at the local, regional and international levels.

CCE works closely with SHARE (Students Helping Achieve Rewarding Experiences) in encouraging students to connect locally with their host community by participating in service projects. The Sandusky Service House is a living option (special interest) where service is its foundation. Members of the house collaborate with other service organizations on campus to increase awareness of service opportunities available to Hollins students. House members work closely with SHARE and CCE to co-sponsor service projects and fundraisers.

Hollins offers a variety of academic courses that incorporate an element of service within the curriculum, taking students into the Roanoke Valley. Some courses allow students to choose a service option over another project, while others require community service. A service learning course is offered during short term, "View Appalachia Through Service Learning." This course will begin in the classroom with an exploration of the life, culture, literature, and music of Appalachia. The fieldwork for the course is done in War, West Virginia. Internationally, Hollins organizes a mini peace corps project to an impoverished community in Jamaica. Students work on a variety of community-based projects ranging from teaching in the school system to working with the local infirmary to refurbishing community buildings. The Jamaica Service Project takes place during Spring Break.

### Spiritual and Religious Life

The Chaplain's Office provides opportunities toward the exploration, understanding, and practice of spiritual and religious traditions, and encourages a respect born from education about, and interaction with, diverse religious traditions, cultures, and practices in the community. The goal of the Chaplain's Office is to assist students, faculty, and staff to grow in curiosity, thoughtfulness, integrated and grateful living that embodies the university motto, *Levavi Oculos*. The chaplain works with students to find, grow, and express their religious and spiritual lives on and off campus, to build community, to offer pastoral care, and to grow religious and spiritual leadership on campus.

Hollins University welcomes students and practitioners of all religious backgrounds. Historically, Hollins' founder was a Christian, but decided against affiliating the institution with a denomination, while at the same time making sure that spiritual needs of students were addressed. The chapel stands beside the library as a reminder of the spiritual nature of academic values, and to emphasize the connection of head and heart.

The Jessie Ball duPont Center serves as the center of spiritual life. The large chapel is presided over by a very large cross. The cross represents the kind of love

God has for all human being—a self sacrificing regard that invites us to love God with the same kind of passion. While we cannot control the meaning or use of symbols, we want those to meet or worship at Hollins to know that the cross is not a judgmental or exclusivist statement for us, but a reminder of God's great love, grace, and the ends to which the Holy One will go to be in relation with human beings. These qualities, then, form the foundation for the kind of spiritual community Hollins aims to be. All religious traditions and observances are welcome in the building and for campus programs.

Religious and spiritual offerings include informal programs planned by student leaders in the Spiritual and Religious Life Association (SRLA). The SRLA welcomes the participation of all students, as it plans events that relate spiritual life to intellectual pursuits, relationships and life's deepest values and meanings. SRLA is made up of representatives from as many campus religious constituents as possible, who serve to build community on campus and to help students become involved.

The chaplain serves as the spiritual leader of the community and as the faculty advisor to the SRLA. Regularly scheduled programs include Bible study and prayer groups, Christian fellowship, Jewish Student Alliance observances, Muslim Student Alliance meetings, discussion groups, and social events. The annual Beardslee Lecture Series, sponsored jointly by the chapel and the Religious Studies Department, offers lively speakers on matters of the study and practice of religious traditions.

The spaces of DuPont Chapel and Young meditation chapel are open daily for meditation, prayer, or as quiet places to think. A special multi-faith meditation and prayer room is designated for those needing a private place for reflection or religious practice without human images. Incense and candles are permitted in this room. In the fall, the Chaplain's Office sponsors an annual Spiritual Communities Fair to introduce the community to the many houses of prayer and practice located in Roanoke. Students interested in attending a church, temple or spiritual community in Roanoke should call the chaplain at x6603. A list of area congregations and transportation options are posted on the Chaplain's Office web page.

Students are encouraged to express their ideas and spiritual needs to the chaplain and the officers of the Spiritual and Religious Life Association who are eager to build new programs in response to the promptings of the campus community.

### Student Activities and Organizations

The Hollins Activities Board (HAB) in coordination with the Student Activities and Organizations Office is responsible for creating on-campus events and co-curricular activities for students and their guests. In addition, the coordinator of student activities and organizations serves as a resource and advisor to student groups planning events. All performance contracts must be approved and signed by the coordinator of student activities and organizations. Students are encouraged to submit ideas for events and activities to the coordinator and the HAB chair for consideration. The goal of the Student Organizations and Activities Office is to provide students with exciting,

entertaining, and thought-provoking events that embrace and enhance the community at Hollins University.

### Study Abroad (Undergraduates)

The International Programs Office, located in Turner, works with students interested in study abroad. Information and application packets for the Hollins programs in Argentina, England, France, Ghana, Greece, Ireland, Italy, Japan, Mexico, Spain, and with the School for Field Studies are available in the International Programs Office and on its website on the my.hollins. The office also maintains a resource room with study abroad guidebooks, program brochures, outside scholarship information, and other useful materials for students wishing to study in any country.

## IX. Student Code of Conduct: Social Responsibility and Academic Integrity

At Hollins University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*: integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

Students are expected to exemplify honesty, integrity and a respect for truth in all of their dealings. The basic principle of student conduct at Hollins University holds that any behavior that infringes on the rights, privileges, or property of others, jeopardizes the safety of community members, or impedes the educational process is unacceptable. Attendance at Hollins University is a privilege and not a right. Students whose behavior is detrimental to the welfare of the community may be dismissed. Behavior that demonstrates a lapse of integrity includes but is not limited to:

- Abuse of rights, privileges, or property afforded to students by Hollins University;
- Behavior that is disruptive to the community and/or academic mission of Hollins University;
- Dishonesty in any phase of university life;
- Disregard for the safety of self or others;
- Noncompliance with staff members;
- Violations of university policies and regulations.

### The Student Judicial Process Upholds Community Values

The student conduct process at Hollins University is not intended to punish or discipline students. Rather, it exists to protect the interests of the community, and to educate those whose behavior is not in accordance with core values. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with community values. When students are unable to conform their behavior to community expectations, the student judicial process may

determine that they should no longer share in the privilege of participating in this community. Students should be aware that the student judicial process is quite different from criminal and civil court proceedings. Procedures and rights in student judicial proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts.

#### Jurisdiction Over Student Conduct

Students are expected to read and abide by Section IX. Student Code of Conduct in the student handbook, and to respect the authority of the student judicial process. The Student Code of Conduct and the student judicial process apply to the conduct of individual students and university-affiliated student organizations. Because the Student Code of Conduct is based on shared values, it sets a range of expectations for Hollins University students no matter where or when their conduct may take place. Therefore, the Student Code of Conduct will apply to behaviors that take place on the campus, at university-sponsored events, and off campus when the administration determines the off-campus conduct has a direct impact on the educational mission and interests of the university. Students participating in short-term trips and study abroad are required to abide by the laws of that state, region or county in which they are traveling. The Student Code of Conduct may be applied to conduct that takes place during the time a person is enrolled as a student, including during term breaks and between terms. Further, the Student Code of Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Hollins University are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them by members of the Hollins University community.

In most circumstances, Hollins University will treat intent to commit any of the violations outlined in the judicial structure as if the violation had been committed. As necessary, Hollins University retains the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

#### Violations Of The Law

Violations of federal, state and local laws are incorporated as offenses under the *Student Code of Conduct*. When such offenses occur off campus, Hollins University will typically institute conduct proceedings only for grave misconduct that demonstrates extreme or reckless disregard for the values of the university community and poses a potential threat to that community. Hollins University may institute conduct proceedings against a student charged with violation of a federal, state or local law without regard to the existence or possibility of civil or criminal legal proceedings.

### Special Provisions

In a community, students are encouraged to help other members of the community who are in need, in other words, to be good Samaritans. When a student has assisted an intoxicated student in procuring the services of Campus Safety and/or professional medical assistance at Health and Counseling Services or another health care facility, neither the intoxicated student nor the individual(s) who assist(s) them will be subject to formal action through the university conduct process for being intoxicated, or having provided that person alcohol. This applies only to first-time isolated incidents, and does not excuse or protect those who flagrantly or repeatedly violate university alcohol policies.

A student who reports, or is the victim of, a violent physical assault or sexual assault, but who may have been in violation of university policies on alcohol or other drugs at the time of the assault, will not be charged with a conduct code violation, in the interest of encouraging victims of violence to come forward and take action.

### Graduate Student Judicial Structure

The Graduate Student Conduct Council consists of graduate students and/or faculty and staff selected by the manager of graduate services and graduate program directors. The Graduate Student Conduct Council decides issues that involve conduct standards, policies, regulations, and non-vehicular security matters. Through the adjudication of cases and other educational activities, the Council promotes the principles of the Student Code of Conduct which includes, but is not limited to:

- Abuse of rights, privileges, or property afforded to students by Hollins University;
- Behavior that is disruptive to the community and/or academic mission of Hollins University;
- Dishonesty in any phase of university life;
- Disregard for the safety of self or others;
- Noncompliance with staff members;
- Violations of university policies and regulations.

The Graduate Student Council also serves as the Honor Court for graduate students. In this capacity, members of the Council would be charged with deciding issues of honesty and integrity. Violations of integrity are:

1. Lying, which includes, but is not limited to, any statement, action, or behavior that is intended to deceive or mislead an administrator, faculty member, or student. This includes false identification;
2. Stealing, which includes, but is not limited to, taking personal or institutional property without the owner's consent;
3. Cheating, which includes, but is not limited to, giving or receiving unauthorized assistance on academic work. This also includes plagiarism: declaring another individual's work to be your own;
4. Failure to report any of the above.

The honor system promotes an atmosphere of trust in which students are assumed honorable unless their actions prove them otherwise. The system is in itself a set of moral standards for all members of the community to follow.

The graduate student judicial process follows the basic procedures established for the undergraduate student judicial process. There are two exceptions. One is that throughout the graduate student process, the manager of graduate services assumes the role(s) of the assistant dean of students in the undergraduate student process. The other exception is the replacement of the Honor Court, Student Conduct Council, and the Appeal Board with the Graduate Student Conduct Council. Graduate students are provided the same student rights and responsibilities as undergraduate students, and are held to the same expectations of confidentiality. The assistant dean of students may be consulted as a resource for the manager of graduate services as needed.

### Undergraduate Judicial Structure

The undergraduate judicial structure is comprised of three entities: Honor Court, the Student Conduct Council and the Appeal Board. The assistant dean of students serves as the functional advisor to all three entities. Each entity also has its own faculty advisor for court proceedings.

*The Honor Court* consists of students selected by Student Government Association procedures. The Honor Court is charged with deciding issues of honesty and integrity. Violations of integrity are:

1. Lying, which includes, but is not limited to, any statement, action, or behavior that is intended to deceive or mislead an administrator, faculty member, or student. This includes false identification;
2. Stealing, which includes, but is not limited to, taking personal or institutional property without the owner's consent;
3. Cheating, which includes, but is not limited to, giving or receiving unauthorized assistance on academic work. This also includes plagiarism: declaring another individual's work to be your own;
4. Failure to report any of the above.

The honor system promotes an atmosphere of trust in which students are assumed honorable unless their actions prove them otherwise. The system is in itself a set of moral standards for all members of the community to follow.

*The Student Conduct Council* consists of students selected by Student Government Association procedures. The Student Conduct Council decides issues that involve the violation of:

1. Conduct standards;
2. University Policies;
3. University Regulations;
4. Non-vehicular security matters.

Through the adjudication of cases and other educational activities, the Council promotes the principles of the *Student Code of Conduct*.

*The Appeal Board* consists of students selected by Student Government Association procedures. The Appeal Board decides appeals from Student Conduct Council and Honor Court hearings, and of parking tickets. The Board has the authority to decide on the merit of the appeal and recommend a new hearing, reverse the decision, or change the sanction.

### Filing a Report

Any faculty member, administrator, staff, student or guest with knowledge of an alleged violation may file a written report detailing pertinent facts of the violation to the court chairs (undergraduate students only), the assistant dean of students, the dean of students (undergraduate students only), or the manager of graduate services (graduate students only).

The complainant has the prerogative to speak to the accused and offer them the opportunity to report themselves to one of the entities identified above. The accused then has 24 hours from this time to file their own report. If the accused has not reported themselves within this time period, the complainant will present relevant details of the alleged violation to the court chairs (undergraduate students only), the assistant dean of students, the dean of students (undergraduate students only), or the manager of graduate services (graduate students only).

Reports not submitted in writing will be independently verified prior to the beginning of a judicial investigation. For individuals filing a report, a meeting can be arranged with the court chair and/or assistant dean of students (manager of graduate services for graduate students). Charges against a student or organization must be formally reported within seven business days of the incident in question.

Timeline guidelines for filing a report are as follows:

1. Charges must be reported within seven business days of the incident occurring or of the complainant's knowledge of the incident.
2. The assistant dean of students and the judicial chairs (manager of graduate services for graduate students) have 10 business days in which to review the evidence and investigate the accusation. Alleged violations occurring immediately before breaks will be processed upon the judicial chairs' return to campus.
3. If the assistant dean of students and the judicial chairs (manager of graduate services for graduate students) determine that the charges warrant a hearing, the accused and the complainant will receive official hearing notification no less than three days before the scheduled hearing.
4. The accused will receive notification in writing of the decision within 10 business days of the hearing. The rendered sanction is in effect as of the

date identified on the decision and sanction letter, or until an appeal is granted.

5. Following the receipt of official notification to the accused regarding the hearing outcome (court decision and sanctions), the accused will have three days to file a written letter of appeal.
6. The assistant dean of students and the judicial chairs (manager of graduate services for graduate students) have 10 business days to review the appeal letter.
7. If the assistant dean of students and the judicial chairs (manager of graduate services for graduate students) determine that an appeal board hearing is warranted, the accused and presiding court chair from the initial hearing will receive official hearing notification no less than three days before the scheduled hearing.
8. If the Appeal Board (Graduate Student Conduct Council for graduate students) determines that a new Honor Court or Student Conduct Council hearing proceeding is in order, the new hearing process must be initiated within 48 hours of the appeal court hearing.

#### Investigation of a Report

After receiving a report, the court chairs and assistant dean of students (manager of graduate services for graduate students) will investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. The court chairs (Graduate Student Conduct Council for graduate students) will investigate each accusation by reviewing the charge and the evidence presented by the complainant. Further investigation is required when additional evidence is needed to clarify the accusation. Lack of sufficient information may result in no further action being taken. Reports that indicate the alleged behavior falls outside of the university's jurisdiction and/or does not violate any conduct regulation(s) may result in no further action being taken.

If the court chairs and assistant dean of students (manager of graduate services for graduate students), following their investigation, find that the alleged violations in the report fall within the university's jurisdiction, they will initiate the judicial process.

#### Initiating the Conduct Process

Once it is determined that the conduct process will be initiated, the accused student or organization will be provided with written notification of the charges. Notification will specify the alleged violation(s), and will request that the student or organization arrange a meeting with the assistant dean of students (manager of graduate services for graduate students).

The student or student organization is responsible for arranging this requested meeting within the parameters stated in the notification. The purpose of the meeting is to ensure that the student or organization is sufficiently familiar with the *Student*

*Conduct Code* (including the conduct regulations and conduct process) in order to prepare and present a response to the charges. At this meeting the student or student organization:

1. Will be advised of the right to decline to make any statements or answer questions, and that in doing so, no inference to responsibility will be drawn;
2. Will be advised of the pending charges;
3. Will be advised of the report submitted;
4. Will be provided with a copy of the *Student Code of Conduct* and any other appropriate written material;
5. Will be advised of the procedures through which judicial charges are resolved including the options and conditions for handling the matter either through informal, formal, or administrative resolution, depending on the accused's plea;
6. Will be advised that an advisor, a present Hollins University community member may be present at the judicial hearing. The advisor may not address the judicial body or other persons at the hearing. The role of the advisor will be to consult with the student or organization at reasonable intervals during the hearing;
7. Will be advised to consult further with the assistant dean of students (manager of graduate services for graduate students) concerning any question or interpretation of procedure;
8. Will be advised that formal hearings are scheduled to provide the student or organization a minimum of three business days from the date of hearing notification during which to prepare a response;
9. Will be advised that any request for a delay of the hearing must be in writing and submitted to the assistant dean of students (manager of graduate services for graduate students) who, in conjunction with the court chairs (Graduate Student Conduct Council for graduate students), will determine whether a delay will be granted;
10. Will be advised in the event that the university needs to delay the date of a hearing, the student or organization will be notified no less than one business day prior to the originally scheduled hearing. The student or organization will be sent a notification of the new hearing at least three business days prior to the new hearing date.

#### Resolution of the Conduct Process

During the meeting with the accused, the assistant dean of students (manager of graduate services for graduate students) will advise the student or organization about the options for resolving judicial charges. There are options from which the student or organization can choose:

1. Informal resolution – Mediation or Informal Hearing (requires a responsible plea).

2. Formal resolution – Formal Hearing (student may plead responsible, not responsible, or no plea).
3. Administrative resolution – Formal Hearing (requires a responsible plea).

### Informal Resolution

If the student or organization agrees that the violation(s) of the conduct regulations cited occurred, they may decide to have the case resolved through the informal process. A student or organization always has the right to refuse the informal process and proceed with a formal hearing. Final resolution of the informal process must meet the following criteria:

1. The court chairs (Graduate Student Conduct Council for graduate students), assistant dean of students (manager of graduate services for graduate students) and the student or student organization agree that informal resolution is a reasonable option given the circumstances;
2. The student or organization must accept responsibility for the violation(s) of the specified conduct regulation(s);
3. The student or organization must agree with the sanctions determined by the appropriate court body resulting from the violation(s);
4. If applicable, the victim should agree with the sanctions issued for the violation(s) and may propose sanctions that are reasonable and in accordance with the Student Code of Conduct. The hearing body will consider the proposed sanctions, but is under no obligation to assign such sanctions.

Cases that do not meet all four criteria for the informal resolution will be referred to formal resolution (i.e., hearing).

*Mediation:* Some reports received by the court chairs and assistant dean of students (Graduate Student Conduct Council and manager of graduate services for graduate students) involve possible violations of regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations and/or fall outside university jurisdiction, but they too reflect student disputes. In either of these situations, the students will be informed of the option to resolve the matter through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome. The assistant dean of students (manager of graduate services for graduate students) can provide information regarding the university's mediation process. The complainant and the accused must both agree to pursuing the mediation option before it may be initiated.

*Sanctioning Hearing:* When the accused pleads responsible, and mediation is not an option for informal resolution, an informal hearing will be scheduled (providing the accused and complainant with three days notice). Informal hearings follow typical hearing procedures, except that the accused, complainant, and witnesses are not questioned by each other or the court.

### Decisions for Informal Resolution

If the student or organization decides to resolve the judicial charges informally, and all conditions for such resolution are met, the student or organization will receive a written copy of the decision. The decision will be completed by the staff member handling the case and, upon review, the student will sign a copy indicating agreement with the method of resolution.

### Formal Resolution

If the student or organization disputes the investigative finding that a violation of the conduct regulations has taken place (by pleading not responsible or no plea), disputes one or more component of the evidence presented (regardless of plea), rejects the informal resolution, or does not agree with the sanctions resulting from the informal resolution, the case will be resolved through formal resolution procedures as follows:

1. A written "Notification of Hearing" will be delivered to the student or organization. The notice will include:
  - the specific university conduct regulation(s) which the student or organization is alleged to have violated;
  - the alleged factual circumstances supporting the charges (unless provided during initial meeting with the assistant dean of students, or manager of graduate services for graduate students);
  - the date, time and place of the hearing; and
  - the deadline and instructions for utilizing witness and an advisor.
2. The notice of hearing must be received by the student or organization at least three business days prior to the hearing date. The student or organization, with the consent of the assistant dean of students (manager of graduate services for graduate students), may waive the minimum notice requirements as long as the waiver is in writing.
3. The student is deemed to have received notice when they are personally given a copy of the notice or, in the case of an organization, when any officer of the organization is personally given a copy.
  - If it is not possible to deliver the notice in person, the written notification will be sent by certified mail, return receipt requested, email, or to their physical campus address.
4. The student or organization has the right to be assisted by a presently employed Hollins university community member, or registered student with the exception of anyone directly involved in the alleged violation. The student or organization is responsible for presenting their own case. The advisor may be present, but is not permitted to speak or participate directly in any hearing before a judicial body. See the section on Confidentiality for specifics.

5. Two or more students or organizations may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The conduct regulation(s) alleged to have been violated and/or the alleged factual circumstances of the violation need not be identical for participation in a joint hearing.
6. Any student or organization required to participate in a joint hearing may file a request for a separate hearing, citing specific reasons why a joint hearing would unfairly prejudice the case. A request for a separate hearing must be submitted in writing to the assistant dean of students (manager of graduate services for graduate students) within one business day after receipt of the "Notice of Hearing." The court chairs and assistant dean of students (Graduate Student Conduct Council and manager of graduate services for graduate students) will make the decision regarding the request and notify the student or organization.
7. The student or organization will be presumed not to have violated a university conduct regulation until such a violation is proven. The standard of proof shall be preponderance of the evidence.
8. If the accused student or an organization fails to attend a scheduled hearing, the hearing panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
9. If the complainant fails to attend a scheduled hearing, the hearing panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
10. It is expected that all persons making statements or answering questions at the hearing do so truthfully.
11. Witnesses for the complainant and the accused will be present for the introductions and procedural overview of the hearing, and will then be dismissed until they are recalled at the appropriate time to give testimony.
  - Each witness will be advised, by the hearing panel, to refrain from discussing with any other witness what transpired in the hearing room during her/his presentation. Failure to respect this request may result in being charged with a Student Code of Conduct violation.
  - Witnesses will be expected to remain available in the event they are recalled or until they are excused by the panel, but they will not be restricted to a particular room and will not be supervised.
12. Hearings within the university's judicial process are not hearings of precedent.
13. Procedures of local, state or federal courts are not considered during these hearings. However, violations of local, state, and federal laws can be heard through the university's judicial process.

14. The panel may, at the beginning of the hearing, announce times when they shall recess for meals and announce the time the hearing will conclude or be continued. Meals will be taken at about the normal time for meals (12:00 noon and 6:00 p.m.). No hearing will last beyond 10:00 p.m. or a reasonable time thereafter. The panel will set the date and time for the hearing to resume while all parties are present.
15. The accused party, complainant, or any member of the hearing panel may request a recess. Recesses should be kept short and to a minimum. The person asking for a recess may be asked to provide a reason for the request. The presiding chair may approve or deny a request for a recess.
16. All hearings will be recorded. A copy of the record may be requested at the student's or organization's expense. The original will be considered the official record of the hearing.

### Hearing Procedures

1. Introduction
  - Presiding court chair states date, time, and situation
  - Introduction of court members and participants (complainant, accused, witnesses, and advisors)
  - Reminder to participants of their obligations in the hearing procedure
  - Witnesses are excused
2. Accusation
  - Chair states accusation
  - Chair asks accused for a plea
  - Chair restates plea
3. Complainant
  - Chair requests that the complainant present her/his opening statement (story/evidence)
  - Questions from the accused
  - Questions from the court
4. Witnesses for Complainant
  - Witnesses are presented and invited to give a statement
5. Accused
  - Chair requests that the accused present her/his opening statement (story/evidence)
  - Questions from the complainant
  - Questions from the court
6. Witnesses for the Accused
  - Witnesses are presented and invited to give a statement
  - Questions from the complainant
  - Questions from the accused

- Questions from the court
  - Witnesses are excused
7. Conclusion
- Closing statement from the complainant (no new evidence is permitted)
  - Closing statement from the accused (no new evidence is permitted)
  - Reminders of confidentiality
  - Complainant and accused are excused for court deliberation and final decision

#### Decisions for Formal Resolution

At the conclusion of the hearing, the presiding court chair will call for a recess so that the hearing panel can deliberate. After deliberation, and by majority vote, the hearing panel will determine whether or not a preponderance of the evidence presented at the hearing indicates that a violation occurred.

If no violation occurred, the hearing panel will indicate that the charge(s) is/are dismissed. This decision is recorded on a Formal Hearing Decision Form.

If the hearing panel finds that a violation(s) did occur, deliberations will then move to a discussion concerning appropriate sanctions. The hearing panel, having made the decision concerning responsibility, will then have access to prior record information. Prior record will be considered when determining sanction(s). The decision, including the sanctions, is recorded on a Formal Hearing Decision Form.

All deliberation sessions are closed and are not recorded (except on the Formal Hearing Decision Form). After the decision is given, the hearing is officially concluded. The student or organization will receive a copy of the decision form at the conclusion of the hearing. Regardless of the hearing panel's decision, the accused and complainant will be immediately notified of the decision and suggested applicable sanctions via email or telephone by the presiding court chair. An official letter, including final decision and sanctions, will be sent to the accused via written communication.

#### Administrative Resolution

In some instances a student may choose to have their case adjudicated via an administrative resolution. The student would be required to take responsibility for the charge(s) and the sanction would be decided by the assistant dean of students, or her/his proxy. Policy violations that are eligible for this type of resolution include but are not limited to, first time alcohol, guest policy, noise, fire safety, and community standards. The Administrative Resolution process is not an option for student(s) who allegedly violated the Honor Code, which includes lying, stealing or cheating. The Administration Resolution process will not be recorded.

### Decisions for Administrative Resolution

At the conclusion of the hearing with the assistant dean of students or her/his proxy, the student or organization will receive a letter stipulating the sanction(s) and necessary timeline to complete said sanction(s).

### Records

A permanent, confidential file of written hearing reports will be kept by the assistant dean of students (manager of graduate services for graduate students). Results of the decision will go to the accused and may go to the complainant. In cases where the accused is found responsible, a copy of the hearing decision will be placed in the permanent student file of the accused. For undergraduate students, a statistical report will be presented each term to the Senate by the chairs. The assistant dean of students (manager of graduate services for graduate students), and the chief of campus safety, will complete any required state and/or federal reports regarding judicial records.

### Sanctions

As a result of a hearing, one or more of the following sanctions would be available to the hearing panel to impose on a student and/or organization:

- No sanction: To be used when student is to be cleared of charges.
- Admonition/Warning: A written statement given to the offending student that her/his conduct falls below acceptable standards required by the university. Further conduct of this nature may result in more severe disciplinary action.
- Restrictions: Loss of or limitations of certain privileges or practices of the student(s) involved in the offense.
- Fines/Restitution: The university reserves the right to issue monetary fines applicable to certain violations. Fines may include, but are not limited to, damage to university property, violations of certain policies, or damage from theft or fire.
- Community Service: Community service requirements may be issued consistent with the nature of the violation and may include service to the university, residence life, the university community at large, or an organization or agency within the larger local community.
- Creative/Educational Program: Innovative sanctioning ideas may be implemented relevant to the nature of the violation.
- Workshop Attendance, Seminars, and Lectures: Intervention measures such as attendance at workshops, seminars, and lectures provided on the Hollins campus or in the community may be imposed for certain violations and in addition to other sanctions.
- Cancellation of University Housing Contract: Dismissal from university residence halls for violations relevant to status as a residential student or continued violation of residence hall policies.

- **Forced Change of Residency:** The university reserves the right to remove a student from an undesirable environment. The judiciary board can recommend that the student(s) be moved to another available residence on campus. This action is taken in an effort to enable the student's behavior to conform to the standards of the residence hall community.
- **Trespass Warning:** Notice that a student is prohibited from visiting or returning to a part or all of the residence hall system of the university. If this is violated, the student may be referred to the judicial system or Campus Safety. This sanction may be given in conjunction with any of the sanctions listed in this section.
- **Disciplinary Probation:** A student may be placed on a probationary status for a specified amount of time that may include a loss of privileges. Documentation of disciplinary probation will be placed in the student's permanent university record. Disciplinary probation may also be used in conjunction with and in addition to one or more of the disciplinary actions listed in this section. Student(s) on disciplinary probation face the possibility of more severe disciplinary action being imposed against them if they are involved in further violations or if their probation is violated.
- **Interim or Summary Suspension:** As a general rule, the status of a student accused of violation(s) of the *Student Code of Conduct* or Honor Code will not be altered until a final determination is made in regard to the charges. Interim or summary suspension may be imposed upon finding by an appropriate administrative official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the university community or its guests, or destruction of property, or substantial disruption to classroom or other campus activities. In any case of immediate suspension, the student shall be provided a hearing on the suspension as soon as possible.
- **Suspension:** Dismissal or severance of the student's relationship with the university for a specified period of time. The period of the suspension will be specified in the decision. Suspension is considered a serious disciplinary action, and documentation of the suspension will be placed in the student's permanent university record. Students who receive this sanction are granted an automatic appeal through the dean of students or VPAA, depending on the nature of the violation.
- **Expulsion:** Permanent dismissal and severance of the student's relationship with the university. Documentation of the expulsion will be placed in the student's permanent university record. The student will be notified in writing by the assistant dean of students (manager of graduate services for graduate students) of all disciplinary action taken against them. Students

who receive this sanction are granted an automatic appeal through the dean of students or VPAA, depending on the nature of the violation.

### Suspended and Expelled Students

A student who is dismissed through suspension or expulsion is immediately denied use of campus services or facilities and may not participate in university-sponsored activities. Keys belonging to the university, especially residence hall keys, and the student's university ID card must be turned into the assistant dean of students (manager of graduate services for graduate students), and the premises vacated within 24 hours of the dismissal. Any exceptions to this policy must be authorized by the dean of students (VPAA for graduate students). Documentation of the suspension or expulsion will be placed in the student's permanent university record.

If a student who is suspended or expelled from the university or is dismissed from university housing is younger than 18, the university reserves the right to notify their parent(s) or guardian(s).

### Confidentiality

All court members, chairs, hearing officers, complainants, accused, witnesses, advisors, and any other hearing participants will maintain confidentiality concerning the occurrence of and information relevant to the judicial proceedings prior to, during, and after a case. Confidentiality boundaries begin with the filing of a report (for the complainant) and with the initial charge notification (for the accused).

The accused and complainant may discuss the proceedings and information with any of the following:

- the presiding court chair,
- the assistant dean of students (manager of graduate services for graduate students),
- the dean of students (VPAA for graduate students),
- the selected advisor for the judicial process (see bullet four under Formal Resolution).

### Emergencies and Extraordinary Circumstances

The university recognizes the impossibility of anticipating every circumstance under which the disciplinary authority of the university must be exercised. The university also recognizes the possibility that compelling circumstances may require the suspension of such procedures normally afforded to students.

During the academic year, to facilitate the prompt adjudication of a campus disciplinary matter under such circumstances, the dean of students or their representative and/or the appropriate court chair may hold an administrative hearing. The hearing body will consist of one faculty member, one staff member and another court chair. If a court chair member is not available, the student member of the board will be a past or present member of the judicial board.

If a hearing is required over the summer months, to facilitate the prompt adjudication of a campus disciplinary matter under such circumstances, the dean of students or their representative may hold an administrative hearing. The hearing body will consist of one faculty member, one staff member, and one Hollins student (preferably a trained member of the judicial board) if one is available. If there are no students available, the third member may be a faculty or staff member.

To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances for graduate students, the manager of graduate services may organize an administrative hearing. The student's procedural rights will remain in effect, and an appeal resulting from the administrative hearing will be handled by the VPAA or dean of students.

Changes in the status of a student that are not disciplinary in character, intended neither as punishment nor as censure, but generated by a concern for the student's physical and/or mental well being, or required by administrative, academic, or security interests of the university and its community, are not governed by these disciplinary procedures.

### Appeals

All actions and recommendations resulting from Student Conduct Council, Honor Court, (Graduate Student Conduct Council for graduate students), administrative resolution process and administrative hearings may be appealed on the basis of established grounds for appeal as listed below. Appeal requests must be submitted in writing to the assistant dean of students (manager of graduate services for graduate students) within three business days of the official letter notification of the decision and sanction. Hearings of appeal will be held in accordance with the hearing procedures, as previously stated. The notice of appeal will state the grounds upon which the appeal is based and the justification for such an appeal. Grounds for appeal are:

1. Evidence not available at the time of the decision, but now available, which would affect the decision itself;
2. The case was initiated or conducted according to improper procedure;
3. The decision is contrary to the weight of the evidence;
4. The decision embodies an inappropriate penalty.

During consideration of the appeal, the Appeal Board (Graduate Student Conduct Council for graduate students) may review the transcript of the original hearing when it is deemed pertinent. The accused and/or original chair may be called in to give testimony. Students who choose to appeal must appear at the appeal hearing. The decision of the appeal board is final in all cases except those involving suspension or dismissal from the University. In those cases the final appeal is to the Vice President for Academic Affairs for honor code violations and to the Dean of Students for student conduct code violations.

Within 48 hours after a new hearing is recommended, an alternate board, council, or administrative hearing officer will reconsider the case. In cases where suspension or expulsion is upheld, the case will be appealed to the VPAA (Honor Code) or dean of students (Student Code of Conduct), who hold the final authority on appeals. These appeals must be submitted in writing within three business days of the official notice of decision and sanction.

#### Student Rights and Responsibilities

1. Students are not only members of the academic community but are also members of the larger society.
  - Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens.
  - A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the university initiates judicial proceedings in a given situation.
  - As members of the university community, students have a responsibility to know and follow the university conduct regulations. Violations of these regulations will result in action by the judicial bodies of Hollins University.
2. As would be expected, standards for Hollins University students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment.
3. Students are presumed to be not responsible until they are proven responsible or admits responsibility. The burden of proof rests on the complainant.
4. Each student has a right to a timely hearing.
  - However, due to the nature of the academic year, if the incident occurs within the days before a closing, or if the appropriate hearing body cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.
  - In addition, due to the nature of the academic year, if an incident involving a graduating senior or graduate student occurs within the days before finals and/or closing, the case will be heard as soon as a hearing can be scheduled.
5. The accused and the complainant will receive notification of the charges; the specific regulation, code, or policy violated; the time, date, and place of the scheduled hearing; at least three business days prior to the hearing.
6. The student must inform the university of her/his current address.
7. The complainant and the accused student may, with just cause, challenge a hearing officer or board member's ability to be fair and impartial in

- adjudicating the case. The chair and/or assistant dean of students (manager of graduate services for graduate students) will consider the information presented to determine whether the person challenged may participate.
8. The accused and the complainant are allowed one advisor each. Advisors can only be selected from the university community and may not be directly involved in the alleged violation.
    - An advisor may be present at any meeting and/or hearing for the sole purpose of counseling and advising the student.
    - The advisor cannot examine the witnesses or make statements during the meeting and/or hearing.
  9. The accused will have the option to elect not to contest the charged allegations. This will be called the “Responsible Plea Option.” In such an instance, the student will sign a waiver form provided by the assistant dean of students (manager of graduate services for graduate students). In every case where a waiver has been elected, the board will forego the questioning stages of the hearing procedures. The accused and the complainant may also elect to present a closing statement to the board prior to its deliberations for sanctioning. Note: Closing statements will be specific to the incident under consideration.
  10. Material and/or character witnesses may be called by the board, hearing officer, or parties involved. Material witnesses will be limited to first hand information, substantial opinions, and relevant facts. Character witnesses will testify only to the character and reputation of the accused.
  11. The accused and complainant may be present during the entire hearing except for closed deliberations and is entitled to knowledge of all the evidence used in the proceedings.
    - The accused and complainant may, however, elect not to appear. Failure to appear will not be construed as an admission of responsibility, but rather as a plea of “no plea” on behalf of the accused.
    - The accused and the complainant may submit a written statement to be read on her/his behalf during the hearing.
  12. The accused has the right to remain silent, though present, at disciplinary hearings, and such silence will not be construed as an admission of responsibility.
  13. The accused student and the complainant may question each other and all witnesses. If the complainant or witnesses are no longer members of the university community, written documentation may be presented on the complainant or witness's behalf.
  14. The accused student will receive notification in writing of the decision within 10 business days of the hearing. The rendered sanction is in effect as of

the date identified on the decision and sanction letter, or until an appeal is granted.

15. Following an alleged act of student misconduct, and until final disposition of the charges, the status of a student will not be altered or her/his rights to be present on campus and to attend classes suspended, except for reasons relating to her/his physical or emotional safety and the well-being of other students, faculty, staff, or university property, or for reasons relating to the protection of the normal functions of the university.

## X. Student Government Association (Undergraduates)

The Student Government Association (SGA) provides the means by which students may discuss issues, formulate policies, and implement programs of student and community interest and concern. It is the students' means of self-governance, and it gives them a role in forming academic and social policies. Although all students are members of the SGA, four branches that include elected representatives carry out most of the functions. These branches include Round Table (executive officers), the Judicial branch (Honor Court, Student Conduct Council, and Appeal Board), the Legislative branch (Senate), and the Hollins Activities Board (HAB). SGA constitution and bylaws are available in the SGA office, third floor of Moody Center as well as on my.hollins.

### Committees and Officers

Round Table (Chaired by SGA President):

SGA Vice President	Class Presidents
SGA Secretary	Honor Court
SGA Treasurer	Student Conduct Council
Academic Policy	Appeal Board
HAB Chair	Athletic Association Chair
Club Coordinator	

Optional Members: IT Coordinator and SRLA President

Hollins Activity Board (Co-chaired by HAB Chair and Vice Chair):

Athletic Association Chair	Publicity and Promotions Chair
Contemporary & Cultural Events Chair	SRLA President
Class Vice Presidents	Formal Events Chair
Social Events Chair	4 General HAB Members
General Speakers Bureau Chair	

## XI. Student Organizations and Student Activities (Undergraduates)

### Organizations to Which Members Are Elected or Appointed

Membership in some organizations at Hollins is by election in accordance with qualifications or other criteria. Due to the nature of the organization, which is

exclusive and not open to the entire student community, these organizations are unable to obtain funding from the Student Government Association. There is a wide range of such groups:

- ADA — Promotes school spirit and service on the Hollins campus.
- Alpha Psi Omega — Consists of student actors, directors, designers, and technicians who seek to stimulate dramatic activities on campus and to assist in the staging of all departmental workshops and major productions as well as productions of visiting dramatic groups. Alpha Psi Omega offers an opportunity for involvement in the theatrical events and stage works of all types to all interested members of the Hollins community. Apprenticeship is available to every person expressing interest in the organization, and membership is earned by subsequent work on productions.
- Freya — “But in the discrepancy that falls between what one could be and what one is, there lies the great challenge.” This is the statement of Freya, a group of anonymous students dedicated to the principle that concern for the community is a creative and vital force. Freya works with faculty, administration, and students to fill gaps left by other organizations and to the needs of the university.
- Phi Beta Kappa — The oldest honor society in the United States. The Hollins University chapter of Phi Beta Kappa, Iota of Virginia, was established in 1962. The organization recognizes outstanding scholarship and broad cultural interests in liberal studies.
- Pinnacle — A national honor society for non-traditional students that seeks to support leadership and scholarship in this population. Students must have senior status, have a minimum cumulative grade point average of 3.0 on a 4.0 scale, be involved in at least three campus and/or community activities, maintain high ethical standards, and demonstrate leadership, persistence, and future promise.

#### Academic Honorary Societies

There are several academic honorary organizations at Hollins that support and recognize special interests and achievement in specific academic areas: Alpha Kappa Delta (sociology), Eta Sigma Phi (classics), Lambda Pi Eta (communications), Omicron Delta Epsilon (economics), Omicron Delta Kappa (leadership), Phi Alpha Theta (history), Phi Sigma Tau (philosophy), Pi Delta Phi (French), Pi Sigma Alpha (political science), Psi Chi (psychology), Sigma Delta Pi (international Hispanic), and Sigma Xi (sciences and mathematics). To find out more about these societies, contact the appropriate department chair.

#### Organizations Open to All Undergraduates

These organizations, when active, welcome new members. If you are interested in joining one of them, or would like to know their status, contact the Office of Student Organizations and Activities or the SGA club coordinator.

- The Album — A quarterly campus literary journal that provides an alternative outlet for both traditional and experimental literary works.
- Art Association — Promotes the campus community's involvement in both art history and the visual arts.
- Black Student Alliance — BSA unites all persons interested in learning about the African-American experience and culture by sponsoring and promoting events on campus.
- Cargoes (Hollins' literary magazine) — Submit poems, stories, prose, and photographs to the editor or to the English department secretary by the published deadline.
- College Democrats — Promotes an awareness of the political system, particularly as it relates to the Democratic Party, its philosophies, issues, and activities. They sponsor lectures, political forums, voter registration, and debates.
- College Republicans — Promotes an awareness of the political system, particularly as it relates to the Republican Party, its philosophies, issues, and activities. They sponsor lectures, political forums, voter registration, and debates.
- Community Garden — Offers Hollins students opportunities for environmental stewardship, food security, and engagement with sustainable agriculture, problem solving, and producing season produce for the Hollins and Roanoke communities.
- Feminist Majority Leadership Association - FMLA
- Fencing Club — Promotes informal opportunities for students to participate in team and individual sports activities.
- Field Hockey Club
- Foundation 42 — An alliance of female science fiction and fantasy fans that gathers to discuss all aspects of the genre in a friendly and intelligent forum.
- French Club (Le Cercle Français) — Stimulates interest in the French language and culture.
- Global Interest Association — GIA unites all individuals interested in striving to better the understanding between cultures and to encourage and promote a sense of cultural diversity at Hollins University.
- Grapheon — Arranges programs of literary interest for the community, such as readings, presentations, teas, and socials.
- Habitat for Humanity
- Hollins Columns — The student newspaper serves as a source of communication to the Hollins community. The office is located in the Art Annex.

- Hollins Outdoor Program — HOP, the outdoor program, provides opportunities for the community to go canoeing, camping, biking, rafting, cross-country and downhill skiing, hiking, and rock climbing. Watch for publicity about trips or contact the coordinator in the HOP Office in the gymnasium. Skills training in adventure education is available to student instructors who help with trips.
- Hollins Concert Choir — Performs in concerts and provides musical entertainment of a light nature from madrigals to jazz. Members are chosen by auditions at the beginning of each term. Regular mandatory rehearsals.
- Hollins Repertory Dance Company — Offers the opportunity for creative dance study, increased technical ability, composition, and performance. Apprentices are accepted after auditions.
- Hollins University Television — Provides students with an opportunity to learn more about broadcast television and obtain hands on experience with television production.
- Model UN — Provides an opportunity for students to participate in Model UN.
- OUTloud — Evokes positive change toward a society in which people of all sexual orientations can participate free of negative stereotypes and as fully equal members of society.
- Softball Club
- Spanish Club — Promotes an interest in the Spanish language and Hispanic cultures.
- Spinster — Preserves the memories and events of Hollins students. Publishes a yearbook at the end of the year. Office is located in the Art Annex.
- Spiritual and Religious Life Association — SRLA provides activities and opportunities that nurture spiritual growth, education, and service. SRLA also provides opportunities for students to gather for fellowship with each other and with students from other universities. Subcommittees of this group include: Hollins Christian Fellowship, Muslim Student Alliance, Habitat for Humanity, Catholic Campus Ministry, Jewish Student Alliance and Bell, Book and Candle.
- Students for Environmental Action – Promotes recycling and environmental awareness to the Hollins community, focusing on recycling pick-ups of glass, plastic, and aluminum deposited in the recycling bins throughout the campus.
- Students Helping Achieve Rewarding Experiences — SHARE is a peer education group dedicated to recruiting volunteers and spreading awareness about community service opportunities. SHARE strives to aid students in extending their education by serving the Roanoke Valley through

community service and helping to ensure that service experiences are exciting, challenging, and rewarding.

- Students Helping Honduras — Brought to Hollins University in 2008, Students Helping Honduras is a student-run organization that focuses on the needs of children in Honduras. SHH empowers young people to make a difference by fundraising, working with other colleges, making service trips and promoting volunteerism.
- Wilderness Adventure Club – WAC
- Women’s Association of Studio Art Majors at Hollins - WASH
- Women Who Appreciate Anime — WA<sup>2</sup> helps expose others to Japanese animation (anime) and acts as a forum for the education and appreciation of the Japanese culture.

### Other Ways to Become Involved

Many other opportunities exist for involvement at Hollins. Students assist with admissions, fundraising, and security at mixers and orientation. If you are interested in applying to help in these areas, stop by the appropriate campus office.

- Academic Marshals — These honorary positions are awarded on the basis of academic achievement and character. Marshals serve as ushers at Honors Convocation, Commencement, Founder’s Day, and other special events.
- Admissions Ambassadors — Ambassadors entertain prospective high school students on campus during individual visits or on-campus programs. Volunteers may host visiting students in their dorm room, act as campus tour guides, and contact prospective students to help them get an accurate view of student life on campus.
- Day of Service — Part of the new student orientation, Day of Service introduces students to the Roanoke community. Students sign up for a three-hour service experience in the agency of their choice. Many students continue to serve with an agency throughout the academic year.
- Hollins Fund Phone-a-thon — To raise money for the Hollins Fund. Callers contact alumnae, friends of the university, and parents to update them on the university and to solicit contributions.
- Hollins Outdoor Program (HOP) Instructors — To provide advanced skills training in adventure education, group facilitation, and presentation communication for leadership positions on outdoor program adventures and activities.
- Orientation Team Leaders (O-Team) — O-Team Leaders serve as peer mentors to new students throughout the academic year. Applications are available in April from the dean of students.
- Recycling — Brought forth by a student initiative, recycling is strongly encouraged and containers are located all over campus.

- Resident Assistants (RAs) — To assist in creating environments in which students may complement their academic development with personal and intellectual growth. Applications for RA positions are available in November and February.
- Sandusky Service House — This is a special-interest house where community service is the focus. Each student is required to fulfill a minimum of five hours per month of service work.
- Service Learning and Community Service — Service learning programs integrate traditional course work with community service, assisting students in learning academic concepts and the value of civic involvement. At Hollins, we have service learning opportunities at the local and international levels.
- Sports Clubs — Provide the opportunity to develop new skills or improve current ones. Some intercollegiate competition may be available. Current sports clubs are Fencing and Field Hockey. Students interested in developing a sports club should contact the HAB athletic association chair or club liaison with the Department of Physical Education and Athletics.
- Student Success Leaders — SSLs are upper-class students who serve in the first-year seminar classes and are peer mentors to new students throughout the academic year. Applications are available in April from the dean of academic services.
- University Committees — Listed in the next section are those committees with student representation. Students interested in serving as a committee representative should contact SGA at sga@hollins.edu.
- Varsity Athletics — Provide an opportunity to engage in intercollegiate competition and promotes sportsmanship, spirit, and a dedication to athletics; helps improve one's skills and abilities in a chosen sport or sports; and challenges students to reach beyond their perceived limits. Tryouts are conducted for each sport, and will be announced in a timely manner by the coaches. Competition exists with other recognized teams in basketball, equestrian sports, golf, lacrosse, soccer, swimming, and tennis.

#### Funding for Student Initiated Activities

Students wishing to sponsor an event/activity on campus may seek guidance and possible co-sponsorship from recognized Student Government Association (SGA) club, Hollins Activities Board (HAB), and the Office of Student Activities. Currently, one hundred percent of your Student Activity fees (\$275.00 per year for a full-time student and \$130.00 per year for a part time student) are administered through SGA via the constitution.

It is recommended when trying to bring an event to campus that you seek out the HAB chair that would most likely work with you and your event. For example, if you plan on bringing in a speaker, work with the General Speakers Bureau

(GSB)Chair, if it is a local band, seek out the Social Events Chair. When appealing to clubs or organizations, it is best to work with clubs whose mission and interests closely matches the event. For example, if it is an art-related environmental event you want to plan, most likely you would not go Habitat for Humanity or Student Religious Life Association (SRLA). Clubs or organizations, such as, Arts Association, Students for Environmental Action (SEA) would be your best bet to talk to first. Working with a club(s) does not guarantee they would be interested in co-sponsoring the event.

## XII. Athletics and Hollins Outdoor Program (HOP)

### Physical Education and Athletics Facilities

Exercise and physical activity are important parts of everyone's daily life. There are many open hours and recreation times when students can enjoy the Hollins facilities. Of course, priority for using fitness facilities goes to the instructional program and intercollegiate sports. Open times are posted at the beginning of each term.

The following facilities are available:

- Main Gymnasium (basketball, badminton, walking, indoor soccer, volleyball). The climbing wall is available only under supervision.
- Tayloe Gymnasium (tennis, golf, dance, volleyball, walking, even kick-ball). This facility is only limited to the imagination.
- Fencing and Aerobics Studio (dance, exercise, yoga, and more).
- Weight Room (a variety of free weights and resistance machines, and cardio equipment such as treadmills, ellipticals and bicycles).
- Mary Moody Northen Pool (lap swim, jump off the diving board, or just play).
- Tennis Courts (the Meeker Courts and Batten Tennis Center consist of ten cushioned courts). Proper footwear is a MUST!
- Fields (for a variety of play and games).

Students may arrange to use and/or reserve any of the facilities by contacting the Department of Physical Education and Athletics at x6436.

### Varsity Sports

Hollins is a member of Division III of the NCAA. Our teams compete throughout Virginia in the Old Dominion Athletic Conference, which includes 14 member colleges.

Our varsity sports include:

Basketball  
Golf  
Lacrosse  
Riding  
Soccer  
Swimming  
Tennis

### Club Sports

For information on club sports, see section XI-Student Organizations and Student Activities (Undergraduates).

### Hollins Outdoor Program (HOP)

Provides opportunities for the community to go canoeing, camping, biking, rafting, cross-country and downhill skiing, hiking, and rock climbing. Watch for publicity about trips or contact the coordinator in the HOP Office in the gymnasium. Skills training in adventure education is available to student instructors who help with trips.

### The Hollins Outdoor Leadership Certificate (HOLC)

The HOLC is designed for women at Hollins who are interested in outdoor leadership. The goal of this program is to provide training for women leaders in adventure recreation. The certification process includes components of the Wilderness Education Association's National Standards Program, Leave No Trace trainer certification, Wilderness First Aid, leadership hours completed with the Hollins Outdoor Program and course work. This is a two year process when each woman will have the capability to learn and develop her decision making, technical skills, and personal outlook through hands-on experience. Each woman who completes the HOLC program will be graduating with at least 2 nationally recognized certifications and necessary experience if she wishes to pursue an education or career in outdoor leadership.

### Wilderness Education Association's (WEA) Wilderness Steward Program (WSP)

Through our affiliation with WEA, Hollins offers the WSP in Baja California, Mexico during the annual J-Term. This is a 15-day course where participants have the opportunity to whale watch, go hiking in canyons, see cave murals that are thousands of years old, and sea kayak in the Bay of Los Angeles in the Gulf of California. The course follows WEA's 18-point curriculum which consists of leadership development, technical skill training, teaching opportunities, and environmental and cultural awareness education with the overarching goal of training outdoor leaders.

## XIII. University Councils and Committees (Undergraduates)

Through active participation on committees and councils, the Hollins faculty, in conjunction with students and other members of the university community, works to formulate policies that benefit the campus as a whole and to ensure that institutional goals are being met. While the scope of membership of councils is larger than that of committees, the two governance entities work toward common goals. Listed below are those councils and committees that include student representation.

### Academic Affairs Council

Function:

- To develop and review academic policy.
- To make recommendations to the faculty regarding all educational programs, such as proposals for new and substantially changed undergraduate and graduate degree programs, elimination of programs, changes or additions to types of degree programs, organization of the academic year and system of credits awarded, overall credits required for the degree, and all aspects of the accreditation of academic programs.
- To oversee and assess the effectiveness of the general education program.
- To work in conjunction with the Faculty Executive Committee when faculty staffing decisions are involved with any of the above issues.
- To bring proposals requiring legislative action directly to the faculty for a vote. Note: Proposals for new degrees at Hollins University must be put forward by one of the academic departments or by the Graduate Studies Council. Proposal[s] will then go to all divisions for consultation making sure the students on the academic affairs council review the proposal, then on to Academic Affairs, and on to faculty for approval or to vote down.
- To review and recommend enrollment limits for certain categories of courses.
- To recommend to the faculty specific action items related to program review.

Term:

- Two students (the SGA Chair of the Academic Policy Committee and a member of the SGA Academic Policy Committee).

Academic Policy Committee

Function:

- To implement program and policy initiatives approved by the Academic Affairs Council, in conjunction with the Faculty Executive Committee (when faculty staffing issues are involved).
- To recommend to the faculty all requirements for majors and requirements for degrees; all course changes, including new courses; changes in course levels; substantive changes in course descriptions; and elimination of courses.
- To review petitions from students and faculty concerning academic policies and regulations.
- To review and endorse the university calendar brought to the committee by the registrar.

The Academic Policy Committee will have final decision-making authority in the following areas (subject to review by the faculty on appeal):

- Individual grade changes, except for those involving clerical errors, which will be decided by the dean of academic services and the registrar.
- Approval of more than two off-campus courses for major or minor credit, upon recommendation of the major department.
- Approval of departmental honors work in cases where a student has an over-all grade point average of less than 3.0, or less than 3.3 in her major area, upon recommendation of the major department.
- Permission for senior students to complete their degree requirements elsewhere, upon recommendation of the major department.
- Approval of exceptions to the normal calendar for Hollins-Abroad participation.
- Approval of enrollment limitations for particular courses.
- Approval of waivers of distribution requirements, after consultation with department and division.
- Approval of exceptions to short term regulations.
- Approval of list of courses meeting requirements in writing, oral communication, quantitative reasoning, computer literacy, and applied research.
- Minutes of the meetings of the Academic Policy Committee will be circulated to the faculty, the student members of the Committee, and the president of the Student Government Association. The chair of the faculty will serve as the liaison between the Academic Policy Committee and the Academic Affairs Council.

Term:

- Two students of the Academic Policy Committee of the student senate serve one year.

#### Student Life Council

Function:

- To develop, maintain, and assess an ongoing student retention plan.
- To discuss, process, and resolve student life issues brought to the Council by any campus constituency.
- To serve as an umbrella governance entity which oversees the ad hoc Housing Advisory Board and Food Services Committee.

Term:

- Two undergraduate students (selected by SGA), 1 Horizon student, and 1 Graduate student serve one year.

#### Student Scholarship Committee

Function:

- To review, make recommendations, and in some instances, implement scholarship programs for the university, particularly academic honors programs. With regard to the Batten Scholars, the committee is responsible for:
  - a. Developing criteria for the selection of Batten Scholars initially and for the renewal of scholarships in subsequent years.
  - b. Planning and supervising a program for on-campus visits of prospective Batten Scholars.
  - c. Interviewing and selecting new Batten Scholars.
  - d. Administering a program of events and activities for the Batten Scholars.
- To advertise opportunities for scholarships funded by sources external to Hollins (Fulbright and Rhodes, for example), and to identify candidates, establish criteria for those candidates, and guide them through the application process.

Term:

- Two students serve one year.

#### Human Relations Committee

Function:

- To formulate and recommend university policy to improve morale for both staff and faculty.
- To advise the president, the VPAA, and the vice president for finance and administration on matters concerning morale.
- To find ways to improve communication among all members of the university community.

Term:

- Two students (selected by SGA) serve one year.

#### Information and Technology Committee

Function:

- To work in conjunction with the Chief Information Officer on academic issues involving computers and technology.

Term:

- SGA Information and Technology Coordinator serves one year.

#### Diversity Initiatives Advisory Board (DIAB)

Function:

- To support the coordination of resources and act as advocates regarding diversity initiatives and resources.

Term:

- One student selected from SGA Roundtable by Roundtable, two students selected from the student body via the SGA constitution appointment process, one graduate student appointed by the manager of graduate

studies, and one horizon student appointed by the director of the horizon program.

## 2008-2009 Academic Calendar

### Fall Term, 2008

New Students Check-In	Thu. Aug. 28
New Student Orientation	Fri. - Tue. Aug. 29-Sept. 2
Faculty Meeting, 10:00 a.m.	Fri. Aug. 29
Returning Students Arrive	Sun.-Mon. Aug. 31-Sept. 1
Class Registration & Drop/Add	Mon-Tue. Sept. 1-2
Opening Convocation, 4:30 p.m.	Tue. Sept. 2
Fall Classes Begin	Wed. Sept. 3
Labor Day (classes in session)	Mon. Sept. 1
Last Day to Add a Class	Wed. Sept. 10
Last Day to Declare Pass/Fail/Audit	Wed. Oct. 1
Last Day to Drop w/out a WD	Wed. Oct. 1
Fall Graduation Date	Mon. Oct. 1
Fall Break (no classes)	Thu.-Fri. Oct. 16-17
Family Weekend	Fri.-Sun. Oct. 31-Nov. 2
Board of Trustees Meeting	Thu.-Sat. Oct. 30-Nov. 2
Short & Spring Term Advising	Mon.-Fri. Nov. 3-7
Short & Spring Term Registration	Beginning Mon. Nov. 10
Thanksgiving Recess (no classes)	Mon.-Fri. Nov. 24-28
Last Day of Fall Term Classes	Thu. Dec. 11
Reading Day	Fri. Dec. 12
Fall Term Examinations	Sat.- Thu. Dec.13-18
Winter Break Begins	Fri. Dec. 19
Grades Due	Mon. Dec. 22

### Short Term, 2009

Short Term Begins	Mon. Jan. 5
Last Day to Add/Drop	Wed. Jan. 7
M. L. King, Jr. Day (classes in session)	Mon. Jan.19
Short Term Ends	Fri. Jan. 30
Off-campus Activities (e.g. internships, travel)	Calendar May Vary
Grades Due for Short Term Seminars	Fri. Feb. 6
Grades Due for Internships, Indep. Studies	Mon. Feb. 23

### Spring Term, 2009

Class Registration & Drop Add	Tue. Feb. 3
Classes Begin	Wed. Feb. 4
Last Day to Add a Class	Wed. Feb. 11
President's Day (classes in session)	Mon. Feb. 16
Founder's Day Convocation, 4:30 p.m.	Thu. Feb. 26
Board of Trustees Meeting	Thu.-Sat. Feb. 26-28
Last Day to Declare Pass/Fail/Audit	Wed. Mar. 4
Last Day to Drop w/out a WD	Wed. Mar. 4
Spring Recess (no classes)	Mon.-Fri. Mar. 16-20
Fall Term Advising	Mon.-Fri. Apr. 13-17

Fall Term Class Registration	Begins Mon. Apr. 20
Honors Convocation, 4:30 p.m.	Tue. Apr. 28
Last Day of Classes	Tue. May 5
Reading Day	Wed. May 6
Spring Term Examinations	Thu.-Mon. May 7-11
Grades Due for Graduating Students	Tue. May 12
Board of Trustees Meeting	Thu.-Sun. May 14-17
Commencement Exercises, 10:00 a.m.	Sun. May 17
Grades Due for Non-Graduating Students	Mon. May 18
Memorial Day	Mon. May 25
Reunion '09	TBA

Summer Term, 2009

Summer Term Begins	Mon. June 22
Independence Day	Sat. July 4
Summer Term Ends	Fri. July 31
Grades Due	Mon. Aug. 10

Dates subject to change at the discretion of the university.

## Index

### A

Academics 10-22  
Academic  
    Affairs Council 123  
    calendar 127-128  
    grievances 17  
    honesty 10  
    honorary societies 117  
    marshals 120  
    Policy Committee 123  
    regulations 10  
Admissions ambassadors 120  
Advisors 11  
Alcohol use policy 22  
Album 57, 59, 118  
Alumnae  
    contacting 26  
    soliciting 28  
Athletics  
    facilities 122  
    varsity 122  
ATM machine 47

### B

Baby-sitting 47  
Banners 38  
Bicycles 85  
Bonfires 55  
Bookshop 89  
Botetourt Reading Room 50  
Bullying 34  
Business Office 89

### C

Calendar, academic 127-128  
Campus Safety 84-87  
Campus Services 47-54  
Career Center 89-91  
Cargoes 57, 59, 118  
Center, Jessie Ball duPont 96-97  
Center for Learning Excellence 91  
Chalking, sidewalk 38  
Cheating 1, 100-101  
Class attendance 11-12  
Clubs and organizations 116  
Coin machines 47

### C

Clery Act 41  
Community  
    responsibilities 83  
    service 95, 110  
    values 98  
Commuter students 54  
Computer  
    resource labs 93  
    services seminars 94  
    use policy 44  
Consensual relationships 24  
Convocation 8  
Copyright warning 44  
Counseling services 91  
Custodial service 66

### D

Day of Service 120  
Dietary exclusion 26  
Disabilities 12  
Dissent 27  
Dress standards 55  
Duplicating 48

### E

Email 45, 54, 93  
Emergencies 55  
Emergency  
    phones 55, 84  
    equipment 85  
    funds 48  
    services 40, 85  
    text messaging 88  
Event guidelines 57

### F

Faculty responsibilities 14  
Fax machines 48  
FERPA 14  
Field trips 16  
Final examinations 16  
Financial assistance 95

## **F**

- Fire
  - drills 86
  - escapes 56
  - hazards 75
  - prevention 85
  - procedures 85
- Firearms 81
- Fireworks 56
- Fishing 27
- Flyers 38
- Freedom of expression 44
- Freya 7, 113
- Fundraising 26
- Funds
  - emergency 48
  - Freya 48
  - Hobbie Trust 15
  - Short-term Scholarship 16
  - SOS 45
  - Sylvia B Mays 46

## **G**

- Grapevine 59
- Guests 76
  - overnight 77

## **H**

- Harassment 27
  - racial 28
  - sexual 28
- Hazing 35
- Health
  - insurance 38
  - services 91
- Hearings 108
- Help Desk 94
- Hollins Columns 54,57,59,118
- Hollins Information System (HIS) 94
- Hollins Outdoor Program (HOP) 118, 123
- Honor
  - Code 1
  - Court 101
- Honorary societies 117
- Horizon students 54, 92
- Housing
  - Responsibilities 80
  - deposits 63
  - male guest 77

## **I**

- Identification cards 52
- International students 95

## **J**

- Judicial
  - resolution 104
  - structure 101
  - system 98
- Jurisdiction 99

## **K**

- Keys
  - post office box 50
  - room 70

## **L**

- Laundromat 78
- Learning
  - accommodations 13
  - disabilities 12
- Leaves of absence 19
- Library, Wyndham Robertson 20
- Local students 49
- Lofts 74
- Lost and found 48
- Lying 1, 100

## **M**

- Maintenance requests 66
- Male guests 77
- Meals 49
- Mediation 68
- Mental Health Episode, Crisis 43
- Mission statement 8

## **N**

- Noise 59

## **O**

- Organizations and clubs 116

## **P**

- Parking 86
- Personal property 74
- Pets 78
- Physical education 121
- Pinnacle 117
- Plagiarism 10, 101
- Policies 22-47
  - alcohol use 22
  - consensual relationships 24
  - emergency equipment 85
  - harassment 27
  - illegal drugs 37
  - non-discrimination 7
  - political activity 37
  - room change 70
  - sexual harassment 30
  - special housing accommodations 67
  - transportation 61
  - university furniture 74
  - van 52
  - weapon prohibition 46
- Post office 50
- Proof of insurance 38
- Publications 57
- Publicity 38

## **Q**

- Quiet hours 79

## **R**

- Readmission 19
- Reading Room, Botetourt 50
- Recycling 120
- Registrar's Office 18
- Religious life 96
- Requirements
  - insurance 38
  - residential 39
- Resident assistants (RAs) 61, 117
- Residential
  - important dates 65
  - life 62
  - requirements 39
  - staff 63
- Rights and responsibilities 114
- Ring Night 9, 40

## **R**

- Room
  - assignments 68
  - changes 70
  - consolidation 61
  - keys 70
  - procedures 72
  - searches 79
  - singles 67
  - vacating 63

## **S**

- Sanctions 110
- Scholarships 95
- Security violations 80
- Service learning 95
- Sexual harassment 31
- Shipping 50
  - ground 51
  - overnight 51
- Single rooms 70
- Smoke-free campus 42
- Social functions 60
- Solicitation 61
- Spinster 57, 119
- Spiritual life 95
- Stealing 1, 100
- Storage 73
- Student
  - Academic Opinion Surveys 18
  - activities 117
  - Conduct Council 101
  - Code of Conduct 98
  - drivers 52
  - Government Association 116
  - organizations 117
  - services 88
- Student Success Leaders (SSLs) 121
- Student Life 55
  - Council 125
- Study abroad 98
- Summer Housing Opportunities 84

## **T**

- Table tents 38
- Telephones 53
  - misuse 86
- Televisions 53

## **T**

Tinker

Day 10

Mountain 61

Traditions 8

Transfer credit 19

## **U**

University

committees 121

furniture 74

## **V**

Van policy 52

Varsity athletics 122

Vehicles 86

Vending machines 53

Visitors 76

## **W**

Washing machines 48

Weapons 46

Whistleblower Policy 34

Withdrawals 189

Wyndham Robertson Library 20