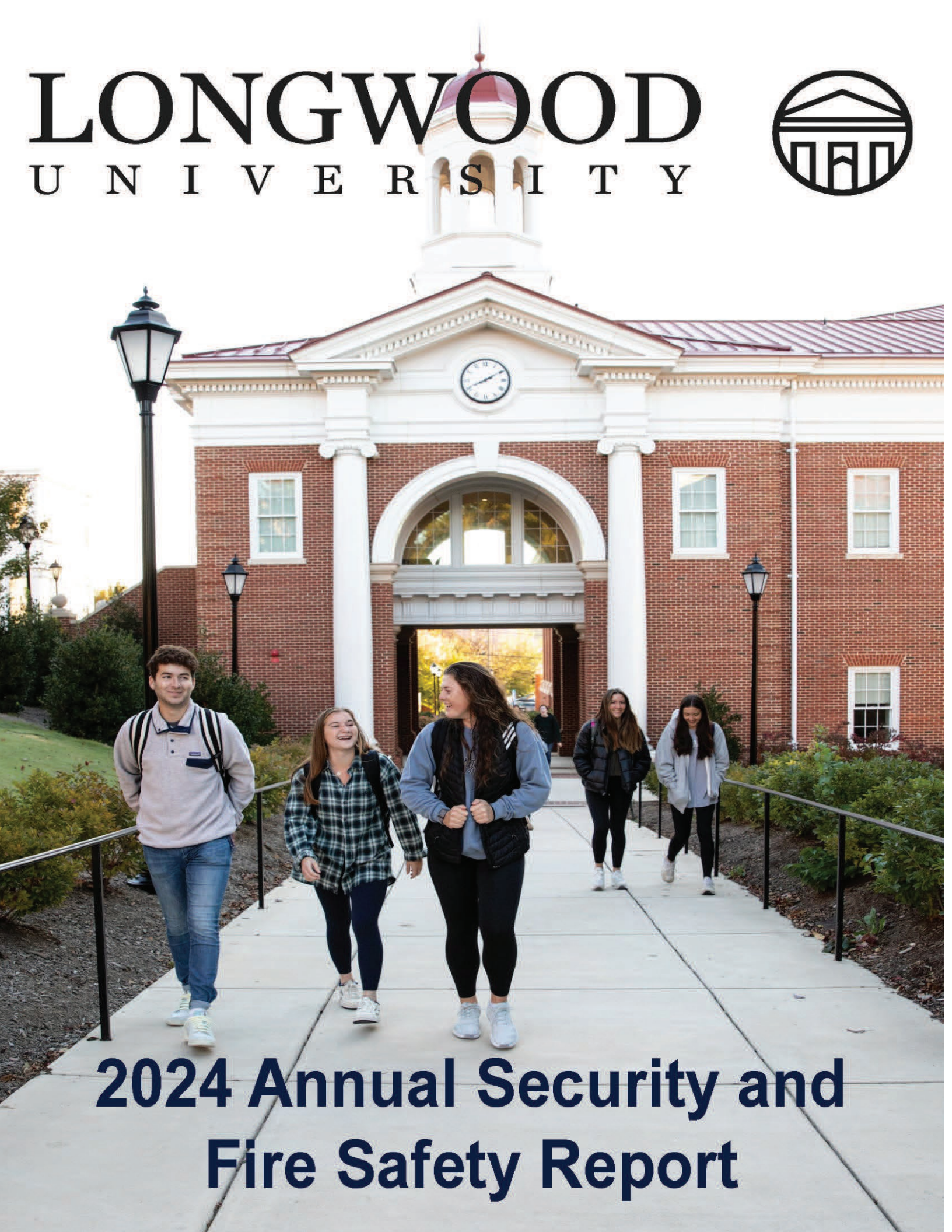


LONGWOOD

U N I V E R S I T Y



2024 Annual Security and Fire Safety Report

This annual report provides useful information to student, faculty and staff on issues relating to campus safety along with defining the types of crimes whose reporting is required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act. The safety tips, programs available on campus, and other resources contained within this report are intended to assist all members of the university community with their individual and the collective wellbeing of the greater community. Safety is ultimately the responsibility of all members of our community, and their co-operation is essential to improve security for everyone.

A printed copy is maintained in the Office of the Dean of Students and Associate Vice President of Student Affairs located in Eason Hall and by the Police Departments' Deputy Chief of Administration located at the Police Department in the lower level of Dorrill Hall. The police department will print hard copies as requested at the police department. Electronic copies of this report, and the prior two years reports, may be found at the following link: <http://solomon.longwood.edu/police/crime-reports/>

Important Contact Information

Emergency Telephone Numbers

EMERGENCIES Dial 911

The Farmville 911 Center dispatches LUPD officers and has text to 911 capability

Other Crime Reporting Options (nonemergency)

Longwood Police Nonemergency 434-395-2091
Title IX Coordinator..... 434-395-2751
Student Conduct & Integrity..... 434-395-2490
Residential and Commuter Life..... 434-395-2080
Human Resources..... 434-395-2074
On-Line Anonymous or Non-Anonymous
Reporting
[http://www.longwood.edu/police/forms
/ report-a-crime/](http://www.longwood.edu/police/forms/report-a-crime/)

24 hour Suicide and Crisis Hotline 988

Other Important Numbers

Environmental Health and Safety Office
(EHS)..... 434-395-2940
Dean of Students / Care Team..... 434-395-2492
Disability Resources 434-395-2391

Confidential Resources for Help

Southside Community Hospital ER
..... 434-315-2530
Sexual Assault Nurse Examiner (SANE)
Centra Health – Farmville434-392-8811
After-Hours Nurse Advice Line..... 805-858-3117
Counseling and Psychological Services (CAPS)
..... 434-395-2409
CAPS Mental Health Crisis Line ... 434-395-2409 opt 2
University Health Center (UHC)..... 434-395-2102

2023 Annual Security and Fire Safety Report

Main Campus - Farmville, VA

The main campus is located in the heart of Farmville, Virginia. The Farmville campus is the only location where Longwood University has housing for students. We are centrally located within Virginia midway between the cities of Richmond and Lynchburg. We generally house about 1/3 of students on the main campus, 1/3 in University managed housing off the main campus footprint and 1/3 of students either commute from home or live in alternative housing throughout the Farmville, VA area. Longwood University Police is the primary law enforcement agency for the Main campus and university controlled properties within the Town of Farmville. Longwood University Police have full police powers within the Town of Farmville.

Off site educational locations

Archaeology Field Station, located at 2082 Black Walnut Road, Randolph, VA. Halifax County Sheriff's Office is the local law enforcement agency and can be reached at 434-476-3339 for non-emergency needs, 911 for emergencies.

Gerald L. Baliles Center for Environmental Education at Hull Springs is a 662 acre preserve located in the historic Northern Neck of Westmoreland County. Westmoreland County Sheriff's Office is the local law enforcement agency and can be reached at 804-493-8066 for non-emergency needs, 911 for emergencies.

New College Institute, an approved off-campus instructional site is located at 30 Franklin St, Martinsville, VA. Martinsville Police Department can be reached at 276-6338-8751 with 911 for emergencies. NCI security staff number is 276-403-5671.

Region 10 Community Services Board, an approved off-campus instructional site is located at 500 Old Lynchburg Rd, Charlottesville, VA. Albemarle County Police Department can be reached at 434-977-9041, 911 for emergencies.

Scope of this Annual Security and Fire Report

This report covers Longwood University's main campus, our off-site educational locations as well as information on locations students traveled to for authorized university travel.

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Policy On Reporting the Annual Disclosure of Crime Statistics

This Annual Security and Fire Report is published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”). Statistics are included for the previous three years concerning crimes that occurred on campus; in off-campus buildings or property owned or controlled by Longwood University; and on public property within, or immediately adjacent to and accessible from university property. We also include crime data for off-campus teaching locations, and at locations where students stayed two or more nights while traveling under the auspices of the university. Also included are campus policies concerning alcohol and drug use, crime prevention, the reporting of crimes among other subjects related to the security and wellbeing of our community.

Longwood University Police Department “LUPD” maintains a daily crime log, published on the LUPD website, which displays at least the prior 60 days incidents reported to Longwood Police. We maintain an incident report database on an ongoing basis. LUPD records, by date, crimes reported to LUPD that occurred on “campus,” in a “non-campus building or property,” “on public property,” or within LUPD’s patrol jurisdiction. LUPD determines which crime classification to assign to a reported incident by using the definitions of crimes found in the Federal Bureau of Investigation’s Uniform Crime Reporting Guidelines (UCR). LUPD also makes the determination as to whether or not a particular crime can be classified as a “hate crime” by using the UCR’s definition of that term. A formal police report of a crime is not necessary for the crime report to be included in the statistical compilation. Crime victims’ names are not disclosed in the report.

This report is prepared by the Longwood University Police Departments Deputy Chief of Administration in cooperation with the Office of Student Conduct and Integrity, the Longwood University Title IX Coordinator, the University office of Environmental Health, and local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to the Longwood Police Department, designated campus security officials as defined under the Clery Act and local law enforcement agencies. Reports of crimes made to other law enforcement agencies are solicited by written request from agencies where we have off site educational areas and where students stayed at least two nights in a calendar year under travel for university purposes. Copies of this report may be obtained from the Office of the Longwood University Vice President for Student Affairs in Eason Hall room G03B, 201 High Street, Farmville, Virginia 23909.

Longwood University Police Department

The Longwood University Department of Police and Public Safety (LUPD) is located in the ground floor of Dorrill Dining Hall. The Assistant Vice President for Public Safety & Chief of Police supervises both LUPD and the Universities Emergency Management functions. LUPD supports the University's mission of developing citizen leaders who are prepared to make positive contributions for the common good of society. We contribute to this mission by working to provide a secure community environment while supporting the academic experience of Longwood University. LUPD includes Police Patrol Operations, Investigations, Crime Prevention, Security, and Police Administration.

LUPD provides police protection and security functions to the campus community. LUPD primary jurisdiction consists of a core campus of two hundred one acres and over seventy-seven buildings, Longwood Managed Housing locations and some non-campus properties. Fully staffed LUPD employs 15 full time, and several part time, sworn police officers, all with comprehensive arrest and investigative powers. All LUPD officers attend a Virginia Department of Criminal Justice academy and complete the same training as municipal officers. Many of our officers receive specialized and/or advanced training in such areas as crime prevention, AED/CPR, first aid, firearms, evidence gathering, cultural diversity, defensive tactics, substance abuse recognition and sexual assault issues. Officers are required to attend a minimum of forty hours of in-service training biannually to maintain their law enforcement certification. LUPD officers patrol the campus, off campus properties, and residence hall areas twenty-four hours a day, seven days a week as well as provide coverage for special events.

LUPD officers have the authority to enforce all regulations and laws, both of the University and the Commonwealth of Virginia. LUPD works closely with the Farmville Police, Prince Edward Sherriff Office, Hampden-Sydney Campus Police, Virginia Alcohol Beverage Control (ABC), and the Virginia State Police. LUPD has concurrent jurisdiction throughout the Town of Farmville via a memorandum of understanding, and is able to enforce state laws, including full powers of arrest, both on and off campus and allows complete assistance between the agencies investigating crimes. Additionally, the Farmville Police Department notifies Longwood University of criminal activity by students at non-campus locations whether recognized student organization sites or not. Many LUPD officers have also been sworn-in as deputy sheriffs by the Prince Edward County Sheriff, giving them full law enforcement authority throughout the County of Prince Edward.

In 2020, LUPD implemented an unsworn Campus Security Officer position to supplement police officer staffing. The CSO is limited to handling calls for service on University property that do not require police authority, but may assist officer's off-campus under their direction. The CSO has completed the required Department of Criminal Justice Services training for the position and regularly attends additional training appropriate to the position.

The Farmville Emergency Communication Center provides dispatch services for the Longwood University Police Department along with monitoring security and fire alarm systems for the university. Farmville ECC receives 911 calls originating within Prince Edward County and is has multiple staff on each shift. They dispatch for the Town of Farmville, Longwood University PD, Hampden-Sydney College Police, all Fire and Rescue calls within Prince Edward County and assist other area dispatch centers as needed. The Farmville Emergency Communication Center has a radio interoperability system accessible during emergencies to 33 public safety jurisdictions. Longwood University Police also maintains a radio repeater for a UHF interoperability frequency for emergency use.

Daily Crime Log

LUPD maintains a daily crime log which documents all crimes reported to LUPD or a campus security authority which occurred within the Clery Act geographic area as well as criminal incidents we handle outside our Clery geography where we have law enforcement powers. The crime log includes the nature, date, time and general location of each crime, as well as the disposition of the complaint. We publish at least the prior 60 days crime log on our website. A copy of the crime log may be obtained at the LUPD office located in Dorrill Dining Hall. Be aware that we only log criminal incidents for which we are the primary agency, not for incidents where we assist other agencies.

Reporting Crime and Other Emergencies

All crimes, fires, medical emergencies and suspicious activities should be reported immediately by calling 911.

Within the Farmville area, to include Longwood University's main campus, non-emergency situations can be addressed by calling the Longwood University Police non-emergency line at 434-395-2091 or the Farmville non-emergency line at 434-392-3332. Both these reporting avenues are received by the Farmville Emergency Communications Center. FECC also has text to 911 capability and receives messages via the Longwood Ready mobile phone application. The FECC will dispatch the appropriate agency for the call type.

Longwood University Police will ensure an effective investigation and appropriate follow-up actions for those incidents for which we are the primary agency. This includes issuing timely warning notifications to alert the campus community about crimes that pose a serious or continuing threat to safety, or issuing emergency notification and evacuation procedures to alert the campus community about significant emergencies or dangerous situations. Reporting all incidents also allows for accurate reporting of crime statistics in public disclosures such as this Annual Security and Fire Safety Report and the daily Crime Log.

The appropriate law enforcement agencies for our off campus educational locations, along with site staff, advise Longwood University Police of incidents that occur at these locations.

Longwood University Police collaborates with Farmville Police, Prince Edward Sheriff's Office, Hampden-Sydney College Police and the Virginia State Police, among other state or federal agencies such as the Federal Bureau of Investigation and the Drug Enforcement Administration. Certain incidents involving Longwood University students and employees are referred to various university officials for separate administrative investigation of suspected violations of university policy.

Confidential and Other Crime Reporting Options

Police reports are public records, Longwood University Police, and other police agencies, cannot hold all reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made by utilizing other methods. Confidential reports are still counted and disclosed in the annual crime statistics.

Longwood prefers that community members promptly report all crimes and other emergencies directly to law enforcement, we also recognize that some may prefer to report certain nonemergency incidents or crimes to people other than police. Thus, crimes may also be reported to the following individuals/offices and other listed methods:

Title IX Coordinator — Monitors the university’s compliance with Title IX and coordinates the university’s investigation, response, and resolution of all reports of sexual and gender-based harassment and other interpersonal violence. Call 434-395-2751 or email titleix@longwood.edu. See also <http://www.longwood.edu/titleix/>

Office of Student Conduct & Integrity — Responsible for resolving allegations of misconduct under the Code of Student Conduct, including sexual misconduct that is not pursued under Title IX. Call 434-395-2490. <http://www.longwood.edu/studentconduct/>

Office of Residential & Commuter Life— Full-time and student staff are available 24 hours a day to assist students. During business hours, call 434-395-2080, after hours the full-time on call staff can be contacted through University Police at 434-395-2091. <http://www.longwood.edu/housing/>

Human Resources — Provides assistance to university employees to help identify and resolve work-related problems and proactively avoid potential problems. Call 434-395-2074.

CAPS – Counseling & Psychological Services staff, while working in the role of a licensed professional psychologist/counselor, administrative assistant, Resident in Counseling, or Counselor-in-Training, also are a confidential reporting method. They may inform clients of the ability to report via voluntary, confidential means for inclusion in annual crime statistics. Their contact number is 434-395-2409.

Website – Confidential, and non-confidential, reports may also be submitted through the Longwood University Police website at <http://www.longwood.edu/police/forms/report-a-crime/>. This system is not monitored 24/7 and should not be used for incidents requiring a rapid response.

Campus Security Authority - A “campus security authority” (CSA) is an employee of the University who, because of their job function are required to promptly notify the University of all alleged Clery crimes that they become aware of or that they may personally witness. CSAs, by virtue of their position their position and job duties typically fall under one of the following categories:

- A member of a campus police/security department;
- Individuals having responsibility for campus security in some capacity, who are not members of a campus police/security department (e.g., an individual who is responsible for monitoring the entrance to University property);
- People or offices that are not members of a campus police/security department, but where policy or state law directs individuals to report criminal offenses to them or their office;
- Officials having significant responsibility for student and campus activities including but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The University Clery Coordinator is responsible for identifying and notifying all individuals whose job function and/or duties classify them as a campus security authority as defined by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998”. Individuals designated as campus security authorities are required to participate in an annual training regarding their responsibilities as a campus security authority.

CSA’s include campus police, all athletic coaches, faculty/staff advisors to student groups, campus recreation staff, student engagement staff, resident life staff including RA’s and desk aids, student conduct and integrity staff, Title IX and Title IV staff, and the Dean of Students.

Campus Security Authorities, along with all other parties, may call Longwood University Police at 434-395-2091 or <http://solomon.longwood.edu/police/forms--documents/crime-statistic-report-form/> to report incidents.

CSA’s are not required to disclose identifying information such as names, initials or contact information if the subject requests confidentiality; however, the incident itself must be reported to University Police.

CSA’s shall not judge the validity of the report. If a CSA receives a report they are to forward that information to law enforcement. Following up on the report and apprehending the alleged perpetrator shall be left up to law enforcement.

All Longwood University staff, not just those designated as CSA’s or Title IX mandatory reporters, are required by Longwood University policy 2032 to be trained on the Clery Act, Title IX and how to handle reports of missing students.

Bystander Intervention

The Clery act defines bystander intervention as:

“Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene”.

Below are a few methods one can be an active bystander, if you or another is in immediate danger call 911.

- Watch out for fellow students/staff. If they appear to be in trouble ask if they are ok.
- Confront people who target people who are incapacitated, or notify authorities.
- Speak up when someone discusses plans to take sexual advantage of another.
- Believe someone who discloses sexual assault, abusive behavior, or stalking.
- Refer people to on-campus or off-campus resources.

Step Up! Is a bystander intervention program offered by the University’s Office of Education and Prevention Programs.

Definitions of Terms Used in the Annual Security Report

Campus Security Authority (CSA) – CSA’s include all the following:

Members of the University Police department, including civilian staff.

Anyone identified as having responsibility for campus or building security.

Anyone designated to receive a crime report.

An official of the university who has significant responsibility for student and campus activities.

At Longwood University this would include, but is not limited to, resident life staff including resident assistants and desk aids, athletics staff, advisors of student groups, Dean of Students, Vice President of Student Affairs.

Clery Act – The Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally known as the Clery Act, is a federal law enacted in 1990 mandating the disclosure of certain criminal activities and security policies by institutions of higher education. The act requires the dissemination of an annual report to current and prospective campus community members. All institutions of higher education must follow the requirements within the Clery Act in order to participate in federal student aid programs.

Clery Act Crimes – The following crimes are mandated to be included in the required Annual Security Report.

- **Assault**

- Aggravated - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- Simple - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal

injury, severe laceration, or loss of consciousness. Hate crimes in this category only.

- Sexual - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- **Arson** – Willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property.
- **Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Dating Violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Hate crimes only for this category.
- **Domestic Violence** - A felony or misdemeanor crime of violence committed—
 - By a current or former spouse or intimate partner of the victim;
By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Drug Law Violations** - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
 - **Hate Crime** - A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
 - **Intimidation**- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Hate crimes only for this category.
 - **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded. Hate crime only for this category.
 - **Liquor Law Violations** - The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
 - **Manslaughter by Negligence** – The killing of another person through gross negligence.

- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- **Murder and Non-negligent Manslaughter** – The willful killing of one human by another.
- **Robbery** – The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Sex Offenses** – Any sexual act directed against another person, forcibly and/or against the victims will; or not forcibly or against the victims will where the victim is incapable of giving consent.
 - **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.
- **Stalking** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - Fear for the person’s safety or the safety of others; or Suffer substantial emotional distress.
 (ii) For the purposes of this definition—
 - A. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- C. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (iii) For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Weapons: Carrying, Possessing, Etc.** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Hierarchy Rule - A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Referred for campus disciplinary action - The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Note on reporting of Crimes : All reported crimes must be recorded.

An institution must include in its crime statistics all crimes listed in paragraph (c)(1) of this section occurring on or within its Clery geography that are reported to a campus security authority for purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

An institution may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar noncampus official.

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The

recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Resources for Help

Counseling and Psychological Services (CAPS) - Provides confidential mental health services to current students.

Phone: 434-395-2409

Email: CAPS@longwood.edu

When a student is experiencing significant distress or a crisis, contact the Mental Health Crisis Support Line via the Welltrac Boost App (<https://longwood.welltrack.com/>) or by calling 434-395-2409 and selecting option #2.

Website: www.longwood.edu/caps/

University Health Center – The Longwood University Health Center (UHC) offers wellness services to Longwood University students and is staffed by a physician and advance practice clinicians that access and treat many common acute health conditions affecting the college population. Faculty and staff are also served on a space available basis. The center operates Monday – Friday 8am – 5pm.

Emergencies: Dial 911

Appointment Line: 434-395-2102

After hours nurse advise line: 805-858-3117

Website: www.longwood.edu/health/

Virginia Family Violence and Sexual Assault Hotline – Provides support to those who have been hurt in the past or are hurting now. Also offers advice to friends, family members, and professionals. Offers information resources involving sexual assault, stalking, controlling behavior and partner violence. No Cost and confidential 24 hour service.

Phone 1-800-838-8238

National Suicide Prevention Lifeline—Provides free and confidential support for people in distress, prevention and crisis resources, and best practices for professionals. Available 24 hours a day, seven days a week. Services available in Spanish and via text or chat for deaf and hard of hearing. Specialized resources available for veterans, LGBTQ+, attempt survivors, loss survivors, Native Americans, and disaster survivors. Call 1-800-273-TALK (8255) or visit the website at suicidepreventionlifeline.org.

988 Suicide and Crisis Lifeline – The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

Emergency Medical care options in the Farmville area

Centra Primary Health Care Provider – Walk-Ins Welcome

935 S. Main Street 434-315-2850

Centra Southside Community Hospital Emergency Department

800 Oak Street 434-315-2530

Timely Warnings

It is the responsibility of the Longwood University Police Department to notify the university community in a timely manner when a reported crime or incidents occur on or near the university campus which represents an ongoing or serious threat to the university community.

University policy requires that the university community is notified promptly with accurate information in the event of a reported crime in which there could be an ongoing or serious threat to the community or additional incidents in the future.

The University issues a timely warning when the Longwood University Police Department identifies a reported crime or incidents in the core campus geography or areas immediately adjacent to the campus that poses an ongoing threat to students, faculty and staff and guests. The decision to inform the University community is based upon known facts of an incident. The LUPD reviews information that is reported by members of the community, campus security authorities, and by the Farmville Police Department to determine if a reported crime poses a serious on-going threat to the members of the Longwood University community. Timely Warning Notices are provided to students and employees that is timely and withholds the names of victims as confidential.

The Vice-President of Student Affairs, in consultation with the Chief of Police or designee, decides whether to issue a timely warning.

The University notifies the university community of crimes that represent an ongoing threat to students, faculty and staff and guests unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. They may stem from reports to university police or other state or local agencies. Those crimes that prompt a timely notification include, but are not limited to, murder, non-negligent manslaughter, forcible sexual offenses, robbery, aggravated assault, arson, burglary or any emergency situation that may pose a threat to the health and safety of the students, faculty, staff and visitors of the Longwood community.

Upon learning of a crime that may pose an ongoing threat to the personal safety of students, faculty, staff or visitors the Chief of Police and/or designee informs the Vice-President of Student Affairs as well as the Longwood University Public Information Officer and draft the message that will be sent out and coordinate any updates as needed.

Timely warning notices include the nature of the crime or immediate threat, location, date and time of crime or immediate threat, description of any suspect(s), action recommended for university community, crime prevention information, and contact number for the Longwood University Police Department and the Farmville Police Department.

When issuing a timely warning one or more of the following communication channels is used: email message sent to everyone with a university e-mail account, posting on the university website at <http://www.longwood.edu> which will be updated with information and instructions about how to respond in an emergency situation, text messaging, which is also the primary communications channel for any closings and delays for inclement weather, social media such as Twitter and Facebook. Public Affairs is also able to send these messages out to local media as the situation may warrant.

See page 20 for procedures we utilize to notify the community in emergencies.

Emergency Response and Evacuation Procedures

Longwood University has focused on developing emergency response and evacuations plans to ensure the safety of the campus community and to minimize the impact of an incident on university facilities and operations.

A. Emergency Management Plan

The Longwood University Chief of Police, and his/her designee, is authorized to activate the Longwood University Crisis and Emergency Management Plan and its Office of Emergency Management (“OEM”) in order to direct and control emergencies at Longwood University and where necessary to assist the community.

The Office of Emergency Management conducts exercises following the Federal Emergency Management Agency’s (“FEMA”) Homeland Security Exercise and Evaluation Program (“HSEEP”) guidelines. Longwood’s OEM develops exercise plans for each drill/exercise as well as exercise evaluation guidelines (“EEG’s”) for exercise evaluators. Evaluators are assigned and each evaluator is required to complete an EEG regarding how each task was performed during the exercise. FEMA has identified 32 core capabilities in the National Preparedness Goal, of which two or three are chosen to test during each exercise. Once the exercise/drill is complete the results are analyzed. Subsequently, the EEG’s and participant feedback forms are reviewed so as to develop a comprehensive After Action Report/Improvement Plan (AAR/IP), which is used to review the University’s capabilities and to determine future improvements. Longwood OEM often partners

with Town of Farmville, the Virginia Department of Emergency Management, the Virginia Department of Health as well as other agencies for the exercises/drills.

B. Emergency Evacuation Procedures

Building evacuations occurs when an alarm sounds continuously and/or upon notification by emergency personnel or by the Longwood University police department. If necessary or if directed to do so by a designated emergency official, employees are required to activate the building fire alarm. Elevators should not be used during an emergency evacuation. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, proceed quickly to the nearest marked exit and ask others to do the same. Once outside, move to a designated meeting area or at least 300 feet from the building to provide access to emergency personnel and ensure your own safety. Evacuated buildings should not be re-entered until approved by the Fire Department or University Police.

C. Emergency Notification to the Community

Longwood University is committed to providing a comprehensive emergency alert system that will provide timely emergency communication in the event of local or community emergency. The use of the Emergency Notification system is intended to provide a fast and efficient means of notifying the Longwood University community of an imminent and verifiable crisis event.

As part of its Emergency Operations Plan, Longwood University has established the Longwood Emergency Notification System that consists of multiple components, text message alerts, email alerts, emergency message takeover of hardwired campus computers, scrolling message board in Greenwood Library, Alertus beacons, and an emergency communication website. We are also in the process of implementing speaker arrays at several campus locations and broadcasting emergency messages through selected building fire alarm public address systems.

Text/Email Alerts- this communication system helps to ensure important alerts are delivered to all members of the campus community – inside or outside. Individuals can register to get alerts by text by texting LUALERTS to 226787. All Longwood email accounts automatically are registered to receive appropriate alerts.

LongwoodReady app – The LongwoodReady app is available for both Apple and Android phones by anyone. It will activate with emergency alerts.

Computer screens – University owned computers plugged into network cabling on campus have their screens taken over and display significant emergency messages.

Alertus beacons – Beacons have been placed in selected university buildings. These beacons sound audible alarms, have flashing lights and display the emergency message on their screen.

Websites/Hotline- In addition to the sirens and email, Longwood announces emergency notifications on the Longwood University homepage (www.longwood.edu), Longwood Alerts page (alerts.longwood.edu), Longwood Facebook page (www.facebook.com/longwooduniversity), Longwood Twitter account (www.twitter.com/longwoodu) and on the Campus Information line (434.395.2000).

The University utilizes its Emergency Alert System in the event of any emergency that poses an imminent verifiable threat to the life safety of our students, faculty, staff, and visitors. The Longwood University Police Department evaluates potential threats and categorizes the situation according to a three level, graduated color-coded threat condition. Upon assessment, the appropriate methods of communication alert information is disseminated at the defined level. Police department supervisors, and other authorized individuals, are able to set off alerts when verified immediate threats to the campus community exist, with follow-up messaging put out by the University Public Relations staff as needed.

A possible threat that may pose danger to the campus community may result in closing of the University.

Drills testing the emergency notification system, both parts as well as the entire system, are conducted periodically throughout the year, often as part of state/federal emergency drills such as annual tornado and earthquake drills. Such drills are announced via emails to University email accounts noting the date/time and reason.

EMERGENCY TEXT MESSAGE CODING

THREAT LEVEL 1: Code Yellow (Elevated Risk)

Campus community informed of general information

Example: Weather announcements, closing of university due to snow or other weather conditions, public health announcement

TEXT MESSAGES BEGIN WITH
NOTICE:

INCLUDE

Be aware that...
Be warned that...
Developing

AVOID

Threat
Risk
Danger
Seek Shelter

THREAT LEVEL 2: Code Orange (High Risk)

Campus community urged to practice caution, be on alert

Example: Hurricane/tornado warning, town event, person with gun seen in area

TEXT MESSAGES BEGIN WITH
ALERT:

INCLUDE

Practice caution
Be warned that...
Potential threat

AVOID

Take immediate
action
Immediately seek
shelter

THREAT LEVEL 3: Code Red (Severe Risk)

Campus community required to take immediate action.

Example: Active shooter, tornado, hazmat, fire in campus building

TEXT MESSAGES BEGIN WITH
EMERGENCY:

INCLUDE

Immediately seek shelter
Immediate threat to campus safety
Take immediate action

Campus Security

Longwood University takes a proactive approach to preventing crimes both on and off campus. The goal of crime prevention and security awareness programs is to eliminate or minimize criminal opportunities whenever possible and to encourage students, faculty and staff to be responsible for both their own safety and the safety of others.

Emergency Phones - The Longwood campus is equipped with strategically placed emergency phones, many on highly identifiable blue poles with blue lights, which feature one-button speed dialing for instant communication with the Farmville Emergency Communications Center. There are in excess of sixty exterior emergency phones located both on and off campus, as well as in excess of one hundred and thirty area of rescue phones located within campus buildings.

Area of Rescue phones are located in the stairwells of the following buildings: Allen, Bedford, Brock, Chichester, CSTAC, Grainger, Hiner, Hull, Eason, Lankford, Rotunda, Stevens, and Tabb. Many residence halls also have emergency phones located within them, either near elevators or in stairwells, these include Moss Hall, Johns Hall, Register, Sharp, Rotunda, Lancer Park North and Lancer Park South.

All emergency phones are checked monthly by LUPD staff. Elevator phones are checked by our elevator maintenance vender during regular inspections.

Security and Access - LUPD works closely with Residential Life staff and Facilities Management to maintain security in university buildings and residence halls. Walkways, parking lots, and areas around campus buildings are well lit and easily navigated. Annual security walks are conducted by Resident Life, Police, other staff and students to identify security issues needing to be addressed.

University residence halls are secured twenty four hours a day, seven days a week with many having security video equipment. Access to residence halls is controlled by an access card system. The exterior doors of residence halls are electronically monitored and the Farmville Emergency Communications Center is alerted when the doors are propped or otherwise not secured properly for specified periods of time. Exterior doors to townhouses and apartments are key operated and are not electronically monitored.

Individual residential rooms and suites are secured by mechanical keys. Lost keys result in a lock core and key replacement. Some residential rooms are also accessible by access card, a feature primarily utilized as an ADA accommodation. With the exception of Sharp and Register Halls, the Service Desk at each residence hall is staffed from mid-afternoon to late night to provide visual monitoring of traffic in and out of residence halls. Sharp and Register Halls utilize the front desk staff of Stubbs Hall for service and access needs instead of having staff at their facilities. Resident Assistants “RA’s” perform regular patrols of their assigned housing areas during their duty shifts, and patrol officers also patrol housing areas, including foot patrols within dormitories. Lancer Park’s desk aid is located in the Commons.

In the event that a student misplaces the access card, the cards access authorization will be deactivated to minimize the potential of an unauthorized use of a found card. A replacement card may be obtained from the Lancer Card Center or a loaner card can be obtained from Campus Police during non-business hours.

Many non-residential university controlled facilities are secured by mechanical keys issued by the Key Control Office. The Key Control Office is responsible for ensuring proper eligibility exists prior to issuing a key to a university controlled facility, maintaining a key inventory, procedures for lost keys as well as key return.

Residential Life staff and maintenance staff are available at all times, either on-site or by contacting campus police for assistance and residence/dorm access is considered a life safety priority and is dealt with as a priority as access issues are identified.

Video Surveillance - The Longwood University Police Department strives to enhance the quality of life of the campus community by integrating the best practices of public and private security with state of the art technology. A critical component of a comprehensive security plan is using video surveillance.

The Longwood University Police Department oversees the video surveillance cameras on campus. These video security systems are a tool to reduce unlawful activities in public places, and discourages vandalism, graffiti, and theft by assisting police officers in identifying unlawful offenders. Longwood University operates over three hundred cameras across campus.

Video monitoring for security purposes is conducted in a professional, ethical, and legal manner; and personnel involved in the use of video equipment are appropriately trained and supervised in the responsible use of this technology. Information obtained through video recording is used for security and law enforcement purposes and for compliance with University policy. Video monitoring for security purposes is conducted in a manner consistent with all existing University policies and is limited to locations that do not violate the reasonable expectation of privacy as defined by law.

Standard video camera installations do not possess the capability of recording sound at any time.

University policy does allow covert (hidden), and non-covert, camera surveillance to be used periodically when the University experiences patterns of criminal activity to either persons or property. These cameras are not installed in any area that would violate the reasonable expectation of privacy as defined by the law and may be authorized to record sound as long as applicable laws are followed, all such utilizations must be authorized by the Longwood University Chief of Police.

The Longwood University Police Department monitors new developments in the relevant law and in security industry practices to ensure that video monitoring at the University is consistent with the highest standards and practices. Designated operators must follow all rules and regulations governing the use of video security systems.

Signs stating that the premises "may be under video surveillance" are installed at significant points on campus. Cameras are not monitored under normal operating conditions, but may be monitored on an as needed basis. Cameras are also generally checked, on the viewing system end, several times a week when school is in session, to ensure the equipment is operating properly.

LongwoodReady – LongwoodReady is a phone application with the ability to be activated as a portion of the University emergency alert system. The application includes a "Friend Walk" portion where a friend can monitor a user as they walk to a location. It includes campus maps, including parking, the ability to submit campus work orders, emergency contact numbers, and the functionality to submit reports to campus police.

#Safe at Longwood - Longwood University developed #SafeAtLongwood in anticipation that cell service may be down in the event of a major emergency. Students, faculty and staff can use the #SafeAtLongwood hashtag on social media to let others know they are safe in the event of a major emergency.

Crime Prevention and Awareness Programs

Longwood University offers a variety of crime prevention and awareness programs to both students and faculty.

Personal Safety Seminars - These seminars are designed to improve student safety habits. Topics include alcohol awareness, residential hall security, personal safety habits, reporting illegal or suspicious activity, crime on campus, and police services. This program allows the student the opportunity to address safety related concerns and to receive an appropriate response.

Resident and Commuter Life Staff Training - At the beginning of each school year the Police Department trains Residential and Commuter Life (RCL) staff on campus safety, awareness and all police services. This includes alcohol and drug awareness and addresses dating and domestic violence, sexual assault and stalking.

Step Up! – Bystander Intervention Training is conducted by the Office of Education and Prevention Programs.

Keeping It Real – Hazing and Alcohol Overdose Prevention Training offered by the Office of Education and Prevention Programs.

On Watch – Human Trafficking education and prevention training offered by the Office of Education and Prevention Programs.

Victim Assistance Program - Longwood University Police Department, Health Services, Student Development, Counseling and Psychological Services Center and other offices offer assistance to victims of crime on the basis of their specific needs and requests for information.

Ride Along Program - The Ride-Along program offers the opportunity for students to learn about the Police Department. Participants are allowed to ride-along with an officer as they answer real police calls on campus.

Operation I.D. - This service allows the campus community to check out electronic engravers at no charge. LUPD offers advice to faculty, staff and students

about which items should be engraved for identification purposes. A property sheet to record identification numbers is also furnished to aid in the recovery of stolen items.

Safety Walks – At least one safety walk is conducted each year in order to survey the adequacy and maintenance of campus lighting and blue light emergency phones, and ensure that landscaping near buildings and along walkways does not obscure vision or present other safety hazards. Police (both campus and Farmville), residence life, faculty, other staff, and students are free to participate. During the walks, students and staff can make security recommendations such as new lighting and emergency phones needs as well as other recommendations they feel should be addressed.

Security Surveys - LUPD provides free security surveys to the campus community in an effort to enhance physical security. A survey of the interior and exterior of a facility or area is conducted to determine vulnerability to criminal activity. A written report is sent to the requester with the recommendations on improving security.

Register Your Bike Program - Register your bicycle with LUPD in person at the University Police station. Registration serves as a deterrent to theft and aids in the recovery of stolen bicycles. Community members are also encouraged to register their bicycles with the Longwood Police Department.

Code Red - This program teaches participants how to survive an active shooter situation. The participants are shown a video, given tips and then must demonstrate how to escape an active shooter situation.

New Hire Orientation and annual Area Coordinator Trainings – New Hire orientation educates all new staff members regarding available safety resources and addresses the awareness of dating and domestic violence, sexual assault and stalking. This material is also covered annually with the University Area Coordinators.

Sexual Misconduct Policies

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood's commitment to diversity and educational equity. The policy prohibits sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, domestic violence, dating and relationship violence, and stalking by employees, students, or third parties. The policy addresses sexual misconduct that involves members of the Longwood community who are involved in an education program or activity which includes locations, events or circumstances over which Longwood University exercises substantial control over both the alleged respondent and the context in which the sexual misconduct occurs. Students, staff or faculty who believe they have either witnessed, been subjected to, or notified of sexual misconduct should notify the Title IX Coordinator. See Appendix 1.

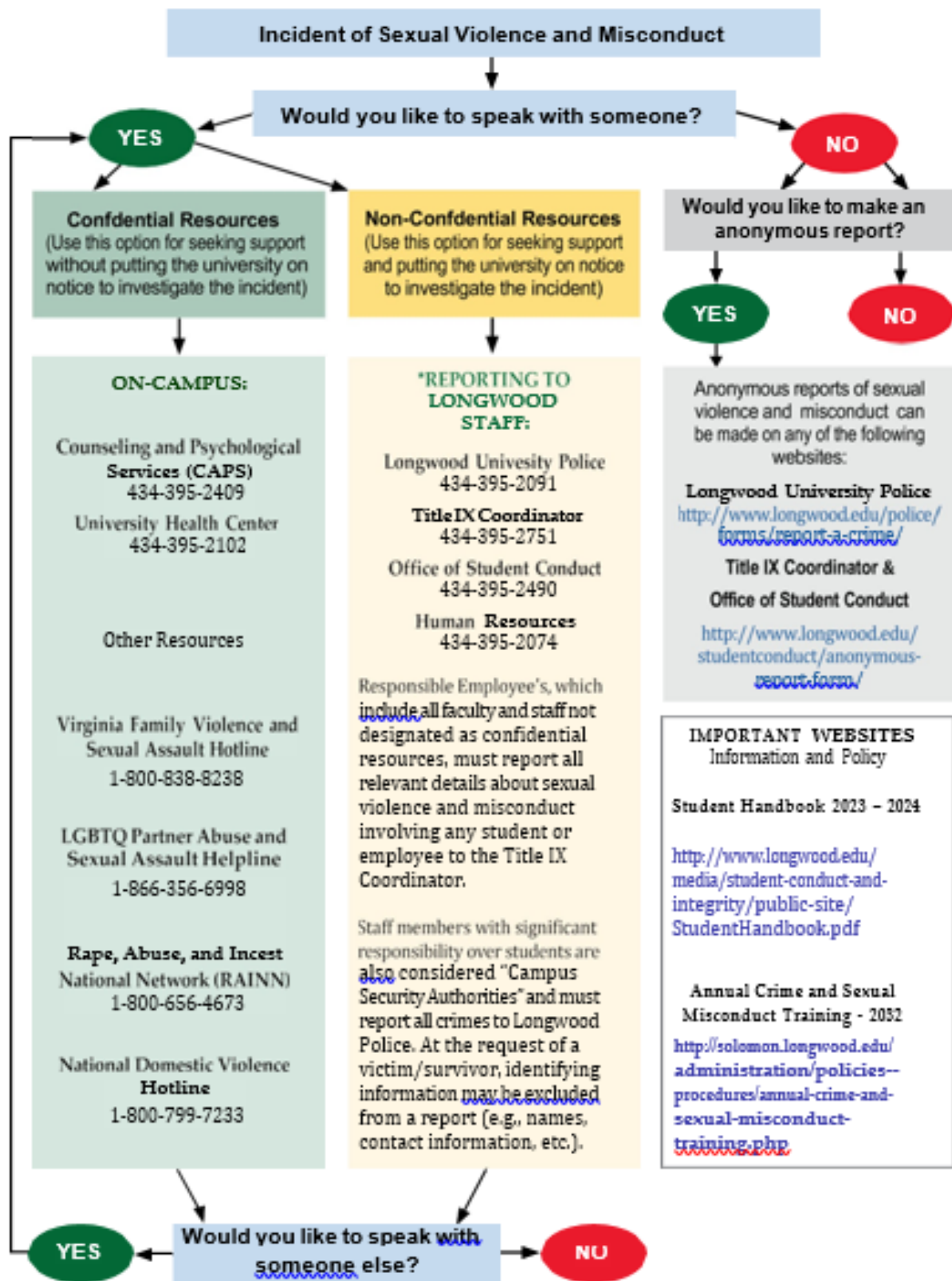
Most sexual misconduct allegations utilize the Federal Title IX processes and procedures. However, for violations involving incidents outside of our Title IX geographic jurisdiction but where the alleged respondent fall under student and/or staff policies, Longwood has elected to utilize the University Student Conduct and/or Human Resources policies. An example of where the student conduct process would be used; a Longwood Student alleges a sexual assault by another Longwood University student but at a non-campus controlled residence. The Student Conduct system may be reviewed in Appendix 2.

Whatever process is used educational training and prevention programs are provided along with supportive measures and reporting options for all Longwood and community members. The Title IX office will provide a written list of resources.

At the victims option campus police may also be notified in order to assist in obtaining a forensic examination, preserve evidence, and assist in seeking a court issued protective order and/or University non-contact order. This can be time critical in cases of sexual assault, domestic and dating violence, and stalking. A forensic exam can also be arranged without filing a police report through the Title IX office or by going to an emergency room that has a Sexual Assault Nurse Examiner or "SANE".

Sexual Violence and Misconduct: Support and Reporting Options

You can speak with anyone anytime. Reporting is always an option. Choosing one route does not exclude other options. You should pursue whatever routes will be most helpful to recovery.



In an emergency, call 911

Virginia Sex Offender Registry

The Commonwealth of Virginia enacted the Sex Offender and Crimes against Minors Registry program to facilitate access to publicly available information about persons convicted of specified violent and sexual offenses. A searchable database of registered convicted offenders may be accessed online at:

<http://sex-offender.vsp.virginia.gov/sor/index.html>

Alcohol and Drug Policies

Federal, State, and Local Laws

Virginia Minimum Drinking Age Law: Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is also illegal to give or sell alcoholic beverages to persons who are under 21 and/or intoxicated. Violations can result in up to a \$2,500 fine and/or a year in jail.

Open Container/Public Consumption Laws: The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, cans, cups, bottles, etc. Public area is defined as any space utilized or occupied by individuals that is not considered private or designated as a place in which alcohol consumption is permitted. Examples of public areas include, but are not limited to, building entrances, lobbies, elevators, hallways, lounges, residence hall rooms/suites/apartments with open doors, designated balconies, meeting rooms, indoor/outdoor recreation areas, campus mall areas, academic/study areas, etc. State law also prohibits the consumption of alcohol in unlicensed public places. Violations can result in up to a \$250 fine.

Driving Under the Influence: The legal limit set by the Commonwealth of Virginia for the amount of alcohol that may be present in the blood of a person over the age of 21 while operating a vehicle is .08. A first offense can result in up to a \$2,500 fine and/or a year in jail, suspension of driver's license, requirement to install an ignition interlock device and be required to complete an alcohol safety and awareness class at your expense. Virginia has

minimum jail requirements depending on the blood alcohol level and/or subsequent convictions. Punishments for subsequent charges increase.

Driving After Illegally Consuming Alcohol - The legal limit for the amount of alcohol that may be present in the blood of a person under the age of 21 while operating a vehicle is .02. Violations carry forfeiture of driving privilege for a year, mandatory minimum fine of \$500 or minimum 50 hours of community service and completion of an Alcohol Safety Action Program. It can carry up to a \$2,500 fine and/or up to a year in jail.

Contributing to the Delinquency of a Minor: In the Commonwealth of Virginia, it is illegal to purchase alcohol for those who are not of legal drinking age. Violations can result in up to a \$2,500 fine and/or a year in jail.

Public Intoxication: In keeping with local and Commonwealth laws, Longwood will not allow public drunkenness. Violations can result in up to a \$250 fine and you may be held in jail until sober.

Disorderly Conduct: In keeping with local and Commonwealth laws, Longwood will not allow disorderly conduct. Violations can result in up to a \$2,500 fine and/or a year in jail.

Drug-Free Schools and Community Act: Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including: imprisonment, fines, loss of property, loss of professional licensure, and loss of financial aid. Penalties for violations occurring within 1,000 feet of a school or campus may be doubled with no possibility of parole. In order to be able to participate in Federal Financial Aid, we are required to comply with Federal drug laws, the result is that while Virginia has decriminalized some marijuana possession it is still forbidden by Longwood University to have any quantity of marijuana on any Longwood University owned or controlled property. Distribution of drugs, including marijuana, on university property is generally a felony with punishment of not less than one year nor more than five years and fined not more than \$100,000.

Longwood Alcohol and Other Drug Policies

- a. All Longwood University students are required to abide by local, state, and federal regulations regarding alcohol and drugs as described in the Federal, State, and Local Laws section.
- b. Alcoholic beverages must not be brought into or consumed within: 1) freshman residence halls/floors/apartments; 2) residence hall buildings designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment.
- c. The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms/suites/apartments, or University Managed Properties if each of the residents assigned to live in the room (i.e., the total head count comprising the living space) is under the age of 21. This restriction does not apply if at least one of the room's residents is of legal age. Possession is defined as any area or property for which the student currently occupies or is responsible.
- d. The manufacture of alcohol on campus, or in University Managed Properties and Residence Halls, except as expressly permitted by law and University regulations, is prohibited.
- e. Possession, or use of alcohol paraphernalia; including, but not limited to, empty alcohol containers such as beer containers, mini-kegs, wine and liquor bottles, and collections of alcohol labels, cartons and beer caps, even those used in a decorative manner, is prohibited.
- f. The possession or use of devices such as beer bongs, beer funnels, beer pong tables and other items used in drinking games, and methods including drinking games, used to facilitate the rapid consumption or impact of alcohol are prohibited, regardless of age.
- g. All membership recruitment functions (fraternity/sorority, special interest groups, and other recognized student organizations) are required to be alcohol-free.
- h. Kegs or other common sources of alcohol (including, but not limited to, the serving or provision of cans or bottles of alcohol to others) are not allowed on University Managed property except for events managed by the authorized University vendor.

- i. In addition to the alcohol regulations and procedures described in this policy, all recognized student organizations will be subject to the additional expectations and standards outlined in the Student Organization section of the Longwood University Student Handbook. Please note that affiliated national organizations may have, and require compliance with, stricter policies regarding alcohol and drugs.
- j. The possession, use, and/or distribution of illegal drugs, as defined by the Drug Control Act of the Commonwealth of Virginia (Drug Control Act) and/or Federal Law and Regulations, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited. Possession is defined as any area or property for which the student currently occupies or is responsible.
- k. Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act, is prohibited.
- l. Abuse or misuse (beyond the recommended dosage and/or instructions of usage) of non-prescription medications, is prohibited and will be considered to be use of drugs.
- m. Possession, or use, of drug paraphernalia is prohibited; including but not limited to any item or device associated or used in conjunction with illegal drug activity.

Location Issues

University Managed Properties and Residence Halls: Alcohol possession, use and/or consumption is limited to only those rooms where at least one of the assigned residents is over 21, by only those 21 and older, provided that the location is not within a designated substance free residential area. The individual use of alcohol by persons 21 years of age or older is permitted as long as the residents' roommates/suitemates agree to the presence of the alcohol.

Room/suite/apartment gatherings of more than one person must be in compliance with all University policies, procedures, and regulations. It is the responsibility of the room/suite/apartment residents to insure compliance with all policies, procedures, and regulations.

For events and functions where alcohol is involved, please see requirement information in the Event Planning on Campus involving Alcohol section.

Drugs in University Managed Properties and Residence Halls, and Other Locations: Possession and use of prescription drugs is limited to the student, or individual, with a legitimate prescription for said drugs.

Possession and use of illegal drugs, as defined by the Drug Control Act, or prescription drugs for which one does not have a legitimate prescription, are strictly prohibited.

Minimum Sanctions for Alcohol and Other Drug Violations

In addition to the possibility of criminal charges, referrals to the University's Office of Student Conduct and Integrity may result in one of three sanctions. A student may receive a Letter of Admonition, Disciplinary Probation or Disciplinary Suspension. It is important to note that recommended minimum sanctions are for first time violations and that alcohol and drug policies violations and sanctions are cumulative, sanctions for repeat violations are increased. Sanctions are assigned based on the facts in each case and as such are varied based on the particular circumstances. Longwood University maintains a Zero Tolerance Policy with regard to the illegal distribution, manufacture, possession, or use, of drugs. All violations, with the exception of those resulting in expulsion, will result in educational assignments that may require an associated fee to the student, i.e. Longwood's Alcohol and Other Drug Education Programs.

Minimum Sanctions for Alcohol Policy Violations

Letter of Admonition:

- Consumption, possession, and/or other use of alcoholic beverages, except as expressly permitted by law and University regulations.
- Possession or use of alcohol paraphernalia, or rapid consumption items.

Disciplinary Probation:

- Public intoxication.
- Driving while under the influence.
- Sale or distribution of alcohol, except as expressly permitted by law and University regulations.
- Manufacture of alcohol, except as expressly permitted by law and University regulations.

Minimum Sanctions for Drug Policy Violations

Letter of Admonition:

- Possession and/or use of drug paraphernalia.
- Possession and/or use of an illegal drug or other controlled substance, as defined by the Drug Control Act, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs.
- Possession and/or use of a cannabis product, cannabis vapor product, and/or alternative or synthetic cannabis product, as prohibited by Federal Law and Regulations.
- Possession and/or use of a nicotine product, nicotine vapor product, and/or alternative or synthetic nicotine product, as prohibited by Commonwealth of Virginia Law.

Disciplinary Probation:

- Sale and/or distribution of a cannabis or nicotine product, cannabis or nicotine vapor product, and/or an alternative or synthetic cannabis or nicotine product, as prohibited by Commonwealth of Virginia Law and Federal Law and Regulations.

Disciplinary Suspension or Expulsion:

- Sale or distribution of an illegal drug or other controlled substance, or possession of an illegal drug or other controlled substance with the intent to distribute, as defined by the Drug Control Act.
- Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act.

Longwood's Alcohol and Drug Education Programs

The intent of Longwood's Alcohol and Drug Education Programs is to help students explore their values and behaviors, and how their decisions today can affect their futures tomorrow. Issues of high and low risk drinking choices, the impact of alcohol and other drugs on the body, and other aspects of their lives, addiction, and goal setting is highlighted. Failure to meet the conditions of these sanctions will result in a hold on registration, diplomas, and/or transcripts, or result in additional violations charged for failure to comply. Instructions for payment of associated fees will be contained in the official outcome letter provided to the student if found responsible after the conclusion of the Student Conduct case. If a student under the age of 21 years is found responsible in a case of alcohol or drug related charges, the student's parents will be notified in writing of this decision.

BASICS (Brief Alcohol Screening and Intervention for College Students) - BASICS is an individual intervention consisting of two, one-hour meetings. This program focuses on raising awareness about substance use and its consequences and motivating participants towards positive change. It encourages participants to think differently about their use of alcohol and other drugs. The fee for this individual instruction is \$100.

CASICS (Cannabis Screening and Intervention for College Students) - CASICS is an individual intervention consisting of two, one-hour meetings. The sessions are based on principles of motivational interviewing and are delivered in an empathetic, non-confrontational, and nonjudgmental manner aimed at revealing the discrepancy between the individual's risky cannabis use, their goals, and values. The fee for this individual intervention strategy is \$100.

First Round - First Round is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm reduction strategies they can use to decrease personal risk. The class is designed to address student needs through brief motivational interviewing and focuses on harm reduction. This instruction uses alcohol and cannabis screening and feedback to reduce substance misuse and/or abuse by enhancing motivation to change, promoting healthier choices, reviewing myths and facts about substances, and teaching coping skills to moderate use. The fee for this group instruction is \$75.

Last Call - Last Call is a one time, two-hour, small group instruction led by a staff facilitator. Participants engage in group activities and discussions about their current patterns of substance use, the risks involved, and harm-reduction strategies they can use to decrease personal risks. The class is designed for college students who partake in high-risk alcohol and/or other drug use. The class aims to enhance motivation to change, promote healthier choices, review myths and facts about alcohol and other drugs, and teach coping skills. This instruction is designed to address the majority of second time alcohol violations, and first time drug violations, and concentrates on student needs through brief motivational interviewing with a focus on harm reduction, chemical dependency, and behavior change. The fee for this group instruction is \$100.

TIPS (Training for Intervention Procedures) for the University - Training for Intervention Procedures for the University is a one time, two and a half hour, large group skills based training program led by a staff facilitator. TIPS is designed specifically for college students to prevent intoxication, underage drinking, and drunk driving. Whether a student chooses to consume alcohol or not, at some point situations will arise where others around that student are consuming alcohol. Through TIPS training, students will gain skills needed to prevent intoxication for themselves and others and to intervene with those who have misused alcohol. The fee for this group instruction is \$25 (per person).

Alcohol/Substance Abuse Risk Assessment - In order to help students gain increased insight into how their personal patterns of alcohol and other substance use may be putting them at risk for future violations, health concerns, negative academic impacts, etc., a mandatory 90-minute assessment conducted by a qualified alcohol/substance abuse counselor may be included as a sanction for a violation of Longwood's Alcohol and Other Drug Policies and as a requirement for consideration of readmission for those students suspended as a result of violations of Longwood's Alcohol and Other Drug Policies. Students may opt to have the assessment performed locally in Farmville or by an independent qualified substance abuse counselor, either of which the student is responsible for payment. Documentation must be provided to verify completion, with recommendations regarding the student being forwarded to the Office of Student Conduct and Integrity by the counselor conducting the assessment.

Event Planning on Campus Involving Alcohol

- a. All events/functions with alcohol service must have it managed by a University-authorized third-party vendor.
- b. Longwood University reserves the right, at any time, to modify or revise these and other guidelines and restrictions governing the registration and management of events/functions.

Longwood University Employee Alcohol and Drug Policy

Longwood University utilizes the Virginia Department of Human Resource Management Policy 1.05 Alcohol and other Drugs as our alcohol and drug policy. Key points of this policy are:

PURPOSE:

It is the policy of the Commonwealth of Virginia to establish and maintain a work environment free from the adverse effects of alcohol and other drugs to include marijuana and marijuana products, cannabis oil and cannabis products, and to ensure the fair and equitable application of policy requirements. The effects of alcohol and other drugs in the workplace could undermine the productivity of the Commonwealth's workforce and create a serious threat to the welfare and safety of fellow employees and to Virginia's citizens.

Note: For the purposes of this policy, the term marijuana will be inclusive of marijuana products; and the term cannabis will be inclusive of cannabis oil and cannabis products.

POLICY SUMMARY:

This policy provides guidelines for addressing employee's possession, use of, and impairment due to alcohol, marijuana, cannabis and other drugs (lawful or unlawful) in the Commonwealth's workplaces to include state vehicles or alternate work locations while conducting business for the Commonwealth of Virginia

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-05-alcohol-other-drugs-10-5-21.pdf>

Missing Student Policy

The below missing student policy is relevant to all individuals placed under the care of the university or attending programs at Longwood. This includes registered students, campers, children placed at the Andy Taylor Center and others whose situation deems the university responsible for them. In the case of students under the age of 18, their parent or guardian are the ones who would identify whom to contact in an emergency, unless the student is emancipated.

Student Registration - All students have the opportunity and means to identify an individual or individuals that are to be contacted in an emergency, with the university determines that a student is missing. Students may be assured that their emergency contact information will be:

- Registered confidentially;
- Accessible only to authorized campus officials;
- Disclosed only to law enforcement personnel for the sole purpose of their investigation.

Missing Student Notification - Upon receipt of a complaint, report or expression of concern about a missing student, LUPD will undertake all reasonable efforts and attempts to contact the student. A student will be deemed missing when contact has not been made for more than 24 hours, but the time period may be accelerated and appropriate intervention will occur sooner when:

- There is evidence of possible criminal activity in connection with the student's disappearance;
- The student is under the age of 18;
- The student, regardless of age, as known, or suspected physical/mental disability or condition, or is otherwise compromised and there is thought to exist risk of an immediate danger to their safety or the safety of others. The student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another;
- LUPD will notify outside law enforcement if a student is deemed missing.

When the missing student is located, LUPD will contact the student to offer any appropriate support, as well the emergency contact(s) and/or parents to confirm the student has been located. If the investigation is unsuccessful in locating the missing student, LUPD will continue to investigate according to established police procedures.

Higher Education Opportunity Act Victim Notification

Student disciplinary cases are part of the official educational record of the student and are confidential except as otherwise permitted by law. Examples include release of directory information, notification of complainants in sexual misconduct policy cases and notification of victims of crimes of violence (such as crimes of sexual assault, or involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense). Such approved releases includes disclosing the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Longwood University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Resource Phone Numbers

Law Enforcement

1. Emergency- 911
2. Campus Emergencies- 434-395-2091
3. Information and non-emergencies- 434- 395-2398
4. Integrated Security Systems- 434-395-2279
5. Town of Farmville Police- 434-392-3332
6. Prince Edward Sherriff Office - 434-392-8101
7. Hampden- Sydney College Police - 434-223-6164
8. Virginia State Police, Appomattox Field Office -434-352-7128

Other Relevant Resources

9. Vice President for Student Affairs- 434-395-2039
10. Dean of Students and Associate VP for Student Affairs 434-395-2492
11. Counseling and Psychological Services- 434-395-2409
12. Student Conduct and Integrity- 434-395-2490
13. Residential and Commuter Life- 434-395-2080
14. Commuter Student Affairs- 434-395-2851
15. Health and Wellness- 434-395-2102
16. Financial Aid- 434-395-2077
17. Piedmont Crisis Center- 888-819-2926
18. Sexual Assault Hotline- 800-838-8238
19. Crossroads Counseling- 800-548-1688
20. Centra Southside Hospital- 434-392-8811
21. Virginia Legal Aid Society- 434-392-8108
22. US State Department National Visa Center- 603-334-0888

Fire Safety

Residence Halls Safety Systems

Longwood provides a number of student housing options, each of which are equipped with a variety of features designed to detect, stop or suppress the spread of fire.

Fire Safety Policies

Portable Electric Appliances- Students living in traditional residence halls are not permitted to have in their residence hall rooms any appliance with exposed electrical coils, including, but not limited to, hot plates, toasters, toaster ovens, electric grills (including "George Foreman"), and space heaters. Refrigerators must be no larger than 4.6 cubic feet and/or 2.0 amperes. Microwaves must not exceed 1000 watts. Ceiling fans and dimmer switches are also not permitted. Extension cords are not permitted for any reason. Any length UL listed multi-plug devices are permitted only if they have a built-in circuit breaker. The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.

Smoking- Smoking is the lighting or burning of any pipe, cigar, cigarette, or other tobacco product. Use of personal vaporizers is considered smoking for the purposes of this policy. The institution prohibits smoking on campus except in areas that are specifically identified as "Designated Smoking Areas" and all cigarette butts must be disposed of in urns provided in the "Designated Smoking Areas" or urns located at various locations around the perimeter of the main campus including the smoking hut between Eason Hall and Jarman Auditorium, the brick patio behind McCorkle Hall, the gazebo behind Bristow Building, the benches at the ends of the Dorrill Dining Hall colonnades, the smoking hut beside ARC Residence Hall, the smoking hut by the Race Street entrance of Greenwood Library, the benches by Spruce Street entrance of Willet Hall, the smoking hut by the Pine Street entrance of Hull building, the smoking hut in front of the recycling center and the gazebo between the Wygal and Bedford buildings.

Open Flames- The possession, lighting, or burning of candles, incense, oil lamps, lanterns, grills, George Foreman-type grills, or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all on campus residence halls. This also extends to other Longwood owned or controlled buildings and property with regulations that ban the presence of

such items. Exceptions to this policy may occur only under the following conditions: (1) written approval is provided by the Vice President for Student Affairs; (2) a designated building or area permits use for a specific purpose (such as classroom instruction or on an outdoor, cement surface), or (3) Fraternity/Sorority ceremonies (specific guidelines from the Office of Fraternity and Sorority Life MUST be followed).

Room Décor- Room decorations and modifications are important in personalizing student rooms, but students should make plans that enhance their personal safety. Wall hangings, posters, or other hanging room decorations must be affixed to and flush with the wall using products approved by the Office of Residential and Commuter Life. Wall hangings or beads cannot cover exit routes or doors. The indiscriminating use of nails, tacks, or screws is not permitted. Students should not hang objects from the ceiling, sprinkler system, or any component of the fire alarm system. Because of the importance of ceiling tiles in preventing the spread of fire, students are prohibited from removing or replacing ceiling tiles or storing items above the ceiling tiles. Fresh cut trees or cut greenery is not permitted in any building on campus. String lighting may not be strung from wall to wall across hallways, exit routes, or fixture to fixture. All lights must be flush to the wall and no more than three strings of lights may be connected together.

Fire Safety Education

The Office of Environmental Health and Safety along with the Residential Housing Office provides training during freshmen orientation about fire safety and what items you are not allowed to have in rooms. There is training available to students and employees on fire extinguishers and the Automatic External Defibrillators that are stationed throughout the university upon request. The Residential Assistants for each floor of on-campus housing are always looking at possible violations of university policies with fire safety and any violations found are subject to disciplinary action. The university also conducts routine testing of all fire suppression and fire alarm systems as mandated by the Virginia Statewide Fire Prevention Code.

Fire Reporting Policy

To report a fire, call 911 or the Longwood University Police Department at 434-395-2091 or the Farmville Police Department at 434-392-3332. If a member of the Longwood University community finds evidence of a fire that has been extinguished and the person is not sure whether Longwood University Police has already responded, the community member should immediately notify the Longwood University Police to investigate and document the incident. For additional information about fire safety contact the Office of Environmental health and Safety at 434-395-2455. To review the fire log, visit the Longwood University Police Department located in the basement of Dorrill Dining Hall.

Building Evacuation

Students and faculty/staff are required to know and understand the evacuation procedure when the fire alarm is activated. When the fire siren sounds, everyone must leave the building immediately and no one is to return to the building until Longwood University Police Department give permission. Upon exiting the building, everyone must stand 50 feet away from the buildings or at the designated locations and stand clear of the roadway to allow fire-fighting equipment to reach buildings.

In the event of an actual fire, activate a fire pull station and evacuate the building. 911 should also be called after safely evacuating the building. Pull stations are to only be used only for actual fire incidents and fire drills.

Fire Log

2021/2022 and 2023 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES					
Date/year	LOCATION	CAUSE OF FIRE	VALUE OF PROPERTY DAMAGED BY FIRE	INJURIES – REQUIRING TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE
12/7/2021	Lancer Park 101A	Dryer	\$15,000	0	0
1/13/2021	Lancer Park 204A	Oven	\$470	0	0

Unintentional Fire – A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional Fire – A fire that ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined – A fire in which the cause cannot be determined.

Fire Safety Systems in Longwood University Residence Halls

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS										
Building	Location	Total Fires			Fire Extinguishers	Stand Alone Smoke Detectors	Manual Pull Stations	Full Sprinkler System	Fire Alarm System Remotely Monitored	Number of Fire Drills 2023
		2021	2022	2023						
ARC Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	0 Off Line
Cox Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	0 Off Line
Johns Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Moss Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Register Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Sharp Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Stubbs Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Wheeler Hall	Main Campus	0	0	0	Yes	no	Yes	Yes	Yes	4
Landings NW	Midtown Landings	0	0	0	Yes	no	Yes	Yes	Yes	4
Landings SW	Midtown Landings	0	0	0	Yes	no	Yes	Yes	Yes	4
Landings NE	Midtown Landings	0	0	0	Yes	no	Yes	Yes	Yes	4
Landings SE	Midtown Landings	0	0	0	Yes	no	Yes	Yes	Yes	4
Lancer Park North	Lancer Park	0	0	0	Yes	no	Yes	Yes	Yes	4
Lancer Park South	Lancer Park	0	0	0	Yes	no	Yes	Yes	Yes	4
201 Apt. Building	Lancer Park	0	0	0	Yes	no	Yes	Yes	Yes	4
203 Apt. Building	Lancer Park	0	0	0	Yes	no	Yes	Yes	Yes	4
204 Apt. Building	Lancer Park	1	0	0	Yes	no	Yes	Yes	Yes	4
205 Apt. Building	Lancer Park	0	0	0	Yes	no	Yes	Yes	Yes	4
Townhouse 101A-B	Lancer Park	1	0	0	Yes	Yes	no	no	no	0
Townhouse 102A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 103A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 800A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 800C-D	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 801 A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 801 C-D	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 801 E-F	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 801 G-H	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 801 J-K	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 803 A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 803 C-D	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 1004A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 1005A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0
Townhouse 1007A-B	Lancer Park	0	0	0	Yes	Yes	no	no	no	0

Crime and Disciplinary Statistics

Longwood University – Farmville, VA

Main Campus	On-Campus			On-Campus Student Housing ¹			Noncampus Property			Public Property			Totals			Unfounded Crimes		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape (Sexual Assault)	2	5	3	2	5	3	0	0	0	0	0	0	2	5	3	2	0	1
Fondling - (Sexual Assault)	2	5	2	2	5	2	0	0	0	0	0	0	2	5	2	0	1	1
Statutory Rape - (Sexual Assault)	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Incest (Sexual Assault)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Burglary	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	1	0	0
Motor Vehicle Theft	1	0	3	0	0	0	0	0	0	0	0	0	1	0	3	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Incidents																		
Domestic Violence	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	6	5	2	6	4	0	0	0	0	0	0	2	6	5	0	0	0
Stalking	2	3	3	2	2	1	0	0	0	0	0	0	2	3	3	0	0	0
Arrests and referrals																		
Liquor Law Arrests	1	1	0	1	1	0	0	0	0	0	0	2	1	1	2	0	0	0
Liquor Law Referrals	16	32	20	16	29	18	0	0	0	0	0	0	16	32	20	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	2	0	0	2	0	0	2	0	0	0
Drug Referrals	3	6	0	3	6	0	0	0	0	0	0	0	3	6	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes																		
Hate Crimes	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

Notes:

Effective July 1st of 2020 Virginia made simple possession of marijuana a civil and not criminal infraction and as such marijuana offenses no longer meet the criteria of a criminal offense to be included under arrests and disciplinary referrals.

All motor vehicle thefts have involved joyriding of university golf carts.

One Title IX report noted a dating relationship with consensual intercourse where one party was under the age of consent. This is the statutory rape listed.

Farmville PD reported two drug law arrests on roads adjacent to campus and Clinton, SC, PD reported two drug law arrests at a hotel used by our students who were not involved.

As required by the Clery Act we reached out to the primary law enforcement agencies for locations where we had students travel under the auspices of the University, these agencies are not required to respond back to our information requests but the vast majority do. None of the agencies we received responses back from indicated they had any reportable crimes at these locations when our students were there.

Non-Campus Educational Locations

Note that the New College Institute and the Region 10 Community Services Board are approved off-campus instructional sites. We list them here for the sake of full transparency to our students, faculty and staff. All their relevant crime statistics are included on the Crime and Disciplinary chart under the non-campus property column.

New College Institute – Martinsville, VA

30 Franklin Street in Martinsville, Virginia.

Gerald L. Baliles Center for Environmental Education at Hull Springs

Westmoreland County, VA

Archeology Field Station

2082 Black Walnut Road, Randolph, VA

The Region 10 Community Services Board

500 Old Lynchburg Rd, Charlottesville, VA.

All data included in non-campus properties under Main Campus	New College Institute Martinsville, VA			Baliles Center Westmoreland County			Archeology Field Station Randolph, VA			Region 10 C.S.B. Charlottesville, VA		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape (Sexual Assault)	0	0	0	0	0	0	0	0	0	0	0	0
Fondling (Sexual Assault)	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape (Sexual Assault)	0	0	0	0	0	0	0	0	0	0	0	0
Incest (Sexual Assault)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referrals	0	0	0	0	0	0	0	0	0	0	0	0
All Categories	0	0	0	0	0	0	0	0	0	0	0	0

Clery Act Geography

The Clery Act requires that reportable crimes be broken down into four categories: campus, non-campus, public property, and on campus student housing facilities.

Campus- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supporters for institutional purposes (such as food or other retail vendor).

Non-campus building or property-Any building or property owned or controlled by student organization officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

On-Campus Student Housing Facility - The term "on-campus student housing facility" is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution and is within a reasonably contiguous geographic area of the campus. Data in this column is also reported in the On Campus column.

Public property- The term "public property" means all public property--including thoroughfares, streets, sidewalks, and parking facilities--that is within the campus, or immediately adjacent to and accessible from the campus.

Separate Campus- In broad terms, the Clery Act defines separate locations as other institution-owned or controlled locations that may include satellite, extension or similar types of non-contiguous sites that have an organized program of study and administrative personnel on-site.

Appendix 1

Sexual Misconduct Policy

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood's commitment to diversity and educational equity. Educational training and prevention programs will be provided along with appropriate resources and reporting options. This policy prohibits sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking by employees, students, or third parties. This policy addresses sexual misconduct that involves members of the Longwood community who are involved in an education program or activity which includes locations, events or circumstances over which Longwood University exercises substantial control over both the alleged respondent and the context in which the sexual harassment occurs. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report incidents that occur.

Eligibility for Assistance

This policy applies to all Longwood students, staff and faculty in all university programs and activities. This policy also applies to individuals who join our community as an affiliate or part of an affiliated program. The University will conduct investigations to the best of their ability that may lead to appropriate criminal, personnel, and student conduct actions. Action will be taken to offer Longwood students, staff and faculty supportive measures which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

To the extent possible, the University will address the behaviors defined below towards any member of the Longwood community by non-members, including contractors, alumni, visitors, and any others identified as non-employees or non-students of the University.

If the complainant is a Longwood student, staff or faculty member and the alleged respondent is affiliated with Longwood, both the complainant and alleged respondent shall be offered supportive measures as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the alleged respondent is affiliated with Longwood, the alleged respondent shall be offered supportive measures as appropriate.

Definitions

Sexual misconduct is a term that encompasses prohibited sexual and gender-based behaviors. In general, any non-consensual contact of a sexual nature may constitute sexual misconduct. Behaviors or attempted behaviors range in severity and may be grounds for conduct action under this policy. The following policy definitions apply:

1. **Consent:** Effective consent is the basis of the analysis applied to unwelcome sexual activity. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be reasonable and mutually understandable. Consent is a voluntary, informed, non-coerced agreement through words or actions that is freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual activity. Consent may be withdrawn at any time, by any party to the sexual activity.

Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior. Effective consent cannot be given by minors, mentally impaired individuals or persons incapacitated as a result of drugs or alcohol. Intentionally administering alcohol or drugs for the purpose of inducing incapacity is prohibited. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual activity includes intentional contact directly or through clothing with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact). The definition of fondling is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim.

2. **Unwelcome Sexual Contact:** includes fondling or touching, either of the complainant, or when the complainant is forced to touch another person's body.

3. **Coerced Sexual Intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent. The definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The definition of incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. The definition of statutory rape is sexual intercourse with a person who is under the statutory age of consent.

4. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;

- Engaging in voyeuristic behavior, including viewing or allowing viewing of sexual activity without the consent of all parties;
- Knowingly transmitting an STD, STI or HIV to another.
- Disseminating or using video or photographic still images created by any means that depicts another person who is totally nude, or in a state of undress so as to expose the genitals, pubic area, buttocks, or female breast, without consent of the person(s) who are the subject of the video or still images.

5. **Sexual Harassment:** Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: 1) An employee of the University conditioning the provision of an aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct; 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies the person equal access to the University's education program or activity. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve a person or persons being harassed by members of any sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

6. **Dating and Relationship Violence:** Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This relationship involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity.

- a. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b. For the purposes of this definition, dating and relationship violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- c. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- d. To better meet these requirements, if the complainant states that a relationship currently exists, formerly existed, and existed in the past 12 months, etc., it will be counted for Clery reporting purposes.

Dating and relationship violence is abuse or violence between partners or former partners, characterized by one or more of the following elements: a. Intentionally causing bodily injury;

- b. Purposely or knowingly causing reasonable apprehension of bodily injury;
- c. Emotional abuse creating apprehension of bodily injury or property damage;
- d. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

7. **Stalking:** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes emotional distress or apprehension of bodily injury or death. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress. For the purposes of this definition:

- a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, participates in surveillance of, threatens, or communicates to or about a person, or interferes with a person's property.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

8. **Retaliation:** is action taken by an accused individual or an action taken by a third party or a group of people against any person because that person has opposed any practices prohibited under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

Retaliation includes intimidating, threatening, coercing, discouraging or in any way discriminating against an individual because of the individual's complaint or participation in the complaint process. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

9. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.

10. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute or a violation of this policy.

11. **Party** means a complainant and/or respondent.

12. **Supportive measures** are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge, to protect the safety of all parties and deter violations of this policy. Where a complainant reports an incident but does not wish to file a formal complaint, supportive measures provide a go-to response for a school to demonstrate it is responding to the reported incident in a manner that is not clearly unreasonable, without punishing the alleged perpetrator absent a determination of responsibility.

Supportive measures are available to both complainants and respondents to preserve each party's equal access to their education pending the outcome of the investigation. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

13. **Informal resolution** is resolution of a complaint other than an investigation or formal hearing. Informal resolution may include mediation, restorative justice, or other models of alternative dispute resolution. Informal resolution is voluntary and requires the written consent of the parties and the University.

Filing a Sexual Misconduct Complaint

All incidents of sexual misconduct and retaliation should be reported. Longwood University's complaint procedures provide for immediate, thorough, and objective investigation of all claims. The University will take appropriate remedial action that is commensurate with the severity of the offense. The University encourages those who have experienced these types of incidents to immediately report them to both the University Title IX Coordinator and Longwood University Police Department. All University employees, except those designated as Confidential Reporting Options, are designated as "responsible employees." Responsible employees are required to promptly report all incidents and/or knowledge of sexual misconduct, including personally identifiable information of the parties involved, to the Title IX Coordinator. All reports are treated with the maximum possible privacy.

An immediate report to the Longwood Police will enable the preservation of evidence necessary for a successful criminal prosecution. The Longwood University Police Department is trained in collecting and preserving evidence for criminal cases. When evidence exists that could help support a criminal charge or assist the complainant in obtaining protective orders, contacting the Longwood University Police Department immediately, so the evidence may be collected, may ensure that even if the complainant does not want to file a criminal report at this time, the complainant may change their mind at a later date. Evidence collected by the Longwood

University Police Department will be retained indefinitely unless destruction is authorized by the Commonwealth of Virginia Attorney. Complainants have the right, however, to choose whether or not to provide a statement to Longwood Police and to choose whether or not to pursue criminal prosecution after such a statement has been made.

Title IX Coordinator and Role of Title IX Coordinator

Kathleen Roberts, Title IX Coordinator

Office: Eason Hall, G-08L;

Office Phone (434) 395-2571, Cell Phone (434) 808-9439 Email: titleix@longwood.edu

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the Title IX Coordinator.

After the university receives notice of sexual misconduct or retaliation, it will conduct an impartial investigation. For specifics regarding investigations, see investigation procedures below. Student reporters of misconduct will not be charged with offenses for personal consumption of alcohol or drugs, or minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process, when the disclosure is made in conjunction with a good faith report. Minor violations are defined as those that have a minimum sanction of letter of admonition. Please see the Code of Conduct Standards and Regulations within the Student Handbook for more information.

When the complainant and the respondent participate in the same educational opportunities, work in the same employment area and/or reside in the same University residence or in proximity to one another, the University may take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee in consultation with the Title IX Coordinator will make the appropriate determination regarding alternative arrangements. Alternative arrangements may include, but are not limited to: temporary disciplinary suspension (depending on the severity of the allegations), adjustment of academic schedule or employment, no contact orders, and/or alternative living arrangements.

The Title IX Coordinator can assist with all aspects of the process and is responsible for:

- Convening a review committee consisting of the Title IX Coordinator, Longwood University Police Department Representative and Student Affairs Representative. This committee will meet within 72 hours, and continue to meet as necessary, when notice to the University of an alleged violation of this policy is received. This committee will review and determine if it is necessary to disclose to the appropriate law enforcement agency, all information of the alleged violation, including personally identifiable information, to protect the health or safety of the individual or community. It is the responsibility of the Longwood University Police Department Representative or designee to notify the appropriate law-enforcement agency and/or Commonwealth of Virginia Attorney.
- Ensuring that both the individual filing the complaint and the individual responding are aware of the complaint.
- Explaining Longwood University's policy and investigation procedures.

- Exploring various means of resolving the complaint including informal resolution.
- Making referrals to Counseling and Psychological Services for counseling or other mental health resources, if appropriate.
- Discussing with the complainant the option of notifying the police if criminal activities are alleged.
- Conducting or arranging for an investigation of the alleged prohibited conduct.
- Arranging supportive measures, which could include changes in living arrangements, course schedules, assignments, or tests.
- Arranging interim services to prevent reoccurrence of the alleged prohibited conduct, which could include increased monitoring, supervision, or security at locations or activities where the misconduct occurred and no-contact directives, as necessary.
- Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct and maintaining all information pertaining to an investigation or complaint in a secure file.
- The Title IX Coordinator is responsible for maintaining records relating to sexual misconduct reports, investigations and resolutions.
- The Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing sexual misconduct training and maintain a high level of knowledge of the policy and procedures.

Longwood University strictly prohibits retaliation against any person for using this reporting process, or for reporting, providing witness, assisting or participating in any manner in any investigation or proceeding involving allegations. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Employees who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employees).

Shannon Meador, Chief Human Resources Officer Office: Eason Hall, 120B

Phone: (434) 395-2074

Email: meadorse@longwood.edu

Reporting Options

- Title IX Coordinator: Students, staff or faculty who believe they have either witnessed or been subjected to sexual misconduct should notify the University Title IX Coordinator:
 Kathleen Roberts, Title IX Coordinator
 Office: Eason Hall, G-08L;
 Office Phone (434) 395-2751, Cell Phone (434) 808-9439
 Email: titleix@longwood.edu, www.longwood.edu/titleix
- Making a report with Longwood Police: Persons who wish to file a police report may contact Longwood Police at (434) 395-2091. Office: Dorrill Dining Hall, Ground Floor.
 Online reporting: <http://www.longwood.edu/police/forms/report-a-crime>

- Confidential Reporting Options: Persons who wish to report an incident or speak to someone about what happened and desire that the details of the incident be kept confidential, they should speak with staff members of Counseling and Psychological Services (CAPS), University Health Center, or off-campus crisis resources, who will maintain confidentiality. CAPS staff is available to assist students free of charge.
 - Counseling and Psychological Services; Health & Fitness Center, Upper Level; Phone: (434) 395- 2409
 - University Health Center; Longwood Landings, 106 Midtown Ave, Farmville; Phone: (434) 395- 2102

In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential. Longwood University has an established cooperative agreement with an off-campus crisis resource agency to provide services for those who wish to utilize off-campus confidential crisis resources.

- STEPS. 56 SMI Way, Farmville, VA 23901; Phone: (434) 315-5909

Confidentiality

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of Counseling and Psychological Services, University Health Center or off-campus crisis resources, who will maintain confidentiality. All inquiries, complaints, and investigations are treated with utmost discretion. Information can be released as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses. A complainant can decide after they talk to the University Title IX Coordinator, whether or not to pursue a Title IX Complaint.

Federal Statistical Reporting Obligations

Certain campus officials (campus security authorities) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety.

Mandated federal reporters (campus security authorities) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a danger to members of the campus community. The University will make every effort to ensure that a victim's name and other

identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

Procedures

1. The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints:
 - Investigations of student versus student complaints shall be coordinated by the Title IX Coordinator and/or designee.
 - Investigations of student versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) with support from the Title IX Coordinator and/or designee.
 - Investigations of employee versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) and/or designee.

2. Complainant and/or respondent may each select one advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Resolution and Formal Procedures. The advisor may be present with their respective party for all meetings, hearings and appeals. The advisor's may ask questions on a party's behalf during hearings but is otherwise not permitted to actively participate in meetings or appeals. The advisor may, however, attend meetings and appeals. When scheduling any meetings, hearings and/or appeals, primary consideration will be given to the parties and any witnesses.

3. Only trained investigators will conduct an investigation; both parties will have the opportunity to review and provide comments to the investigator about their statements before the investigation report is finalized.

4. The University will conduct an investigation to the extent of the information available. If the University obtains independent corroborating information of the misconduct it may determine it necessary to move forward with the investigation procedures and/or remedial measures without the involvement of a complainant.

5. The University may dismiss complaints prior to conducting an investigation where a) the facts alleged would not constitute a violation of this policy; b) the complainant chooses to withdraw a formal complaint or any portion of the allegations; c) the respondent is no longer enrolled; or d) circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the complaint.

6. Criminal investigations, separate from the process outlined in this policy, are conducted by the Longwood University Police or appropriate law enforcement agency, in parallel with the University's investigation. In cases where students are the subject of a criminal investigation, the University's investigation will commence parallel to or at the conclusion of such investigation.

7. Informal Resolution

Some complaints can be resolved through informal resolution between the parties. The Title IX Coordinator and/or designee may arrange for, or facilitate informal resolution between the involved parties.

- a. Informal resolution is voluntary and requires the written consent of the parties and the University.
- b. Once the informal resolution is complete, written notification of the agreed upon resolution shall be given to both parties by the Title IX Coordinator or designee.
- c. The involved parties will sign a voluntary agreement specifying the behavioral expectations resulting from the mediation. If re-occurrence takes place, those responsible for such behavior will be subject to additional action, with greater penalties, under this policy.
- d. If the parties are unable to reach an informal resolution the formal resolution procedure may be pursued.

8. Formal Procedures

- a. Once the University has received notice of sexual discrimination, sexual harassment, sexual misconduct, sexual assault, sexual violence, dating and relationship violence, stalking and retaliation, an investigation shall commence within five business days unless the parties have agreed to participate in informal resolution
- b. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:
 - The name, department, and position of the person or persons allegedly committing the misconduct.
 - A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
 - The impact of the incident(s) on the complainant's educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
 - Any steps the complainant has taken to address the misconduct.
 - Any other information the complainant believes to be relevant to the misconduct.
- c. The investigator shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the investigator determines that the respondent did not violate this policy, the matter will be closed.
- d. Prior to completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- e. At the completion of the investigation, both the respondent and complainant and their advisors will be informed within ten business days, in writing, of the outcome of the investigation.
- f. Both the complainant and respondent are entitled to a copy of the investigators' report, redacted of any personally identifiable information. The redacted report shall be provided to the complainant or respondent within two working days after the University

Title IX Coordinator or designee has received a written request. The non-redacted report may be viewed by the parties at any time during normal business hours.

g. If it is determined by a preponderance of the evidence that a violation did occur, the respondent may accept findings of the investigation and the sanctions / measures determined by the University Title IX Coordinator or designee to prevent the violation's recurrence; or challenge the findings and request a hearing. The respondent must, within five business days from the written notification of the outcome of the investigation, make a decision to, accept the findings or challenge the findings and sanctions / measures, and request a hearing. The Title IX Coordinator or designee reserves the right to send the case to the University Hearing Board for sanction/measures recommendations only, in investigations that the respondent has been found responsible and accepts those findings.

h. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint.

Procedures for Hearings on Violations of the Sexual Misconduct Policy

1. The University Hearing Board will conduct hearings regarding alleged violation(s) of this policy.
2. A University Hearing Board hearing will proceed in the following manner:
 - a. Hearings conducted by the University Hearing Board are closed to the public. The only individuals allowed to be present are active participants in the hearing process: the complainant, the respondent, an advisor for each, the investigator (s), the University Hearing Board, witnesses, and necessary University administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
 - b. The hearing will be non-adversarial and respectful. Strict rules of evidence will not be applied. The Board will ensure that only relevant questions are posed during cross-examination.
 - c. The hearing board members and all aforementioned participants are introduced.
 - d. Participants state any questions they have concerning rights or procedures.
 - e. The statement of charges is presented.
 - f. The respondent enters a plea of responsible, not responsible or no plea.
 - g. Testimony phase: During the testimony phase of the hearings, cross-examination may be conducted by party's advisor in the presence of the University and complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their respective parties for all testimony. Advisors may question witnesses on a party's behalf. If either party does not provide their own advisor, the University will provide an advisor to fulfill the crossexamination role.
 - h. Each party may present an opening statement and a closing statement before the Board.
 - i. Each party may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence.
 - j. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the

complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any University, judicial or student conduct proceeding will be admissible.

k. After all of the evidence has been introduced, the parties will be excused from the room so that the Board may deliberate.

l. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. The University has the burden to demonstrate by a preponderance of evidence that the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the University Hearing Board determines that the respondent did violate this policy, the complainant will be allowed to submit a statement regarding the impact that the misconduct has had on the educational, living and/or working environment of the complainant.

m. When the board has made a decision regarding responsibility, the parties will be invited back into the room for a reading of the decision and any recommended sanctions.

3. The outcome of the hearing and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the hearing if no appeal is filed:
The Director of Student

Conduct and Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.

4. Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the hearing and the appeal (if an appeal is filed) and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Hearing Board

1. A three-member University Hearing Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five staff. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among board members. The Title IX Coordinator will serve as a non-voting advisor to the chair. All Board members are appointed annually and serve from October 1 - September 30.

2. The pool of candidates for the University Hearing Board shall be nominated by:

- Faculty Senate, Executive Committee (faculty members).
- Vice President for Student Affairs and Vice President for Finance and Administration (staff).

3. In the case of a faculty respondent, at least two members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. Either party can request Board members to recuse themselves from the hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.
5. The University Hearing Board panel will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of relevant evidence, Title IX requirements and other subjects, as needed.
6. Individuals cannot serve on both the University Hearing Board panel and the University Appeals Board panel during the same academic year.

Appeals

1. Appeals will be heard by the University Appeals Board.
2. Respondents and complainants have the right to appeal:
 - a. The University Hearing Board's decision, and
 - b. The University's decision to dismiss a compliant.
3. Appeals must be filed within three business days of the University Hearing Board's written decision, or the University's decision to dismiss the complaint. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board's decision, or the University's decision to dismiss the complaint. The University will provide a copy of the appeal to the other parties.
4. Appeals may only proceed based on the following reasons:
 - a. Procedural irregularity that materially affected the outcome of the matter. A procedural irregularity may include a failure to objectively evaluate or admit all relevant evidence, including inculpatory and exculpatory evidence;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
5. The University Appeals Board will convene within five business days of the receipt of the appeal. All parties will receive notice of the time and place of the appeal.

6. The appeal will be non-adversarial and strict rules of evidence will not be applied. Each party will have the opportunity to submit a written statement in support or opposition to the appeal.

7. Within ten business days the University Appeals Board shall issue a written decision to the parties: 1) denying the appeal and upholding the decision of the University Hearing Board, or 2) granting the appeal and remanding the issue to the Title IX Coordinator or the University Hearing Board.

The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: the Director of Student Conduct and Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.

8. Both parties will be informed within five business days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Appeals Board

1. A three-member University Appeals Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five staff. All Board members are appointed annually and serve from October 1 - September 30.

2. The pool of candidates for the University Appeals Board shall be nominated by:

- The Faculty Senate, Executive Committee (faculty members).
- Vice President for Student Affairs and Vice President for Finance and Administration (staff).

3. In the case of a faculty respondent, at least two members of the University Appeals Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Appeals Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).

4. The parties can request board members to recuse themselves from the appeal board for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.

5. The University Appeals Board will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.

6. Individuals cannot serve on both the University Hearing Board and the University Appeals Board during the same academic year.

Postponement of Hearings and Appeals

A respondent or complainant may request one postponement of a hearing or appeal by contacting the Title IX Coordinator at least two (2) business/working days prior to the scheduled hearing or appeal, unless extenuating circumstances exist. Postponement will be allowed only under the following conditions:

- The respondent/complainant has an academic conflict;
- The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- The respondent/complainant has a family emergency;
- The respondent/complainant is too ill to attend the hearing;
- The respondent/complainant cannot attend because of a religious holiday.

The Title IX Coordinator may require written verification of the reason claimed.

Rights of the Complainant

1. The right to have an advisor throughout the process, who may also be legal counsel.
2. The right to remain present throughout the entire hearing (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to supportive measures.
5. The right to supportive measures to prevent reoccurrence of the behavior.
6. The right to freedom from retaliation by the respondent (or supporters of the respondent).
7. The right to be notified of the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
8. The right to submit a statement of how the misconduct has impacted the educational, living and/or working environment of the complainant.
9. The right to present relevant evidence.
10. The right to know the outcome of the investigation, the outcome of the hearing, appeal and the sanctions, remedies and corrective actions taken by the University.
11. The right to be informed of the ability to request changes in academic, employment and living situations.
12. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

Rights of the Respondent

1. The right to an advisor throughout the process, who may also be legal counsel.
2. The right to remain present during the entire hearing (not including the deliberative process).

3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to supportive measures.
5. The right to freedom from retaliation by the complainant (or supporters of the complainant).
6. The right to written notice of the specific allegations and the opportunity to testify.
7. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence until a determination regarding responsibility is made at the conclusion of the grievance process.
8. The right to a timely hearing.
9. The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
10. The right to present relevant evidence.
11. The right to notification of any information that may be used in the hearing.
12. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

Sanctions, Remedies and Corrective Actions

Violations of this policy will be addressed through the sanctions, remedies and corrective actions listed below. The severity of sanctions, remedies or corrective action depends on the facts and circumstances of the offense and/or any history of past conduct that violates this policy.

Sanctions, remedies and corrective actions could include (but are not limited to):

A requirement not to repeat or continue the conduct.

- Reprimand.
- Reassignment.
- Disciplinary Probation.
- Disciplinary Suspension.
- Termination of employment.
- Expulsion.

Student Records

Compliance with the provisions in this policy does not constitute a violation of the Family Education Rights and Privacy Act of 1974 (FERPA). Longwood student records policies comply fully with the Family

Educational Rights and Privacy Act (FERPA) The accumulation, processing, and maintenance of student data by the University are limited to that information, which is necessary and relevant to the purposes of the University. Personal data of students will be used only for the purpose for which it is collected.

Release of Documents

Under federal privacy laws, investigation reports, witness statements and any documents prepared by the University constitute education records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. The University does not, however, impose any restrictions on the parties regarding re-disclosure of the incident or their participation in proceedings under this policy.

Academic Transcripts – Pursuant to Virginia Code § 23.1-900

A prominent notation shall be placed on the academic transcript of any student who has been found responsible and expelled or suspended for sexual violence, which includes the following as defined by this policy: unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Expelled – For a Violation of the University’s Code of Conduct Standards and Regulations, or, Suspended – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student has completed the term of the disciplinary suspension, completed any conditions of the disciplinary suspension, and has been determined by Longwood University to be in good disciplinary standing.

A prominent notation shall be placed on the academic transcript of any student who withdraws prior to the final outcome of an investigation, hearing and/or appeal that alleges sexual violence, which includes the following as defined by this policy: unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Withdrawal while under Investigation – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student is subsequently found not responsible for a violation of this policy, or not suspended or expelled as a result of a violation of this policy.

A student may petition for a notation to be removed from the academic transcript after a period of three years from the final outcome or resolution of the case if the student can show good cause. Removal of the notation is not the same as removal of the violation(s) from the student’s educational record.

The Title IX Coordinator or designee will review petitions for transcript notation removal. The decision will be based upon the following criteria:

1. The violation(s)
2. The student’s behavior subsequent to the violations(s)
3. The student’s demonstrated reflection and growth

After a petition has been evaluated, the student will receive written notification of the decision, which will be final.

Community Standards and Disciplinary Jurisdiction

The Longwood University Community requires a system of order supportive of its programs and educational process. All students are expected to cooperate with the faculty, staff and student body of the University in pursuit of common educational goals. Disciplinary regulations of the University are published in this Handbook in order to give students general notice of prohibited conduct.

The Longwood Disciplinary System consists of the Student Conduct and Honor System, and is administered by the [Vice President for Student Affairs](#) and the [Office of Student Conduct and Integrity](#). The Disciplinary System guarantees due process rights of students as defined in this Handbook, but does not necessarily reflect the philosophy, structure, or procedures of civil or criminal Courts of Law. The goal, where possible, is to allow a student found responsible for a violation the opportunity to reflect on their behavior, its impact on the community, and redirect their behavior in the future.

Jurisdiction

Conduct Standards for Students and Recognized Student Organizations

Students and recognized student organizations are responsible for complying with all aspects of the Code of Conduct Standards and Regulations, and Honor Code of Conduct Standards and Regulations, described herein, and will be subject to the applicable range of disciplinary sanctions in the event of violations. Greek communities, in addition to the general Longwood conduct and community standards, must also observe and abide by a special set of regulations and sanctions specific to fraternity and sorority life.

Students are defined as persons who have matriculated to Longwood University; they are expected to conduct themselves in a manner that supports the educational mission and function of this institution. Students have the responsibility to familiarize themselves and comply with Longwood's Code of Conduct Standards and Regulations and Honor Code of Conduct Standards and Regulations.

Students are also expected to comply with all federal, state, and local laws. Criminal activity by a student, whether it takes place on or off campus, may be cause for disciplinary action if such activity impedes or affects the learning climate or normal operation of the University. This principle also applies to other forms of off campus conduct or behavior, especially in areas contiguous to the University, which would have an adverse effect on the institution or its educational effort.

Criminal activity is defined as personal behavior that violates the Criminal Code of Virginia. Unacceptable behavior is behavior that would violate the Longwood Student Handbook or other student conduct policies. Off campus is outside the physical boundaries of the Longwood campus.

Cooperative Agreement: Town of Farmville and Longwood University

Longwood and the Town of Farmville work together when there are student conduct situations relevant to students living off campus and to conduct situations occurring off campus. Longwood will assist with those matters that relate to student violations of: 1) Longwood's Code of Conduct Standards and Regulations and/or Honor Code of Conduct Standards and Regulations, 2) local, state, and federal laws, and/or, 3) actions that have an adverse effect on the University or its educational mission. The Director of Student Conduct and Integrity will review documented incidents involving students that have occurred off campus on a case-by-case basis. If it is possible for the University to handle the matter given jurisdictional limitation, the following actions may be taken:

1. The Dean of Students, or designee, may schedule a meeting with the student(s) involved in the alleged incident to gather information and determine if there is cause for further action. If the situation does not warrant a disciplinary hearing, then this meeting will serve as a record of resolution.
2. Situations will be referred to one of Longwood's Hearing Bodies for resolution. Records of off campus violations will be maintained by Longwood University.

Hearing Bodies

The student disciplinary system is comprised of four hearing bodies that adhere to established guidelines for filing charges, processing cases, resolving appeals and observing the due process rights of students, and recognized student organizations. All of the hearing bodies below have the authority to issue sanction recommendations up to, and including, expulsion. The Director of Student Conduct and Integrity has final approval authority over the recommendations of all hearing bodies, except the Academic Integrity Appeals Committee. (Note: These hearing bodies do not process alleged violations of the Sexual Misconduct Policy.)

Administrative Hearing and Agreed Resolution Officer

The Administrative Hearing and Agreed Resolution Officer is a designee who hears cases that range from simple to very serious infractions of the Code of Conduct Standards and Regulations and Honor Code of Conduct Standards and Regulations. Additionally, the Administrative Hearing and Agreed Resolution Officer hears cases where special circumstances are related to the individuals involved, the nature of the incident, or where the needs of the University warrant referral to this particular venue. Cases of failure to complete a sanction (Code of Conduct: Failure to Comply - Sanctions), will automatically be assigned to an Administrative Hearing and Agreed Resolution Officer.

Honor and Conduct Board

The Honor and Conduct Board is comprised of students selected by an application process involving student representatives from the Student Government Association and staff from the Office of Student Conduct and Integrity. This Board is supervised by the Office of Student Conduct and Integrity. The Honor and Conduct Board consists of five students (from a pool developed through the selection process). One of the five students will serve as chair of the hearing board as a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among Board members. This Board hears cases involving violations of the Code of Conduct Standards and Regulations and the Honor Code of Conduct Standards and Regulations.

University Disciplinary Board

The University Disciplinary Board is chaired by the Dean of Students or a designee and consists of one to two students (1-2) (from the Honor and Conduct Board member pool), one to two (1-2) faculty members (from a pool appointed by the Faculty Senate Executive Committee), and one to two (1-2) administrative staff members (from a pool appointed by the Vice President for Student Affairs). The hearing board will consist of an odd number of participants. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among Board members. All Board members are appointed annually and serve from October 1 - September 30. The University Disciplinary Board resolves allegations of the most serious and/or confidential nature.

Academic Integrity Appeals Committee

The Academic Integrity Appeals Committee consists of the Vice President for Student Affairs (who serves as chair), one faculty member (from a pool appointed by the Faculty Senate Executive Committee), and one student (from the Honor and Conduct Board pool). The annual term of service for the faculty and student members is October 1 - September 30. This three-person committee is responsible for reviewing and deciding on appeals stemming from academic cheating and plagiarism cases only.

Referral of Cases Involving Failure to Comply with Sanctions

Individual students and Recognized Student Organizations failing to complete or meet fully the requirements of an assigned sanction by a hearing body will be charged with non-compliance and referred to an Administrative Hearing and Agreed Resolution Officer for a disciplinary hearing.

Definitions

For clarification, the terms associated with the Longwood student disciplinary system are defined below:

Charge: A specific alleged violation of a Longwood University policy, regulation, Code of Conduct Standard and Regulation, or Honor Code of Conduct Standard and Regulation.

Complainant: Individual responsible for filing the initial complaint and/or charges.

Due Process: Administrative procedures, as outlined in this handbook, intended to provide for fundamental fairness when dealing with disciplinary issues.

Hearing: A proceeding held to determine whether a student is responsible for an alleged violation of the conduct standards. A hearing may consist of one or more students charged with alleged infractions, and is processed by a hearing officer or a board.

Respondent: The student accused of an alleged violation.

Hearing Advisor: The faculty or professional staff member assigned to observe Formal Hearings and serve as a resource for all participants in terms of student rights and responsibilities. Hearing Advisors are appointed by the Director of Student Conduct and Integrity, subject to the approval of the Vice President for Student Affairs.

Filing of Disciplinary Charges and Notification of Hearing

Any person alleging that a student has violated a Longwood policy, code of conduct standard and regulation and/or honor code of conduct standard and regulation may file a complaint by completing a "Conduct Charge Form" and/or an "Honor Charge Form." These forms are also available online at:

<http://solomon.longwood.edu/studentconduct/forms--documents/>. Any person with questions regarding procedures for filing complaints may contact Student Conduct and Integrity. If the complaint is one of sexual misconduct, please see the [Sexual Misconduct Policy](#) for procedures on how to file a complaint.

1. The University will not, in the absence of extraordinary circumstances, allow a complaint /charges to move forward where the incident or incidents alleged, occurred more than 30 business days prior to the date of the filing of the complaint. If the complaint is one of sexual misconduct, complaints may be filed at any time. The University reserves the right, in its sole discretion, to make exceptions to the 30 business day window. Examples of exceptions include, but are not limited to, extraordinary circumstances where alleged violations are part of a pattern of academic misconduct, are of a criminal nature, or where there is harm or threat of harm to a person or persons.

2. Any Longwood University affiliated person(s) alleging that a student has violated a Longwood policy, Code of Conduct Standard and Regulation, and/or Honor Code of Conduct Standard and Regulation, will present relevant details of the alleged violation (e.g., "Conduct Charge Form" and/or "Honor Charge Form") to the Office of Student Conduct and Integrity. Any non-Longwood University affiliated person(s) alleging that a student has violated a Longwood policy, code of conduct standard and regulation and/or honor code of conduct standard and regulation will submit relevant information pertaining to the alleged violation (s) to the Office of Student Conduct and Integrity. The Office will review and address that information utilizing the disciplinary system as deemed appropriate on behalf of the non-Longwood University affiliated person(s). The non-Longwood University affiliated person(s) may be invited to participate, as witnesses, in any disciplinary proceedings that may result, after review of the information submitted.

3. The Office of Student Conduct and Integrity will review the charges to determine: the authenticity of the allegation(s); whether or not there are grounds for a formal charge and the initiation of disciplinary proceedings, and to which hearing body the case should be referred. The referral of a case to a particular hearing body is a discretionary process based on:

- a. The nature of the case;
- b. The jurisdiction of the hearing bodies;
- c. The location of the alleged incident;
- d. The prior record of the respondent;
- e. The possible conflict of interest between a hearing body member and the respondent, and;
- f. The need for timely disposition of cases.

4. Failure to complete an assigned sanction charges are always referred to an Administrative Hearing and Agreed Resolution Officer.

5. If the review produces sufficient cause to believe that grounds for a hearing exist, the student will be notified by email to:

- a. Inform the student of the specific charge(s) and of their rights as a student;
- b. Provide the student with all information submitted in support of the specific charge(s);
- c. Issue an invitation to meet with Student Conduct and Integrity professional staff or designee, to discuss the Code of Conduct Standards and Regulations and/or Honor Code of Conduct Standards and Regulations, and the procedures involved in planning and presenting a case to a hearing body and;
- d. Inform the student of the date, time, and location of the Hearing.

6. Once it is determined that grounds for a hearing exist, the hearing must be held. With the exception of sexual misconduct cases, charges may not be withdrawn or dropped after a hearing has been scheduled.
 7. 7. Proper notification shall consist of email to the student's live.longwood.edu address on file with the University. Failure to read one's email does not void the fact that the notice was delivered. This shall apply to all notifications of disciplinary hearings and decisions.
 8. All disciplinary hearings will be closed to the public unless both parties (the respondent(s) and the complainant(s)) agree in writing, no less than one (1) business day in advance, that their hearing will be open.
 9. For students charged with alleged violations carrying minimum recommended sanctions of disciplinary suspension or expulsion, withdrawal from the University prior to the formal disciplinary hearing will result in a disciplinary suspension until such time as the student may return to the University. Students leaving the University under these conditions will have a permanently active disciplinary file until they return to the University. Upon return to the University, a hearing will be held to resolve the outstanding disciplinary charges. This does not apply to withdrawals resulting from academic suspension/dismissal or a special medical condition.
 10. The Office of Student Conduct and Integrity will inform complainant's witnesses; and respondent's witnesses upon request; of the date, time, and location of a scheduled hearing. Witnesses are strongly encouraged to attend a hearing. However, the Office of Student Conduct and Integrity has no authority to require attendance; thus it is the responsibility of the complainant(s) and respondent(s) to communicate with and ensure attendance of witnesses.
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Formal Hearing Procedures

Note that hearings on charges of sexual misconduct use different procedures. These procedures may be found in the section on the [Sexual Misconduct Policy](#).

A disciplinary hearing generally will proceed in the following manner:

- a. The Hearing Board and/or Officer and all participants are introduced.
- b. Participants state any questions they have concerning rights or procedures.
- c. The statement of charges is presented.
- d. The respondent enters a plea of Responsible, Not Responsible, or No Plea.
- e. Information is presented.
- f. The Board Chair or Hearing Officer coordinates a dialogue between the respondent, complainant, any witnesses, and Board members, allowing all parties

to raise their questions in the interest of having them answered and to attain clarity in all statements and information provided for the Board's deliberation.

- g. The complainant may present concluding remarks.
 - h. The respondent may present concluding remarks.
 - i. All persons are excused from the hearing room except the Hearing Board Members, including nonvoting chair or Officer, the Director of Student Conduct and Integrity or designee, and the Hearing Advisor, so that the Hearing Board or Officer may deliberate.
 - j. The Hearing Board or Officer considers information introduced in the hearing and deliberates in executive session until a decision of Responsible or Not Responsible is made.
 - k. Deliberations concerning sanctions take place in executive session without the presence of the respondent. The Board Chair or Hearing Officer may choose to recall the respondent to discuss possible sanctions.
2. Strict rules of evidence and procedure do not apply to disciplinary hearings. The Board Chair or Hearing Officer may allow minor changes in procedure that do not significantly detract from the respondent's fundamental due process rights as defined by the Longwood University Student Handbook.
 3. The Board Chair or Hearing Officer shall have the right to limit the length of statements from any witness or participant in the hearing if it appears to be irrelevant or cumulative and does not contribute to the fair and efficient hearing of the case being considered. However, the Board Chair or Hearing Officer must allow for a full and complete argument by the respondent and will not hasten the proceedings simply to expedite them.
 4. If the Board Chair or Hearing Officer determines that any person is disrupting the hearing, the Board Chair or Hearing Officer may remove the person, recess, or reschedule the hearing.
 5. The decision is based on a "preponderance of evidence" standard of proof and is decided by a simple majority vote. The complainant bears the burden of proof and meets the threshold necessary when a preponderance of the facts, statements, and evidence presented in the hearing demonstrate that the respondent is responsible for the offense as charged.
 6. Any official prior disciplinary record of the respondent will be used in assigning sanctions.
 7. If a respondent or complainant fails to appear at a hearing after being properly notified, the hearing officer or board shall hear the case on the basis of the available evidence.
 8. Closing statements shall be specific to the incident under consideration.
 9. Witnesses who appear during the testimony phase of the hearing must have knowledge relating to at least one of the charges.
 10. Witnesses may be called by the Hearing Board, Officer, or parties involved.
 11. The respondent and the complainant may question each other and all witnesses.

12. If the complainant or witnesses are no longer members of the Longwood community, written documentation may be presented on the complainant's or witness(es)' behalf.
 13. If the respondent has not furnished the University with a current address, as required, the University will have fully discharged its responsibility by sending notification to the student's last address on file.
 14. The rendered sanction is in effect as of the date identified on the Director of Student Conduct and Integrity sanction letter, or until an appeal is granted.
 15. All disciplinary hearings will be closed to the public.
 16. A person must have a specific role in order to partake in the proceedings and should be prepared to identify that role at the beginning of the hearing. The permissible roles are: the complainant(s); the respondent(s); personal advisors; witness(es); the Board Members or Hearing Officer, including the nonvoting chair; Hearing Advisors; and those persons identified within the Longwood community as having an educational need to know. The Board Chair or Hearing Officer has the discretion to allow or limit observers.
 17. All participants are bound by the rules of confidentiality.
 18. Sitting members of the Honor and Conduct Board may not serve as personal advisors for respondents or complainants.
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Confidentiality

Student disciplinary cases are part of the official educational record of the student and are confidential except as otherwise permitted by law. Examples include release of directory information, notification of complainants in sexual misconduct policy cases and notification of victims of crimes of violence (such as crimes of sexual assault, or involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).

Except in situations as described above, complainants are not allowed to be present when the Hearing Board or Officer's findings and recommendations to the Office of Student Conduct and Integrity are read during the final phase of the hearing. Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to cases involving academic violations will be informed of the outcome. When appropriate, other members of the Longwood community directly affected by the decision and/or sanction may also be informed of the final outcome. This information may also be given to those persons essential for insuring compliance with the sanctions. For further information, please see the section on [Student Access to Disciplinary Records, Disclosure, and Parental Notification](#).

Postponement of Hearings

A respondent may request one postponement of a hearing by contacting the Office of Student Conduct and Integrity at least two (2) business days prior to the scheduled hearing, unless extenuating circumstances exist. Postponement will be allowed only under the following conditions:

- a. The respondent has a class conflict;
- b. The respondent is unable to produce necessary witnesses on the scheduled date of the hearing;
- c. The respondent has a family emergency;
- d. The respondent is too ill to attend the hearing;
- e. The respondent cannot attend because of a religious holiday.

The Director of Student Conduct and Integrity may require written verification of the reason claimed. Note that the rights for postponement of hearings for alleged Title IX policy violations are different. These rights may be found in the Title IX Policy.

The Rights of Students as Applied to Disciplinary Hearings

Note that the rights of students involved in alleged sexual misconduct policy violations are different. These rights may be found in the [Sexual Misconduct Policy](#).

1. No disciplinary sanctions may be imposed upon any student under the authority of the University without a hearing provided by the appropriate hearing body or officer.
2. A student is presumed to be Not Responsible until proven otherwise by the preponderance of evidence.
3. The burden of proof shall rest 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.
5. The respondent shall receive notification of the charges; the specific rule or policy violated; and the time, date, and place of the scheduled hearing at least two (2) business days prior to the hearing (except when the respondent obtains a postponement of the hearing, following the procedures indicated under "Postponement of Hearings"). Due to the nature of

the academic year, if an incident involving a graduating student occurs within the days before finals and/or closing, the case will be heard as soon as a hearing can be scheduled.

6. The respondent shall have access to an official record of the charges for the purpose of preparing a defense. Students who desire to review their disciplinary files must allow at least one (1) business day notification.

7. The complainant and the respondent may, with just cause, challenge an Administrative Hearing and Agreed Resolution Officer or Board member's ability to be fair and impartial in adjudicating the case. The Board Chair and/or Director of Student Conduct and Integrity or designee will consider the information presented to determine whether the person challenged may participate.

8. The complainant and the respondent are allowed one personal advisor each, provided those persons are willing to assist and advise the students. Advisors may be selected from inside or outside the University community. This right shall extend to all disciplinary proceedings. The advisor may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the advisor cannot question witnesses or make statements during the hearing to the Hearing Board or Officer.

9. The respondent may refrain from providing a statement or answering questions and the Hearing Board or Officer may draw no negative inferences from the decision to remain silent. The decision of the Hearing Board or Officer shall be based solely on the testimony offered and the evidence presented.

10. A student may be advised by an attorney if the Office of Student Conduct and Integrity is notified at least two (2) business days before the hearing. An attorney may be present at any hearing for the sole purpose of counseling and advising the student; therefore, the attorney cannot examine the witnesses or make statements during the hearing to the Hearing Board or Administrative Hearing and Agreed Resolution Officer. The Hearing Board or Administrative Hearing and Agreed Resolution Officer and the complainant will be notified about the intended presence of an attorney.

11. The respondent shall receive notification of the decision, in writing via email (official form of communication with the University), within ten (10) business days of the hearing, provided that there are no unforeseen events or circumstances that interfere with the preparation or delivery of this correspondence.

12. The respondent shall have the option to select not to contest the allegations in the "Conduct Charge Form" and/or an "Honor Charge Form." This shall be called the "Responsible Plea Option." In such an instance, the student shall sign a waiver form provided by the Hearing Board or Administrative Hearing and Agreed Resolution Officer.

- a. In cases of an administrative meeting, where an Agreed Resolution has been determined between a student and Administrative Hearing and Agreed Resolution Officer, the agreed upon sanctions will be recommended as the appropriate sanction to the Director of Student Conduct and Integrity.

- b. In cases that involve a formal hearing, where a waiver has been elected, the Hearing Board or

Administrative Hearing and Agreed Resolution Officer will forego the testimony stage of the hearing. The Hearing Board or Administrative Hearing and Agreed Resolution Officer will recommend an appropriate sanction to the Director of Student Conduct and Integrity.

Appeal Process

A request for appeal, should the respondent wish to make one, must be accompanied by a "Request for Appeal Form." Note that appeals stemming from charges of sexual misconduct use a different appeal process, which may be found in the [Sexual Misconduct Policy](#).

1. For appeals stemming from a formal hearing that were heard by an Administrative Hearing and Agreed Resolution Officer(s), the Honor and Conduct Board, and the University Disciplinary Board, the appeal is processed by the Vice President for Student Affairs.
2. For all Honor-related formal hearings involving academic cheating and plagiarism only, appeals of decisions will be heard by the Academic Integrity Appeals Committee. At the discretion of the Vice-President for Student Affairs, the Board Chair or Administrative Hearing and Agreed Resolution Officer of the original hearing may also be permitted to attend the appeal review and provide commentary and/or clarification regarding the case.
3. The Vice President for Student Affairs serves as the appeals officer for all Code of Conduct Standards and Regulations violations, and Honor Code of Conduct Standards and Regulations violations not involving academic cheating and plagiarism.
4. Appeals are submitted in writing and are not a "re-hearing" of the case. Appeals must address one or more of the following issues:
 - a. Due process as defined in this handbook was violated;
 - b. Additional information has become available on behalf of the respondent that was not available at the time of the hearing; and/or
 - c. The sanction was excessive or disproportionate to the violation.
5. All appeals must be submitted to the Office of Student Conduct and Integrity within five (5) business days of the date of the letter of sanction sent to the respondent unless, given the nature and timing of the case, the Hearing Board or Administrative Hearing and Agreed Resolution Officer specifies an alternative deadline. Respondents have the right to one appeal request. The Director of Student Conduct and Integrity will make a preliminary determination to ensure that all appeals are founded on one of the three categories listed in paragraph 4 above.

6. Respondents may contact the Office of Student Conduct and Integrity or designee for information about the procedures for filing an appeal and/or to obtain a "Request for Appeal Form".
7. Recordings of formal hearings shall be the sole property of Longwood University and are not considered part of a student's disciplinary file. Respondents may listen to the recordings in the Office of Student Conduct and Integrity for appeal purposes only. Information contained in hearing records is considered confidential and may be used only by the Respondent and those parties directly involved with the appeal process. Use of this information is further restricted to the preparation of the appeal, and may not be released to any person(s) not directly involved with the appeal process. Recordings shall be stored by the Office of Student Conduct and Integrity for the five (5) business day period allowed to file an appeal or until the appeal process is completed, whichever comes first.

Code of Conduct Standards and Regulations

Note that alleged violations of sexual misconduct including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, stalking, and retaliation fall under the Longwood University Sexual Misconduct Policy. Students found responsible for violating the Sexual Misconduct Policy have violated the Code of Conduct Standards and Regulations. Please see the Sexual Misconduct Policy for specific information pertaining to definitions and possible sanctions, remedies and corrective actions.

EXPULSION or DISCIPLINARY SUSPENSION

Students responsible for violating the following may receive a minimum sanction of Expulsion or Disciplinary Suspension.

Drugs - Manufacture:

Manufacture of an illegal drug or other controlled substance, as defined by the Drug Control Act of the Commonwealth of Virginia (see Alcohol and Other Drug Policies and Procedures).

Drugs - Sale or Distribution:

Sale or distribution of an illegal drug or other controlled substance or possession of an illegal drug or other controlled substance with the intent to distribute as defined by the Drug Control Act of the Commonwealth of Virginia (see Alcohol and Other Drug Policies and Procedures).

Fire - Intentional:

Intentionally starting or causing a fire which results in bodily injury, and/or significant property damage or disruption to the University community.

Hazing - Bodily Injury:

Hazing or otherwise mistreating as defined by the Anti-Hazing Policy so as to cause bodily injury (see AntiHazing Policy).

Weapons - Use of:

Using or threatening to use a weapon, or any object as a weapon, except as required for classroom instruction (see Weapons on Campus Policy).

DISCIPLINARY SUSPENSION

Students responsible for violating the following may receive a minimum sanction of Disciplinary Suspension.

Endangering - Windows/Roofs/Balconies:

Dropping, throwing, or propelling any object or liquid from any window, roof, or balcony.

Explosives:

Possessing or using explosives including, but not limited to, ammunition, fireworks, firecrackers, etc., except in instances where such possession is required for classroom instruction (see Weapons on Campus Policy).

Fire - Attempt:

Intentionally attempting to start or cause a fire.

Fire - Negligence:

Negligently starting or causing a fire which results in bodily injury, and/or significant property damage or disruption to the University community.

Safety and Security Equipment - Egress:

Intentionally or negligently, blocking exits or stairways so that emergency exit or egress is hindered.

Safety and Security Equipment - Tampering or Damaging:

Intentionally or negligently, tampering with or damaging fire, safety, or security equipment (including, but not limited to, activating fire alarms, tampering with smoke detectors, setting off fire extinguishers, damaging electronic access systems, tampering with video surveillance equipment, and moving road signs or traffic equipment).

Violence to Persons - Primary Participation:

Engaging in any form of physical violence directed toward another person or group of people, except when such response constitutes legitimate self-defense.

Violence to Persons - Secondary Participation:

Responding to violence with violence, except when such response constitutes legitimate self-defense.

Weapons Possession:

Possessing a weapon on campus (including, but not limited to, firearms, tasers, air guns, slingshots, knives other than non-spring pocket knives, martial arts weapons, and bows and arrows) except as required for classroom instruction (see Weapons on Campus Policy).

DISCIPLINARY PROBATION

Students responsible for violating the following may receive a minimum sanction of Disciplinary Probation.

Alcohol - Driving:

Driving while under the influence of alcohol (see Alcohol and Other Drug Policies and Procedures).

Alcohol - Manufacture:

Manufacture of alcohol, except as expressly permitted by law and University regulations (see Alcohol and Other Drug Policies and Procedures).

Alcohol - Public Intoxication:

Intoxicated in public (see Alcohol and Other Drug Policies and Procedures).

Alcohol - Sale or Distribution:

Sale or distribution of alcohol, except as expressly permitted by law and University regulations (see Alcohol and Other Drug Policies and Procedures).

Cannabis and Nicotine Products - Sale or Distribution:

Sale and/or distribution of a cannabis or nicotine product, cannabis or nicotine vapor product, and/or an alternative or synthetic cannabis or nicotine product, as prohibited by Commonwealth of Virginia Law and Federal Law and Regulations.

Computer Misuse:

Violating any aspect of the Acceptable Use of Technology Policy.

Disorderly Conduct - Acts:

Committing lewd or indecent acts (e.g., urinating in public).

Disorderly Conduct - Breach of Peace:

Breach of peace, or aiding, abetting or procuring another person to breach the peace on University premises or at University sponsored or affiliated functions.

Emergency Evacuations - Exit Procedures:

Failing to leave or stand clear of a building or area during an emergency evacuation as stipulated in the emergency evacuation procedures for the University and the building or area (see Emergency Evacuation Procedures).

Emergency Evacuations - Reentry Procedures:

Returning to a building or area during an emergency evacuation without permission as stipulated in the emergency evacuation procedures for the University and the building or area (see Emergency Evacuation Procedures).

Endangering - Disruption:

Conduct that causes medical emergencies, alcohol and/or drug abuse, and other harmful or self-destructive behavior that disrupts the ability of other students, faculty or staff to participate in and benefit from Longwood's education programs, living environments or employment.

Endangering - Physical Injury:

Participation in, or soliciting others to participate in, dangerous behaviors, pranks, stunts, or other actions that might result in physical injury to self or others.

Endangering - Lasers:

Use of a laser beam or laser pointer for reasons other than classroom instruction or academic purposes.

Failure to Comply - Requests:

Failing to comply with the requests of a University and/or other official when such requests are deemed to be reasonable and consistent with University policies, procedures, and regulations.

Failure to Comply - Sanctions:

Failing to follow through with, or complete any sanction given by a hearing body or officer.

Fire - Non Injury:

Intentionally or negligently, starting or causing a fire which does not result in bodily injury, and/or significant property damage or disruption to the University community.

Fire Safety - Flammable Items:

Possessing, using, lighting or burning: flammable liquids, candles, incense, oil lamps, lanterns, grills, or any item/device capable of producing a flame in, or on any University owned or University managed property, except when such use is consistent with existing policies or written permission is provided by the Office of Environmental Health & Safety.

Fire Safety - Small Particulate Matter:

Using or burning substances or items that produce an odor, or small particulate matter that interferes with fire systems.

Fire Safety - Non Smoking Policy:

Violating any aspect of the Non Smoking Policy.

Guests - Conduct Violations:

Soliciting or allowing student or non-student guests to violate the Honor Code of Conduct Standards and Regulations, or Code of Conduct Standards and Regulations, without confronting the individual(s) or reporting the matter to a University official.

Guests - Entry:

Allowing any non-resident of a student's living area, who is not a registered guest, to enter the living area after visitation hours have ended.

Guests - Hosting:

Hosting an individual on the campus ban or no trespass list, either on campus or at a University sponsored or affiliated function.

Guests - Occupancy:

Allowing the unauthorized occupancy of a living unit.

Guests - Registration:

Failure to properly register one's guest(s).

Hazing - Non Bodily Injury:

Hazing or otherwise mistreating as defined by the Anti-Hazing Policy up to, but not including acts that induce bodily injury.

Identification - Official Request:

Failing to identify oneself when requested to do so by an official. In such cases, the official will identify themselves and state the source of authority.

Identification - Student ID:

Failing to present a Lancercard ID when requested to do so by an official. In such cases, the official will identify themselves and state the source of authority.

Interference - Classroom Disruption:

Disruptive behavior during the instructional program that interferes with the faculty's ability to conduct the instruction, or of other students to profit from the instructional program. *(Note: All professors and/or course instructors retain the authority to remove students who disrupt the instructional process.)*

Interference - Duties:

Interfering with the duties of a student, faculty, or staff member.

Interference - Investigations:

Withholding information necessary to any investigation carried out by an authorized agent of the University or community official.

Interference - Security and Operations:

Interfering with University security (e.g., propping open outside doors or exit ways, giving unauthorized access to others) or interfering with the normal operation of University owned, managed, or controlled property.

Mistreatment of Persons:

Harassment or pattern of harassment (e.g., physical, verbal, graphic, or electronic), threats, intimidation, and/or coercion directed toward any person or group of people.

Mistreatment of Persons - Physical:

Physical abuse directed toward any person or group of people.

Motor Vehicles:

Violating any aspect of the Motor Vehicle Parking Policy. Motor vehicles include, but are not limited to, automobiles, trucks, motorcycles and mopeds ([Motor Vehicle Parking Policy](#)).

Property:

Damaging, vandalizing, and/or tampering with property.

Trespassing - Presence:

Unauthorized presence (including climbing or scaling) on, in, or within any building or property.

Trespassing - Non Public:

Using roofs, balconies, and other areas that are not designated as public (see [Roofs/Sundecks](#)).

ADMONITION

Students responsible for violating the following may receive a minimum sanction of Admonition.

Advertising and Posting:

Violating any aspect of the Advertising and Posting Policy.

Alcohol - Consumption, Possession, Use:

Consumption, possession, and/or other use of alcoholic beverages, except as expressly permitted by law and University regulations (see Alcohol and Other Drug Policies and Procedures).

Alcohol - Paraphernalia:

Possession, and/or use of alcohol paraphernalia, and/or rapid consumption items (see Alcohol and Other Drug Policies and Procedures).

Cannabis Products - Possession:

Possession and/or use of a cannabis product, cannabis vapor product, and/or alternative or synthetic cannabis product, as prohibited by Federal Law and Regulations (see Alcohol and Other Drug Policies and Procedures).

Drugs - Possession:

Possessing or using an illegal drug or other controlled substance without a valid prescription as defined by the Drug Control Act of the Commonwealth of Virginia, or prescription drugs for which one does not have a legitimate prescription, or misuse of non-prescription drugs (see Alcohol and Other Drug Policies and Procedures). *Please note that Federal Law prohibits the possession, use, sale and/or distribution of cannabis on campus or Longwood Managed Properties (see Cannabis Products – Possession, and Cannabis and Nicotine Products – Sale or Distribution).

Drugs - Paraphernalia:

Possessing and/or using drug paraphernalia (e.g. any item or device associated or used in conjunction with illegal drug activity) (see Alcohol and Other Drug Policies and Procedures).

Fire Code - Capacity:

Exceeding the capacity of a building or a room as dictated by the fire code.

Fire Code - Living Spaces:

Improper use of room decorations and/or modifications.

Fire Code - Prohibited Items:

Possession and/or use of University Managed Property prohibited items (Residential and Commuter Life).

Freedom of Expression:

Violating any aspect of the Freedom of Expression Policy.

Littering - Aerial:

Violating any aspect of the Sky Lantern and Balloon Release Policy.

Littering - Refuse:

Disposing of refuse of any kind, except in receptacles provided for that purpose.

Nicotine Products - Possession:

Possession and/or use of a nicotine product, nicotine vapor product, and/or alternative or synthetic nicotine product, as prohibited by Commonwealth of Virginia Law.

Noise:

Violating any aspect of the Noise Policy.

Raffles:

Sponsoring a raffle without prior permission from the Director of the University Center and Student Activities.

Solicitation, Selling, and Collecting Contributions:

Violating any aspect of the Solicitation, Selling, and Collecting Contributions Policy.

Student Organizations:

Violating any aspect of the policies outlined for Recognized Student Organizations.

Town of Farmville Cooperative Agreement:

Violating any aspect of the Cooperative Agreement between the Town of Farmville and Longwood University.

University Managed Properties:

Violating any aspect of University Managed Properties Procedures and Regulations.

Visitation:

Violating any aspect of the Visitation Policy.