Foreword

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

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

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

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

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

**Equal Opportunity:**

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

**Statement on Sexual Orientation:**

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

Inquiries or complaints should be directed to:

**Opportunity Development** Officer, Baker Building  
VU Station B #351809  
Nashville, Tennessee 37235  
Telephone (615) 322-4705 (V/TDD)  
fax (615) 421-6871.

For more information, please e-mail l.clark.williams@vanderbilt.edu.
Chapter 2: The Honor System

Honor Code / The Honor Code Applied to Preparation of Papers / Tests, Examinations, and Other Exercises / Responsibility of the Individual Student / Undergraduate Honor Council / Undergraduate Honor Pledge / Student Advisers of Undergraduate Honor Council / Faculty Advisers to Undergraduate Honor Council / Procedures of the Vanderbilt Honor Council / Withdrawal from the University before Hearing / Discretion and Disqualification of Council Members / Undergraduate Honor Council Constitution / and Bylaws

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

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

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

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

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

When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism. (A comprehensive explanation of plagiarism is given under the heading "The Honor Code Applied to Preparation of Papers.")

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

*Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including the student’s own work prepared and submitted for another course, during group study sessions, and in take-home examinations. In the event that a student does not obtain a clear definition of the application of the Honor Code from a professor in any class, the student must assume that The Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.*
Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The System applies not only to examinations, but also to all work handed in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor.

HONOR CODE

*Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate honor council.*
The following are included as violations:

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

- **Plagiarism** on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that so urce. A full description of plagiarism is given in the section below.

- **Failure to report** a known or suspected violation of the Code in the manner prescribed.

- **Any action designed to deceive** a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.

- **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.

- **Use of texts or papers prepared by commercial or noncommercial agents** and submitted as a student's own work.

- **Falsification of results** of study and research.

THE HONOR CODE APPLIED TO PREPARATION OF PAPERS

- Papers are to express the original thoughts of the student. If a topic for a paper has been discussed fully among students prior to an assignment, then the students should consult the instructor about writing on that particular topic.
Failure to indicate the source of ideas, expressions, phrases, or sentences constitutes plagiarism.

A student may not submit papers substantially the same in content for credit in more than one course, without specific and prior permission of all instructors concerned. Students often have trouble distinguishing between privileged information and common knowledge. An idea may be considered common knowledge if it is encountered at least three times in separate sources during one's research into a particular subject. (Reprints of one source do not constitute separate sources.)

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

A student turned in a paper with the following paragraph:

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

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

"Here is the essence of Shakespeare's art, an ability to create immediate, full and total life as men actually live and experience it; and yet at the same time to arrange this reality so that it gives substance to and derives shape from a formal vision of all life that comprehends and reaches back from man and nature through society and history to cosmic powers that operate through all time and space. His plays are both allegorical and realistic at once; his characters both recognizable men and at the same time devils, demigods and
forces in nature. I have discussed only the more allegorical elements in Othello, the skeleton of ideas and formal patterns within which the characters must necessarily be understood. But it is equally true that the exact qualities of the abstract moral value and ideas, their full reality, exist only in the characters.”

The instructor delineated four examples of plagiarism:

(1) **A change in wording:**
STUDENT: The characters in *Othello* are both allegorical and realistic at once. Characters like Iago and Desdemona are recognizable both as persons and at the same time, demigods, devils and forces in nature.
KERNAN: His plays are both allegorical and realistic at once; his characters both recognizable as men and at the same time devils, demigods and forces in nature.

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

(2) **Use of a catchy word or phrase:**
STUDENT: In this paper I will discuss the allegorical elements in the play, the skeleton of ideas and actions with which the characters give meaning to the play.
KERNAN: I have discussed only the more allegorical elements in the play, the skeleton of ideas and formal patterns within which the characters must necessarily be understood.

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

(3) **Undocumented paraphrasing:**
STUDENT: It is Shakespeare’s achievement as an artist that he is capable of creating visions of life as people live it at the same time that he is able to understand life in terms of social and cosmic symbols.
KERNAN: Here is the essence of Shakespeare’s art, an ability to create immediate, full and total life as men actually live and experience it; and yet at the same time to arrange this reality so that it gives substance to and derives shape from a formal vision of all life that comprehends and reaches back from man and nature through society and history to cosmic powers that operate through all time and space.

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

(4) Word-for-word copying:
STUDENT: ...are both allegorical and realistic at once...recognizable...devils, demigods and forces in nature...the allegorical elements in the play, the skeleton of ideas ...
KERNAN: ...are both allegorical and realistic at once...recognizable...devils, demigods and forces in nature...the allegorical elements...the skeleton of ideas...

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

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

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

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

◆ Number footnotes consecutively throughout the paper in Arabic numerals.
◆ First references should include the following information in order given:
  1. author’s name (first name or initials listed first)
  2. title of work (underlined, or in quotation marks if part of a book)
  3. name of editor or translator
  4. place and date of publication
  5. volume number
  6. page number(s)
Subsequent references to works already cited should be abbreviated but clear.

When it is not necessary to cite author and edition (e.g., in a discussion of an assigned text), page or line references may be incorporated within parentheses in the body of the paper. Proverbs, familiar quotations, line references for short poems or page references for standard works, such as the Bible, need not be acknowledged, unless the material cited appears only in the particular edition used.

**Examples of Footnotes**

**A Book**

**An Article**

2Swing, p. 12.

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

The written pledge (see also Undergraduate Honor Pledge) signifies that the work submitted is the student’s own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each student and faculty member is expected to establish a clear understanding of the requirements in each course. *Any student uncertain about the application of the pledge in a particular course requirement should always consult the instructor. The Honor System pledge, or an abbreviation, should be included in all written work completed by the student and submitted for a grade. Any work handed in for credit, however, will be considered pledged unless otherwise excepted by the professor.*

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

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

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

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

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

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

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

UNDERGRADUATE HONOR PLEDGE
The pledge to be signed on all tests, quizzes, and similar work is: "I pledge my honor that I have neither given nor received aid on this examination."
All students are subject to the jurisdiction of The Honor Council. Examinations must be taken in intact blue books or on test materials designated by the professor.

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

STUDENT ADVISERS OF UNDERGRADUATE HONOR COUNCIL
Student advisers appointed by The Honor Council are not voting members of The Honor Council. They serve to explain to an accused student the procedures of The Honor Council, the hearing, and the penalties that may be assigned, and to help the accused prepare a defense.

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

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

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

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

PROCEDURES OF THE VANDERBILT HONOR COUNCIL
Investigation
1. When an alleged violation of the Honor Code is reported to the first vice president of The Honor Council, he or she will immediately appoint two investigators.

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

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

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

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

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

7. The investigators inform the accused of his or her right to obtain material witnesses. The accused is required to notify the investigators of the witness(es) before the hearing has
been scheduled so that the investigators may contact the witness(es) and prepare a statement for inclusion in the investigative report. No witness will be allowed to testify at the hearing unless he or she has previously given a statement to the investigators. The investigators will also inform the accused student of his or her right to obtain one character witness to testify at the hearing. In addition, the accused may have one faculty, student, or staff adviser, who may not have had legal training, present with him or her during the presentation of testimony, and who may speak with the accused, but who may not speak directly with Honor Council members. An accused may obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused is encouraged to work directly with the Office of General Counsel.

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

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

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

Full Panel Hearing

Prehearing

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

1. Presentation of investigator's report.
a. Investigators are sworn in by the second vice-president.
b. Evidence is presented: the interviews with witnesses are reported briefly and impartially; the material evidence is presented and explained without opinion.
c. The investigators read the statement of charges issued to the accused and any statement written by the accused.
d. The Honor Council may question the investigators. At no time do the investigators express their opinion(s) concerning the guilt or innocence of the accused.

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

Hearing
1. Testimony. The accused student is allowed to be present during the presentation of all testimony. The accuser and witnesses are to appear separately and await their appearances alone. When called, each (with the exception of the character witness) is sworn in by the second vice president.
   a. Accuser. First, the president invites a general account of the events in question. Then The Honor Council may direct its questions to the accuser. The investigators may question the accuser, waiting until The Honor Council has concluded its questioning, to clarify points that may have been obscured. In the case of the accuser’s absence, The Honor Council will proceed to the testimony of the witness(es) and/or the accused student.
   b. Material Witnesses. First, the president invites a general account of the events in question. Then The Honor Council may direct its questions to the witness. The investigators may question material witnesses, waiting until The Honor Council has concluded its questioning, to clarify points that may have been obscured.
   c. Character Witness. One character witness may answer questions concerning the background of the accused. A character witness is not allowed to testify or express an opinion concerning the alleged offense. Discretion will be exercised to avoid questions that a character witness is not allowed to answer.
   d. Accused. The president presents to the accused the charges and asks if he or she is familiar with the charges, the evidence, and the possible penalties if found guilty. The accused enters his or her plea of guilt or innocence. The president asks the accused to state his or her account of the events in question. At this time, discrepancies in testimony, contradictions, and specific charges are brought forth. The president should detail the charges in light of the testimony that has been introduced in support of the charges. The investigators may question the accuser, waiting until The
Honor Council has concluded its questioning, to clarify points that may have been obscured.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**After the Hearing**

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

2. If the accused is found guilty or pleads guilty, written notice of the decision is sent to the following parties: (a) the accused, (b) the dean of the school in which he or she is enrolled, (c) the registrar of the school in which he or she is enrolled, (d) the University registrar and assistant registrar, (e) the Vice Chancellor for Student Life, (f) the Dean of Housing Residential Education when suspension of University Privileges is involved, (g) the chair of the Appellate Review Board, (h) the instructor concerned, (i) the accused's parents, and (j) other material witnesses.

3. A summary of the proceedings will then be prepared by a member of the Board of Faculty Advisers, who will circulate copies to the panel members and to the accused student.

4. The accused student may appeal a full or small panel decision to The Honor Council adviser or the adviser's designee, but must do so within ten class or exam days of the hearing date or within two calendar weeks if school is not in session for ten days after notification. The appeal petition will be sent to the chair of the Appellate Review Board who will determine if there are sufficient grounds for an appeal based on the criteria delimited in the appeal procedures. If the Chair affirms that there is sufficient reason for an appeal, the student's petition is sent to The Honor Council president who will draft a reply to the student's appeal upon receipt of the appeal from the Honor Council adviser's office. This reply will be sent to the accused student for review and additional written comment if he or she wishes. The appeal, The Honor Council reply, the student's comments, and copies of all appropriate evidence are then sent to the Appellate Review Board. (For information on procedures of the Appellate Review Board, see the Judicial System chapter.)
WITHDRAWAL FROM THE UNIVERSITY BEFORE HEARING
If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, the fact will be recorded by the Honor Council. A letter will be sent to the accused stating that he or she is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

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

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

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

DISCRETION AND DISQUALIFICATION OF COUNCIL MEMBERS

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

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

3. Council members are not allowed to serve as character witnesses in any cases.
UNDERGRADUATE HONOR COUNCIL CONSTITUTION AND BYLAWS

CONSTITUTION


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

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

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

Scope

Section 1. The Honor Council shall take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned. This applies to all tests, themes, term papers, and examinations, and to any other work unless specifically designated by an instructor not to be under the Honor Code.

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

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

ARTICLE IV

Membership and Elections

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

Arts and Science
Five representatives from the senior class
Fifteen representatives from the junior class
Ten representatives from the sophomore class

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

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

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

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

Section 2. In January of each year, immediately following the election of new officers, representatives shall be either elected or appointed, as the case may be, from among the schools as follows:
(i) In the spring of each year the public affairs officer shall announce that applications for The Honor Council may be submitted by any member of the undergraduate student body qualified to hold office.

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

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

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

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

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

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

ARTICLE VI
Officers
The Honor Council shall elect from its number the following officers:
A president, who must be either a junior or a senior and shall have served one year previously as a member of The Honor Council;
Two vice presidents;
Two recording secretaries;
A corresponding secretary; and
A public affairs officer. Both men and women may be represented in these offices.

ARTICLE VII
Duties of Officers
Section 1. It shall be the duty of the president to preside at all meetings of The Honor Council, to arrange for the hearing of any student accused, and to perform all duties common to this office, including preparing and submitting an annual summary of the year's events to the Faculty Senate. The president shall administer the new members the following oath:
"I do solemnly promise to uphold the Constitution and Bylaws of The Honor Council and to perform the duties of my office to the best of my ability."
Section 2. The first vice president shall supervise all investigations.
Section 3. The second vice president shall administer to all witnesses and accused the following pledge:
"I, _____, will tell the truth, the whole truth, and nothing but the truth in relation to the inquiry about which I am to give evidence."
Section 4. The recording secretaries shall keep full minutes of all meetings and the proceedings of all hearings. They must be kept in permanent files.
Section 5. The corresponding secretary shall notify members of all hearings, meetings, and retreats and perform any other related duties.
Section 6. The public affairs officer shall be responsible for publishing at least twice a semester in the campus newspapers a report of recent Honor Council decisions, coordinating the selection of new members, and carrying out all related duties.

ARTICLE VIII
Board of Faculty Advisors
Section 1. The Chancellor shall appoint a board of advisers to advise The Honor Council during hearings and investigations.
Section 2. The board of advisers shall consist of 30 faculty members who shall serve at the pleasure of the Chancellor.
Section 3. The board shall elect its own chair who shall be responsible for coordinating and assigning all duties in consultation with the president of The Honor Council.
Section 4. The chair of the board, along with the president of The Honor Council, shall mail an annual report to the Faculty Senate on the status of the Honor System.

ARTICLE IX
Meetings
Section 1. Regular meetings of The Honor Council shall be held at the discretion of the president.
Section 2. It shall be the duty of each Honor Council member
to attend all meetings and hearings as requested. Each member is entitled to a number of absences; the president shall set this number.

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

ARTICLE X

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

ARTICLE XI

Hearings

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

Section 2. All cases shall be heard privately.

Section 3. All hearings shall require the presence of a member of the board of advisers to proceed. This faculty member shall file a written report with the secretary and chair of the board of advisers after each hearing.

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

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

Section 6. All business conducted on investigations, hearings, business meetings, retreats, and other official Honor Council functions shall be held in strictest confidence among the members of The Honor Council. In addition, all information concerning investigations and hearings shall be so held by the individual members of The Honor Council then present; they may not discuss this information with other persons, including other Council members who are not on that particular case. However, information of a nonconfidential nature may be made available by The Honor Council president to the student body through the campus newspaper, radio station, et cetera.
ARTICLE XII
Small Panel Hearing
Section 1. In the event that an accused student admits guilt during an investigation, that student shall have the right to request a small-panel hearing rather than the regular panel hearing.
Section 2. A small-panel hearing shall consist of a member of the board of advisers, the president of The Honor Council, and one additional member chosen by the president.
Section 3. Any decision reached by the panel must be unanimous. If the panel is unable to reach a unanimous decision, the case must be referred to a full hearing.
Section 4. If the panel decides that the penalty for the accused student should be more severe than suspension for one semester or that consideration by the regular panel is desirable, the case should be referred to a full hearing.

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

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

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

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

ARTICLE I
Responsibility of Students
If a student has reason to suspect that a breach of the Honor Code has been committed, he or she must:
1. Issue a personal warning to the suspect, or
2. Report the incident to The Honor Council for action to the acting president:
a. An official warning will be issued by The Honor Council to the suspect.
b. An investigation will be held by The Honor Council, or
3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

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

ARTICLE III
Penalties
Penalties given to those declared guilty will be decided upon by The Honor Council and shall conform to the limits herein set forth:
1. For the first offense and any succeeding offenses of any student, freshman or upperclassman, the penalty may range from the minimum of failure in the course to the maximum of expulsion. Expulsion must be approved by a vote of at least ten of the twelve members; other penalties require only a majority vote of the twelve members. The guidelines that should be considered in deciding the penalty are the following: the flagrancy of the violation, the degree of premeditation, and the truthfulness of the accused throughout the investigation and the hearing.
A student who is suspended by The Honor Council will have a note attached to his or her transcript indicating this action. At the end of the period of suspension, the note will be removed from the transcript, and letters to the University registrar and the registrar of the school in which the student was enrolled at the time of the violation will be removed from the student's files in those offices and placed in the permanent Honor Council files in the office of The Honor Council adviser.
Any student being found guilty of an Honor Code violation a second time during his or her tenure at the University shall be expelled.
2. If the presiding officer questions whether a penalty for a violation of the Honor Code is warranted under the particular circumstances of the case, he or she may open discussion among members concerning suspension of the penalty. The Honor Council may, by a vote of ten out of twelve members, elect to suspend the penalty. However, suspension of the sentence shall in no way serve to alter the finding of guilty under the Code.
3. Failure to cooperate with The Honor Council in providing information about an alleged offense shall constitute a conduct violation. If a personal warning is not issued, failure to report a known or suspected violation of the Honor Code shall also constitute a conduct violation.

**ARTICLE IV**

*Impeachment*

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

**ARTICLE V**

*Summer Honor Council*

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

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

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

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

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

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

ARTICLE VI
Appointment of Committee Chairs
Each spring and fall semester, the president shall appoint, from members of The Honor Council, chairs of the following standing committees: Elections Committee, Faculty Relations Committee, and Orientation Committee. These chairs shall be eligible for reappointment for succeeding semesters.

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Chapter 3: Community Life

Freedom of Expression / Undergraduate Student Governance / Graduate and Professional Student Governance / Community Affairs Board / Student Communications / Study Abroad Programs for Undergraduates / Student Activities / Advisers to Student Organizations / Scheduling Activities / Sound Amplification and Noise / Publicity, Promotion, and Advertising / Community Creed

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

FREEDOM OF EXPRESSION

• Meetings open only to members. A campus organization may invite any person to address its members, but organizations must follow normal procedures for reservation of space with the Office of Schedules and Reservations, Sarratt Student Center, and demonstrate ability to pay for associated costs.

• Meetings open to the Vanderbilt community. An organization may invite any person, approved by the majority of its members, who represents a point of view pertinent to the occasion to speak to an assemblage of the Vanderbilt community, provided that the sponsorship of the event is consistent with the purposes of the organization.

Registered student organizations may also order films to show on campus if the film is part of a planned program consistent with the stated purpose of the organization. Films may be promoted and advertised on campus only.

Normal procedures for assemblies of this nature include registering in advance with the Office of Schedules and Reservations, Sarratt Student Center, so as to ensure the
adequacy of arrangements, minimize schedule conflicts, reserve space, and demonstrate ability to pay for costs incurred.

- **Meetings open to the public.** For open meetings sponsored by campus organizations, normal procedures must be followed by obtaining prior approval through the Office of Schedules and Reservations.

- **Disruptive activity.** Vanderbilt students engaging in disruptive action or disorderly conduct are subject to University disciplinary action, including suspension or expulsion. Vanderbilt students and others may also be subject to criminal prosecution.

- **Limitations on meetings.** The University may restrict the times and places of organization meetings in campus facilities. A campus organization denied permission to sponsor an assembly may appeal the decision to the Vice Chancellor for Student Life or his designee.

- **Sponsorship.** A student organization that sponsors an activity will be responsible for registration, arrangements, publicity, costs incurred, and the conduct of the participants. The Vice Chancellor for Student Life or his designee must approve access to University facilities for requests from individual students who wish to use the facilities for a speaker of their choosing. Off-campus groups may cooperate with a campus organization in a campus event, but the campus organization remains fully responsible for the conduct of the off-campus group. Off-campus groups or individuals wishing to use University facilities independently must conform to University policies and must request access through the Office of Schedules and Reservations.

- **Distribution of printed statements.** Persons who distribute printed materials are responsible for the contents. Students may distribute leaflets, informational sheets, or similar materials on Rand Terrace or outside the building in which a meeting has been scheduled by another organization, if the distributors position themselves so as to avoid restricting access. There may be no charge or requested donations for these materials.

Information about the sale of printed statements, etc., and the display of posters can be found in the sections "Sale and Solicitation" and "Publicity, Promotion, and Advertising." Campus organizations sponsoring events involving controversial persons or views are responsible for providing for the safety and well-being of their guests. Arrangements must be made with the Office of Schedules and Reservations.
UNDERGRADUATE STUDENT GOVERNANCE

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

**Arts and Science Council.** Membership includes the presidents of all registered academic majors’ associations plus one freshman and one sophomore student representative. The president, vice-president, secretary, and treasurer are elected by the students of the College.

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

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

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

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

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

**Student Government Association.** The SGA has two divisions: the Student Senate and the Executive Cabinet. The Student Senate, composed of two senators from each class and the president of each school, lobbies and conducts research on resolutions for specific issues. The Executive Cabinet is the program division of the SGA and provides various campus programs and activities. Students can become involved with SGA through the Student Senate or
committees.

Undergraduate student government is empowered to act in the following areas in accordance with University policies:

• Development and administration of regulations concerning sponsorship, approval, and scheduling of social events initiated by groups other than those under jurisdiction of the Interfraternity and Panhellenic councils.

• Development and administration of election procedures for use in elections conducted by the Student Government Association.

• Development and administration of procedures for screening and nominating students to serve on University committees and Student Life committees.

**Student Finance Committee.** The Committee is a representative student group which annually allocates to student organizations funds collected as student activities fees. Membership comprises the eight elected SGA class senators, a representative from the Graduate Student Council, a representative from the professional schools, and three student representatives appointed by the Vice Chancellor for Student Life or his designee.

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**GRADUATE AND PROFESSIONAL STUDENT GOVERNANCE**

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

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

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

**Vanderbilt Bar Association.** Membership consists of students of the Law School who are directed by a Board of Governors elected by the classes.
Student Council of the Divinity School. Membership consists of editors of the two student publications and representatives from the various levels of academic training.

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

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

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

COMMUNITY AFFAIRS BOARD

The Community Affairs Board (CAB) is representative of all segments of the University community—students, faculty, administration, staff, and alumni. It performs three major functions:

1. To serve as a forum where ideas and policy matters confronting the University may be discussed and debated.

2. To appoint study committees to offer recommendations for innovation or major policy changes in appropriate co-curricular areas of the University.

3. To recommend the establishment of general regulations in the following areas in accordance with University policy:

   • Co-curricular use of University facilities by members of the campus community, and student activities that are of substantial concern to the University as a whole.

   • Residential life concerns and all co-curricular student activities and organizations as they directly affect the educational processes and goals of the University, or as they are affected by the University’s legal responsibilities.

   • The determination of membership in the campus community as related to eligibility for participation in University co-curricular activities.
• Student conduct.

STUDENT COMMUNICATIONS

VSC
Vanderbilt Student Communications, Incorporated (VSC), is a nonprofit corporation affiliated with the University that publishes and supervises the Vanderbilt Hustler, the campus newspaper; the Commodore yearbook; Versus, a general interest magazine; The Vanderbilt Review, an annual literary-photo magazine; WRVU, an FM radio station; and Vanderbilt Video Productions. Publications for general distribution to the University community or to persons outside the membership of a student organization and publications funded directly by the student activities fee or indirectly through the VSC Creative Arts Fund are under the exclusive authority of VSC.

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

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

STUDY ABROAD PROGRAMS FOR UNDERGRADUATES

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

• Vanderbilt in England, University of Leeds
• Vanderbilt in France, Aix-en-Provence
• Vanderbilt in Germany, University of Regensburg
• Vanderbilt Program in Ghana, University of Legon
• Vanderbilt Program in Israel, The Hebrew University of Jerusalem
• Vanderbilt in Spain, University of Madrid
• Vanderbilt in Italy, Lorenzo de’ Medici Fine Arts Institute of Florence; Dante Alighieri Linguistic Center, Florence
• Humanities in London (summer program only)
• International Studies in London (summer program only)

Through Peabody College, Vanderbilt has established the following opportunities for study in Cambridge, England:
• Junior Year Abroad Program, a two-semester program at Homerton College, a constituent college of the University of Cambridge, for qualified students in any major
• Cambridge Internship, a one-semester program for students majoring in human and organizational development (Currently, this program is not accepting applications.)
• Student Teaching Program, a summer program that partially fulfills teacher certification requirements for seniors majoring in elementary education

Vanderbilt participates in the Council on International Educational Exchange’s programs in Argentina, Australia, Brazil, Chile, China, the Dominican Republic, Japan, and Russia. Vanderbilt also participates in Butler Institute for Study Abroad programs in Australia and New Zealand, and CET’s programs in China.

In general, the policies and regulations in the Student Handbook apply to students registered for the Vanderbilt study abroad programs, although some additional regulations may apply. Students on academic or disciplinary probation may be prohibited from participating in study abroad programs. Specific regulations for students enrolled in study abroad programs are available from the program directors or from the Office of the Dean of the College of Arts and Science or from the Office of Undergraduate Academic Affairs of Peabody College.

The directors of study abroad programs are responsible for academic matters. They are also responsible for co-curricular and disciplinary matters, within the limits of the policies established by the University.
A committee of at least three persons and the director will advise on both curricular and co-curricular matters.

In disciplinary cases the director will conduct a hearing and take appropriate action. Students may appeal a decision by requesting a review of the case by the committee (without the director) mentioned above. The committee will either consent or refuse to hear the appeal after examining the record.

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

Undergraduate students enrolled in an study abroad program 
will be charged only for that portion of the Student Activities 
Fee allocated to the *Commodore* yearbook.

**STUDENT ACTIVITIES**

*Eligibility*

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

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

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

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

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

The University may regulate the campus activities of organizations whose activities relate to the University’s educational and service purposes. An organization whose membership includes students is under University jurisdiction when it seeks:

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

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

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

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

To be eligible for registration, an organization must:

• Be organized and run by officers who are full-time student members of the Vanderbilt community

• Have at least one full-time, permanent Vanderbilt faculty or staff member as an adviser

• Maintain all funds on deposit in an account of good standing through the Accounting Office and follow appropriate accounting procedures. (Special conditions apply to fraternities, sororities, and Vanderbilt Student Communications.)

• Be funded by its members or the University

• Limit its voting membership to Vanderbilt students, faculty, or staff members. (A limited number of other persons may be elected to honorary or associate membership without voting privileges.)

• Have purposes that do not overlap significantly with those of any other registered organization

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

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

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

**Fraternities and Sororities**

Fraternities and sororities must register annually with the
Office of Student Activities. The Greek Adviser assists with
the registration and the coordination of their activities. The
Greek Adviser is also a liaison between these student groups
and the University and between the University and the
national fraternity and sorority organizations. *The Guide to
the Greek System*, distributed annually as a supplement to the
*Student Handbook*, explains how University regulations relate
to these groups. This document can be obtained in the Greek
Life office, 310 Sarratt. Fraternities and sororities must be
members of the Interfraternity, Panhellenic, or National Pan-
Hellenic Councils, which have governing responsibilities and
disciplinary authority over their member groups. Disciplinary
actions may be taken against fraternities and sororities by the
Interfraternity Council (IFC), Panhellenic Council (Panhel),
and National Pan-Hellenic Council (NPHC) judicial boards
for violations of fraternity or sorority policies. Violations of
University policies fall under the jurisdiction of the Chair of
the Conduct Council who may delegate authority to the
judicial boards.

**Membership.** The IFC, Panhel, and NPHC administer the
recruitment programs for their member groups. Freshman
induction takes place early in the spring semester. Upperclass
induction takes place in both the fall and spring semesters.
Transfer students must be enrolled at Vanderbilt for one full
semester (fall or spring) prior to pledging, or affiliating with,
a Greek organization.
The IFC, Panhel, and NPHC set a minimum academic
requirement; however, some chapters have higher academic
standards. To be eligible for fraternity or sorority
membership, first-year students must have carried and passed
twelve semester hours and achieved at least a 2.2 average in
the semester preceding the membership selection period.
Transfer and upperclass students must have at least an overall
2.2 average. Advanced Placement credits are not applicable
and summer school credits apply only for upperclass students.

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

**ADVISERS TO STUDENT ORGANIZATIONS**

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

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

**SCHEDULING ACTIVITIES**

*Registration of Meetings, Concerts, Lectures, and Special Events*

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

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

1. University events (e.g., Commencement, Freshman Convocation). No other events may be scheduled during these times.

2. Primary events (e.g., Alumni Reunion, move-in weekend, the housing random selection process, Parents Weekend). Other events may be scheduled only with the approval of the coordinator of the primary event or the Vice Chancellor for Student Life or his designee.
3. Campus events (all other co-curricular programs and activities). Scheduling conflicts will be resolved by the Events Registration Committee (310 Sarratt, 3-3200). Appeals of scheduling decisions regarding University, Primary, and Campus events may be forwarded to the Vice Chancellor for Student Life or his designee.

**Event Registration**

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

In addition, the following guidelines must be followed:

• Approval must be obtained through the Office of Schedules and Reservations for social events and other activities at which alcoholic beverages will be consumed in University buildings or on campus grounds, with the exception of the private residential space of sponsoring individuals. Before approval is requested through the Office of Schedules and Reservations, a recommendation must be obtained from the appropriate assistant director when residence hall facilities are to be used or from the organization’s adviser when other facilities are to be used. The sponsoring organization or hosts will be held responsible for any expenses or damages incurred.

• For registering fraternity or sorority functions, there are additional forms to complete and submit to the Greek Life office.

• Postbaccalaureate groups may serve alcoholic beverages to members who are of legal age to drink, if nonalcoholic beverages and food are also served. All other applicable policies must be observed. See *Chapter 7: Alcohol and Controlled Substances*.

• Undergraduate groups may not serve alcoholic beverages except with the authorization of the Vice Chancellor for Student Life or his designee. Undergraduate students who are of legal age to drink may possess and consume alcohol at events registered and approved for consumption of alcohol. See *Chapter 7: Alcohol and Controlled Substances*.

• Permission must be obtained through the Office of Schedules and Reservations to hold a social event or other meeting to which persons other than Vanderbilt students, faculty, and staff will be invited. Conferences must be scheduled through the Office of Conferences.
• In-town events should be registered as early as possible but at least five class days in advance.

• Social activities scheduled on weeknights must end at 11 p.m. so as not to interfere with students’ sleep or study, or other events on campus.

• Events which require amplification (for musical instruments, stereos, vocal performances, or public address) may not take place at times or locations which will interfere with scheduled class times or other previously scheduled events and must be approved by the Vice Chancellor for Student Life or his designee.

• Exhibitions of motion pictures, paintings, sculptures, and musical or dramatic performances are often expensive and may conflict with other campus activities. Special arrangements will be made each year to coordinate the activities of groups desiring to schedule film series, concert series, etc.

**Student Travel**

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

Any student who wishes to travel on behalf of or as a representative of Vanderbilt University or any approved student organization must receive written authorization in advance from the appropriate dean. (See also the statement concerning Universal Waiver in Chapter 5: University Policies and Regulations.)

**Reserving Facilities**

Only registered organizations (or those with registration pending) may reserve the use of campus buildings and facilities. Reservations must be made in advance.

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

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

Requests for Exceptions

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

SOUND AMPLIFICATION AND NOISE

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

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

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

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

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

Students should be aware that local laws limit outside amplification to certain noise levels. Consideration should be given to the neighboring community to avoid complaints about noise disturbance.

Amplification which violates University policy or local ordinances may be discontinued at the discretion of the Vice Chancellor for Student Life or his designee, or a representative of the Vice Chancellor (including officers with the University Police Department, or deans or directors in the Office of Housing and Residential Education).

PUBLICITY, PROMOTION, AND ADVERTISING

Distribution of Notices in Campus Mail Boxes (See Chapter 4: Services for Students, Mail Services.)

Display of Posters, Banners, and Printed Announcements

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

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

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

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

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

Student groups may place posters that measure no more than 36" by 48" on the posting boards attached to the exterior walls of Rand. Each organization is limited to one poster or flyer, regardless of size, on each board.

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

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

Hand-Painted Signs and Banners

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

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

**Sale and Solicitation**

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

The following guidelines generally apply:

- Sale and/or promotion are limited to activities permitted under municipal, state, and federal laws. Individuals and groups must conform to local licensing laws. Authorized sales and/or promotions must not disrupt the normal operation of the University.

- Tax-exempt property of the University may not be used as the place of business for profit of on- or off-campus groups or individuals. Facilities of the campus, including Hill Student Center, Rand Hall, Rand Terrace, Sarratt Student Center, Dudley Stadium, the Student Recreation Center, and Memorial Gymnasium, may not be used for the sale or promotion of activities that are not related to the University except by arrangement with the appropriate University office.

- Sale of newspapers and newsletters must be authorized by the Office of the Vice Chancellor for Administration. Papers may be sold in vending machines on Rand Terrace and in specified, pre-approved residence halls.

- Concession arrangements for athletic events and all events at Memorial Gymnasium are made with the Department of Athletics.

- Arrangements for sale or solicitation at Rand Hall or Rand Terrace, by registered organizations or by University departments, are made with the Office of Schedules and Reservations. (See the paragraph below on Sale and Solicitation by student organizations.) Businesses may not use a University post office box as a business address.

- Students registered with the Office of Housing and Residential Education may serve as on-campus agents of their own businesses. They may solicit business through the campus media and provide services such as distribution of newspapers in the residence halls. Commercial advertising using bulletin boards must be authorized by the Dean of Housing and Residential Education. Campus mail boxes may not be used for commercial advertising unless the advertising is handled as regular U.S. mail with necessary postage paid.
University affiliation or endorsement may not be stated or implied in the business address or business name of individuals or groups doing business on campus.

- Door-to-door solicitation or promotion in residence halls by off-campus organizations and businesses is prohibited. Written authorization of the Dean of Housing and Residential Education is required for student door-to-door solicitation, promotion, or distribution of literature. Solicitation for insurance and the like may take place in residence halls only with the invitation of the student. Campus newspapers and other similar publications may be distributed in the lobbies of residence halls where containers to prevent littering are provided by the student organization.

- Sale or solicitation by a registered organization is permitted to the members of the group and/or to the campus community. No approval is required for the operation of dining rooms and rental of living quarters by fraternities and sororities, sale of foodstuffs and beverages in the Overcup Oak and the Stonehenge Cafe, sale of tickets for admission, and occasional sale of items for fund raising when the funds are for the use of the organization in its regular activities and are deposited into the organization’s University account. These activities may not be promoted off campus except when the activity also serves the similar interests of other academic institutions and, therefore, is promoted on other campuses as in the case of concerts and lectures. Vice Chancellor for Student Life or his designee must authorize any advertising or publicity to the general public.

- The location of the sale(s) must be approved by the Office of Schedules and Reservations.

- The Dean of Housing and Residential Education may regulate times and places of delivery of items, including foodstuffs such as cakes and pizzas, or gifts such as flowers.

- Dean of Housing and Residential Education must authorize the solicitation for donations by Vanderbilt organizations for off-campus organizations.

**Student Organization Fundraising**

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

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

• Determine what monetary support the group already has, e.g., membership dues, Student Activities Fee money, etc., and learn about other potential sources.

• Calculate what kinds of funds are needed, and be able to articulate how this money will be spent.

• Consult its adviser to ensure the budget plans are feasible.

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

**The Student Activities Fee**

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

Due to the nature of the activities fee’s purpose, certain organizations and programs are ineligible for receiving regular activities fee allocations. Further, funds allocated by the Student Finance Committee are subject to some restrictions on their use. For more information on student organization eligibility and programming restrictions for activities fee money, consult the Student Organizations Manual, available from the Office of Student Activities, 310 Sarratt.

**Contingency Fund**

If surplus funds are available after all regular allocations have been made, student organizations may be eligible to petition the Student Finance Committee for an allocation from the Contingency Fund. Funds allocated from the Contingency Fund must be used for the exact purposes for which they were proposed, and any funds remaining after the event or project is complete will revert to the Contingency Fund. Campus
organizations registered with the Office of Student Activities (except those classified as religious or political), may request funding as long as the following criteria are met:

1. The programming expenses must conform to the policies set forth for regular allocations.

2. The program for which funding is requested must demonstrate a wide campus appeal and be available to all students (including graduate and professional students) free of charge or at a reduced rate, and must enhance the overall educational, social, and cultural climate available to all students, or

3. be new or for a new organization, or

4. be for a newly identified or unforeseen need.

**Co-Sponsorships or Department Allocations**

Many student organizations and student programs can be subsidized by grants or allocations from academic or administrative departments. If the program or organization derives from an academic discipline (e.g., the Chemistry Majors Association) or complements the academic experience, the corresponding academic department is the best place to solicit funding. Many administrative departments may also be willing to supplement programs or services. To solicit their financial support, it is best to schedule an appointment with a member of that department to discuss partnerships which benefit both the organization and the department. For more information on co-sponsorships, consult the Student Organization Manual, available from the Office of Student Activities, 310 Sarratt.

**Dues, Ticket Sales, and On-campus Fundraisers**

Registered student organizations are entitled to charge dues to their membership. Dues must be deposited in an organization’s University account upon receipt. Registered groups may also charge admission to events, provided that the primary purpose of sales is to raise money for the benefit of the organization, or for the benefit of a charitable group, and not for the benefit of individual members of the organization. In accordance with Tennessee state law, students may not sell tickets for a raffle or lottery. Drawings for door prizes awarded to ticket-holding participants at an event are permitted.

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

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

For information regarding other on-campus sources of funding, consult the Student Organization Manual, available from the Office of Student Activities, 310 Sarratt.

**Off-Campus Fundraising**

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

**Guidelines for Soliciting Parents and Alumni**

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

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

**Guidelines for Solicitation of Area Merchants and Corporate Sponsors**

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

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

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

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

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

**Grants and Foundations**

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

**Soliciting for Charity**

Student organizations, including fraternities and sororities, may solicit the student body for charitable purposes. The following guidelines apply:

- Solicitation must be registered and approved by the Office of Student Activities.

- Up to 15 percent of the gross funds collected may be used to recover costs incurred in the solicitation—the rest must be turned over to the recognized charitable organization.

- Donations to reimburse expenses incurred by the student organization over the 15 percent may be solicited independently if the purpose of this solicitation is clearly stated.

- Financial reports of expenses, incomes, donations, sales, and disbursements must be made available to the Office of Student Activities and the appropriate student governing body.

- Organizations may solicit using Vanderbilt in their names if they comply with these policies.
Violations of these policies will subject the officers of the organization to disciplinary action by the Conduct Council, and the organization may also lose its registration. Organizations failing to distribute at least 85 percent to the charity may be required to make up the difference from other organization funds.

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

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

**Vanderbilt University Charitable Giving Policy**

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

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

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

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

**Soliciting for Religious Activities**

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

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

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

Solicitation for religious purposes by on- or off-campus groups or individuals is governed by the same regulations stated in the sections "Publicity, Promotion, and Advertising" and "Student Organization Fundraising." For further information concerning religious solicitation, students should consult the Office of the University Chaplain.

**Soliciting for Employment**

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

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

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Chapter 4: Services for Students

Academic Advisers / Athletics / Black Cultural Center / Bookstore / Campus Recreation / Career Center / University Chaplain and Affiliated Ministries / Child Care Center / Copy Services / Counseling / Dining / Disabilities, Students with Emergencies / English for Internationals / Escort Service / Financial Aid / Health Insurance / Housing / Information Technology Services / International Student and Scholar Services / Learning Center / Learning Resource Center / Library / Lost and Found / Mail Services / Opportunity Development Center / Parents and Family Office / Traffic & PARKING / Placement Services / Police Department, University / Psychological and Counselling Center / Recreational Activities / Religious Services and Activities / Sarratt Student Center / Security / Student Activities / Student Financial Aid / Student Health Center and Other Medical Services / Testing Service (GRE / GMAT / LSAT / MAT / MCAT) / Volunteer Activities / Women's Center

ACADEMIC ADVISERS

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

ATHLETICS

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

During the 2000/2001 academic year, 382 students participated in intercollegiate athletics. Athletic financial support is contingent upon ability and ranges from no athletically related aid to partial or full grant-in-aid. As reported in the 2000 NCAA Graduation Rates Report, 79% of Vanderbilt’s student-athletes graduate. The University graduation rate for all students is also 82%. Further information regarding the Department of Athletics can be found at the Athletic department Web site. (See also Campus Recreation.)

BLACK CULTURAL CENTER

_Bishop Joseph Johnson Black Cultural Center_

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

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

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

UNIVERSITY CHAPLAIN AND AFFILIATED MINISTRIES

The University Chaplain and other ministers and professional staff affiliated with the University provide for worship, counseling, study, social action, and fellowship for individual
constituencies and join in cooperative programs that minister to the University. See also “Religious Practices” in Chapter 5: University Policies and Regulations, and “Soliciting for Religious Activities” in the “Publicity, Promotion and Advertising” section of Chapter 3: Community Life. For additional information, visit the University Chaplain and Affiliated Ministries Web site.

CHILD CARE CENTER

The Vanderbilt Child Care Center operates as a service to University staff, faculty, and students. Tuition is determined by the age of the child. The Center offers both full- and part-time care. Scholarships are also available. Further information is available from the Vanderbilt Child Care Center, Box 83 Peabody Station, Nashville, TN 37203.

DINING

Vanderbilt Dining offers a variety of retail options conveniently located across the campus. Six convenience stores, a mini food court in Carmichael Towers, and the main dining facility at Rand Hall are all operated by Vanderbilt Dining. Rand Hall is also the location for the Mainstreet Diner dinner plan.

All first-year students are required to participate in the Mainstreet Diner dinner plan. First-year students living in campus housing will be charged automatically for the Mainstreet Diner dinner plan. All other students may purchase the dinner plan by checking the selection on their housing applications or by purchasing the plan at the Vanderbilt Card Office in Sarratt Student Center. Non-first-year students who purchase the dinner plan in the fall semester will automatically be charged for the spring semester unless they notify the Vanderbilt Card office that they want to discontinue participation in the plan.

The dinner plan provides Monday-Friday dinner, Saturday brunch and an all-day buffet on Sunday. All other meals and snacks can be purchased on campus using the Vanderbilt Card, cash, or check.

For more information, visit the Vanderbilt Dining Web site.

The Identification Card

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

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

- Cardholders must report a lost card as soon as possible either to the Vanderbilt University Card Office during business hours or at any attended retail location that accepts the Vanderbilt Card as a method of payment, so that debit spending account and access privileges can be frozen. Lost cards may also be reported to the Department of Police and Security at 322-2745.

- The Vanderbilt Card is nontransferable and restricted to use by the person whose picture and signature are on the card. Cardholders may not lend their cards to anyone or ask anyone to purchase items for them with their cards. Violation of this policy may result in confiscation of the card and in disciplinary action. Vanderbilt Card account information will be released only to the cardholder or to a third party designated by the cardholder.

See also "Identification Card" in Chapter 5: University Policies and Regulations.

**Billing and Refunds**

All billing on the student’s account is handled through the Accounting Office. Prorated refunds may be made in some cases of prolonged illness or withdrawal from the University, upon the recommendation of the student’s dean. For additional information, visit the Vanderbilt Card Office Web site.

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**LEARNING CENTER**

The Learning Center offers academic support services to all undergraduates free of charge. Academic counselors are available by appointment for advice on general study skills, guidance in organizing and writing papers, and help in specific disciplines including foreign languages and mathematics.

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MAIL SERVICES

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

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

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

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

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

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

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

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

Candidates for student offices will not be granted authorization to distribute un-addressed mail.
Foodstuffs may not be delivered through campus mail unless adequately packaged in an envelope or box.

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

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

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

For Station B:
U.S. mail, UPS, and Federal Express and other courier deliveries should be addressed as follows, replacing XXXX with your box number.

Jane Doe
Vanderbilt University
VU Station B #35XXXX [your box number]
2301 Vanderbilt Place
Nashville, TN 37235-XXXX [your box number]

For Hill Student Center:
U.S. mail, UPS, and Federal Express and other courier deliveries should be addressed as follows:

James Doe
Vanderbilt University
Peabody Box [your box number]
230 Appleton Place
Nashville, TN 37203-5701

OPPORTUNITY DEVELOPMENT CENTER

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

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

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

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

Of these laws, Title VI, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act protect students from discrimination in educational and recreational programs and activities sponsored by the University. Discrimination is prohibited by Title VI on the basis of race, color, national or ethnic origin and by Title IX on the basis of sex, which includes sexual harassment. Students with disabilities are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The ODC is the office responsible for coordinating services for students with disabilities. (See also the “Vanderbilt Campus Disability Access” section in Chapter 5: University Policies and Regulations.)

Students who feel they have been subjected to discriminatory treatment may call the Opportunity Development Center staff for additional information (including information on the student grievance procedure). For more information, visit the ODC Web site.

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PARKING AND TRANSPORTATION

Motor vehicles operated on campus by Vanderbilt University faculty, staff, and students must be registered annually with the Office of Traffic and Parking. For information about parking regulations, visit the Office of Traffic and Parking Web site.

For information about bicycles on campus, see the "Bicycles on Campus" section of Chapter 8: University Policies and Regulations.
**Golf Carts.** Golf carts are prohibited on campus, except when used by those departments (Alumni Events, e.g.) that must use such carts in the undertaking of their responsibilities during special events. Rare exceptions may be made by the Dean of Housing and Residential Education in consultation with the Director of the Student Health Center and the Opportunity Development Center for students whose mobility impairment cannot be accommodated by any other device. Golf carts approved for use on campus must be registered annually with the Office of Traffic and Parking. Golf carts may not be operated on Metro streets and must yield to pedestrians on sidewalks.

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

**POLICE DEPARTMENT, UNIVERSITY**

**Emergency Number: 421-1911**
The Vanderbilt Police Department emergency hotline, 1-1911, can be dialed from any campus phone. Call the hotline if you need an ambulance, see a fire or explosion, witness a crime in progress, or have any other need for immediate police assistance.

**Emergency Phones**
More than 100 emergency telephones are located throughout the University campus and Medical Center parking areas. Most emergency phones look like pay phones without dial faces and are clearly labeled “Emergency.” Some of the phones are enclosed in red metal boxes with a light on top, and some of the phones will activate a blue strobe light when the receiver is picked up. When someone picks up the receiver or presses the emergency button on any of these phones in an emergency situation, the phone automatically dials the Police Department dispatcher. Touch-tone speakerphones equipped with a red “Emergency” button are located at the main entrances to all residence halls. Pushing one of these Emergency buttons will connect the caller directly with the Police Department communications center. An open line on any Emergency phone will activate a priority
response from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used only for actual or perceived emergency situations. Phone locations are based on recommendations from the University community. Suggestions are welcome.

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

**Escort Service**  
*Escort Dispatcher: 421-8888*

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

Occasionally, vehicular escorts are provided for exceptional cases, such as transporting persons with disabilities or helping individuals reach medical facilities. Vehicular transportation is not intended as a taxi service; it is a service for those in need. Inclement weather is not a sufficient reason for vehicular escort.

In addition to the above, during the academic year, VUPD also oversees the operation of *SafeTrips*. The SafeTrips program is the result of a collaborative effort on the part of VUPD, The Division of Student Life, SGA, and Interhall. The SafeTrips program offers a van service that operates from dusk through 2:00 a.m. and makes stops at designated locations. This service is augmented by student workers who provide walking escorts during the same time period. Call SafeTrips at 421-8888.

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

STUDENT FINANCIAL AID

The Office of Student Financial Aid counsels students and parents concerning need-based financial assistance (institutional, state, and federal) available to Vanderbilt students. Upon completion by students of all required financial aid application materials, this office provides information regarding a student’s eligibility and finalizes assistance for the student.

Grants, scholarships, student loans, parent loans, and student employment are available for eligible students and/or parents. For more information, visit the Office of Student Financial Aid Web site.

STUDENT HEALTH CENTER AND OTHER MEDICAL SERVICES

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

Medication and supplies ordered by Student Health physicians and practitioners can usually be provided on the premises to students at or near cost. The Health Center encourages use of the Vanderbilt Card, cash, or check for purchase of medication and supplies. Some routine laboratory tests are provided without charge, but a charge is made for diagnostic tests or treatment provided elsewhere, including any location in the Vanderbilt Medical Center or Vanderbilt Clinics. If a student is referred to a specialist, charges incurred are the responsibility of the student.

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

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

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

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

**Hospitalization Insurance**

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

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

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

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

**Waiver of Insurance Plan**

A student who does not wish to subscribe to the insurance
plan offered through the University must notify the
University of accident/illness coverage acceptable to the
University under another policy. Waiver of the student
insurance plan does not affect eligibility for services at the
Student Health Center.

*Undergraduate Students.* New students must complete and
return waiver cards. Returning students who wish to change
their current insurance information must also complete
waiver cards. The insurance charge will not be waived if the cancellation is not received by the Office of Student Accounts by August 21 for the fall semester, and January 2 for the spring semester. The waiver card will remain in effect each academic year unless the Office of Student Accounts is notified of any changes at registration.

*Graduate/Professional Students.* New and returning students must complete waiver cards each academic year. The insurance charge will not be waived if the cancellation is not received by the Office of Student Accounts before August 21 for the fall semester, and January 2 for the spring semester.

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

*International Student Coverage*
International students and their dependents residing in the United States are required to purchase the international student health insurance plan approved by the University and offered through the Koster Insurance Agency. Exceptions are made if the University deems coverage adequate from another source. Information and applications are provided through the [International Student and Scholar Services](#).

For more information, visit the [Student Health Center](#) Web site.
Chapter 5: University Policies and Regulations

Updated January 8, 2002

Vanderbilt Campus Disability Access / Nonacademic Undergraduate Class Designation / Religious Practices / Technology and Literary and Artistic Works / Computer Use Policy / Use of University Logos and Word Marks by Student Organizations / Political Activity / Unlawful Harassment / Student Complaint and Grievance Procedures / Student Records (Family Educational Rights and Privacy Act), Refunds of Tuition and Residence Hall Charges, Bicycles on Campus, Conduct Endangering Personal Health, Address and Name Change, Conduct Regulations, Financial Responsibility, Directories, Identification Card, Pets and Other Animals, Smoking on Campus, Student Activities Fee, Student Recreation Fee, Same-Sex Domestic Partner Policy, Universal Waiver, University Calendar

VANDERBILT CAMPUS DISABILITY ACCESS

Vanderbilt University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), Vanderbilt does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

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

A monitor system has been established to ensure good disability access within the various academic programs. One monitor has been designated in each school to serve as an adviser to the Opportunity Development Center. Monitors assist in coordinating services and programs for persons with disabilities within their purview.

To get in touch with a monitor for a particular school, or for further information about services for students with disabilities, write or call the Opportunity Development Center, Sara Ezell, Assistant Director for Disability Services, Baker Building, 110 Twenty-first Avenue South, Box 1809 Station B, Nashville, Tennessee 37235; telephone 322-4705 (V/TDD). (See also Opportunity Development Center.)

NONACADEMIC UNDERGRADUATE CLASS DESIGNATION

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

RELIGIOUS PRACTICES

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

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

**Code of Behavior for Religious Groups**

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

This element of personal development has been given expression in the establishment of the Office of University Chaplain and Affiliated Ministries, in the recognition of qualified para-church staff, and in the registration of student religious groups whose goals are in keeping with those of the University. The purposes of the University are harmonious with the purposes of addressing issues of religion, values, ethics, and morality of life; in helping members of the University community to articulate a personal philosophy of life, and in understanding the interactions of faith, intellectual inquiry, and social responsibility as bases for finding and affirming meaning and satisfaction in life.

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

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

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

The University expects that all religious groups which are affiliated, recognized, or registered, respectively, will conduct their affairs so that their policies, programs, and personal actions are in accordance with University catalogues, handbooks, and manuals, such as the *Student Handbook, The Student Organizations Manual*, and the *Faculty Manual*. In particular, the University expects all religious groups to abide strictly by the policy on *"Soliciting for Religious Activities"* in *Chapter 3: Community Life*, and with the provision that student groups must be led by full-time Vanderbilt students. The University also expects that all such religious groups on campus will conduct their affairs in such a manner that no one will be intimidated or coerced and that participants in any group may freely express their beliefs and values. The University requires all registered groups not to discriminate on the basis of unlawful or irrelevant criteria in policies, practices, programs, and activities. The University reserves the right to make other regulations as necessary, without notice, to secure maximum freedom, comfort, safety, and convenience for all. Violations of this Code of Behavior will be addressed through the Judicial System of the University, the Office of University Chaplain, and/or The Community Affairs Board.

*Policy Regarding Religious Holidays*

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

_Jewish, Christian, Islamic, Bahá’í, and Hindu Holy Days, 2001/2002 Academic Year_

**Christian Calendar 2001/2002**
Christmas December 25
Good Friday March 29
Easter March 31

**Jewish Calendar 2001/2002**
In the Jewish tradition, all Sabbaths and holidays begin at sundown the day prior to the holiday and end at nightfall on the last day of the holiday.
Rosh Hashanah September 17-19
Yom Kippur September 26-27
*Sukkot October 1-3
Chanukah December 9-17
*Passover March 27-April 4
Shavuot May 16-18
*Although both Sukkot and Passover last eight days, only the first two days and the last two days may affect school attendance.

**Islamic Calendar 2001/2002**
Ramadan November 17
Idul-Fitr December 16
Idul-Adha February 23
Muharram (Islamic New Year) March 16
Maulud-un-Nabi June 4

**Bahá’í Calendar 2001/2002**
Birth of the Báb Oct. 20
New Year’s Day March 21
Festival of Ridván April 21
Declaration of the Báb May 23
Ascension of Bahá-u’lláh May 29

**Hindu Calendar 2001/2002**
Ratha-yatra (Hindu New Year) June 23
Dussehra October 17-26
Deepavali November 14

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**TECHNOLOGY AND LITERARY AND ARTISTIC WORKS**

The rights and responsibilities of students and of the University concerning inventions, discoveries, rights in technology, and literary and artistic works, including patents,
are defined in the *Faculty Manual*. For more information, visit Part III, section 4 of the *Faculty Manual Web* site.

**USE OF UNIVERSITY LOGOS AND WORD MARKS BY STUDENT ORGANIZATIONS**

All logos, seals, names, symbols, and slogans associated with, and used by, Vanderbilt University are trademarks and are the exclusive property of the University. Any reproduction and use of these marks by student organizations must be approved first by the Coordinator for Marketing and Licensing. This includes all products (e.g., T-shirts, mugs) that are used for sale or giveaways to other students. Approval may be requested from the Coordinator of [Marketing and Licensing](#) in the Division of Public Affairs.

**POLITICAL ACTIVITY**

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

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

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

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

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

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

HARASSMENT  Updated January 8, 2002

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

The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX." Any person who has a complaint regarding sexual or other harassment should call the Opportunity Development Center as soon as possible.

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

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

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

STUDENT COMPLAINT AND GRIEVANCE PROCEDURES
Updated January 8, 2002

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

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

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

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

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

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

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

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

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

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

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

STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

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

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

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

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

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

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

_Vanderbilt Directory_
Individual listings in the student section of the printed Vanderbilt Directory are compiled from information contained in the Student Records System as of the fourth week of classes. For this reason, please make sure that the information you provide to the University is accurate and up to date.

Each student’s listing in the printed _Vanderbilt Directory_ consists of the student’s full name, school, academic classification, local phone number, campus box number, and permanent address. Limited directory information (the student’s full name, school, academic classification, local phone number, and campus e-mail address) may also be available on the Internet via the Vanderbilt Home Page PeopleFinder. The information above has been designated by Vanderbilt University as directory information, pursuant to the Family Education Rights and Privacy Act (Buckley Amendment). A student who does not wish listings (as defined above) to appear in the Vanderbilt Directory and on the Vanderbilt Home Page PeopleFinder on the Internet may request that a directory hold be placed on his or her record. To place a directory hold, a student must notify the University Registrar (Peabody #505) in writing. (Please include student number.) For exclusion from the printed directory only, written notification must be supplied by August 1.

To report changes in directory information or to add or remove a directory hold, please complete the appropriate change form at the University Registrar’s office during regular business hours.

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**REFUNDS OF TUITION AND RESIDENCE HALL CHARGES**

University policy for the refund of tuition and residence hall charges provides a percentage refund based on the dates of withdrawal and residence hall check-out. Students who withdraw officially or who are dismissed from the University for any reason may be entitled to a partial refund in accordance with the established schedule shown below.

Refund Schedule for Withdrawal and Residence Hall Check-out
Fall 2001
Week 1 August 27-September 1 100%
Week 2 September 2-September 8 90%
Week 3 September 9-September 15 80%
Week 4 September 16-September 22 70%
Week 5 September 23-September 29 70%
Week 6 September 30-October 6 60%
Week 7 October 7-October 13 50%
Week 8 October 14-October 20 50%
Week 9 October 21-October 27 40%
Week 10 October 28-November 3 40%
No refunds after November 3, 2001

Spring 2002
Week 1 January 7-January 12 100%
Week 2 January 13-January 19 90%
Week 3 January 20-January 26 80%
Week 4 January 27-February 2 70%
Week 5 February 3-February 9 70%
Week 6 February 10-February 16 60%
Week 7 February 17-February 23 50%
Week 8 February 24-March 2 50%
Spring Break March 3-March 9
Week 9 March 10-March 16 40%
Week 10 March 17-March 23 40%
No refunds after March 23, 2002

BICYCLES ON CAMPUS

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

• Cyclists should exercise caution on campus roadways, which may require walking the cycle under certain circumstances.

• The bicycle speed limit on campus roads is ten miles per hour.

Registering Bicycles

Registration of bicycles at the University Police Department helps to deter theft and helps to identify the owners of bicycles that have been recovered. Bicycles may be registered on Mondays, 4:30 p.m. to 5:30 p.m. Bicycle owners should notify the University Police Department if their bicycles are stolen or if they sell their bicycles or change addresses.
\textbf{Bicycle Parking}
To prevent theft, chains or U-bolts should be used to secure bicycles to racks. Bicycles should not be chained to the decorative grillwork of campus buildings, to hand rails, or to any structures not designated for bicycle use. Bicycles may not be parked in the public areas of campus buildings.

\textbf{Bicycle Accidents}
Persons involved in bicycle accidents that result in personal injury should report the accidents to the University Police Department.

\textbf{CONDUCT ENDANGERING PERSONAL HEALTH}
Students who engage in a pattern of conduct that endangers their personal health or safety, such as abuse of alcohol or other drugs, denial of sustenance, etc., may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the University. That determination is made by a panel, consisting of the Dean or an Associate Dean of Housing and Residential Education, the Director of the Student Health Center or University psychiatrist, and an academic dean of the school in which the student is enrolled.

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

\textbf{ADDRESS AND NAME CHANGE}
Students are required to inform the registrars of their schools or the University Registrar of any changes in their University or home addresses. All official notifications will be sent to the address listed with the Office of the University Registrar. Students who wish to change any part of their names as they appear in the Student Records System must petition the University Registrar’s Office and provide official
documentation supporting the requested change. Name changes will be considered only if a student is currently enrolled.

CONDUCT REGULATIONS

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

Students are subject to disciplinary action when, individually or as members of a group, they violate University policy, rules, or regulations, including but not limited to the following:

• Obstruction or disruption of teaching, administration, University procedures and activities, or other authorized activities on University premises

• Physical abuse of any person

• Conduct that may endanger the health or safety of members of the University community

• Unauthorized entry or use of University facilities or unauthorized possession or use of University property or property of others

• Disorderly conduct or obscene conduct or expression

• Threats of violence against another person

• Forgery, alteration, or misuse of University documents, records, or identification, furnishing false information to the University, or possession of any false identification or identification belonging to another person

• The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol

• The operation of a motor vehicle while under the influence of alcohol or other drugs

• Intoxication (See also Chapter 7: Alcohol and Controlled
Substances for a more detailed statement of alcohol policies.}

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

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

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

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

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

Students or groups charged with violations of conduct have full right to the guarantees of fairness as described in Chapter 6: The Judicial System.

Violations of regulations of the residence halls, libraries, and other areas of University life may result in disciplinary action. The following regulations are general conduct guidelines.

**Sexual Misconduct**

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

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

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

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

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

c. suffers from a mental or physical disability.

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

**Threat, Stalking, or Intimidation: Directives to Desist**

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

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

A hearing to determine whether an order should be issued and
any order that may be issued shall not be considered a
disciplinary proceeding or discipline for purposes of the
student’s record. A subsequent proceeding to adjudicate a
charge that the student has violated the terms of an order shall
constitute a disciplinary proceeding in the ordinary sense of
that term and shall become a part of the student’s record to
the same extent that any other disciplinary action would
become part of the record.

**Conduct at Athletic Events**

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

1. The signs must be no larger than one piece of standard size
   poster board (22” x 28”);

2. Signs may not display abusive or obscene words or
drawings; and
3. Names of commercial products other than the official broadcast networks of the contest may not be mentioned on the sign.

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

**Conduct in the Libraries**

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

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

**Damage to Property**

Damaging, littering, or theft of University property or property of a University community member or a campus visitor, by a student or student group, may result in disciplinary action as well as their being held responsible for the cost of repair or replacement. For example, a student responsible for starting a fire might have his or her actions ruled accidental for disciplinary purposes, but would be subject to financial responsibility to any parties suffering loss as a result of the accident. **Students who suffer losses under these circumstances must make their claims to their own homeowners or renters insurance carriers. These companies will subrogate the claims to the carrier of the responsible student's insurance.**

**Use of University Computers and Data Networks**

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

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

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

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

Sports weapons must be kept in the custody of the Department of Police and Security, which is open twenty-four hours a day. It is a felony in the state of Tennessee to carry a weapon on a campus for the purpose of going armed.

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

In addition to the statutory definition of hazing, hazing is also defined at the University as intimidation by physical punishment; harassment by conditioning participation on the requirement that one withstand exacting, unnecessary, disagreeable, difficult, or exceedingly time-consuming work; harassment by means of embarrassment by banter, ridicule, or criticism; or requiring conduct that violates state law or University policy. Hazing, as defined by state law, as supplemented by the immediately preceding sentence, is prohibited as a violation of University policy and will subject the offending students and/or student organizations to disciplinary action. Sororities and fraternities should review the section on hazing in the Guide to the Greek System.

FINANCIAL RESPONSIBILITY

Tuition, fees, and all charges associated with the beginning of the semester are due and payable in full by the beginning of classes. The payment deadline for fall 2001 is August 21; for spring 2002, the payment deadline is January 2. A student who misses the payment deadline for either semester will be charged a 1.5% late payment fee and may have his or her registration cancelled, unless the student has secured authorization from the Office of Student Accounts to delay payment. In addition, OASIS (On-line Access Student Information System), Vanderbilt Card (debit card), and V-Net (long distance telephone) access will not be available for the student’s use.

All new and transfer students must complete a Student Account Agreement form prior to August 1, 2001. Forms are available in the Office of Student Accounts.

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

IDENTIFICATION CARD

All students, whether full- or part-time, are required to have
valid identification cards for the semester in which they are registered. Valid identification cards are required for specific activities. These cards are the property of the University and, if a student withdraws, must be relinquished to the office of the dean of the school in which the student is enrolled. Identification cards are not transferable, and damaged or altered cards are invalid.

Replacement cards are available, for a fee, at the Vanderbilt University Card Office.

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

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

SMOKING ON CAMPUS

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

STUDENT ACTIVITIES FEE

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

For 2001/2002, undergraduates are assessed $340, with half of this charge billed in the fall semester and the remainder billed in the spring semester. Graduate students pay an activities fee of $102.50. Students in professional programs pay $96.

A fee of $11 supports summer programs and is assessed from all students enrolled for a summer term.
Activities fee for undergraduates covers:

• A picture in and a copy of the Commodore yearbook, subject to availability

• Issues of Versus, The Vanderbilt Review, and other VSC, Inc., publications (excluding the Vanderbilt Hustler, which receives no activities fees)

• Admission to Sarratt Student Center programs, at special student rates, and use of Sarratt facilities

• Admission on a seat-available basis to home football and basketball games and to other varsity athletic events

• Admission, subject to space availability, to programs or events sponsored by student organizations that are funded by student activities fees, a complete list of which is maintained by the Office of Student Activities.

Activities fee for graduate and professional students covers:

• Admission to all programs sponsored by Sarratt Student Center, at special student rates, and use of Sarratt facilities

• A copy of all issues of Versus and The Vanderbilt Review

• Admission, subject to space availability, to programs sponsored by student organizations that are funded by student activities fees, a complete list of which is maintained by the Office of Student Activities.

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

Graduate and professional students may have their identification cards validated for admission to home football and basketball games, on a seat-available basis, upon payment of an extra fee to the Vanderbilt Athletic Department equal to the amount paid for this privilege by undergraduates. Spouses and University certified domestic partners of full-time graduate and professional students may have their cards validated in this manner as well. Validation for these activities must be made during times announced in the Vanderbilt Register. Other activities included in the undergraduate activities fee are available to graduate and professional students on a single admission or subscription basis only.
STUDENT RECREATION FEE

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

Recreation Fee for Undergraduates

Each undergraduate student is assessed $159 each semester of the academic year and $38 during the summer. The fee covers:

• unlimited use of all facilities of the Student Recreation Center and recreational fields

• participation in intramural, sport club, and wellness programs

• enrollment and participation in outdoor recreational activities

• participation in recreational classes and workshops.

Recreation Fee for Graduate and Professional Students

Each graduate and professional student is assessed $79 each semester of the academic year and $38 during the summer. Payment of the summer fee entitles graduate and professional students to the same privileges provided undergraduates. The academic year fee covers:

• half-use of all facilities of Student Recreation Center

• unlimited use of the recreational fields

• participation in intramural, sport club, and wellness programs, as well as in outdoor recreational activities

• enrollment and participation in classes and workshops.

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

Recreational Activities for Spouses and Partners

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

*Waiver of Student Fees*

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

1. a part-time student registered for four or fewer credit hours
   (including audit credit) or

2. a full- or part-time student residing outside a circle of
   approximately sixty miles from the Vanderbilt campus
determined by ZIP codes. It is the student’s responsibility to
   notify the University Registrar’s office of an address change
   in a timely manner.

Special requests for waivers may be addressed to the Student
Activities and Recreation Fees Waiver Committee,
Vanderbilt University, Box 6206 Station B, Nashville,
Tennessee 37235.

A late charge of $10 is assessed against students who are
eligible for waivers but register after the deadline of
September 14 for the fall and after January 25 for the spring.
Special requests must also be received by these deadlines to
avoid the late charge penalty. No waivers are granted after the
end of the semester in which the fee occurs, and there is no
waiver of the summer activities and recreation fees.

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**SAME-SEX DOMESTIC PARTNER POLICY**

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

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

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

Criteria

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

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

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

- 21 years of age (Supporting documents might include a
driver’s license or a birth certificate.)

- financially interdependent, sharing joint responsibility for the household. (Supporting documents might include bank statements, utility bills, etc., with both the student’s and the partner’s names on them.)

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

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

UNIVERSAL WAIVER

In consideration of Vanderbilt University’s providing opportunities to participate in both academic and co-curricular programs and activities, students acknowledge the receipt and sufficiency of this consideration, and, by enrolling in Vanderbilt University, agree to release, relieve, discharge, and hold harmless Vanderbilt University, its officers, trustees, faculty, administrators, employees, representatives, and elected and volunteer leaders designated by Vanderbilt University, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of, or in connection with, their voluntary participation in activities and travel associated with programs sponsored by the University or any of its departments, student groups, and other entities.

UNIVERSITY CALENDAR

For calendar information, visit the Academic Calendar Web site or the Campus Events Calendar Web site.

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Chapter 6: The Judicial System

Jurisdiction Over Non-Vanderbilt Students / Undergraduate Student Conduct Council / Graduate Student Conduct Council / Appellate Review Board / Student Conduct Councils and Hearings by Hearing Officers / Guidelines for Cases of Sexual Misconduct / Appeals / Disciplinary Sanctions

Note: For general provisions of the University’s Honor System, see Chapter 2: the Honor System.

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

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

- Written and timely notice of charges against students, including possible consequences

- Opportunity for students to present all relevant evidence at a hearing, to challenge adverse testimony and evidence, to
speak in their own behalf, to call witnesses, and to be accompanied by a student, faculty, or staff adviser of their own choosing who has not had legal training (except in cases involving students in the law school)

• Decisions reached on the basis of the evidence presented, proof that is clear and convincing to the hearing panel or officer for a finding of guilt, precedents, disciplinary regulations, and the character of the students.

• An unbiased appellate body to which students may appeal.

JURISDICTION OVER NON-VANDERBILT STUDENTS

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

UNDERGRADUATE STUDENT CONDUCT COUNCIL

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

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

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

Judicial procedures for the study abroad programs of the University are stated in the section on “Study Abroad Programs for Undergraduates” in Chapter 3: Community Life.

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

In matters pertaining to general residence hall regulations not within the scope of residence hall units and set forth in this Handbook in the “Residence Hall Regulations” section of Chapter 8, Residential Life, or not delegated to residence hall officers, a student has the option of having a case determined by a housing dean or dean’s designee, the Conduct Council Chair or Chair’s designee, or the Conduct Council.

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GRADUATE STUDENT CONDUCT COUNCIL

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

APPELLATE REVIEW BOARD

The Appellate Review Board is chaired by a member of the faculty. Faculty and student representatives from each school of the University complete the board. The following decisions may be appealed to the Appellate Review Board:

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

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

STUDENT CONDUCT COUNCILS AND HEARINGS BY HEARING OFFICERS

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

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

The accused may testify personally and present witnesses in his or her behalf. The student may examine all evidence that may form the basis for disciplinary action. The adviser may not address the judicial body, but may consult with the accused student during the hearing. No person who has a substantial interest in the case, or in a related case as an accused or adviser to an accused, may serve as an adviser. Persons conducting the hearing and considering statements
against the accused (for example, statements in the student’s file), must advise the accused of the content of the statements and give the student an opportunity to rebut inferences that might be drawn. The accused may present testimony and make arguments not only with regard to the offense but also with regard to excuse, justification, and mitigating circumstances. The accused may also speak to the question of the appropriateness of any particular sanction.

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

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

Hearings may be recorded in writing, or on audio or video tape. The Honor Council Adviser or Chair of the Conduct Councils, as appropriate, is custodian of the records of the hearings. A written record of conclusions and sanctions assessed must always be filed in cases resulting in disciplinary action. These conclusions become a part of the record and may be examined by the student in the case. If the case is appealed, a finding of fact and written opinion will be submitted to the appellate body. A finding of fact and opinion resulting in disciplinary action becomes part of the student’s record as well as the record of the proceedings and may be examined by the student in the case.

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

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

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

GUIDELINES FOR CASES OF SEXUAL MISCONDUCT

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

1. the Chair of the Conduct Councils or his designee will appoint a hearing panel of no more than five members from those serving on the Conduct Council or the Graduate Student Conduct Council;

2. the Chair or the Conduct Councils or his designee will chair each panel;

3. both women and men will serve on the hearing panel;

4. the hearing panel will be composed of both students and faculty/administration, not including the Chair of the Conduct Councils or his designee;

5. any appointed panel member who personally knows either the accuser or the accused will not be allowed to sit on the panel;

6. all members of the Conduct Councils will be counseled on issues involved in sexual misconduct prior to hearing;

7. both the accused and the accuser will be allowed to be present throughout the hearing;

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

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

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

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

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

APPEALS

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

Grounds for review for those petitioning for appeal are:

• Insufficient evidence to support the decision

• Harshness of sanction sufficient to show an abuse of discretion by the original hearing authority

• Procedural irregularity sufficient to affect the decision

• New evidence that was not reasonably available to be presented to the original hearing authority, the introduction of which may reasonably be expected to affect the decision.

The petition, including all supporting evidence provided by the petitioner, will be reviewed by the chair to make a determination as to whether the petition, when considered in the light most favorable to the petitioner, sets forth a basis sufficient to provide the relief sought by the petitioner. If the Appellate Review Board (ARB) Chair determines that the petition, when considered in the light most favorable to the petitioner, does set forth a basis sufficient to provide the relief sought by the petitioner, the chair will forward the petition to the original hearing authority for a response. If the chair determines that the petition, when considered in the light most favorable to the petitioner, does not set forth a basis sufficient to provide the relief sought by the petitioner, the
ARB Chair will dismiss the petition. The ARB Chair’s decision is final.

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

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

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

The Appellate Review Board also has supervisory authority, in consultation with the University Office of General Counsel, the Vice Chancellor for Student Life, the Office of Housing and Residential Education, and other appropriate University officials, to review and propose updates of the procedures of the persons and bodies whose decisions have been appealed to ensure that the student’s rights are protected.

DISCIPLINARY SANCTIONS

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

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

- **Reprimand.** An admonition and an official warning (such action may also include repair or replacement of University property when loss or damage is part of the offense).

- **Restriction.** Loss of privileges that are consistent with the offense and the rehabilitation of the student.

- **Fines.** Published monetary fines for certain violations.

- **Work Service.** Students may be assigned work details appropriate to the violation.

- **Disciplinary probation.** Placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.

- **Suspension.** Dismissal from the University for a specified or indefinite period of time. Suspension, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain University functions or to protect the safety of individuals.

- **Expulsion.** Permanent dismissal from the University.

- **Counseling, evaluation, and treatment programs.** In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. Such treatment may also be a condition of readmission to the University or a condition for remaining in the University.

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

  1. On the first conviction, the expected sanction will be a suspension beginning immediately and extending for the remainder of the semester in which the offense occurred
through the following semester.

2. For conviction of two offenses, the expected sanction will be immediate expulsion.

3. The chair may consider circumstances which would reduce or enhance these penalties.

4. Psychological counseling may be required for those found guilty of sexual misconduct and that the Chair may set conditions for readmission to Vanderbilt at the Chair’s discretion.

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

**Notification**
If a student admits to being, or is found to be, in violation of University policy, the results of the hearing, including any sanction, may be made known to the complainant, the appropriate academic dean, the faculty adviser, appropriate residential staff members, and the guilty student’s parents or guardian.

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

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

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

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

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Chapter 7: Alcohol and Controlled Substances

Updated January 8, 2002

Official Policy / Alcoholic Beverage Policies and Illicit Drugs Policies for All Students and Organizations / Policies for Postbaccalaureate Students and Organizations / Alcoholic Beverage Policies for Undergraduate Students of Legal Drinking Age / Emergency Treatment / Sanctions / Resources / Health Risks / Warning Signs of Possible Substance Abuse / Drug Effects Table (PDF Document) / FEDERAL TRAFFICKING PENALTY CHARTS (PDF Document)

You will need Adobe Reader on your computer to view and print the two PDF documents. It is available free from the Adobe Web site. Click on the link to download Adobe Reader.

Vanderbilt University is deeply concerned about the health and welfare of its students. University policies and regulations in general—and alcohol and illicit drug policies in particular—reflect that concern. The purpose of the policy, and the purpose of articulating it in great detail, is to enable students to make informed—and it is hoped, intelligent—choices, and to enable them to understand the consequences of making poor choices. In compliance with the federal Drug-Free Schools and Campuses regulations, Vanderbilt has adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics, and other drugs.

The University prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students, faculty, and staff, on its property, or as part of any University-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by Vanderbilt, its
schools, departments, or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by the University, or when the participant student, faculty member, or staff member is representing the University. Finally, the prohibition extends to “private” events off campus where the University may have an interest (e.g., if a student were to provide alcohol to underage students at an off-campus location).

To underscore the seriousness with which it takes the issue of health and welfare of its constituent populations, the University will impose disciplinary sanctions on students, faculty, and staff—up to and including expulsion or termination of employment, and referral for prosecution—for violation of the alcohol and illicit drug policy. Conditions of continued employment or enrollment may include the completion of an appropriate rehabilitation program.

In addition to the standards of conduct prohibited by law and University policy, students, faculty, and staff are subject to the additional requirements, disciplinary standards, and procedures promulgated by their respective schools, departments, and organizations. When students who are tested for drugs as a condition of participation in a University program (such as athletics) test positive, the results will be reported to the Chair of the Conduct Council for appropriate disciplinary actions. Additional standards of conduct, disciplinary standards, and procedures may be found elsewhere in The Student Handbook, in the Faculty Manual, and in the Medical Center Alcohol and Drug Use Policy (Policy No. 30–08), and any applicable union contract. Students, faculty, and staff should refer to appropriate documents for detail.

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ALCOHOLIC BEVERAGE AND ILLICIT DRUGS POLICIES FOR ALL STUDENTS AND ORGANIZATIONS

The following regulations apply to the use of alcoholic beverages by individuals, by groups, by University departments, or by an organization’s members and invited guests:

⚠️ At no time may alcoholic beverages be provided (served, distributed, furnished) to persons under legal drinking age (twenty-one years old) for the state of Tennessee.

⚠️ Because of the danger that drunk drivers pose to
themselves and to others, the operation of a vehicle while under the influence of alcohol or other drugs is prohibited.

⚠️ Again, due to the danger that intoxicated persons pose to themselves and to others, as well as to the disruption that intoxication can bring to the living/learning community, intoxication is prohibited.

⚠️ Alcohol may not be used as an award or trophy for any event or program of the University or by any University organization, group, or individual.

⚠️ Notices, posters, flyers, banners, etc., may not use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event.

⚠️ "B.Y.O.B.,” as shorthand for "Bring Your Own Bottle," may be used on postings, etc., for events that have been registered B.Y.O.B. during the event registration process. (Any B.Y.O.B. event sponsored by a student organization must be registered with the Office of Schedules and Reservations in Sarratt.)

⚠️ Groups or individuals who effect excessive and/or harmful consumption of alcohol through games, peer pressure, subterfuge, or other activities are subject to disciplinary action.

POLICIES FOR POSTBACCALAUREATE STUDENTS AND ORGANIZATIONS

Graduate and professional students and organizations must register their events with the Office of Schedules and Reservations, and secure authorization through the Events Registration Committee for events at which alcoholic beverages are present. If an undergraduate group cosponsors an event with a postbaccalaureate group, the policies governing undergraduate events must be followed. In addition, postbaccalaureate groups and their officers are subject to disciplinary action if there are violations of the underage drinking law or University policies and regulations at their events. Officers of an organization or a residence hall or individuals hosting an event are responsible for ensuring compliance with University policies and state and local law. Both organizations and individuals are subject to disciplinary action by the University, by the state of Tennessee, and by the Metropolitan Government of Nashville.
ALCOHOLIC BEVERAGE POLICIES FOR UNDERGRADUATE STUDENTS OF LEGAL DRINKING AGE

The only places on campus where students of legal drinking age may routinely possess and consume alcoholic beverages are as follows:

1. The rooms and apartments of students in upperclass residence halls (with the exception of substance-free floors and buildings, and freshman rooms in upperclass buildings)

2. Fraternity and sorority houses

3. The Overcup Oak.

Students may not consume alcoholic beverages elsewhere, except in common areas designated by student vote in upperclass residence halls in accordance with residential autonomy procedures, or when an event has been appropriately registered as an event at which alcoholic beverages will be consumed (see also “Scheduling Activities” section in Chapter 3: Community Life).

Being in residence hall lobbies or about the campus with open containers of beer or other alcoholic beverages, regardless of the type of container, is prohibited.

For special events, a place may be designated as one where the possession and consumption of alcoholic beverages by those of legal drinking age is permitted. However, such occasions must be registered, approved, and advertised five days in advance as an event at which alcohol may be consumed (e.g., the event must be authorized for B.Y.O.B., or authorization be granted by the Vice Chancellor for Student Life or his designee to serve undergraduates, and no common containers may be used).

The use of common containers of alcoholic beverages such as kegs, punch bowls, or party balls by undergraduates, the use of pure grain alcohol by individuals or organizations, the use of devices such as funnels and beer bongs designed for the rapid consumption of alcohol, and drinking games are prohibited on campus or at any event sponsored by a student organization off campus.

Undergraduate students who have reached the age designated by the state (twenty-one years of age) for the legal consumption of alcoholic beverages may possess and consume alcoholic beverages at events registered and approved for consumption on a "bring-your-own" basis. (See
B.Y.O.B. practices contemplate that an individual student of drinking age may share alcoholic beverages with a date or companions who are also of legal drinking age. However, any subterfuge or device to evade the spirit of the University policy prohibiting the use of common containers or the provision of alcoholic beverages at undergraduate functions will subject students and organizations to disciplinary action.

Any time alcoholic beverages are served or permitted, alternative beverages and food must also be served during the entire period that alcoholic beverages are available. Students organizing a B.Y.O.B. event are responsible for providing nonalcoholic beverages and food.

The sale of alcoholic beverages is prohibited, unless licensed by state or local authorities and authorized by the University.

Individuals who wish to invite guests to a party or gathering in their rooms, apartments, suites, or lodges must have authorization from the assistant director (AD) for the residential complex. For the event to be B.Y.O.B., a majority of the hosts must be of legal age to drink alcoholic beverages.

Undergraduate groups, individuals, students, faculty, and staff may not serve alcoholic beverages to undergraduate students, except by special authorization from the Vice Chancellor for Student Life or his designee. Authorizations are limited to faculty-student mixers or dinners and very special occasions where a reasonable percentage of those attending are of legal drinking age. To seek authorization to serve alcohol for an event, the officers of the student organization should obtain an Activities Registration Form from the Office of Schedules and Reservations and secure the approval by signature of their faculty adviser. The Activities Registration Form must then be submitted to the Events Registration Committee. If authorization to serve alcohol is granted, the completed form should then be filed with the Office of Schedules and Reservations no fewer than five days in advance of the event. (See also, “Scheduling Activities: Registration of Meetings, Concerts, Lectures, and Special Events” in Chapter 3: Community Life.)

Officers of an organization or a residence hall or individuals hosting an event are responsible for ensuring compliance with University policies and state and local law. Both organizations and individuals are subject to disciplinary sanction by the University and prosecution by the state of Tennessee and the Metropolitan Government of Nashville.
EMERGENCY TREATMENT

It is in the best interest of students’ welfare that persons who overdose or become intoxicated be brought to the attention of medical personnel. For that reason, and other University policies notwithstanding, it is University policy that no student seeking medical attention for intoxication or overdose shall be formally disciplined for the simple illegal use or possession of alcohol or other drugs, provided that the sole reason the student’s intoxication or overdose was discovered by University officials arose from the seeking of medical care (by the affected student or by friends of the affected student).

Immunity from disciplinary action for alcohol violations extends to *individuals* seeking help for the intoxicated student, but does not relieve a group of responsibility for violation of policy. Affected students immune from disciplinary action will be required to complete a course of evaluation counseling and, where indicated, treatment. Failure to complete the prescribed course can result in disciplinary action.

SANCTIONS

*University Sanctions.*

Vanderbilt University will impose disciplinary sanctions on students, ranging from a warning or reprimand, to disciplinary probation, suspension, or expulsion and referral for state or federal prosecution, for violation of its alcohol and controlled substances policy. As is the case with violations of other University policies, sanctions imposed will be appropriate to the severity and circumstances of the violation. The student’s previous record and attitude, and the seriousness of the offense will be taken into account in the determination of sanction.

The minimum sanction for simple unlawful purchase, possesssession, or consumption of alcohol is a reprimand for the first offense. The completion of an appropriate education or rehabilitation program may be required. For simple unlawful possession or consumption in a substance-free residential area, the reprimand may be enhanced with sanctions that might include attendance or implementation of educational programs, or service projects. (See below.) In addition, disciplinary action will be taken for misconduct that results from the use of alcoholic beverages or other drugs. Students will also be held responsible for any damages that
result from their misconduct. These sanctions will be imposed consistent with disciplinary standards and procedures found in *Chapter 6: The Judicial System*.

The minimum penalty for first-offense intoxication is disciplinary probation. Standard indicators for drinking and/or intoxication include lack of balance, loss of coordination, confusion, slurred speech, bloodshot eyes, odor of intoxicant, admissions to drinking, etc.

The minimum penalty for driving under the influence of alcohol or other drugs is probation and loss of campus driving and parking privileges.

Because of the seriousness of unlawful provision, distribution, or sale of alcohol or other drugs by a student (or group or organization) violation of this policy will result in serious disciplinary action, which may include suspension or expulsion for the first offense, and may also result in criminal prosecution. The minimum penalty for a student who illegally distributes alcohol to an underage student will be probation for the first offense, and suspension for the second offense. In addition, the possession of illicit drugs, or alcohol, in such quantities as to create a presumption of possession with the intent to distribute on or off the campus, is a serious violation that may result in immediate suspension or expulsion.

Student organizations which provide alcohol to those not of legal age, whether through direct purchase or other group activities, may be placed on probation for one calendar year for the first offense, with no parties with alcohol permitted for a period of six months.

Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age may also be liable for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students. Student organizations and the officers of such organizations may also have such liabilities.

**Sanction Enhancements**

The purpose of any sanction for a violation of University policy is to get a student’s attention, to effect reflection on the part of the student, and, it is hoped, to effect compliance with the policy. Because violations of alcohol and drug policies can be a threat to student’s health, welfare, and even life, enhancements may be added to any official sanction as additional means of helping students understand the potential consequences of policy violations.

Such enhancements may include the following:
1. Evaluation by an alcohol and drug counselor at Student
Health, and treatment or enrollment in a counseling program
when indicated by the results of the evaluation.
2. Attendance at alcohol or drug education seminars.
Implementation of an alcohol or drug educational program
for peers.
3. Service work details linked to behavior associated with use
of alcohol. (Such details might include picking up litter from
campus lawns, cleaning lobbies, restrooms, and stairwells, of
residence halls, etc.)

**State of Tennessee Sanctions.**
[This document contains a summary of state and federal
sanctions for the unlawful use of illicit drugs and alcohol.
Portions of the summary were provided by the federal
government, and while the summary is a good faith effort to
provide information, Vanderbilt does not guarantee its
accuracy.] Under state law, it is unlawful for any person
under the age of twenty-one (21) to buy, possess, transport
(unless in the course of their employment), or consume
alcoholic beverages, including wine or beer. It is also
unlawful for any adult to buy alcoholic beverages for or
furnish them for any purpose to anyone under twenty-one
years of age. These offenses are classified Class A
Misdemeanors punishable by imprisonment for not more than
eleven months and twenty-nine days, or a fine of not more
than $2,500, or both. (T.C.A. 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C
Misdemeanor punishable by imprisonment of not more than
thirty days or a fine of not more than $50, or both. (T.C.A. 39-17-310.) Under Tennessee law, the offense of possession
or casual exchange of a controlled substance (such as
marijuana) is punishable as a Class A Misdemeanor (eleven
months twenty-nine days and/or a fine of $2,500). For the
third and subsequent offense of possession of 1/2 oz. or less
of marijuana, punishment is one to six years of imprisonment
and a $3,000 fine. If there is an exchange from a person over
twenty-one years of age to a person under twenty-one, and
the older person is at least two years older than the younger,
and the older person knows that the younger is under twenty-
one years of age, *then the offense is classified as a felony.*
under circumstances where intent to resell may be implicit is
punishable by one to six years of imprisonment and a $5,000
fine for the first offense.

State penalties for possession of substantial quantities of a
controlled substance or for manufacturing or distribution
range up to a maximum of fifteen to sixty years of imprisonment and a $500,000 fine. (Title 39, T.C.A., Chapter 17.) For example, possession of more than twenty-six grams of cocaine is punishable by eight to thirty years of imprisonment and a $200,000 fine for the first offense.

The state may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

**United States Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 **U.S.C. 844(a)**

First conviction: Up to one year imprisonment and fine of at least $1,000 but not more than $100,000, or both.

After one prior drug conviction: At least fifteen days in prison, not to exceed two years, and fine of at least $2,500 but not more than $250,000, or both.

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years, and fine of at least $5,000 but not more than $250,000, or both.

**Special sentencing provisions for possession of crack cocaine:**

Mandatory at least five years in prison, not to exceed twenty years, and fine of up to $250,000, or both, if:

(a) first conviction and the amount of crack possessed exceeds five grams.

(b) second crack conviction and the amount of crack possessed exceeds three grams.

(c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 **U.S.C. 853(a)(2) and 881(a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)


Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. [An automobile may be impounded in cases involving any controlled substance in any amount.]

21 **U.S.C. 844(a)**

Civil fine of up to $10,000 (pending adoption of final regulations).

21 **U.S.C. 853(a)**

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 **U.S.C. 922(g)**

Ineligibility to receive or purchase a firearm.
**Miscellaneous** Updated January 8, 2002
Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies. Violations of federal trafficking laws that involve either (1) distribution or possession of controlled substances at or near a school or university campus, or (2) distribution of controlled substances to persons under twenty-one (21) years of age, incur doubled penalties under federal law. (See chart: Federal Trafficking Penalties.)

**RESOURCES**

As an educational institution, the University is primarily concerned with helping the individual student achieve academic goals. When health problems do arise, the University may assist and guide a student whose mental or physical health is threatened. Because of the health hazards, students who choose to use alcohol should do so in moderation. Should students or their friends have a problem with alcohol or other drugs, there are several places on campus where one can receive assistance:

1. The Resident Adviser (RA), Head Resident, or Assistant Director is available to listen to students with such problems and make a referral if necessary.
2. The Office of Alcohol and Other Drug Education is located in the Student Health Center.
3. There are professional counselors at the Psychological and Counseling Center and at Student Health Center.
4. Students may wish to talk to someone at the office of Campus Ministries.
5. The Outpatient Detox Clinic’s phone number is 343-4752.
6. The Vanderbilt Institute for Treatment of Addiction (VITA) offers both in- and outpatient treatment.

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

Your Resident Adviser
Your Assistant Director
Your Dean
Your own physician/psychiatrist
Office of Alcohol and Other Drug Education 343-4740
Student Health Center 322-2427
Psychological and Counseling Center 322-2571
Campus Ministries 322-2457
Office of Housing and Residential Education 322-2591
HEALTH RISKS

The following is a summary of known health risks associated with the use of illicit drugs and the abuse of alcohol. Part of the summary was provided by the federal government, and Vanderbilt does not guarantee that it is an error-free or exhaustive accounting.

Effects of alcohol abuse

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assault are almost always associated with alcohol use. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In
addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Effects of other drugs**

**Marijuana:** Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality a "high." Marijuana is usually smoked, and like tobacco, it is very toxic to the lungs. Disorders of memory (loss) and of mood often occur in chronic users.  

**Cocaine (stimulant):** Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

**Amphetamines (stimulants):** Amphetamines, and their new derivatives "crystal," "ice," and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

**LSD & PCP (hallucinogens):** These chemicals are used to produce "altered states" to escape reality. They are very dangerous and can cause psychosis.

**Valium, Barbiturates, etc. (depressants):** These and other prescription drugs of this type are usually used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods of time. These drugs can be fatal if mixed with alcohol or other depressants.

**Heroin, Codeine, etc. (narcotics):** These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, thought to be the cause of AIDS.

**Other:** Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

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**WARNING SIGNS OF POSSIBLE SUBSTANCE ABUSE**

- Withdrawal from social situations
- Increased boredom or drowsiness
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
Violent behavior and vandalism
Terse replies to questions or conversation
Sad or forlorn expression
Lying
Poor classroom attendance
Dropping grades or poor work
Apathy or loss of interest

When such signs appear in friends,

DO

Express your concern and caring
Be ready to listen
Communicate your desire to help
Make concrete suggestions as to where the student can find help or how he or she might cope with a given problem
Try to get the student to seek professional help
Ask for assistance from campus resources
Be persistent

DON'T

Take the situation lightly or as a joke
Be offended if the student tries to "put you off"
Take "I don't have a problem" as an answer
Try to handle the student alone ask for assistance
Lecture about right and wrong
Promote guilt feelings about grades or anything else
Gossip: speak of it only to those who can help

Because this publication is available to postbaccalaureate students as well as undergraduates, the following may be helpful for those who are at least twenty-one years of age and who choose to drink alcoholic beverages:

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Chapter 8: Residential Life

Undergraduate Student Housing / Graduate and Professional Student Housing / Residence Hall Regulations / Residential Life Government / General Policies

Link to Housing and Residential Education homepage.

To help students adjust and mature at Vanderbilt, residential staff members are available to offer advice, counseling, and referral about matters of career, academic, or personal concern.

The Office of Housing and Residential Education employs upperclass undergraduates and graduate and professional students as resident advisers and head residents. The student staff is supervised by seven, full-time assistant directors and an Assistant Dean who are in residence. The Dean and two Associate Deans also reside on campus and respond to student needs.

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

UNDERGRADUATE STUDENT HOUSING

All unmarried undergraduate students, except those who live at home with their families in Davidson County, must live in residence halls on campus during the academic year, May session, and summer sessions. Authorization to live elsewhere is granted at the discretion of the Director of Housing Assignments in special situations or when space is unavailable on campus.
Married undergraduate students (and those 21 years of age with University-certified same-sex domestic partners) may apply for University housing in Family Housing, Lewis House, or Garrison Apartments. Undergraduate students with children may apply for housing in Family Housing.

In general, freshmen are housed separately from upperclass students. When there is insufficient space in the regular freshman housing system or in special situations, freshmen and upperclass students may be housed on the same floor, in the same building, or in the same complex. All undergraduates make housing arrangements through the Office of Housing and Residential Education in Branscomb Quadrangle.

**Freshman Assignments**

Procedures for freshman housing assignments will be posted on this site by no later than February 1, 2002.

Admission to the University does not guarantee assignment to a particular type of room. Freshmen may be assigned to singles, doubles, or suite doubles. Further, the University population is fluid, and demand for housing may change considerably in a relatively short time. In circumstances in which the number of freshmen enrolled exceeds the number of spaces for freshmen in regular rooms, it may be necessary to house students in upperclass areas, in apartments, or in alternative accommodations (such as study rooms on residential floors) for a few weeks, for a semester, or for the entire first year.

**Upperclass Assignments**

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

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

**Requests to Live in Off-campus Housing**

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

Requests to Live in a Fraternity or Sorority House
Students who want to live in fraternity or sorority chapter houses must file the necessary forms each semester, May session, or summer session with the Office of Housing and Residential Education. Requests for residency in the chapter houses for the spring semester must be filed thirty days before the beginning of spring semester. A maximum of six officers, preferably of junior or senior class standing, may live in each chapter house.

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GRADUATE AND PROFESSIONAL STUDENT HOUSING

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

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

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

Only full-time Vanderbilt students are eligible for housing. An apartment must be vacated within twenty-four hours if the occupant ceases to be a student.
With the approval of the assistant director in charge of the area, residents in graduate and professional student housing may have guests for up to two weeks.

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

Residence Hall Regulations

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

Occupancy
Residence halls are generally open for occupancy on the day before registration begins for each semester. Residence halls close at 9 a.m. on the day following the last day of classes before holidays and at 9 a.m. on the day following the last day of examinations at the end of the semester. Residence halls reopen after holidays at noon on the day prior to the first day of classes.
Expiration and Termination
A room contract will be terminated upon a student’s graduation, completion of his or her program, or withdrawal or dismissal from the University. The apartment or residence hall room must be vacated within twenty-four hours. Resident contracts may be terminated only when, at the discretion of Director of Housing Assignments, unanticipated and major changes occur in a student’s situation which would justify such termination. Contracts may not be broken to allow students to obtain lodgings elsewhere.

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

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

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

RESIDENTIAL LIFE GOVERNMENT

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

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

• Publication of regulations and responsibilities in the residence hall, in cooperation with the residence hall staff.

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

- Areas, occasions, and times for the use of alcoholic beverages (upperclass residence halls only; not applicable to substance-free areas) [Alcoholic beverages are restricted to individual rooms where the residents are of legal age for purchase, possession, and consumption of alcoholic beverages.]

- Visitation hours (in University residence halls) [Visits of a relatively short duration in residents’ rooms by members of the opposite sex are permissible at any time within a given 24 hour period.]

- Provisions for quiet hours [7pm-7am, Sunday through Thursday; midnight-10am Friday and Saturday; 24/7 during reading days and examination periods.]

- Responsibility for guests [Resident hosts bear disciplinary and financial responsibility for their guests.]

- Requirements for the scheduling and attendance of residents at residence hall or floor meetings [Attendance at meetings of residential units is required; such meetings are scheduled by elected officers in consultation with residential staff.]

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

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GENERAL POLICIES

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

In certain residence halls, students may paint their rooms with approval (an application must be filed) from the Office of Housing and Residential Education, but furniture and headboards may not be painted. Fluorescent paint and adhesives (e.g., glow stars) are prohibited. Pictures and bulletin boards may be hung only from the picture rail. (Hooks for picture rails may be purchased in the University bookstore.) Any tape, staples, adhesive holders, screws, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings. Non-staining putty may be used. The use of over-the-door hangers is prohibited due to the damage that these devices produce. Only tension rods may be used for curtains or other treatments at window openings.

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

Residents are individually and collectively responsible for any damage in their residences for any reason except negligence on the part of the University, and are expected to maintain and leave the residence at checkout in the same condition of repair as it was when they checked in, normal wear and tear excepted.

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

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

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

**Damage to Property**
Damaging, littering, or theft of University property or property of a University community member or a campus visitor, by students or student groups, may result in disciplinary action as well as their being held responsible for the cost of repair or replacement. For example, a student responsible for starting a fire might have his or her actions ruled accidental for disciplinary purposes, but would be subject to financial responsibility to any parties suffering loss as a result of the accident. **Students who suffer losses under these circumstances must make their claims to their own homeowners or renters insurance carriers. These companies will subrogate the claims to the carrier of the responsible student's insurance.**

**Electric Appliances**
Small items such as radios, sound systems, electric blankets, clocks, lamps, and coffee makers with enclosed heating units are permitted in rooms, but no appliances with exposed heating elements, or grills (for either outdoor or indoor use, including "George Foreman" grills and like devices), are allowed. Appliances that draw a large amount of current from each circuit, such as hot plates, popcorn poppers, air conditioners, electric heaters, and instant water-heating elements, are prohibited. In addition, washers, dryers, and dishwashers are heavy consumers of utilities and are not allowed. Microwave ovens less than six years old, having a maximum power of no more than 600 watts and an interior capacity of no more than one cubic foot are permitted. Refrigerators less than six years old that have no more than 4.0 cubic foot capacity may be used. The head resident of a building may require that any appliance be placed in storage if there is abuse in the manner in which the appliance is used.
In the case of microwaves, refrigerators, and appliances in general, the student is advised that the densely populated residence hall environment is not the place for older home appliances which have been recently replaced. All appliances used in the residence halls must be in good condition, with special attention given to seals, electrical cords, and plugs. Only power strips with circuit breakers may be used as extension cords. In consideration of fire safety, any halogen lamps or light source will not be permitted for use in any housing or residential facility at Vanderbilt University. The Dean of Housing and Residential Education reserves the right to revoke authorization for the use of any appliance in individual buildings or throughout the residential campus.

**Escorts, Resident**

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

**Furnishings**

No furniture, plants, or other furnishings, including those in lounges or reception areas, may be exchanged with anyone, stacked, or moved from one room to another. Headboards and footboards may not be removed from beds. Anyone who moves furniture or mattresses without authorization will be responsible for the costs incurred in moving these items back to their proper positions (or the cost of repair or replacement, if an item is damaged or lost) and will be subject to disciplinary action. Doors and window screens may not be removed.

**Guests**

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

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

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

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

**ID Card Access Readers**
Most University residence halls have ID card access readers at one or several entrances. Access schedules vary by building and by entrance. For reasons of safety and security, students should not permit residence hall access to persons they do not know to be residents.

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

**Keys**
Keys to residence hall rooms and other necessary keys, if any, are issued to residents upon check-in to the room. Residents may not duplicate keys. No deposit is required, but if a key is lost or not returned when a room is vacated, the lock may be changed and the resident charged for the replacement. The decision to replace the lock and/or issue a new or replacement key is made by the assistant director in charge of the area.
**Liability**
Interruption or curtailment of services maintained in a residential building, if caused by strikes, mechanical difficulties, or other causes, does not entitle residents to any claim against the University or to any reduction in rent.

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

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

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

**Pets**
Students may not have pets and other animals in University residence halls. Students are also prohibited from keeping or providing for animals on University property, and visiting animals must be kept outdoors and leashed. Students who violate this policy are subject to disciplinary action and will bear any associated costs in rooms where animals are found in violation of this policy. Fish may be kept in aquariums.

The University Police Department has responsibility for removing stray animals from campus.

**Policy Violations**
Students who are found to be in violation of University policy may be required to change room assignments or vacate University housing as directed by the Office of Housing and Residential Education.

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

*Quiet Hours*
Quiet hours are in effect from 7 p.m. until 7 a.m., Sunday through Thursday, and midnight until 10 a.m., Friday and Saturday. During these hours, residents must cease all activities that might disturb study or sleep. Radios, televisions, etc., should be turned to low volume and other noisy activity curtailed. During examination periods, quiet hours may be extended. In addition, the residents may vote to alter quiet hours, in accordance with the provisions for residential autonomy.

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

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

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

*Residence Hall Solicitation*
In general, solicitation in the residence halls is prohibited. Room-to-room solicitation for any reason is not allowed. Those students or student organizations who wish to organize clothing, food, blood, or book drives in the residence halls must request authorization from the Dean of Housing and Residential Education.

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

- Combustible materials may not be stored on the premises.

- Motorcycles, mopeds, and other internal combustion machines may not be kept in University housing. (Bicycles may be stored in student rooms.)

- Nothing may be thrown from windows.

- Open flames, including but not limited to burning candles, oil lamps, or incense, are prohibited in the residence halls.
• Walkways, stairs, and corridors must be kept clear.

• Fire doors may be used by residents or guests only for emergency exit or practice drills.

• Failure to evacuate a building when a fire alarm sounds is prohibited.

• Tampering with fire extinguishers and other fire-safety equipment is prohibited and will result in disciplinary action, including possible suspension from the University or a prorated charge of $100 among the residents of a particular area if the responsible person(s) cannot be identified.

• Tampering with smoke detectors, emergency phones, building access systems, or other safety, security, or fire-safety equipment is prohibited.

• The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of outside grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Noncompliance is prohibited.

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

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

**Smoking**

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

**Storage**

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

Items may be stored in trunks or metal cartons with lids. Fire regulations require that no cardboard boxes be used for
storage of items. Each student may store a maximum of three storage containers.

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

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

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

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

However, overnight and extended visits by members of the opposite sex are not allowed by the visitation policy. If a visitor has not been escorted from the residential area of a hall by the close of its visitation hours, both the resident and the visitor will be subject to disciplinary action. While in a residence hall, a visitor of the opposite sex must be escorted at all times by his or her resident host. (See also "Escorts, Resident," above.)
It is inappropriate (and unauthorized) for persons to use bathroom facilities designated for the opposite sex. Common bathroom facilities on residential floors are designated for the sex assigned to the floor, unless otherwise indicated.

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