

May 14, 2024

Bobbie Jean Norris
FOIA Officer
Virginia Tech
315 Burruss Hall (MC0229)
800 Drillfield Drive
Blacksburg, VA 24061
foia@vt.edu

BY ELECTRONIC MAIL

RE: FOIA Request, Virginia Tech's Response to Gaza-related Protests

Dear FOIA Officer Norris:

The American Civil Liberties Union Foundation of Virginia ("ACLU of Virginia"), through the undersigned citizen of Virginia, makes this request for records regarding the recent protests (hereinafter referred to as "Gaza-related protests") from Virginia Polytechnic Institute and State University ("Virginia Tech"). This request is pursuant to the Virginia Freedom of Information Act ("VFOIA"), Va. Code Ann. § 2.2-3700, et seq.

Specifically, we request the following records from March 1, 2024 to the date this request is processed:

1. All communications between Virginia Tech administration (including but not limited to the Office of the President, Executive Leadership, and the Board of Visitors) and the Office of Governor Glenn Youngkin concerning the Gaza-related protests.
2. All communications between Virginia Tech administration (including but not limited to the Office of the President, Executive Leadership, and the Board of Visitors) and the Virginia Attorney General's Office concerning the Gaza-related protests.
3. All communications between Virginia Tech administration (including but not limited to the Office of the President, Executive Leadership, and the Board of Visitors) and the Virginia State Police concerning the Gaza-related protests.
4. All communications between Virginia Tech administration (including but not limited to the Office of the President, Executive Leadership, and the Board of Visitors) and the Virginia Tech Police Department concerning the Gaza-related protests.



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5. All communications between the Virginia Tech Police Department and the Virginia State Police concerning the Gaza-related protests.
6. All records (including directives, agreements, communications, memoranda, and notes) relating to University Policy 5000, and any changes made to the policy or administrative directives issued pursuant to the policy in response to the Gaza-related protests.
7. All records (including directives, agreements, communications, memoranda, and notes) relating to any Virginia Tech policy that was enforced by police or university officials in response to the Gaza-related protests.
8. All records (including directives, agreements, contracts, communications, memoranda, and notes) relating to the proposal, approval, or authorization to deploy police (Virginia Tech Police Department and/or Virginia State Police) in response to the Gaza-related protests.
9. Records sufficient to identify the total amount of funds expended by Virginia Tech on the police response (Virginia Tech Police Department and/or Virginia State Police) to the Gaza-related protests.
10. All records (including directives, communications, memoranda, and notes) relating to disciplinary action proposed or taken against students involved in the Gaza-related protests. We do not seek personal identifying information, such as student names or social security numbers. We do expect, however, the release of all segregable portions of otherwise exempt materials, as required by Va. Code Ann. § 2.2-3700.

Please search for responsive records regardless of format, medium, or physical characteristics. We seek records of any kind, including paper records, electronic records, audiotapes, videotapes, photographs, data, and graphical material. Our request includes without limitation all correspondence, letters, emails, text messages, facsimiles, telephone messages, voice mail messages, and transcripts, notes, or minutes of any meetings, telephone conversations, or discussions. Our request also includes any attachments to emails and other records, as well as emails to which the subjects of this request were cc'ed or bcc'ed.

Please exclude records consisting solely of news articles, press clippings, and other publicly available material, if the records include no accompanying discussion by government officials.

If it is your position that any portion of the requested records is exempt from disclosure, please provide with reasonable particularity the volume and subject matter of the withheld records, and cite, as to each

category of withheld records, the specific Code section that authorizes the withholding. If some portions of the requested records are properly exempt from disclosure, please redact those portions and produce the remainder of the requested records.

Please provide the requested records or respond as required by state law (§ 2.2-3704B) within 5 days from your receipt of this letter. Our preferred form for public records is digital (.ppt, .docx, or .pdf files) sent as email attachments to mgolski@acluva.org. If records are only available in paper form or any other physical medium, please mail them to Attn: Molly Golski, ACLU of Virginia, P.O. Box 26464, Richmond, VA 23261 or advise of a manner in which I may retrieve them.



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Should transcription to a digital medium or any other activities required for retrieval and transmission of the requested records incur a cost more than \$100, please provide me with an estimate before processing this request per §2.2-2704F of the Code of Virginia. However, I would also like to request a waiver of all fees. I am a paralegal with the ACLU of Virginia, a non-profit civil rights organization, and I attest that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of government activities. This information is not being sought for commercial purposes.

In the estimate of costs, please separate any cost for accessing or searching for the records from the cost of duplication so I may decide whether to exercise my right to inspect the records during normal business hours before asking to have any records duplicated.

Thank you for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact me at (804) 494-8149 or mgolski@acluva.org

Sincerely,

A handwritten signature in black ink, appearing to read "Molly Golski".

Molly Golski
Paralegal

From: [Virginia Tech Public Records](#)
To: [Molly Golski](#)
Subject: [External Message Added] Virginia Tech public records request #24-297
Date: Tuesday, May 21, 2024 2:01:30 PM

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-- Attach a non-image file and/or reply ABOVE THIS LINE with a message, and it will be sent to staff on this request. --

Virginia Tech Public Records

A message was sent to you regarding record request #24-297:

Ms. Golski.

This is in response to your correspondence dated May 14, 2024.

Based on the subject matter of your request, we have determined that any records responsive to items 1, 2, 3, 4, and 5 are exempt from disclosure as noted below:

- Item #1 – Governor’s working papers (§ 2.2-3705.7(2) of Virginia’s FOIA)
- Item #2 – Attorney-client privilege (§ 2.2-3705.1(2) of Virginia’s FOIA)
- Items #3, #4, and #5 – Public Safety (§ 2.2-3705.2(14) of Virginia’s FOIA)

Should you want the volume of records withheld, it will be necessary for us to conduct searches for each category of communications. To do so, you will need to identify with reasonable specificity the records being requested, including

in all cases, the specific Virginia Tech administration officials (i.e., Office of the President and Executive Leadership) for whom you are requesting records. You will be responsible for the cost of those searches (see § 2.2-3704(F) of Virginia's FOIA).

If you wish to receive an estimate of the cost of the searches, please provide the specificity noted here so that we may determine the costs.

With regard to your other items:

- Item # 6 – There have not been any changes made to the policy or administrative directives issued pursuant to the policy in response to the noted protests.
- Item #7 – The Virginia Tech policy enforced in response to the protests is University Policy 5000. See <https://news.vt.edu/articles/2024/04/cm-glc-statement.html> ; Policy 5000 (Policy Template (vt.edu)); and, <https://news.vt.edu/notices/2024/05/faq-april-protests.html>
- Item #8 – Virginia Tech Police enforced University Policy 5000. To the extent any records relate specifically to the deployment of Virginia Tech Police those records are exempt under the public safety provision noted above.
- Item #9 – No responsive records.
- Items #10 – See Virginia Tech's Student Code of Conduct at <https://codeofconduct.vt.edu/>

Thank you,
BJ Norris
FOIA Officer

[View Request 24-297](https://virginiatech.nextrequest.com/requests/24-297)

<https://virginiatech.nextrequest.com/requests/24-297>



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Questions about your request? Reply to this email or sign in to contact staff at Virginia Tech .

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STUDENT CODE OF CONDUCT



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I. Introduction

The Virginia Tech community is guided by the [university's motto](#), Ut Prosim (That I May Serve), and is based on the fundamental values expressed in the [Principles of Community](#): to nurture learning and growth for all community members, to encourage open expression, and to respect our differences and common humanity.

When a student accepts admission to Virginia Tech as an undergraduate, graduate, or professional student, they also accept membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students and student organizations at Virginia Tech, as defined in this document. The university reserves the right to make changes to the code at any time.

Authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct, lies with Virginia Tech's governing body, the Board of Visitors, as authorized under the [Code of Virginia](#). The Vice President for Student Affairs has responsibility for the university conduct system, with direct supervisory oversight of disciplinary matters assumed by the Office of Student Conduct, under the direction of the Director of Student Conduct. The director serves as the Chief Student Conduct Officer for the university.

The Student Code of Conduct does not apply to matters of academic integrity. For information on policies and procedures related to student academic integrity, please refer to the following:

- [Undergraduate Academic Integrity](#)
- [Graduate Honor System](#)
- [Doctor of Veterinary Medicine Honor Code \(Virginia-Maryland School of Veterinary Medicine\)](#)
- [Doctor of Medicine Honor Code \(Virginia Tech Carilion School of Medicine\)](#)

The Office of Student Conduct and the University Conduct System

The Student Code of Conduct is overseen by the [Office of Student Conduct](#). The university's conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.

Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Director of Student Conduct. These individuals each have significant education and training on student development, student discipline, and university policies and procedures.

Additional Community-Specific Regulations

As part of their education and life at Virginia Tech, students may also be involved in organizations, programs, or other entities for which additional and separate standards and policies, including potential sanctions for violations, have been established. Students should be aware of additional policies that may apply to their involvement in certain programs, organizations, or communities, including but not limited to students in the [Corps of Cadets](#), [student athletes](#), members of [certain Greek-letter organizations under the Office of Fraternity and Sorority Life](#), and students in certain colleges or programs, such as the [Virginia Tech Carilion School of Medicine](#) or the [Virginia-Maryland College of Veterinary Medicine](#).

These policies and processes do not supersede a student's responsibilities under the *Student Code of Conduct*. In situations involving potential violations of policies in the *Student Code of Conduct* and community-specific policies, the student is accountable first to the university's *Code*. Additional sanctions may be issued by programs/organizations that address a student's participation or membership in those communities, specifically. Student Conduct is responsible for coordinating adjudication processes with these various entities, when appropriate.

II. Student Rights and Responsibilities

As individuals, Virginia Tech students enjoy basic rights. As members of the university community, they also accept certain responsibilities.

Rights

1. Students at Virginia Tech will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status as described in [university policy 1025](#).
2. Students at Virginia Tech enjoy those rights guaranteed by the Constitutions of the United States and the Commonwealth of Virginia as applicable. This includes activities protected under the First Amendment. In accordance with the Code of Virginia, incidents of disruption of constitutionally protected speech may be reported via the [Speech on Campus webpage](#).
3. The Student Code of Conduct and the policies and procedures it outlines, under the administration of the Office of Student Conduct, provides an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure that students receive a fair and equitable resolution.

Responsibilities

1. Students are responsible for understanding and following university policies and procedures, including the *Student Code of Conduct*, and for abiding by all applicable state, federal, and local laws.
2. University email is the primary means by which the university communicates with students; therefore, students are responsible for reading all official communications delivered to their university email address.
3. Students who are offered admission to Virginia Tech and choose to matriculate [have a continuing duty to report](#) to the Office of Student Conduct any arrests or convictions, other than minor traffic violations, as well as any protective orders issued against them. This duty applies regardless of where the arrest occurred and regardless of whether the university is in session at the time of the arrest or conviction. Students must notify Student Conduct in writing, [using the Arrest Disclosure and Conviction Form](#), within 10 business days of the incident that led to their arrest or within five business days of the incident that led to their conviction. Failure to comply with this continuing duty may result in disciplinary action under the *Student Code of Conduct*.

III. Jurisdiction

Enrollment Status

For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.

If a student’s enrollment lapses for more than one calendar year, based on a student’s voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students who are separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the duration of the separation.

Student Organizations

A student organization, as defined in this document (below), may be considered for disciplinary action if an incident(s) is determined to be an organizational activity, based on at least two of the criteria listed below. Student Conduct will consider the entirety of the information to determine whether to charge an organization.

- Any student serving as an executive officer of the organization who is aware of the incident sufficiently in advance of its occurrence to prohibit its taking place and takes no action to prohibit it.
- The incident involves the expenditure of any organizational funds.
- The incident involves or is actively or passively endorsed by a majority of the members of the organization.
- The incident occurs in property owned, rented, reserved, or used by the organization.

- Members and/or non-members of the organization learned about the event through members or communication associated with the organization.
- The incident occurred as a result of individual members of the organization acting in the capacity as members of the organization.

Leaders and members of organizations who are complicit in any violation of the *Student Code of Conduct* or who permit or condone behavior that violates the code may also be held accountable as individuals in addition to the organization.

Location of Incidents

Students and student organizations that violate the *Student Code of Conduct* may be considered for disciplinary action whether the conduct occurs on or off university property, including but not limited to in-state, out-of-state, and outside of the United States.

The *Student Code of Conduct* may also apply to behavior conducted online or through an electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

Alleged Violations of Criminal Law

When conduct violates both criminal law and the *Student Code of Conduct*, disciplinary action may be taken by the university, irrespective and separate from criminal action. At the university’s discretion, the Office of Student Conduct may proceed with disciplinary action prior to a criminal trial or postpone action until after trial.

IV. Definitions

The following terms as used throughout the *Student Code of Conduct* are defined below. For definitions related to cases referred for formal adjudication under Title IX, refer to [Appendix III](#).

TERM	DEFINITION
Advisor	An advisor is one person of a student’s choosing and cost who may accompany a student throughout the conduct process. They may consult with the student but not speak on the student’s behalf or participate actively in the process.
Aggravating Factors	An aggravating factor is information, used during sanctioning (i.e., after a violation has been determined to have occurred), that may increase the sanction. Some factors may include but are not limited to a student’s past conduct record and the nature and severity of the behavior and its impact.
Appeal	An appeal is a written request for review of a hearing and findings, based on specific grounds.

TERM	DEFINITION
Appellate Officer	An appellate officer is an employee of Virginia Tech, external to the Office of Student Conduct staff, designated by the Vice President of Student Affairs to review and respond to appeals.
Charge(s)	A potential violation of the <i>Student Code of Conduct</i> .
Complainant	Any individual who has reported a potential violation of the <i>Student Code of Conduct</i> .
Conduct Officer or Hearing Officer	A conduct or hearing officer is an individual designated by the Director of Student Conduct to adjudicate cases involving allegations of conduct violations.
Conduct Referral	A report or complaint that alleges violations of the <i>Student Code of Conduct</i> by a student(s) or student organization(s).
Consent (general)*	Consent is generally defined as knowing, voluntary, and clear permission for something to occur. *For a more specific definition of consent in the context of sexual activity, please see the definition below.
Consent (in the context of sexual activity)	<p>Consent is defined as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.</p> <ul style="list-style-type: none"> • Consent cannot be given where a person is incapacitated; or where a person has a disability; or is not of legal age to consent as defined by law. • Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time. • Previous relationships or prior consent cannot imply consent to future sexual acts.
Incapacitation	Physical or mental inability to make informed, rational judgments. Incapacitation includes but is not limited to being asleep, being unconscious, and the inability to make decisions due to the voluntary or involuntary use of alcohol or drugs.
Mitigating Factors	A mitigating factor is information, used during sanctioning (i.e., <i>after</i> a violation has been determined to have occurred), that may decrease the sanction. Some factors may include but are not limited to a student's past conduct record and steps taken to remedy their behavior
Notice	Written notice of the alleged violations of the Code. Notice will be presumed to have been furnished when the notice is sent to the student's Virginia Tech email address or, when appropriate, provided at a prehearing meeting.

TERM	DEFINITION
Preponderance of the evidence	The Office of Student Conduct uses preponderance of the evidence to determine whether or not a student has violated a policy in the <i>Student Code of Conduct</i> . This determination is made based on the information available to determine if it is more likely than not that a violation occurred.
Respondent	Any student or student organization alleged to have violated the <i>Student Code of Conduct</i> .
Student	For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution.
Student Organization	For the purposes of disciplinary action, a “student organization” includes Registered Student Organizations (RSO), Extended Campus Student Organizations (ECSO), and University Chartered Organizations (UCSO), as defined in university policy 8010 .
University Official	A university official is any person given authority by the university to perform administrative or professional responsibilities, including, but not limited to university police officers, residential well-being student leaders, graduate/teaching assistants, administrative support staff, faculty, etc.
University Property or University Facilities	University property or university facilities are any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.
Witness	A witness is a person who provides relevant information about an incident in a hearing or through a written statement. Character witnesses are not generally considered relevant.

V. Prohibited Conduct

Alcohol and Other Drug Offenses

- **Alcoholic Beverage:** Improper use of alcohol as defined by the regulations of the Commonwealth of Virginia and the university, including but not limited to underage possession/consumption, public intoxication (regardless of age), manufacturing, providing alcohol to any underage person, or any violation of university alcohol regulations, [as outlined in Appendix I](#).
- **Drugs:** Possessing, using, manufacturing, selling, or misusing any illegal or controlled substance and/or possession of drug paraphernalia in violation of state or federal law.

- ▶ Cannabis (Marijuana): Virginia law permits adults aged 21 or older to possess, use, and grow cannabis under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting cannabis on university property or at university-sponsored off-campus events.

Therefore, in accordance with federal and state laws, Virginia Tech prohibits the following conduct related to cannabis. (Additional information is available in [Appendix II](#)):

- Possession or use of any form of cannabis, or any substance containing more than 0.3% THC, for any purpose, including medical or recreational use, on university property or at university-sponsored events off campus. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.
 - Possession of cannabis paraphernalia on university property or at university-sponsored event off campus.
 - Improper possession or use of cannabis off university property (with the exception of university-sponsored events) as defined by the regulations of the Commonwealth of Virginia, including but not limited to possession/use under the age of 21, possession of greater than 1 ounce, consuming in public, and selling, as outlined in [Appendix II](#).
- Driving Under the Influence: Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.
 - Tobacco: Improper use of tobacco as defined by the laws of the Commonwealth of Virginia and the university, including but not limited to underage possession of any tobacco product, nicotine vapor products, alternative nicotine products, or hemp products intended for smoking, providing any tobacco product to any underage person, or any violation of university policy No. 1010. Tobacco products include but are not limited to cigarettes, cigars, bidis, and rolling papers. The use of tobacco products is prohibited within 25 feet of any Virginia Tech building.

Offenses Against People

- Abusive Conduct: The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical harm.
- Endangerment: Actions that intentionally or recklessly endanger the health, safety, or well-being of oneself or another person or group.

- Harassment: Unwelcome conduct not of a sexual nature that is sufficiently severe, pervasive, or persistent that it could reasonably be expected to create an intimidating, threatening, or hostile environment that limits the ability of an individual to work, study, or participate in the activities of the university. *Note: the Code also includes a Gender-Based Harassment policy.*
- Hazing: Any mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, initiation, or continued association with a group or organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, local statute, or university policy, regardless of the willingness of an individual to participate in such activity. [Additional information is available in Appendix IV.](#)
- Stalking: Repeated contact of another person not based on gender when the contact is unwanted and may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. *Note: the Code also includes a Gender-Based Stalking policy.*
- Recording and/or Distribution of Audio/Visual Material Without Consent: Making, attempting to make, sharing, or distributing an audio and/or visual recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one's reputation.
- Gender-Based Violence (these policies apply in cases outside of the jurisdiction of Title IX; for Title IX policy definitions, refer to [Appendix III](#)):
 - Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
 - Sexual Assault: Actual or attempted sexual contact with another person without that person's consent.
 - Sexual Battery: Intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.
 - Sexual Coercion: Using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.
 - Rape: Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

- ▶ Gender-based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- ▶ Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even if the behavior does not constitute one of the other sexual misconduct offenses.
- ▶ Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
- ▶ Dating Violence: Acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.
- ▶ Gender-Based Stalking: Repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

Offenses Against Property

- Damage or Destruction: Intentional, reckless, and/or unauthorized damage to, destruction of, tampering with, or vandalism of property.
- Fire Safety: The misuse of or tampering with firefighting equipment and/or signage, unauthorized burning, disregarding fire alarm signals, deliberately

initiating a false alarm or, tampering with fire detection or suppression equipment.

- Theft: Theft is the unauthorized taking, appropriation, use, or possession of property belonging to another person or entity. Failing to tender payment for services rendered may also constitute theft. Found property should be presumed lost and delivered to an appropriate University authority immediately. Failure to return found property to an appropriate authority may constitute theft.
- Unauthorized Entry: Entering, attempting to enter, or being present in buildings, residences, public or private property, and/or facilities or other areas without proper authority.

Offenses Against the Community

- Disorderly or Disruptive Conduct: Engaging in disorderly or disruptive conduct that interferes with university, community, or individual activities, including but not limited to studying, teaching, research, and university administration.
- Failure to Comply: Failure to comply with a request and directives of university officials acting within the scope of their authority, including but not limited to the following: failure of a student to present their university identification card, failure to keep or attend a required meeting, and failure to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.
- Impersonation: Impersonating any person, group, or office, with the intent to deceive another.
- Public Exposure: Any act or attempted act of public nudity or urinating/defecating in public.
- Hazardous Materials: Unauthorized possession, use, or threat of use of fireworks, explosives, or hazardous and potentially hazardous materials.
- Weapons: Unauthorized possession, use, threat of use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary, owned or leased by Virginia Tech. Refer to Virginia Polytechnic Institute and State University Policy and Procedures [No. 5616](#) for additional information.

Offenses Against the University

- Climbing: Unauthorized climbing, scaling, rappelling, or attempting to climb, scale, or rappel, inside or outside campus buildings or structures.
- Furnishing False Information: Knowingly giving false information to a university official who is performing their official duties, including but not limited to perjury in a conduct hearing.
- Interference with University Complaint Processes: Attempting or actively influencing, impeding, intimidating, interfering, coercing, or retaliating against

any person involved in a potential, actual, or past student complaint in a formal university complaint process.

- Involvement in a University Violation: Presence, regardless of participation, during any violation of the *Student Code of Conduct* and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.
- Visitation/Guest Policies: Students or student organizations will be held responsible for the conduct of their guests and are expected to inform them of all university regulations, including but not limited to [Housing policies](#).

Other Prohibited Conduct

- Actions Leading to the Conviction of Criminal Offenses: Any student convicted of a criminal offense is subject to university disciplinary action.
- Failure to Observe Rules and Regulations: Failure to observe rules and regulations issued by the university that are not listed specifically as “Prohibited Conduct” in the document, including but not limited to regulations linked above in the “[Additional University Policies](#)” and “[Additional Community Specific Regulations](#)” sections.
- Forgery or Fraud: Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.
- Gambling: Participation in any form of illegal gambling.

Statement on Sanction Enhancements for Policy Violations Motivated by Bias

Any violation of the Virginia Tech Student Code of Conduct found to be motivated by an individual’s age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (as stated in [Virginia Polytechnic Institute and State University Policy and Procedures No. 1025](#)) will be deemed an aggravating factor and will subject the student to a sanction more severe than would be imposed in the absence of such motivation.

This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or gender-based stalking.

Statement on Self-Reporting and Bystander Intervention

Virginia Tech recognizes that the health and safety of students is of utmost importance. Therefore, if someone requires assistance for themselves or others because of alcohol or drug use, we want them to call for help. If medical assistance is sought, Student Conduct will not pursue conduct charges against the individual or organization who sought assistance, or the individual in need of assistance. However, Student Conduct will still

require students to attend a meeting with a hearing officer to discuss the incident and will assign substance-related and other educational assignments to the involved parties.

Violations having a significant individual or community impact and students with prior violations that demonstrate an actual, potential, or perceived pattern of behavior are not likely to have outcomes that are mitigated and are not likely to be protected under this policy.

Statement on Reports of Sexual Harassment and Gender-Based Violence and Immunity for Use of Alcohol or Other Drugs

Virginia Tech seeks to remove any barriers to reporting incidents of sexual harassment and gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of sexual harassment or gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

Statement on Immunity for Reports of Hazing

In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:

- a) The disclosure is made by a bystander who is not an active participant in such acts; and
- b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.

VI. Additional University Policies

The *Student Code of Conduct* is intended to include other rules, regulations, and policies issued by the university that pertain to students and student organizations. Violations of these policies are actionable under the *Student Code of Conduct* when the violation warrants a process or sanction beyond what is available in these policies. Additional policies include but are not limited to the following:

- [Dining Policies](#)
- [Housing Policies](#)
- [Housing and Dining Contract](#)
- [Parking and Traffic Regulations](#)
- [Student ID Cards](#)

- [University-Level Policies](#) (see the university’s policy library at policies.vt.edu/policy-library for a full list of policies relevant to students; the following policies are those most frequently referenced):
 - ▶ [Acceptable Use and Administration of Computer and Communications Systems](#)
 - ▶ [Arrest, Conviction, and Protective Order Disclosures](#)
 - ▶ [Bicycles and Personal Transportation Devices](#)
 - ▶ [Campus and Workplace Violence Prevention](#)
 - ▶ [Facilities Usage and Events](#)
 - ▶ [Harassment, Discrimination, and Sexual Assault](#)
 - ▶ [Operation of Unmanned Aircraft Systems](#)
 - ▶ [Sales, Solicitation, and Advertising on Campus](#)
 - ▶ [Serving Alcohol](#)
 - ▶ [Smoking](#)
 - ▶ [Social Media](#)
 - ▶ Tobacco
 - ▶ [University Names and Trademarks](#)

VII. Student Conduct Process

The Office of Student Conduct uses the following procedures to address behavior that is alleged to have violated university policy. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority. The procedures used in particular cases are determined at the sole discretion of the Office of Student Conduct.

The university conduct process is an administrative function and differs from civil or criminal legal proceedings. In some situations, students may be involved in both legal and university systems.

Step 1: Submitting a Conduct Referral/Complaint

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as a “conduct referral,” to the Office of Student Conduct. While there is no time limit for referrals, Student Conduct encourages people who plan to bring a complaint against a Virginia Tech student to do so as quickly and prudently as possible.

Student Conduct will review the conduct referral to determine if there is information regarding behavior that may violate the *Student Code of Conduct* and thus warrants resolution within the conduct system.

This review may include a meeting with the person(s) who submitted the complaint and/or an investigation to gather additional information.

Potential outcomes of the review include the following:

- A determination that interim measures or administrative actions should be imposed in order to maintain safety or order.
- A determination that an investigation is needed to gather additional information to identify an appropriate avenue for resolution.
- A determination that the matter should be referred to another office or process.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that an agreed resolution is the appropriate avenue for resolution.
- A determination that there may be a potential violation of the *Student Code of Conduct* and that a formal hearing is the appropriate avenue for resolution.
- A determination that the complaint may not involve a potential policy violation but is related to a conflict; in this case, Student Conduct may offer voluntary mediation, facilitated dialogue, or conflict coaching.
- In some cases, at Student Conduct's discretion, students will be invited to participate in an educational conversation about the concerns raised in the complaint, even when Student Conduct determines that adjudication is not appropriate.
- A determination that there is insufficient information to pursue the complaint.
- A determination that the behavior alleged, even if proven, would not violate the *Student Code of Conduct*.

Formal Complaints of Sexual Harassment and Gender-Based Violence

Formal complaints of sexual harassment and/or gender-based violence should be reported to the university's Title IX Coordinator. They will follow the steps detailed in Virginia Tech's Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (INSERT LINK) to offer supportive measures and to determine whether a complaint falls within the scope of Title IX, as defined by the federal Department of Education, or under the policies in Virginia Tech's *Student Code of Conduct*.

Complaints that have been determined to fall under the policies in the *Student Code of Conduct* will be referred to the Director of Student Conduct. Per the process outlined above, the Director will review the complaint and, if appropriate, may request the Office for Equity and Accessibility conduct a thorough, impartial investigation into the complaint. Upon completion of an investigation, the Director will determine how the matter should be resolved.

Step 2: Resolution

After reviewing a conduct referral, Student Conduct will determine an appropriate resolution process from among the following:

Agreed Resolution: An agreed resolution is an informal resolution option in which the respondent meets with a hearing officer to discuss an incident and collaborates with the hearing officer to determine whether they violated a policy and, if so, what sanctions may be appropriate. If the respondent agrees to the resolution, they waive the right to a formal hearing, and the resolution is final. If an agreement cannot be reached, the respondent has the option to move forward to a formal hearing with a new hearing officer.

Formal Hearing: In a formal hearing, the hearing officer(s) determines whether the respondent violated policies in the *Student Code of Conduct*, along with appropriate sanctions, if necessary. In formal conduct hearings, the respondent is entitled to the following procedural guarantees and opportunities:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by an advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe that they may be biased or have a conflict of interest.
- To appeal if there is a loss of privilege (i.e., suspension, dismissal, denial of housing, etc.), provided there are appropriate grounds as found in the [Student Conduct Formal Hearing Appeals section](#).

In addition to witnesses who may be called by respondents participating in formal hearings, hearing officers may also call witnesses whom they believe are relevant for determining outcomes in a given case. The outcome of a formal hearing is final unless it qualifies for appeal, as outlined in the [Formal Hearing Appeals](#) section. If a respondent or complainant fails to attend a formal hearing after receiving proper notice, the case may be heard in their absence.

Formal Title IX Adjudication and Gender-Based Violence Hearings: Cases referred for adjudication by the Title IX Coordinator for a formal Title IX hearing are conducted in accordance with the policies and procedures outlined in [Appendix II](#), as required by the U.S. Department of Education.

Gender-based violence cases that fall outside of the jurisdiction of Title IX are adjudicated through the gender-based violence policies and formal hearing process outlined by the *Student Code of Conduct*, as described above. These formal hearings are conducted by a team of two hearing officers. In these hearings, both the complainant and respondent receive the same [procedural guarantees](#) outlined above, and both parties may appeal, regardless of the outcome. Appeals must be based on [appropriate grounds](#).

Adaptable Conflict Resolution (ACR): When complaints/referrals to Student Conduct are based in conflict between individuals or groups, Student Conduct may offer adaptable conflict resolution (ACR) options to students, including mediation, facilitated dialogue, or

conflict coaching. Participation in ACR is optional, and in the case of mediation or facilitated dialogue, all parties must agree to participate. ACR options may result in a mutually satisfactory agreement between the parties, but it is not required.

Educational Conversation: An educational conversation is a discussion between a student and hearing officer in Student Conduct regarding behavior that does not rise to the level of a policy violation but is, nevertheless, inappropriate or having a negative impact on the student or others or, if it continues, may become a policy violation. These conversations are educational and supportive in nature and are intended to help the student reflect and to connect them with resources, when needed.

Additional Information

Standard of Proof

The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the *Student Code of Conduct*. Preponderance of the evidence means that based on the information available to determine if it is “more likely than not” that a violation occurred.

VIII. Sanctions

Student Conduct sanctions are designed to promote safety, individual accountability, and reflection. Whenever possible, Student Conduct makes efforts to educate students and to foster personal and academic success. When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student’s prior conduct record. Sanctions are generally cumulative in nature. One or more of the following sanctions may be imposed when a student or student organization is found responsible for violating the *Student Code of Conduct*:

SANCTION	DESCRIPTION
Formal Warning	<p>A formal written notice that the student or student organization has violated a policy in the Student Code of Conduct and that further violations may result in more serious conduct action.</p> <p>Students or student organizations who receive a formal warning are still considered in good conduct standing with the university. A formal warning is not shared with third-parties during a student disciplinary records check, unless waived by the student or under court order or subpoena.</p>
Probation	<p>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Further violations during that time period may result in more serious conduct action, including a potential separation from the university.</p>

SANCTION	DESCRIPTION
Deferred Suspension	<p>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred suspension is assigned are those that are serious enough to warrant suspension from the university, but due to mitigating factors, the student or student organization is given the opportunity to remain enrolled at the university, provided they do not violate further policies. The suspension may take effect if they violate additional policies during the period of deferred suspension.</p>
Suspension	<p>A specified period of time during which the student or student organization is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Virginia Tech or transfer credits earned at other institutions during the period of disciplinary suspension. For student organizations, the university will withdraw recognition for the duration of the suspension. A student or student organization must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period.</p>
Deferred Dismissal	<p>A specified period of time during which the student or student organization is considered not in good conduct standing with the university. Violations for which deferred dismissal is assigned are those that may warrant permanent dismissal, or expulsion, from the university, but due to mitigating factors, the student is given the opportunity to maintain student status with the university, provided they do not violate further policies. The dismissal may take effect if the student violates additional policies during the period of deferred dismissal. A deferred dismissal is often accompanied by a suspension or other conduct sanctions.</p>
Dismissal	<p>A formal notice that the student or student organization is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll. For student organizations, the university permanently withdraws recognition.</p>
Denial of Privileges or Associations	<p>A specified period of time during which the student is denied certain privileges or associations, including but not limited to termination of the housing contract, removal from athletic events, loss of recreational sports privileges, network access, or access to certain university facilities. Student organizations may also have their social function privileges revoked.</p>

SANCTION	DESCRIPTION
Restitution	Requirement for the student to make restitution for damage to university property, which, at the discretion of Student Conduct and the associated university department, may be in the form of monetary payment or community service.
Educational, Community, and Wellness Activities	Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.

Failure to complete sanctions

Students are expected to complete their conduct sanctions, including educational sanctions, within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in placing holds on student accounts and additional conduct action.

IX. Formal Hearing Appeals

The respondent has the opportunity to appeal the outcome of a formal hearing if it results in a loss of privilege, including suspension, dismissal, or denial of certain university privileges, including but not limited to housing, network access, or athletic privileges. For gender-based violence hearings, both the complainant and respondent have the opportunity to appeal, regardless of the outcome of the hearing and whether or not there is a loss of privilege. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

The appeal process for formal Title IX hearings is outlined in [Appendix III](#).

Grounds for appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

1. Denial of procedural guarantees
2. Significant and relevant new information that was not available at the time of the hearing
3. Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

1. Uphold the original decision and sanctions
2. Uphold the original decision and either decrease or increase the sanction
3. Vacate a finding
4. Send the case back to Student Conduct for a new partial or full hearing.

Timeframe to submit an appeal

The respondents (and complainants, in the case of gender-based violence hearings) have seven (7) business days from the date of the decision to submit the appeal. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

Format of appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply and any information the student wants considered should be included in the written document. The burden is on the appealing student or student organization to demonstrate why the finding or sanction should be altered.

Appellate Officers

An appellate officer will be designated by the Vice President for Student Affairs, or their designee, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct.

X. Interim Measures and Administrative Actions

Based on the nature and circumstances of the referral, the university may authorize interim measures or take administrative action to maintain safety and order and to ensure compliance with university processes and directives, including the following:

Holds on Student Account: Student Conduct may apply a hold on a student's account, which will prevent course registration, graduation, and access to transcripts. Situations in which holds may be applied include but are not limited to the following:

1. The student fails to complete sanctions by assigned deadlines
2. The student has been issued an interim suspension
3. The student is suspended and has a pending re-enrollment meeting
4. The student has a pending conduct matter that must be resolved

Interim Suspension: The university retains the authority to impose an interim (immediate) suspension from the university and/or selected campus facilities with proper notice if such action is necessary to preserve the safety of persons or property. During an interim suspension, a student may not participate in academic, extracurricular, or other activities of the university except as may be authorized by the Vice President for Student Affairs or their designee. In this instance, the students will be afforded an interim suspension meeting and the opportunity to show why their continued presence on campus does not constitute a threat to themselves, others, or property. The interim suspension meeting is separate from the student conduct process. The student will have five (5) business days within which to request an interim-suspension meeting, should they desire one be held, by contacting the appropriate office as designated in the notice of interim suspension. An opportunity to meet with Student Conduct for a final resolution will be provided as soon as possible.

- Procedures: The following steps explain the procedure for imposing an interim suspension:
 - ▶ Initiating an Interim Suspension: When a situation, as defined above, occurs, the responding university official contacts the Threat Assessment Team or the Vice President for Student Affairs or their designee to assess the situation and determine if an interim suspension is appropriate.
 - ▶ Notification of an Interim Suspension: The student will be sent an interim suspension letter immediately, which states that the student is either suspended from the university and/or suspended from all or selected campus residential facilities until a final resolution is determined through the Student Conduct process.
 - ▶ Interim-Suspension Meeting: The student can immediately request an interim suspension meeting to be conducted by the Vice President for Student Affairs or their designee. The interim suspension letter will contain instructions on how to request a review. Those present at the meeting may include the responding university official and other witnesses as deemed appropriate by the Vice President for Student Affairs, or their designee. During the review, the student will be given an opportunity to demonstrate why their continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation. In such instance, the student will be evaluated by the director of the Cook Counseling Center or their designee.
 - ▶ Timeframe to Request Interim-Suspension Review: A student must request a meeting within five (5) business days; after that time frame, the interim suspension and/or suspension from campus residential facilities and all student activities will remain in effect until the matter is resolved through the student conduct process.
 - ▶ Decision: The decision made after the interim suspension meeting will be final. There will be no additional appeal.
 - ▶ Student Conduct Process/Resolution: Interim suspension information will be shared with Student Conduct and others who need to know. Student Conduct will determine and schedule, as soon as possible, the appropriate resolution process to determine whether the student is responsible for violating university policy and, if so, appropriate sanctions.

No Contact Order: In certain situations, Student Conduct may issue no contact orders to students for a period of time to prevent communication between two or more students if it is determined that contact between the parties may perpetuate or escalate behavior that may interfere with a person's rightful actions, including but not limited to their safety and security. No contact orders prevent students from face-to-face, electronic, or third-party contact.

If a no contact order is issued, all parties involved will receive the order in writing. Unless issued as a sanction in a student conduct hearing, a no contact order does not appear on a student's official conduct record.

A student who violates a no contact order may be subject to conduct action; if a violation of the order threatens the safety of persons or property, an [interim suspension](#) may be imposed.

The process for no contact orders includes the following:

1. No contact orders may be requested by students, or Student Conduct may issue them independently of a request.
2. Before issuing an order, Student Conduct may request additional information to determine whether it is warranted.
3. Student Conduct may decline to issue an order.
4. A student who has requested an order be issued may subsequently request that it be lifted.
5. Student Conduct has the discretion to lift a no contact order at any time if it is determined that the circumstances under which it was issued are no longer present.

Cease Operations Order: In certain situations involving allegations of policy violations by student organizations that may involve potential impacts on the safety of persons or property or significant disruption to the community, Student Conduct may issue a cease operations order, which places restrictions on the organization while the matter is resolved. Examples of situations in which cease operations are issued include but are not limited to the following: hazing; alcohol distributed to underage members or guests; and disorderly or disruptive behavior, such as serious or ongoing violations of noise regulations in the Town of Blacksburg. The cease operations will remain in place until the matter is resolved by Student Conduct. Cease operations restrictions may include but are not limited to the following:

1. The organization is to stop operating in full, including meetings, communication, events, etc.
2. The organization is to stop hosting events with alcohol present.
3. The organization is to stop recruitment or holding meetings, events, or activities with new or prospective members.

XI. Student Conduct Records

Violations of the *Student Code of Conduct* are maintained in a student's conduct record for a period of five years from the date of the incident, excluding cases resulting in dismissal from the University, which will be kept in perpetuity. This record is maintained electronically by the Office of Student Conduct and is separate from a student's academic transcript, though it is considered part of a student's educational record.

In accordance with the Clery Act, records regarding incidents involving Clery Act reportable violations will be kept for a minimum of seven years from the date of the incident.

Records of formal Title IX hearings will also be maintained by the Office for Equity and Accessibility for a period of seven years, as described in the Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence.

Student conduct cases involving student organizations are not private. Accordingly, hearing notification and sanction letters are sent to organizational advisors and (inter)national headquarters. Additionally, in accordance with Virginia statute, student organizations found responsible for a violation of the hazing policy will be publicly reported on the Office of Student Conduct webpage.

Information Sharing within the University

Notification of student conduct outcomes or decisions is given to individuals in the university with a need to know. Other university agencies or organizations may be required to obtain a written release from students before they can receive notification.

Notification to Victims of Crimes of Violence

Victims of crimes of violence (including abusive conduct and gender-based violence) involving student respondents will be notified of the outcome and sanction(s). In Title IX matters, complainants will also be notified of the outcome and relevant sanctions for non-violent violations of gender-based violence policies.

Parental Notification

Parents/guardians of students under age 21 will be notified if their student is found responsible for a violation of the alcoholic beverage or illegal drug policies.

Student Conduct Transcript Notations in Cases of Suspension and Dismissal

When a student is suspended or permanently dismissed from Virginia Tech, a notation will be included on the student's academic transcript stating, "suspended [or dismissed] for a violation of the Student Code of Conduct." Suspension notations will be removed once the student completes the term and conditions of the suspension, including all assigned sanctions. In cases involving allegations of gender-based violence, a notation will also be placed on the transcript of a student who withdraws from Virginia Tech while under investigation. This notation will be removed if the student is subsequently found not responsible for violating policies in the *Student Code of Conduct*. Students may also petition to have transcript notations expunged, as outlined in the following section.

Lesser sanctions, such as warnings and probation, do not affect a student's academic standing and do not appear on the official transcript.

Petitions for Expungement

The university offers two opportunities for students to petition for expungement of documentation related to their disciplinary record:

1. In cases involving low-level violations of the *Student Code of Conduct*, such as cases in which a student received probation, the student may petition the Office of Student Conduct to have the record of that case expunged prior to the end of the five-year period (early record expungement).
2. In cases involving sanctions of suspension or permanent dismissal resulting in a notation on the academic transcript, the student may petition the Office of Student Conduct to have the notation on their academic transcript expunged. Expungement of the notation is not the same as expungement of the entire case record.

The process and timeline for each opportunity is outlined below.

1. Early Record Expungement for Low-Level Policy Violations: Students or graduates may petition Student Conduct to have the documentation of their cases involving low-level policy violations, such as those resulting in probation, “expunged” from their conduct record prior to the end of the five-year period. “Expungement” in this situation means that while the record is maintained by Student Conduct, per state and federal law, the record will not be shared with third parties, except as required by law. For example, a student applying to transfer to another institution may need to obtain a certified copy of their disciplinary record as part of an admissions application; if a record has been expunged, the documentation provided for the application will not include information about that incident.

The opportunity to request expungement reflects the student-centered and learning-focused values on which the Student Conduct process is based. Namely, we believe that students can learn and grow by reflecting on their decisions and examining their values.

Cases involving more serious violations of policy and more significant sanctions may not be considered for early record expungement, including but not limited to the following cases: those resulting in suspension or dismissal, gender-based violence and gender-based stalking, drug distribution, or other offenses against people.

An early record expungement applies only to records maintained by the Office of Student Conduct; records maintained by other offices or units, such as law enforcement and other university departments are not subject to expungement under this process.

Eligibility: A student may petition to have cases expunged from their conduct record in the following circumstances:

- An undergraduate student is classified as a senior, is not on an active status sanction (e.g., probation), and has completed all assigned educational sanctions.
- An undergraduate student is classified as a freshman, sophomore, or junior, has been off of an active sanction (e.g., probation) for at least one full semester (i.e., fall or spring), and has completed all assigned educational sanctions.
- A graduate or professional student is not on an active status sanction (e.g., probation) and has completed all assigned educational sanctions.

2. Transcript Notation Expungement for Cases Involving Suspension or Dismissal:

A student or former student may petition for a transcript notation to be expunged—or removed—from the academic transcript after a period of three years from the final resolution of the case if the student can show good cause. In cases involving suspension, the student must have completed the term of the suspension and all educational sanctions prior to submitting their petition. The Office of Student Conduct will work with former students who have outstanding educational sanctions to determine options, which could include alternate sanctions that are mutually agreed upon, for fulfilling sanction requirements so that the individual may petition to have the transcript notation expunged.

Expungement of the transcript notation is not the same as expungement of the entire case record.

Evaluation of Expungement Petitions

The Director of Student Conduct or their designee will review petitions for early record expungements as well as transcript notation expungements based on the criteria above and will submit a recommendation to the Vice President for Student Affairs or their designee for final approval. The decision will be based upon the following criteria, as outlined in the petition application available on the Student Conduct website:

1. The nature of the violation(s) and the resulting impacts
2. The student’s behavior after the violation(s) and their present demeanor
3. The student’s demonstrated level of reflection and growth

After a petition is evaluated, the student will receive written notification of the decision. That decision will be final.

It is important to note that a student with an expunged record or transcript notation may still need to disclose information about their disciplinary history to third parties, including potential employers, other universities’ admissions offices, a professional board, etc.

XII. Appendices

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Appendix I: Additional Policies and Procedures Governing the Use of Alcoholic Beverages

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem in our society and that it interferes with the goals and objectives of any educational institution. The university fully complies with the alcohol regulations of the Commonwealth of Virginia, and all state laws apply to Virginia Tech students and student organizations. Students or student organizations who violate the Alcoholic Beverage Policy in the *Student Code of Conduct* and any associated policies or guidelines will face disciplinary action. Sanctions will likely include substance-related education.

In compliance with the laws of the Commonwealth, and to maintain conditions conducive to learning, possession or consumption of alcoholic beverages on campus is only permitted according to the following provisions:

LOCATION	DESCRIPTION
Residence hall room	In the privacy of a student room, alcoholic beverages are permitted for those persons 21 years of age or older in accordance with state law, provided that at least one of the 21-year-old residents of the room is present.
Other locations in residence halls	Aside from the privacy of a student’s room, possession or consumption of alcoholic beverages in any area of residence halls, including suite living rooms, is forbidden.
Oak Lane	The Director of Fraternity and Sorority Life, in conjunction with the Director of Residential Well-being, determines regulations concerning the use of alcoholic beverages in the “Oak Lane Community” (also known as Special Purpose Housing) during events.
Corps of Cadets	The Commandant of Cadets establishes and publishes regulations to be observed by cadets regarding the possession and consumption of alcoholic beverages. This information is published in the Cadet Regulations Manual.
All residential locations	Kegs of any description in student rooms or residence halls, including Oak Lane, are prohibited.
All other university property	The possession and use of alcoholic beverages is prohibited on all other university property except in certain facilities that are fully registered with the Virginia Alcoholic Beverage Control Board (ABC).

Alcoholic beverages are further governed by Virginia Polytechnic Institute and State University Policy and Procedures [No. 1015](#).

For more information related to federal and state laws and regulations regarding alcohol or illegal drugs or prevention and substance-use programs available at Virginia Tech, please consult the university’s [Drug and Alcohol Prevention Program document](#).

Appendix II: Additional Information about Policies and Laws Governing the Use of Cannabis (Marijuana)

Effective July 1, 2021, cannabis (marijuana) is legal in the Commonwealth of Virginia for both recreational and medical use. As an academic community committed to well-being, Virginia Tech recognizes that using marijuana may negatively impact students' academic performance, relationships, mental health, and career goals. Therefore, it is important for students to understand the policies and laws that govern cannabis (marijuana) possession and use, as well as the support resources that are available to address negative effects and potential misuse.

Federal and State Laws and University Policy

1. Using or possessing cannabis (marijuana) or cannabis (marijuana) paraphernalia in any form is prohibited on all university properties and at university-sponsored off-campus activities. This prohibition includes, but is not limited to, smoking, edibles, and vaporizers.

Although recreational and cannabis (medical) uses of cannabis (medical) are both legal in the Commonwealth of Virginia as of July 1, 2021, [federal law continues to prohibit it](#). As an institution that receives federal funds, including federal financial aid, Virginia Tech is required to comply with all federal laws and regulations, including the [Drug Free Schools and Communities Act](#), which requires institutions to have policies prohibiting possession, use, or cultivation of cannabis (marijuana) on university property or at university-sponsored off-campus events. Therefore, Virginia Tech will enforce prohibitions of marijuana on university property and at university-sponsored events off campus, and students who violate this policy will be subject to action under the Student Code of Conduct. Sanctions will likely include substance-related education.

2. Students at off-campus locations/properties and off-campus events that are not sponsored by the university are expected to abide by Virginia laws related to cannabis (medical) use, possession, or growth. These include, among others, the list below. This list serves only as an overview; students should refer to the Code of Virginia for the most updated and accurate description of the law.
 - Legal age: Legal possession, use, or cultivation is limited to adults 21 or older.
 - Quantity: Individuals may not possess more than one ounce (28 grams) or the equivalent amount of another marijuana product.
 - Home growth: Individuals may cultivate up to four marijuana plants; these plants must be marked and may not be visible from a public street or accessible to children.
 - Locations: Use of cannabis (marijuana) is not permitted in public spaces or on public school grounds.
 - Selling: Sales of cannabis (marijuana) are prohibited; however, an adult over 21 may "gift" up to 1 ounce to another adult over 21.
 - Driving: Using cannabis (marijuana) in any form is prohibited while driving or riding in a motor vehicle, as is having an "open container" of cannabis (marijuana) in the passenger area of the vehicle.

3. As of July 1, 2022, Virginia state law prohibits the sale of hemp-derived Delta-8, Delta-10, HHC, THC-0, and other synthetically derived cannabinoids in edible products such as food and beverages. Food and beverages with a THC content of 0.3% or higher is categorized as cannabis and can only be sold in state-licensed medical cannabis dispensaries to individuals 21 years or older.

For information about education and support resources regarding cannabis (marijuana), alcohol, and other drugs, please consult the website for [Hokie Wellness](#), as well as the university's [Drug and Alcohol Prevention Program document](#).

Appendix III: Title IX Definitions and Formal Title IX Adjudication Process

The process for formal Title IX complaints, including definitions of terms and policies, reporting, investigations, and adjudication, is outlined fully in the university's Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence. The following excerpts include the policy definitions under Title IX, as well as the formal Title IX adjudication process for students, which is conducted by the Office of Student Conduct.

Title IX Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Consent means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Sexual Assault means misconduct that meets the definition of Rape, Fondling, Incest, or Statutory Rape, as defined below:

- Rape means penetration, no matter how slight, of the vagina or anus of a person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or mental incapacity.
- Incest means sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- Statutory Rape means sexual intercourse with a person who is under the statutory age of consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's individual safety or the safety of others; or (b) suffer substantial emotional distress.

Formal Title IX Adjudication Process

When the Title IX Coordinator refers a case for formal adjudication, the Office of Student Conduct will hold a live hearing with cross examination to determine whether the respondent is responsible for the alleged conduct and to provide appropriate sanctions, as appropriate.

A. Procedural Guarantees

In formal conduct hearings for Title IX formal complaints, the complainant and respondent are entitled to the following procedural guarantees and opportunities:

- To receive a copy of the final investigation report, including any attachments and supporting documents from the Title IX Coordinator or designee at least ten (10) days in advance of the hearing.
- To receive written notice of the date, time, location, participants, and policies charged at least five (5) business days in advance of the hearing to allow the parties sufficient time to prepare for the hearing.
- To be accompanied by an advisor of their choice, at their own cost, or to have an advisor provided to them by the Office of Student Conduct without fee or charge.
- To inspect and review, during the hearing, all evidence obtained during the investigation that is directly related to the allegations in the formal complaint.
- To present that evidence that supports or refutes the alleged conduct.*
- To present witnesses, including fact and expert witnesses.
- To have their advisor conduct live cross-examination on the other party and any witnesses.

- To remain silent or to participate as they see fit, including full, partial, or no participation; however, they should carefully review the section on [cross-examination](#), below, to understand the potential impacts should they choose to limit participation.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe they may be biased or have a conflict of interest.
- To appeal, regardless of the outcome, based on the following grounds: 1) Procedural irregularity; 2) Significant and relevant new information that was not available at the time of the hearing; 3) The Title IX Coordinator, Investigator, or hearing officer(s) had a conflict of interest or bias, which affected the outcome; 4) Unduly harsh or arbitrary findings or sanctions.

*Only evidence and information submitted prior to the final investigation report will be considered during at the hearing.

B. Advisors

At the hearing, each party may be accompanied by an advisor of their choice, at their own cost (e.g., parent, friend, attorney, etc.); if a party does not have an advisor, the university will provide one to them without fee or charge for the purposes of cross-examination. Advisors may not also serve as witnesses.

Advisors will be permitted to cross-examine (i.e., ask relevant questions and follow-up questions) the other party and any witnesses directly, orally, and in real time. The parties must use their advisors in this capacity, as they will not be permitted to ask questions personally.

Aside from cross-examination, advisors may not speak on the student's behalf or participate actively in the process. Advisors must follow the guidance of the hearing officers.

C. Cross-Examination

During the hearing, the parties' advisors will be permitted to ask relevant questions and follow-up questions, including those challenging credibility, of the other party and any witnesses. Cross-examination must be conducted directly, orally, and in real time. At no times will the parties directly conduct cross-examination.

Relevance

Questions asked during cross-examination must be relevant to the behavior and situation in question. Hearing officers will determine whether each question is relevant and, if they choose to exclude a question, explain why it is not relevant. The following topics/questions have been identified as automatic exclusions:

Questions or information about the complainant's prior sexual behavior, unless they are used to prove someone other than the respondent committed the alleged conduct or if they concern previous sexual activity with the respondent and are used to prove consent.

Questions or information that disclose or seeks to disclose privileged information, such as medical or psychological records.

For more information about relevant information, please refer to the Relevant Evidence section in the Title IX Reporting and Grievance Procedures for Sexual Harassment and Violence (INSERT LINK).

Declining to Participate in Cross-Examination

The hearing officers will also not draw conclusions regarding responsibility based solely on a party's or witness's absence from the hearing or decision to decline to answer questions from the hearing officers or during cross-examination.

D. Recording

The Office of Student Conduct audio records all formal hearings. A copy of the recording is maintained as part of the case file and will be made available to the parties, upon request.

E. Hearing Location and Virtual Participation

At the discretion of the Office of Student Conduct, a hearing may be conducted in a single physical location, with all parties present, or a hearing may be conducted virtually, with participants appearing via videoconference. If the hearing is held in person (i.e., in a single physical location), either party may request to be located in a separate room and to participate via video conference. Regardless of the participation method, the hearing participants will be able to simultaneously see and hear each other.

F. Determination of Responsibility

After the hearing, a determination of whether a respondent is responsible for violating any policy in the *Student Code of Conduct* will be made by the hearing officers based on the information presented in the investigation report and at the hearing.

Standard of Proof

The university uses preponderance of the evidence to determine whether or not the respondent is responsible for the alleged conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.

Decision Letter

The hearing officer will simultaneously provide the parties the decision in writing. The decision letter will include the following information: allegations and policies charged, procedural steps taken during the grievance procedure, information used to determine the findings and their application to the policies charged, rationales for each finding, any sanctions imposed on the respondent, any remedies provided to the complainant, and information about the appeal process.

Range of Possible Sanctions

If a respondent is found responsible for the alleged conduct, the hearing officers will make a determination regarding appropriate sanctions. One or more of the following sanctions may be imposed:

- Formal warning
- Probation
- Deferred Suspension
- Suspension
- Deferred Dismissal (i.e., deferred expulsion)
- Dismissal (i.e., expulsion)
- Denial of privileges or associations
- Educational, Community, and Wellness Activities

When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student's prior conduct record. Sanctions are generally cumulative in nature.

For definitions and additional information about sanctions in the Student Conduct process, please refer to the [Student Code of Conduct](#).

Remedial Action

Following a hearing, the Director of Student Conduct shall work with the Title IX Coordinator, who will oversee any necessary remedial action to restore or preserve the complainant's equal access to the university's education programs or activities.

Appeal Process

Both parties have the opportunity to appeal the outcome of a formal hearing in a Title IX case regardless of the outcome. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

A. Grounds for Appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

- Procedural irregularity or denial of procedural guarantees
- Significant and relevant new information that was not available at the time of the hearing
- Conflict of interest or bias by the Title IX Coordinator, Investigator, or hearing officer(s), which affected the outcome
- Unduly harsh or arbitrary findings or sanctions.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

B. Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

- Uphold the original decision and sanctions
- Uphold the original decision and either decrease or increase the sanction
- Vacate a finding
- Send the case back to the Title IX Coordinator for further investigation
- Send the case back to Student Conduct for a new partial or full hearing

C. Time Frame to Submit an Appeal

The parties have seven (7) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

D. Format of Appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply, and any information the student wants considered should be included in the written document. The burden is on the appealing party to demonstrate why the finding or sanction should be altered.

E. Notification to the Other Party

When one party submits an appeal, the Office of Student Conduct will notify the other party and provide them with an opportunity to review the appeal and submit a written statement in response, which will be included in the appeal documentation.

F. Appellate Officers

An appellate officer will be designated by the Vice President for Student Affairs, who serves as the university's Chief Appellate Officer. All appellate officers are external to the Office of Student Conduct and Title IX. When they are designated to review a case, the Assistant Vice President will ensure they do not have conflicts of interest or bias and are, therefore, able to review the case objectively.

G. Appeal Decision Letter

The appellate officer will issue a decision on the appeal in writing to both parties simultaneously. This notification will include a rationale for the decision.

Appendix IV: Additional Information Regarding the Hazing Policy

Hazing is a criminal offense in the Commonwealth of Virginia, as defined in [§ 18.2-56 in the Code of Virginia](#), and is prohibited at Virginia Tech in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals.

The *Student Code of Conduct* defines hazing as follows:

Any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, regardless of the willingness of an individual to participate in such activity.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts:

- Physical Acts
 - ▶ Encouraging or requiring persons to consume alcohol or other substances (i.e., food, other beverages) regardless of the age of the participant.
 - ▶ Encouraging or requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g. burning, branding, tattooing, using makeup, paint or markers on a person, or shaving the head or body).
 - ▶ Encouraging or requiring activities that disrupt a person's normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene.
 - ▶ Encouraging or requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person, activities that require a person to remain in a fixed position for an extended period of time, binding or restricting an individual in any way that would prohibit them from moving on their own, confining a person or exposing participants to uncomfortable elements like in environments that are too hot, cold, noisy, small, or threatening/intimidating.
 - ▶ Hinting, pretending, or misleading a prospective member into believing that they will be hit, hurt, or physically altered.
 - ▶ Encouraging or requiring acts that are or seem to be dangerous.
- Psychological Acts
 - ▶ Encouraging or requiring a person to pretend to or actually violate a law.
 - ▶ Encouraging or requiring an individual to obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).
 - ▶ Verbally abusing prospective members. Examples include but are not limited to yelling or screaming; calling individuals demeaning names; booing, hissing, or demeaning individuals when they make mistakes.
 - ▶ Encouraging or requiring a person to perform acts of servitude, perform personal errands for others, or engage in activities that are demeaning.
 - ▶ Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way.
 - ▶ Misleading prospective members into believing that they will be hurt during induction or initiation.
 - ▶ Encouraging or requiring a person to publicly carry objects or wear apparel that is abnormal, not normally in good taste, conspicuous and/or indecent.
 - ▶ Encouraging or requiring a person to appear nude or reveal body parts.

- ▶ Encouraging or requiring an individual or group to remain in a certain place or transporting them to a location without their knowledge (e.g. taking a person on a road trip or excursion to an unknown destination or kidnapping).
- ▶ Parading individuals in public areas, transporting individuals in a motor vehicle while blindfolded, or privately conducting blindfolding activities that serve no constructive purpose.
- ▶ Requiring an individual to “pledge” or “associate” for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements or extraordinary circumstances.

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that will cause the institution to discipline for hazing. This policy is not intended to prohibit the following conduct:

- Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program or military training program, as approved by the institution.

Note: An individual may not consent to being hazed, and their voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the institution’s hazing policy by an individual or organization.

University Reporting, Investigation, and Adjudication: The university encourages individuals to report any potential hazing activities. The initial report of a suspected violation may be reported in person, by phone or by electronic communication, and may be done anonymously.

Alleged violations of this policy can be reported through [an online reporting system](#) or to the following offices:

- [Student Conduct](#)
- [Student Engagement and Campus Life](#)
- [Fraternity and Sorority Life](#)
- [Recreational Sports](#)
- [Virginia Tech Police Department](#)
- [Virginia Tech Corps of Cadets](#)

Credible and sufficiently detailed reports of hazing will be referred to Student Conduct for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

Reporting to the Commonwealth's Attorney: The university must report incidents of hazing to the Commonwealth's Attorney, in accordance with [§ 18.2-56 in the Code of Virginia](#), who may take separate action.

Public Reporting of Violations of Hazing: Per § 23.1-822 in the Code of Virginia, the university shall maintain and publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement.

Frequently asked questions regarding GLC protests

9 MAY 2024

Last modified: May 9, 2024, 7:38 a.m.

Please see questions and answers below regarding recent campus protest activity and Virginia Tech's response.

[A message from President Tim Sands](#) - April 29, 2024

[Updated response to Graduate Life Center protest](#) - April 29, 2024

[Remarks from President Tim Sands to the Virginia Tech Board of Visitors](#) - Nov. 6, 2023

[A statement from President Tim Sands](#) - Oct. 11, 2023

Is peaceful protest allowed at Virginia Tech?

Virginia Tech [strongly supports free speech](#), even when the content of that speech may be disagreeable to some. Peaceful protests happen regularly on campus. Since October, student groups have hosted numerous pro-Palestinian events and protests. While committed to freedom of expression, the university has a duty to minimize disruption to its mission and promote safety for those in our community. This generally is accomplished by requiring that these events are registered and reviewed in compliance with University Policy 5000.

What policy did the protest on the Graduate Life Center Lawn violate?

Shortly after an encampment was established on April 26, the university communicated to the participants that to comply with Policy 5000, all organized events must be registered and space reserved. Space may not be occupied overnight and temporary structures such as tents may not be erected without an approved exception to policy.

How does a group make sure that they are compliant with the policy?

The policy is clear about the requirement to seek approval to hold an event. University officials regularly work with groups on event logistics, safely and minimizing disruption to the university mission.

Why did police arrest participants on April 28-29?

For a period of approximately three days, protestors continued to violate the policy and indicated in words and action that they intended to continue to occupy the lawn of the Graduate Life Center. Given these actions, the university recognized that the situation had the increasing potential to become unsafe. Those concerns increased when the police shared information regarding a confrontation between protestors and a student with a different viewpoint.

Did protesters have an opportunity to avoid arrest?

Protestors were advised by university officials and police multiple times to disperse voluntarily from the Graduate Life Center lawn over a period of several hours. The first three communications were directed to those who appeared to be acting as the leaders or organizers. The fourth and fifth announcements were directed to the whole group by loudspeaker. Those who chose not to comply were then individually approached by police, again asked to leave and advised that anyone who failed to comply would be charged with trespassing, in accordance with Virginia law.

What law enforcement agencies assisted with any response?

The Virginia Tech Police, acting at the request of the university, led the police response and received assistance from several neighboring law enforcement agencies and the Virginia State Police. All arrests were conducted by the Virginia Tech Police Department.

How many people were arrested?

Virginia Tech Police reported that 82 individuals, including 53 current Virginia Tech students, were arrested in connection to this event. All were charged with trespassing, a misdemeanor in the Commonwealth of Virginia.

What consequences do arrested students face from Virginia Tech?

Per university policy, any student who is arrested is also subject to the student code of conduct. This is separate from the criminal justice system.

Has President Sands met with the student protestors?

President Sands regularly engages in discussions with groups of students and has recently met with several students who are leaders of the student organizations that led the protest on the GLC lawn. Since Oct. 7 of last year, he met with representatives of the Students for Peace and Justice in Palestine, the Muslim Student Association, the Middle Eastern and North African Student Association, and Hillel at Virginia Tech. He continues to reach out to students interested in engaging in civil discourse.

Tags: [BLACKSBURG, VA.](#) [CAMPUS EXPERIENCE](#) [PUBLIC SAFETY](#) [VIRGINIA TECH POLICE](#)



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University Facilities Usage and Events

No. 5000

Policy Effective Date:
7/26/1990

Last Revision Date:
9/21/2022

Policy Owner:
Bob Broyden

Policy Author: (*Contact Person*)
Jon Clark Teglas

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

This policy was developed to ensure the effective utilization of all Virginia Polytechnic Institute and State University facilities. Both the rules and regulations for the approval and use of university facilities and the rules and regulations that govern activities sponsored by officially listed student organizations, university departments, university-affiliated organizations and non-university groups or organizations are included (see [University Policy 8010, Classification of Student Organizations](#) for more information).

1.1 Policy Review

In April 1994, all administrative policies relating to the use of university facilities were reviewed. The policies were reformatted into one overall policy to streamline the management of policies related to facility use and event approval and to facilitate ease of use for individuals seeking access to university facilities. From 2012 to 2014, the policy was collaboratively reviewed with a large cross-section of university leadership and significant revisions were completed for clarification. Additional reviews in 2014-15 implemented a registration requirement for many events to provide a central database of campus activities for safety and security purposes.

2.0 Policy

This Policy applies to the Blacksburg, Virginia campus. Other Virginia Tech locations must develop site-specific policies consistent with the spirit and intent of this Policy that are tailored to the unique safety, security, and health considerations of their facilities. These location-specific facility-use policies must be reviewed by the University Safety and Security Policy Committee at initial implementation and when significant changes are proposed.

University facilities are to be used in a manner consistent with their intended purpose. Priority of use must be given to those activities related to the mission of the university. The facilities must be used in a safe, professional manner so as not to endanger the university community or the general public. The university may restrict access to land and buildings to protect individuals, property and equipment.

The facilities of the university are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities, sponsored by or under the direction of the university or one of its related agencies or approved organizations. Use of university facilities by the public is restricted to those activities in which the public interest is readily and safely accommodated and that do not conflict with university program needs and schedules.



Virginia Polytechnic Institute and State University

The university makes its classroom, housing, athletic fields, dining and other facilities available, particularly during the summer months, to internal and external groups interested in holding camps, conferences, and workshops on the Virginia Tech campus. Camps, conferences and workshops held at Virginia Tech, *other than the Inn at Virginia Tech*, should be for education, training, or other purposes consistent with the mission of the university.

In accordance with [University Policy 6362, Policy on Continuing and Professional Education](#), academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education.

A residential camp, conference or workshop is defined as an event where attendees will stay overnight in university or university-affiliated facilities, *other than the Inn at Virginia Tech*. These events are governed by the provisions of [University Policy 5010, Residential Camps, Conferences and Workshops](#).

Any person utilizing a university facility who engages in unlawful or disruptive conduct or violates university policy may be asked by a university official to leave the property. Failure to comply with such requests constitutes trespassing under Virginia state law and may lead to disciplinary action and/or arrest. The university is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Request for approval of events may be denied if they pose a clear and present danger to university students, employees and facility users.

It is the policy of Virginia Tech to make its programs and services accessible to every qualified person without discrimination on the basis of disability. For more information on accessibility, refer to the university's accessibility portal: <https://www.vt.edu/accessibility.html>.

The Vice President for Campus Planning, Infrastructure, and Facilities has the responsibility to implement appropriate procedures for events on campus and to approve exceptions to this policy and associated procedures.

2.1 Event Sponsorship

All events must have a university sponsor. The sponsor must be an officially listed student organization (as defined by [University Policy 8010, Classification of Student Organizations](#)), a university department, a university governance entity (as defined by the [University Council By-laws](#)), a state employee association, or a university-affiliated organization. Non-university groups or organizations must have a university sponsor to hold an event. A contractual agreement for hosting an event (between a university entity and an external individual, group or organization) is considered a form of sponsorship for the purpose of this Policy.

The university sponsor must reserve space to hold the event (see Section 2.2).

2.1.1 Student Organizations as Sponsors

The Vice President for Student Affairs is charged with implementing procedures to verify the eligibility of individuals to sponsor events on behalf of student organizations on campus. The responsibility for management of this process has been delegated to the Director of Student Engagement and Campus Life. The staff of the Student Engagement and Campus Life Event Planning Office will provide verification of student organization eligibility (and confirm the contacts authorized to do business with the university on behalf of each student organization) to those offices that have been delegated responsibility for scheduling specific facilities.



Virginia Polytechnic Institute and State University

Approval of student events must be obtained from the Student Engagement and Campus Life Event Planning Office when the event is considered major entertainment (as defined by [University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization](#)). If additional information or approvals are needed, the scheduling office may refer the sponsoring student organization to the Student Engagement and Campus Life Event Planning Office for assistance.

2.1.2 Employee Associations as Sponsors

State employee associations and university faculty and staff associations may use university meeting rooms, where the time, place and manner do not interfere with university business, do not violate any laws, leases, or other contracts, and are compatible with the safety and security of the particular facility and mission of the university. The use of university-owned or leased meeting rooms must be related to the university and state employee association's role in providing programs and services of general benefit to employees within the context of their employment. All applicable fees for use will apply.

2.1.3 Responsibilities of the University Sponsor

The university sponsor will:

- a. serve as liaison with all university agencies supporting the event;
- b. coordinate arrangements for use of university facilities in accordance with the provisions of this Policy;
- c. assist with registration/arrival/check-in and/or departure/check-out of attendees;
- d. maintain responsibility for all record keeping associated with the event, in compliance with the state records retention schedules; and
- e. have a representative onsite or immediately available via telephone/internet conferencing throughout the event.

In accordance with [University Policy 4815, Minors on Campus or Participating in University-Related Programs](#), the university sponsor for all events that involve minors must also:

- a. make university students, faculty, staff, and volunteers aware of the need to complete appropriate training;
- b. ensure criminal conviction checks are conducted on certain individuals who will be working with minors; and
- c. maintain a certification of compliance with the conviction check rules for non-university organizations and entities that operate programs or activities on campus.

2.2 Request to Use and Responsibility for Facility Usage

Use of a facility must be sponsored and scheduled (see Section 2.2, *Sponsorship and Request for Event Approval*) prior to the event.

The Vice President for Campus Planning, Infrastructure, and Facilities has delegated the general responsibility for scheduling of university facilities to specific departments ("university scheduling office"), and the university maintains a list of some of the more commonly requested event spaces (venues) (https://campuslife.vt.edu/secl_services/event_planning/resources.html). Contact the appropriate university scheduling office for any specific information concerning usage of that facility. University scheduling offices may establish and enforce a minimum number of days that a request for space/approval must be submitted prior to the requested event. If the space is not listed in the linked document, contact the Student Engagement and Campus Life Event Planning Office or the department/unit assigned to the desired area.



2.2.1 Responsibilities of University Scheduling Office

The university scheduling office will:

- a. register (https://campuslife.vt.edu/secl_services/event_planning/resources.html) any qualifying event that will occur in space(s) under their delegated authority (see Section 2.4, *Event Registration*); and
- b. execute a contract with or provide an event confirmation to the entity and university sponsor (if not the same) conducting the event.

2.3 Shared Responsibilities

The university sponsor and the university scheduling office will share responsibility for:

- a. briefing the event director/organizer regarding university policies, emergency procedures, and facilities layout; and
- b. ensuring accessibility in emergency situations.

The university sponsor and the university scheduling office, if different, should communicate with one another the actions taken to fulfill the above responsibilities.

2.4 Event Registration

The Registrar's Office, in collaboration with Student Engagement and Campus Life, will maintain a central event database (https://campuslife.vt.edu/secl_services/event_planning.html) for the registration of all camps, sports camps, day camps, conferences, and workshops that are occurring on the main Virginia Tech campus in Blacksburg. The database will include the dates, times, locations, schedule and emergency contact numbers for all such events. The Registrar's Office is responsible for providing the Virginia Tech Police Department, the Office of Emergency Management, the Office of Insurance and Risk Management, Environmental Health and Safety, and other offices as required with access to the database.

All university scheduling offices are required to register in the database any qualifying events scheduled to occur in spaces for which they have delegated scheduling authority. Events commonly referred to as camps, conferences and workshops are considered qualifying events and include but are not limited to: special programs or series of programs or activities on a particular subject, area of interest, or project, typically involving larger numbers of attendees, and/or external (non-Virginia Tech students or faculty/staff) participants. Examples of events which do **not** typically require registration include: departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event would not typically meet the registration requirement but may have security, safety, or other special concerns, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Failure to comply with the registration requirement or reporting of false information related to the registration requirements may result in loss of event scheduling privileges for space(s) by the scheduling office and/or loss of future facilities use privileges by the external group or university sponsor.



2.5 Major Venues and Major Entertainment Events

2.5.1 Major Venues

Major Venues include:

- Burruss Hall Auditorium
- Cassell Coliseum
- GLC Auditorium and Multi-Purpose Room
- Johnston Student Center
- Lane Stadium
- Outdoor Public Spaces
- Rector Field House
- Squires Student Center
- War Memorial Gym

2.5.2 Major Entertainment Events

Major Entertainment sponsored by officially listed student groups and/or held in a Major Venue is regulated by [University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization](#). Major Entertainment is defined as any event for which there are contracted performers AND which takes place in a Major Venue. University Policy 8215 does not apply to any event sponsored by a university department at locations other than Major Venues, or to any events held at the Moss Arts Center or the Inn at Virginia Tech.

2.6 Charges for Use of University Facilities

Actual rate schedules are developed by the Controller's Office and reviewed by the Office of Budget and Financial Planning in consultation with the unit responsible for the facility used. Please contact the scheduling office for each facility to obtain the most current rate information.

For camps, conferences, and workshops sponsored by Conference and Guest Services or the Student Engagement and Campus Life Event Planning Office, an appropriate per-person administrative fee may be charged.

2.7 General Rules for Events and Use of University Facilities

The following are rules for the use of university facilities and any event held on campus. The university reserves the right to deny the activity or event if the requirements of this section are not met within the specified timeframe(s).

2.7.1 Safety, Security and Health

1. Virginia Tech sponsors or hosts numerous programs, events, and activities, and allows its facilities to be used for programs, events, and activities. In accordance with [University Policy 5615, University Safety and Security](#), the event planners (university scheduling office and university sponsor) are responsible for coordinating with the appropriate university offices (e.g., Virginia Tech Police Department, Emergency Management, Risk Management) to ensure that appropriate arrangements are made for event security, emergency planning, and liability. The university departments listed below may establish and enforce deadlines by which the event planners must inform their offices and/or comply with certain requirements in order for the event(s) to be approved.



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- a. The Virginia Tech Police Department (VTPD) is responsible for determining the appropriate security for events.
 - i. The department maintains a website (<http://police.vt.edu/vtpd-services/event-security.html>) that describes the types of events/activities that may require security and lists appropriate timelines for planning security services. University sponsors are expected to be sensitive to the need for security in unusual circumstances and should consult with the VTPD about security needs if the nature of the event suggests a possible need for security.
 - ii. Should it be determined that security is required for the event, the VTPD will provide or arrange for appropriate security. Utilization of security agencies outside of the VTPD is prohibited without the written authorization of the Chief of Police and Director of Security or designee. The VTPD reserves the right to establish and manage competitively awarded contract(s) for security services, and to require that event sponsors use an approved, contracted company for security services.
 - iii. Any additional costs for security must be paid by the organization sponsoring the event and must be paid prior to the event.
 - iv. Any exceptions to these standards must be approved by the Chief of Police and Director of Security or designee.
 - b. The university scheduling office is responsible for notifying the Office of Emergency Management (OEM) of events occurring in their facility/space. Should it be determined that additional emergency management preparedness is required, OEM will notify the university sponsor. OEM will assist the event sponsor in developing event preparedness plans as necessary. Event sponsors shall not proceed with an event prior to complying fully with all OEM requirements.
 - c. Trained Crowd Managers must be provided for any facility or event where more than 1,000 persons congregate. Additional information is available through [Environmental Health and Safety \(EHS\)](#).
 - d. The Office of Insurance and Risk Management provides guidance related to university insurance requirements, planning, and documentation, as well as assistance with certificates of insurance for events. All university sponsors are required to provide a Certificate of Insurance verifying appropriate coverage for their program. Additional information may be obtained at <https://risk.controller.vt.edu/vi/generalliability.html>.
2. Special permitting requirements:
- a. Temporary Facilities, Tents and Stages must be constructed and managed in accordance with [University Policy 5406, Requirements for Temporary Facilities/Tents/Stages/Amusement Devices](#)). An application (<http://facilities.vt.edu/permits-inspections/building-code-compliance/forms.html>) must be submitted to the University Building Official.
 - b. Amusement devices, generators, and outdoor lighting equipment may require special permitting and/or inspection from the University Building Official.
 - c. An open burn permit is required for outdoor fires on Virginia Tech property, including campfires, bonfires, fire bowls, other recreational type fires, and Prescribed Burns. An application must be submitted to [Environmental Health and Safety \(EHS\)](#).
 - d. A permit is required for Flame Effects (e.g., Fireworks) inside state-owned buildings and outdoors on state-owned property before a proximate audience. An application must be submitted to the



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State Fire Marshal's Office and a copy must be provided to EHS. See <https://www.vafire.com/state-fire-marshals-office/permits/fireworks-and-flame-effects/>.

- e. A Special Effects Permit must be filed in advance of any event where smoke, haze or fog machines will be used, or gunpowder is to be used (as with stage firearms). See <https://ehs.vt.edu/>. If a fire watch is required by EHS or if portions of the building fire alarm system must be impaired, the associated costs are the responsibility of the event sponsor.
3. Any department listed above may deny approval of an event or of a specific activity during an event if the university sponsor cannot meet the requirements set forth in the department's procedures (for example, if adequate security personnel cannot be present, the VTPD may deny approval for an event; likewise, if documentation of an open burn permit from the Fire Marshal is not provided, EHS may deny approval for an outdoor fire at an event).
 - a. Appeals of any department's decision will be reviewed by the department head (or the department head's supervisor if the department head made the decision).
 - b. If necessary, the Vice President responsible for the department will serve as the final arbiter.
4. Users of the facilities must comply with all applicable health and safety regulations.
5. Special policies apply to any event on campus involving non-student participants under the age of 18 ("minors"). See [University Policy 4815, Minors on Campus or Participating in University-Related Programs](#), for further information.
6. The possession and use of alcoholic beverages is regulated by [University Policy 1015, Alcohol Policy](#).
7. Smoking at events is governed by [University Policy 1010, Policy on Smoking](#).
8. In accordance with [University Policy 4305, Policy on Authorized Closings](#), it is not the university's practice to make a centralized decision about cancelation of events *on weekends or holidays when there are no classes and administrative offices are closed*. If inclement weather, a natural disaster, or safety/security concerns occur on weekends or holidays, each event sponsor has the responsibility for canceling or delaying the event and communicating same to the respective constituency. Additionally, under these circumstances, university scheduling offices reserve the right to cancel or delay events in venues/facilities under their management.

2.7.2 Amplification

1. Amplification is not allowed in and around academic buildings and campus public spaces between 8 a.m. and 5 p.m. Monday through Friday. Amplification in and around academic buildings and in campus public spaces may only be used between 5 p.m. and 10:00 p.m. Monday through Friday, between 10 a.m. and 10 p.m. Saturday, and between noon and 10:00 p.m. Sunday.
2. Amplification in or around residence halls is not permitted during the weekdays or Sunday. Events utilizing amplification in and around residence halls shall normally be restricted to 11 a.m. to 10 p.m. on Saturdays and from 5 p.m. to 10 p.m. on Fridays.
3. Additional permissions or restrictions for amplification may be determined by the approving office for specified locations based on other activities occurring at the same time in or near the event for which amplification has been requested.



2.7.3 Sales, Solicitation, Fund-Raising and Advertising Activities

1. All sales (i.e., food, T-shirts, posters, etc.) must be sponsored by a university organization and are regulated by [University Policy 5215, Sales, Solicitation and Advertising on Campus](#).
2. Notice of university events may be posted in accordance with [University Policy 5215, Sales, Solicitation, and Advertising on Campus](#).

2.7.4 Vehicles and Aviation

1. Vehicles must remain on roadways and park only where legally permitted. Emergency vehicles and some service vehicles are exempt from this provision as necessary for the performance of the driver's job/volunteer duties.
2. Special activities involving vehicles (such as vehicular shows/displays) on plazas, sidewalks, and walkways must be situated such as not to impede or block the normal flow of traffic.
3. Refer to the annually revised [Parking and Traffic Regulations](#), as well as [University Policies 5005, Bicycle and Personal Transportation Devices](#)) and [5501, Electric/Gas Utility-type Vehicles](#), for additional requirements related to transportation equipment.
4. All aircraft, including helicopters and hot air balloons, must use the Virginia Tech Montgomery Executive Airport for landing and take-off; **no** campus sites are approved for this purpose. In the event of an emergency, VTPD, Virginia State Police, and other first response/rescue aircraft are exempt from this provision.

2.7.5 Animals

1. Animals are not permitted in university buildings except for:
 - a. teaching;
 - b. research;
 - c. medical evaluation/treatment at the Veterinary Teaching Hospital;
 - d. service animals in public locations and previously approved non-public areas;
 - e. assistance/support animals in previously approved instances;
 - f. Corps of Cadets live animal mascot program ("Growley"), subject to appropriate approvals from the Commandant and Housing and Residence Life; and
 - g. animals residing with Residential Learning Coordinators and/or Faculty Principals in their private residences in campus residence halls, subject to appropriate approvals and guidelines published by Housing and Residence Life.
2. Service and assistance/support animals must be attended by and under the control of the owner in public areas.
3. The Services for Students with Disabilities Office can assist **students** with a determination on the presence of service animals in non-public areas and the presence of assistance/support animals in on-campus housing (see [Virginia Tech Guidelines on Service Animals and Assistance/Support Animals](#)).
4. University ADA Services can assist **university employees** with disabilities with a determination on the presence of service animals and assistance/support animals on campus in non-public areas.
5. Any exceptions to the restrictions on non-service and non-assistance/support animals in campus buildings must be approved by the Dean(s) or Vice President(s) responsible for the department(s) housed in the proposed event location.



2.7.6 General Provisions

1. Scheduling offices may enact specific procedures and timeframes for arranging support services necessary to accommodate specific activities. University sponsors should check with the scheduling offices as far in advance as possible to ensure they follow appropriate procedures and allow enough time to complete necessary requirements.
2. Events in public spaces may not be continuous or repetitive in nature. Any activity is limited to 3 consecutive days to allow other organizations to have at least 2 consecutive days in the same week. This does not apply to banner displays or A-Frame displays.
3. All trash and equipment utilized during the activity must be removed. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities.
4. In accordance with the Code of Virginia, the release of more than 50 balloons within a one-hour period is prohibited. The provisions do not apply to balloons released for scientific or meteorological purposes.
5. Overnight utilization of university facilities (other than residence halls) by groups or individuals will not be permitted without prior authorization from the scheduling office and the VTPD.
6. Use of specific site locations, such as the Drillfield, dining halls, residence halls, academic buildings, Library Plaza, War Memorial Chapel, Moss Arts Center, Recreational Sports facilities, and Athletic Department facilities, will be in accordance with guidelines for those areas. University sponsors are expected to check with each university scheduling office for any additional specific guidelines that may be in place for the reserved facility/facilities.

2.8 Specific Rules for Use of University Facilities by Faculty and Staff

Faculty and staff are not allowed to use university resources for private gain. However, under the following conditions, the compensated use of specialized facilities or equipment will be allowed in support of approved consulting activities. Please refer to the [Faculty Handbook](#) and [University Policies 5420, Policy on Facility Use Agreements](#)), and [13010, Individual Conflicts of Interest](#), for further clarification.

1. The facility or equipment must have a charge rate, established by the Controller's Office, which reflects all direct and indirect costs associated with the use of the facility or equipment and applies to use by parties outside the university. The charge rate will be applied to the actual use.
2. A Request to Engage in External Activity and Disclosure of Conflict of Interest/Commitment Form (13010, <https://www.research.vt.edu/sirc/disclosure.html>) must be filed, specifying the facility or equipment to be used and estimating, in time or charges, the extent of the proposed use.
3. The director or head or chair of the department responsible for the facility or equipment will verify, on the 13010 form, that the proposed use will not interfere with, or have priority over, anticipated university use of the facility or equipment.
4. The faculty or staff member's department head or chair and dean or vice president (and the Provost, when appropriate) in the approval of the 13010 form, will determine that the consultation is of substantial professional merit and presents no conflict of interest in the use of the facilities or equipment. Particular care will be given to the relationship of the consultation with current or potential grants or contracts and to the possibility of unfair competition with local firms and businesses.
5. If an employee uses equipment of a specialized service center, the employee will be charged the "commercial" or "consulting" rate for the center as determined by the Controller's Office. The charges will be billed to the



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employee at the rate established for the service based on actual use. The deposit for the charges will be credited to the service center account that has been established by the Controller's Office.

If the employee uses facilities such as those of the Virginia Tech Athletic Department, Moss Arts Center, or Student Engagement and Campus Life venues (including Squires Student Center, G. Burke Johnston Student Center, Burruss Hall Auditorium, the Graduate Life Center, and War Memorial Chapel), the employee will be charged at the rate established by the Controller's Office for such use. The deposit will be made to the appropriate department's account based on actual use charges.

For facilities other than specialized service centers or other facilities for which a charge rate has been determined, the use of the facilities must be authorized and reimbursed at a rate determined by the joint collaboration of the employee's department head and Controller's Office.

6. The use of library facilities in connection with consulting is exempt from the above regulations, since those facilities are available to the public.

3.0 Procedures

3.1 Residential Camps, Conferences and Workshops

Please reference the procedures in [University Policy 5010, Residential Camps, Conferences and Workshops](#).

3.2 Non-Residential Events

Non-university affiliated groups desiring to host a day-only event at any university or university-affiliated facility, *other than the Inn at Virginia Tech*, must be sponsored by an officially listed student organization, university department, or university-affiliated organization. The event sponsor is responsible for assisting the group with the responsibilities outlined in section 2.2. Housing and Residence Life Conference and Guest Services and the Student Engagement and Campus Life Event Planning Office sponsor certain external groups through contractual arrangements. There is no obligation for a university department or student organization to provide sponsorship of any event.

3.3 Events at the Inn at Virginia Tech

Groups or departments desiring to host an event at the Inn at Virginia Tech should contact the reservation desk or the Groups and Meetings staff at the Inn directly. More information is available on the hotel and conference center's website: <http://www.innatvirginiatech.com/>.

4.0 Definitions

Advertising/Advertisement: includes posting of signs or banners, the distribution of literature, or any other form of public notice designed to sell goods or services, or publicize an event.

Assistance/Support Animal: Any animal necessary to afford a person with a disability an equal opportunity to use and enjoy university housing. The animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance, but does not perform work or tasks that would qualify them as **Service Animals** under the Americans with Disabilities Act ("ADA") regulations.

Camp/Conference/Workshop: includes, but not limited to, special programs or series of programs or activities on a particular subject, area of interest, or project, involving larger numbers of attendees, and/or external (non-Virginia



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Tech students or faculty/staff) participants. Does **not** typically include: Departmental meetings, cross-departmental workgroup meetings, regularly-scheduled university classes, one-on-one or small group liaison meetings with external stakeholders, or Board of Visitors and Foundation/Alumni Board meetings. *Note: If an event sponsored by a department or university organization may have security, safety, or other special concerns, but does not meet the criteria described above, please contact the Student Engagement and Campus Life Event Planning Office for guidance.*

Faculty and Staff Associations: any university organization whose membership is limited to the employees of the university (such as faculty associations, staff associations, senates, etc.) with voluntary membership that provides programs and services of general benefit to employees within the context of their employment.

Major Entertainment: any event for which there are contracted performers AND which takes place in a Major Venue (listed in Section 2.6.1).

Members of the University Community: currently enrolled students and university departments' faculty and staff members.

Minor: a child under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

Public Space Location or Public Area: all lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those specifically managed by Athletics, Recreational Sports, the Graduate Life Center, and the Moss Arts Center.

Officially listed student organizations (as defined by University Policy 8010) include: University Student Life Programs (USLP), University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and Extended Campus Student Organizations (ECSO).

Residential Camp/Conference/Workshop: a camp, conference or workshop where attendees will stay overnight in university or university-affiliated facilities, *other than The Inn at Virginia Tech.*

Sale: the activity of offering or exchanging products or services in return for monies, goods, or other services. This includes raffles or auctions.

Service Animal: Any dog (or under particular circumstances a miniature horse) that meets the definition of "Service Animal" under the Americans with Disabilities Act ("ADA") regulations, and that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability.

Solicitation: the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services, seeking contributions of goods or services, offering materials or privileges to others via promotion or advertisement, or soliciting signatures for petitions.

State Employee Association: any non-profit organization with voluntary membership that provides programs and services of general benefit to state employees within the context of their employment. An association that is statewide and open to all employees who elect to voluntarily participate shall be limited to those associations on the State Comptroller's State Employees' association list.



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Student: any individual currently enrolled and registered to attend Virginia Tech

Trained Crowd Managers: persons who have been trained in crowd management procedures and other duties appropriate to the event (including pre-event safety inspections and use of portable fire extinguishers as appropriate); may include contracted event security staff and/or VTPD officers. Training and more information can be obtained through Environmental Health and Safety.

University-Affiliated Organizations: are comprised of faculty and/or staff and are administered through a department to complement the departmental mission.

University Facilities: any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations.

University Scheduling Office: a Virginia Tech office/department that has been delegated (by the Vice President for Campus Planning, Infrastructure, and Facilities) the general responsibility for scheduling specific university space(s).

University Sponsor: an officially listed student organization, a university department, or a university-affiliated organization who accepts responsibility for complying with the requirements of section 2.2.2 for a specific event.

5.0 References

Events on Main Campus (Blacksburg) Resource Website

https://campuslife.vt.edu/secl_services/event_planning.html

University Policy 1005, Health & Safety Policy

<http://www.policies.vt.edu/1005.pdf>

University Policy 1010, Policy on Smoking

<http://www.policies.vt.edu/1010.pdf>

University Policy 1015, Policy on Serving Alcohol

<http://www.policies.vt.edu/1015.pdf>

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>

University Policy 4305, Policy on Authorized Closings

<http://www.policies.vt.edu/4305.pdf>

University Policy 4815, Minors on Campus or Participating in University-Related Programs

<http://www.policies.vt.edu/4815.pdf>

University Policy 5005, Bicycle and Personal Transportation Devices

<http://www.policies.vt.edu/5005.pdf>



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University Policy 5010, Residential Camps, Conferences and Workshops

<http://www.policies.vt.edu/5010.pdf>

University Policy 5215, Sales, Solicitation, and Advertising on Campus

<http://www.policies.vt.edu/5215.pdf>

University Policy 5420, Policy on Facility Use Agreements

<http://www.policies.vt.edu/5420.pdf>

University Policy 5501, Electric/Gas Utility-type Vehicles

<http://www.policies.vt.edu/5501.pdf>

University Policy 5615, University Safety and Security

<http://www.policies.vt.edu/5615.pdf>

University Policy 5616, Campus and Workplace Violence Prevention

<http://www.policies.vt.edu/5616.pdf>

University Policy 8010, Classification of Student Organizations

<http://www.policies.vt.edu/8010.pdf>

[Official list of student organizations: <https://gobblerconnect.vt.edu/organizations>]

University Policy 8215, Major Entertainment Sponsorship by a Registered Student Organization

<http://www.policies.vt.edu/8215.pdf>

University Policy 13010, Individual Conflicts of Interest

<http://www.policies.vt.edu/13010.pdf>

Faculty Handbook

<https://faculty.vt.edu/faculty-handbook.html>

Student Code of Conduct

https://codeofconduct.vt.edu/content/dam/codeofconduct_vt_edu/CodeOfConduct-Fall2021.pdf

Parking and Traffic Regulations, Virginia Tech Parking Services

www.parking.vt.edu

State Records Retention Schedule

https://www.lva.virginia.gov/agencies/records/sched_state/

Virginia Tech Guidelines on Service Animals and Assistance/Support Animals

http://ssd.vt.edu/content/dam/ssd_vt_edu/assets/docs/VirginiaTechGuidelinesonServiceAnimalsandAssistanceSupportAnimals.pdf



6.0 Approval and Revisions

Update February 2, 2006 to title in Sections 2.4 and 2.9.11 from “Donaldson Brown” to “The Inn at Virginia Tech and Skelton Conference Center.”

- Revision 8
Section 2.5.1: Added entire section to address responsibility for event security.
Approved February 28, 2007 by Executive Vice President and Chief Operating Officer, James A. Hyatt.
- Revision 9
May 12, 2008: Updates to position titles and/or responsibilities due to university reorganization.
- Revision 10
Revised Section 2.9.12 for consistency with the new Policy 5005, Bicycle and Personal Transportation Devices.
Approved June 5, 2009 by Vice President for Administration, Sherwood G. Wilson.
- Revision 11
 - Significant revision to combine multiple sections, update to match other existing Policies, update scheduling authorities, add appropriate references and definitions, and streamline information.
 - Renamed “Student Centers and Activities” to “Student Engagement and Campus Life” throughout document.
 - Updates to Section 2.6.1 - Safety, Security and Health consolidated security information from Policy 8220 - *Security Requirements for Events Sponsored by Student Organizations*, and with concurrence from the Vice President for Student Affairs, eliminated Policy 8220.Approved July 30, 2015 by Vice President for Administration, Sherwood G. Wilson.
- Revision 12
 - Revised Sections 2.2, 2.3 and 2.4 to clearly define the responsibilities of university sponsors and scheduling offices.
 - Added Section 2.5, *Event Registration*, to define responsibilities associated with, and require use of, the central event registration system.
 - Added Section 3, *Procedures*, to provide basic instructions for non-university entities.
 - Replaced sections/language with reference documents/links for lists of:
 - university scheduling offices and timelines for commonly used venues;
 - venue specific guidelines for commonly used spaces; and
 - procedures, guidelines, and timelines for safety and security approvals.
 - Technical corrections to form names and website links.Approved January 31, 2017 by Vice President for Administration, Sherwood G. Wilson.
- Revision 13
 - Technical corrections to titles, office names, form names, and website links.Approved September 21, 2022 by Vice President for Policy and Governance, Kim O’Rourke.

NEWS

CAMPUS EXPERIENCE

Updated response to Graduate Life Center protest

By Mark Owczarski

29 APR 2024

4 minute read

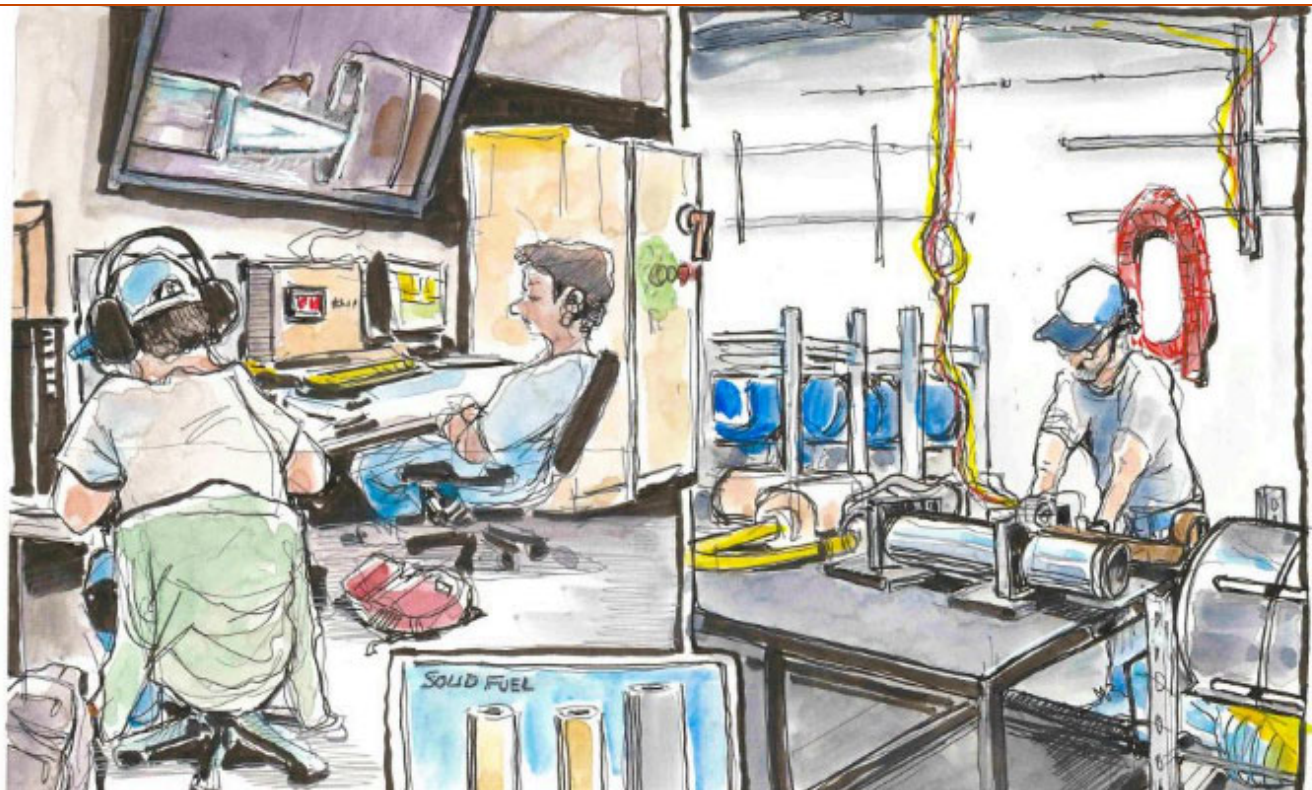


Friday's gathering on the lawn of the Graduate Life Center on Virginia Tech's Blacksburg campus. Virginia Tech photo



RESEARCH

[Student airplane accessibility project named finalist for international award](#)



CAMPUS EXPERIENCE

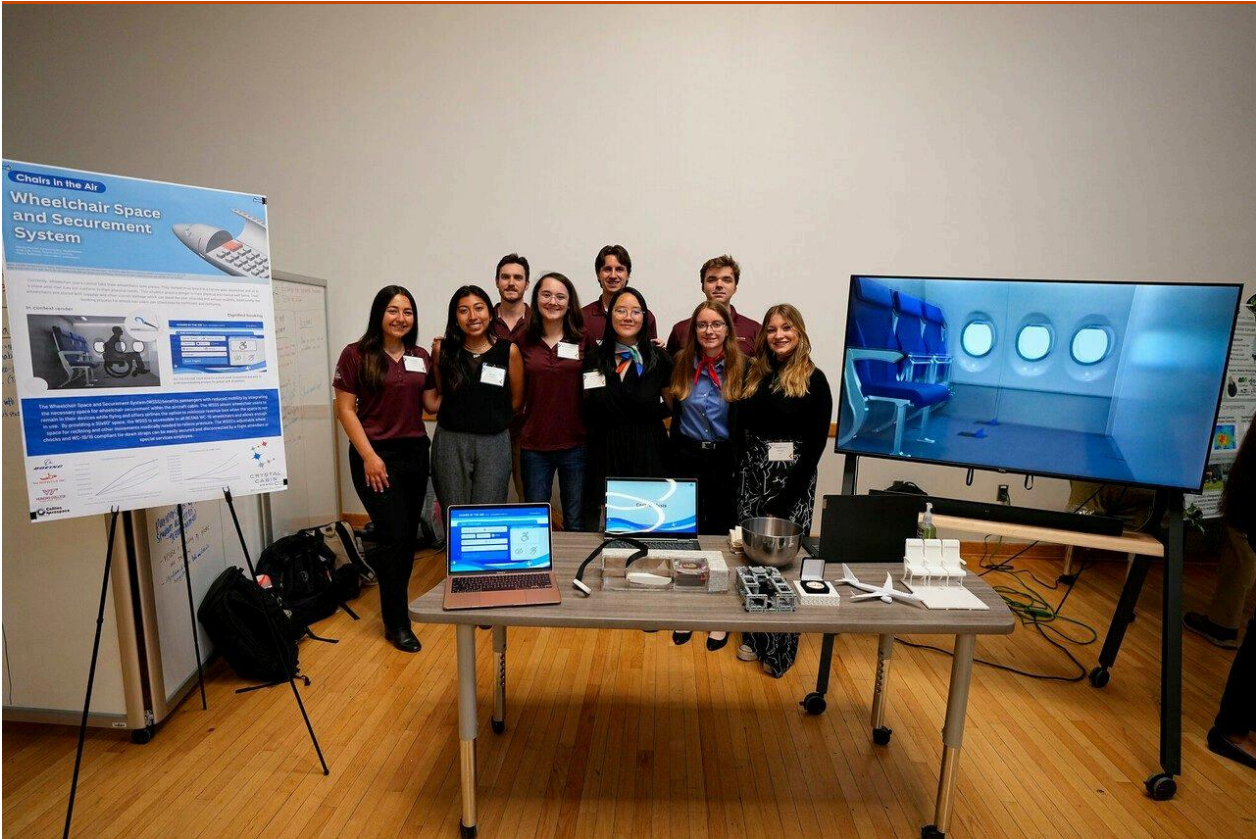
[Noise amplification alert: Propulsion lab testing on May 20, 24](#)



CAMPUS EXPERIENCE

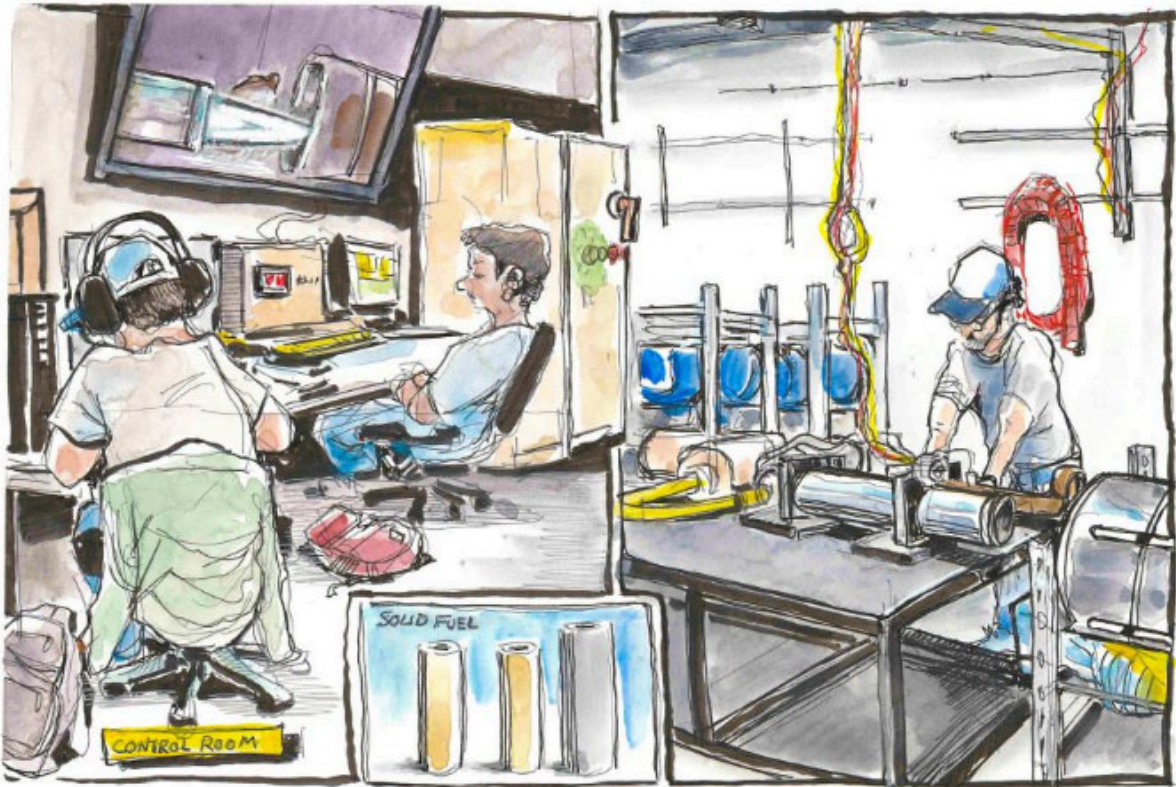
Employee Appreciation and Hokie Wellness Fair 2024

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Employee Appreciation and Hokie Wellness Fair 2024

April 29

Editor's note: The number of individuals arrested Sunday has been updated.

6:09 p.m.

Process [for claiming abandoned and lost items](#) collected from the Graduate Life Center lawn.

3:53 p.m.

A message from [President Tim Sands to the Virginia Tech community](#).

1:50 p.m.

Virginia Tech Police can confirm that 82 individuals, 53 of whom are current Virginia Tech students, were arrested and all were charged with trespassing.

The Graduate Life Center is open and all activities that were scheduled are taking place.

3:32 a.m.

Incident at Graduate Life Center has stabilized. Police presence remains. Urgent, avoid area. No further updates unless situation changes.

April 28, 10:50 p.m.

On Friday morning, protestors began to occupy the lawn of the Graduate Life Center. Virginia Tech officials informed the protestors that the gathering was in violation of [University Policy 5000](#) (University Facilities Usage and Events). [Virginia Tech values free speech](#) and the protestors' right to be heard, but only if the rights of others and public safety can be assured.

Through constant dialogue between university officials, the Virginia Tech Police Department, and protest organizers, we were able to maintain a safe and peaceful environment through much of the weekend.

As Sunday progressed, protestors continued to refuse to comply with policy and took further steps to occupy the lawn of the Graduate Life Center and outdoor spaces next to Squires Student Center. Given these actions by protesters, the university recognized that the situation had the increasing potential to become unsafe.

Those who gathered were advised by university officials to remove their possessions and to disperse voluntarily; those who failed to comply were then approached by Virginia Tech Police and were again asked to leave and advised that anyone who failed to comply would be charged with trespassing, in accordance with Virginia law.

At approximately 10:15 p.m., police approached protestors to ask them to disperse within five minutes. Those who remained were subject to arrest.

In the interest of public safety, the university issued a VT Alerts at approximately 10:15 p.m. asking members of the community to avoid the area.

For the safety and welfare of all students, faculty and staff, Virginia Tech requires that all members of its community comply with all university policies and the Code of Virginia.

Original post, April 26

Earlier today, a small gathering of members of the university community and others not affiliated with Virginia Tech convened at the Graduate Life Center and placed tents on the lawn. This gathering was not a registered event consistent with university policy. University officials and Virginia Tech Police responded on site to explain the university's facility use and event policy ([University Policy 5000](#)) and related public safety policies. The university will continue to act in accordance with its policies.

The university has communicated to the participants:

The current event is not compliant with [University Policy 5000](#), and members of the community are expected to follow that policy.

All organized events must be compliant with University Policy 5000.

Event participants cannot erect temporary structures without prior approval as a matter of public safety.

The safety and welfare of all members of the Virginia Tech community is the university's primary responsibility while we remain [unequivocally committed to upholding freedom of speech and academic freedom](#). This is expressed and upheld through our [Principles of Community](#).

Virginia Tech Police would like to remind all community members of the following:

Call Virginia Tech Police at 540-382-4343, or 911 if an emergency, to report all suspicious people and circumstances.

For additional safety and security resources, visit [emergency.vt.edu](#) for a wide range of resources.

Members of the university community who seek support or assistance are encouraged to contact these resources:

TimelyCare

Cook Counseling Center at 540-231-6557

Dean of Students Office at 540-231-3787. Referral to a campus cleric may be made through this office.

Employee Assistance Program

Anthem at 855-223-9277

Aetna at 888-238-6232

Kaiser Permanente at 866-517-7042

Optima Health Vantage HMO at 866-846-2682

Hokie Wellness at 540-231-2233 (students) or 540-231-8878 (employees)

Housing Services at 540-231-6205

Residential Well-being at 540-231-1139

Equity and Accessibility at 540-231-2010

Women's Center at Virginia Tech at 540-231-7806

University Ombuds Office at 540-231-3125

Graduate Office of the Ombudsperson at 540-231-9573

Contact: Mark Owczarski

540-231-5396

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