



2024-2025

# Student Handbook



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# Introduction

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

- Community Standards
- Student & Organization Behavioral Policies
- Student Behavioral Procedures
- Administrative Policies
- Compliance and Resources

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

Additionally, what students may expect of Vanderbilt is articulated in the University's mission statement, in the catalogs of the colleges and schools, in the [Equal Opportunity](#) statement, and in the [Statement of Principles](#) found in the *Faculty Manual*.

The University makes the handbook available to students online (<https://studenthandbook.vanderbilt.edu>). It is the student's responsibility to become aware of its contents. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.

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

The information provided, and the regulations and policies articulated in *The Student Handbook* are not intended to be all-inclusive and do not constitute a contract. The University reserves the right at any time to add to, modify, or revoke any of its regulations and policies, including those in the handbook, without notice.

*The Student Handbook* is reviewed and revised on (at least) an annual basis in a collaborative process involving representatives from a number of campus offices and departments, including, but not limited to, Student Affairs; Title IX; Student Access; Risk and Insurance Management; General Counsel, and Communications and Marketing, taking into account ideas and suggestions from students, student organizations, faculty, staff, and University committees.

The University may establish and operate under guidelines and protocols to manage public health and other emergencies, including COVID-19. These guidelines and protocols will be communicated to students through other mechanisms and not through the *Student Handbook*. Students are expected to abide by any and all University guidelines and protocols to protect the University community. In some circumstances, these guidelines and protocols may supersede provisions in the *Student Handbook*.

# Community Standards

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Expectations for student behavior at Vanderbilt are guided, in large part, by the students themselves. The oldest student statement on behavioral expectations is the Honor Code, adopted by the student body in 1875. More recently, the student body adopted the Community Creed to guide shared behavioral expectations both inside and outside of the classroom. As the University community and spaces continue to evolve, Student Affairs has partnered with students to promulgate the Good Neighbor Guidelines and Digital Citizenship Statement.

## Honor Code

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### Statement of the Honor Code

Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the University community.

### Undergraduate Honor Code Pledge

I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Vanderbilt University and its individual members.

A short-form version of the Undergraduate Honor Code Pledge, to be signed on all tests, quizzes, and similar work is: *"I pledge on my honor that I have neither given nor received unauthorized aid on this examination."*

For information regarding additional Honor Code Statements and Pledges that may apply to graduate and professional students, please consult the individual school or college and its Honor Council.

### History of the Honor Code

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

The purpose of the Honor Code is to preserve and promote academic integrity. Ideally, a student's personal integrity is presumed to be sufficient assurance that in academic matters one does one's own work without unauthorized help. The Undergraduate Honor Council and the graduate and professional school honor councils are organizations that seek to preserve the integrity of the Honor Code at Vanderbilt University. Each council aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her/their name if innocent and, if guilty, to protect the honor and standing of the remaining students.

The Honor System is one of the many layered structures provided to Vanderbilt students to aid in the development of creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as citizens of integrity.

# The Vanderbilt Community Creed

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The Community Creed is a student-initiated statement of the values to which the Vanderbilt community aspires. Individuals who join this community embark on a lifelong journey toward greater intellectual enlightenment and personal growth. By fostering the Creed's principles, we anchor ourselves to the University's enduring tradition of excellence, united by a common set of values.

**Academic** - We strive to pursue intellectual knowledge with curiosity and humility. We engage in a partnership of learning and discovery, where the scholarly exploration of ideas is not only protected, but encouraged.

**Neighborly** - We strive to be ambassadors of goodwill within our campus and beyond. We serve, uplift, and empower the members of our global neighborhood.

**Courageous** - We strive to be courageous, acting with bold authenticity. We embrace taking risks, challenging assumptions, and persevering in the face of adversity.

**Honest** - We strive for honesty in our academic endeavors and relationships with others. We commit to integrity and accountability across all aspects of life—personally, professionally, and academically.

**Open** - We strive to openly engage with ideas, experiences, and with one another. We welcome every background and story through celebration of the diversity that enriches our common experience and active participation in constructive conversations about our differences.

**Respectful** - We strive to promote a culture of civility grounded in equity, inclusivity, and respect. We hold each other's passions and perspectives in high regard, endeavoring to live a life of personal growth and service.

## Good Neighbor Guidelines

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Vanderbilt University is dedicated to participating in the Nashville community in meaningful ways. This includes positively contributing to the experiences of residents throughout the city. To this end, the University has developed the Good Neighbor Guidelines listed below in order to help foster good neighborhood relations for current and future students living in Nashville neighborhoods. While residing off-campus, students are expected to abide by these guidelines, as well as the policies and regulations delineated in the [Student Handbook](#), which apply to all students enrolled at Vanderbilt.

If a student is living in an off-campus residence with one or more other students or non-students and the residence is found by the University to be in violation of the Good Neighbor Guidelines or other policies and regulations or to be adversely affecting the University's relationship with the neighboring community, all Vanderbilt students who are residents may be subject to corrective action through the University's accountability process, even if the conduct of an individual resident cannot be specifically identified. If authorization to live off-campus was granted at the discretion of the Director of Housing Assignments, it may be revoked at any time for good cause, including as part of a sanction imposed following a student accountability proceeding (refer to the [Residential Life section](#) of the Student Handbook for more information).

### *Introduce yourself*

Get to know your neighbors. Introduce yourself to them when you first move in or early in the semester and exchange contact information.

### *Respect your neighbor's lifestyle*

Depending on your neighborhood, there may be other students, working adults, or families with young children living near you. Be aware and respectful of your neighbors' daily schedule and remember that they may have to work, get up early the next morning, or have young children at home.

### *Keep the noise down*

Abide by local noise ordinances and avoid creating loud noises that may disturb your neighbors.

### *Keep your yard neat and picked-up*

Practice proper yard maintenance and ensure you pick up any litter from your yard or the area around your residence.

### *Park your vehicle (car/motorcycle/bicycle/scooter) in appropriate places*

Learn the acceptable and legal places for parking at your house or apartment. In particular, it is a violation of a Metro Nashville ordinance to block a sidewalk, driveway, or fire hydrant with a parked vehicle.

### *Be responsible when hosting gatherings*

Let your neighbors know in advance if you are planning a social gathering at your house. Keep the number of guests at a manageable level, determine a reasonable time for the gathering to end, and have plenty of trashcans available so guests can discard their litter as they leave. Promptly clean up after the event and do not leave a visible mess. Remember that all tenants of the house or apartment are responsible for behavior that occurs on the premises.

### *Communicate*

Invite your neighbors to contact you if there are any problems at your house and discuss concerns with your neighbors as soon as they arise.

**Be familiar with state and local laws and [University policies](#) regarding alcohol and other drugs.**

## Digital Citizenship Statement

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According to the [Vanderbilt University Community Creed](#), Vanderbilt students strive to promote a culture of civility grounded in open, respectful, and neighborly interactions. This value extends beyond the Vanderbilt physical campus and into the digital environment where community members learn, work, and interact daily. This digital environment includes classroom learning platforms and social media platforms used for communication, including email, Zoom, Yik Yak, Twitter, GroupMe, Instagram, Greek Rank, Reddit, Tik Tok, Fizz, etc.

As defined by the [International Society for Technology in Education \(ISTE\)](#), digital citizens “recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.” To this end, the University has developed the Digital Citizenship Guidelines below in order to complement the Community Creed and help create, promote, and sustain a digital environment that is civil and respectful while demonstrating an openness to engage in productive conversations and online exchanges that acknowledge and value difference of opinion in a respectful way. While using technology and operating in the digital environment, Vanderbilt students are expected to abide by these guidelines, as well as the policies and regulations delineated in the [Student Handbook](#), which apply to all students enrolled at Vanderbilt.

The Digital Citizenship Guidelines are not considered a University policy. Behaviors that do not align with the Digital Citizenship Guidelines can be reported to the University using the [General Incident Reporting Form](#). Reported behaviors will be assessed for potential policy violations. In order to ensure the safety and security of individuals and the community at large, as well as access to educational activities, any conduct that may constitute a direct threat to self or others or may contribute to a hostile environment on campus may be subject to other University policies.

### *Digital Citizenship Guidelines*



Consider how your interactions may or may not be furthering a community climate of openness/neighborly/respectful interactions:

Treating others with respect.

Refrain from offensive name-calling, using hateful language, sending intimidating messages, engaging in unsolicited or unwanted contact with others, or publicly disclosing someone else's personal information (i.e., doxxing). Additionally, always consider whether you have appropriate consent before using, reposting, or sharing the images of or content created by others.

Being mindful of statements you make related to your safety and the safety of others.

Utilizing technology resources and devices thoughtfully and responsibly.

When communicating and interacting with others in the digital environment, refrain from reckless behaviors, including spoofing, creating fake profiles or generating content from an account that does not accurately reflect who is posting, messaging en masse, or sharing passwords.

Understanding, respecting, and abiding by the rights and obligations of using and sharing intellectual property.

As a reflection of Vanderbilt's academic mission and learning environment, properly cite and adhere to copyright laws in and outside of the classroom.

Being a helpful bystander.

Maintaining a respectful community is everyone's responsibility. Help stop the spread of misinformation by verifying content with reputable sources before sharing with others, utilizing the host platform's reporting and safety features so that degrading and/or harmful content can be flagged, reviewed, and/or removed, and refraining from liking, sharing, or commenting on malicious or harmful information that has been posted about others.

### *Personal Safety Tips*

As a user of technological resources and devices, there are several steps you can take to protect yourself and mitigate risks in the digital environment including:

1. Fully exploring and utilizing the privacy settings on your email, social media, and other online accounts to control who has access to you and your information.
2. Utilizing the host platform's reporting and safety features so that malicious and harmful content can be flagged, reviewed, and/or removed.
3. Asking the offender to stop and then avoiding or ignoring further engagement with the person or the person's content.
4. Being aware of phishing and scam emails and taking care to verify messages before responding to messages, opening any links, or disclosing personal and identifying information.
5. Preserving all evidence if you are the victim of harassment, including messages, emails, comments, postings, etc. If you would rather not continue to see these messages, consider allowing a trusted friend to handle this task for you.

### *Freedom of Expression in the Digital Environment*

As an institution of higher learning dedicated to research, teaching, and service, Vanderbilt is firmly committed to academic freedom and freedom of expression and will maintain the conditions of freedom of inquiry, thought, and discussion on campus and in the digital environment. For more information, please refer to the [Freedom of Expression policy](#).

### **Resources**

Resources, including options to report abuse or misuse of a system directly to a third-party social media platform, can be found in the [Resources for Students who Experience Misconduct section](#) of the Student Handbook.

# Student Behavioral Policies

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The following policies guide behavioral expectations for students—undergraduate, graduate, and professional—as well as all Registered Student Organizations. The procedures for resolving alleged violations can be found in the [Student Behavioral Procedures section of the Student Handbook](#).

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

When students fail to meet University standards, they ultimately risk separation from the University community. Vanderbilt's system of graduated sanctions and structured accountability action plans is designed to effect students' voluntary compliance with the policies and regulations established to protect themselves, other students, and the community. Vanderbilt hopes that educational conferences, deferred probations, and probationary periods with accountability action plans will be sufficient to help students make better choices so that separation from the community never becomes necessary. However, in some circumstances involving more serious violations, separation from the community may be appropriate, even in cases of a first offense.

The following behavioral policies align with [The Vanderbilt Community Creed](#), and reinforce the University community's commitment to being academic, neighborly, courageous, honest, open and respectful.

## Behavior in the Academic Environment

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**Academic:** Vanderbilt students strive to pursue intellectual knowledge with curiosity and humility. They engage in a partnership of learning and discovery, where the scholarly exploration of ideas is not only protected, but encouraged.

Acts that compromise the integrity of academic work do not align with Vanderbilt students' commitment to being academic.

## Honor Code Violations

Acts that inhibit learning or that violate the Honor Code and thereby break the trust of the academic community are prohibited. Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate honor council.

### General Violations

Possible violations include but are not limited to the following:

- **Giving and/or receiving unauthorized aid or attempting to give and/or receive unauthorized aid** on an assignment, report, paper, exercise, problem, test or examination, presentation, film, or computer program submitted by a student to meet course requirements. Such aid includes, but is not limited to, the following:
  - Viewing, use, or production of unauthorized aids, which may include cheat sheets, answer keys, websites, generative AI software, computer programs, or any other resource prohibited by the course instructor;
  - use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as a student's own work;
  - copying from another student's work;
  - unauthorized collaboration;

- unauthorized posting, sharing, taking, or distribution of past or present examinations or other course materials;
- unauthorized advance access to examinations or other assignments;
- compromising a testing environment or violating specified testing conditions;
- unauthorized use of books, notes, websites, phones, watches, calculators, or other outside materials or devices;
- soliciting, giving, and/or receiving unauthorized aid orally or in writing; or
- any similar action that is contrary to the principles of academic honesty.
- **Plagiarism** on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly indicating the source of the content. A full discussion of plagiarism and proper citation is provided in the section below.
- **Any action designed to deceive** a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized or providing false information in order to receive an extension on an assignment or to excuse an absence.
- **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service when connected to a graded course.
- **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.
- **Falsification of results** of study and research.
- **Altering a previously graded examination or test** for a re-grade.

Note: Schools, departments, programs, and individual faculty members, speakers, and artists may have policies governing the creation, use, and/or distribution of recordings—video or audio—of lectures, virtual course sessions, speeches, performances, and other activities. Individuals must obtain authorization prior to recording such activities, and to abide by the various policies governing their being recorded, including, but not limited to, policies related to use and distribution of recordings. Failure to abide by recording policies may be an Honor Code violation or may result in corrective action through the University's accountability process depending on the circumstances. In addition, examinations and the questions therein, as well as lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the individual faculty member. Copying or distributing any such materials without the permission of the copyright owner may constitute an infringement violation, and may result in a referral to Student Accountability, Community Standards and Academic Integrity for corrective action.

#### Honor Code and Preparation of Papers

Papers are to express the original thoughts of the student. When including information in a paper from class discussion or lecture, students should consult with the instructor as to whether the information needs to be cited as the original work of another.

Failure to indicate any outside source of ideas, expressions, phrases, or sentences used constitutes plagiarism.

A change in wording (or insufficient paraphrasing), the use of a catchy word or phrase, undocumented paraphrasing, or word for word copying may also constitute plagiarism. Examples of these common actions that reflect plagiarism are explored further on the Undergraduate Honor Council's [resource page](#).

A student may not submit papers substantially the same in content for credit in more than one course, without specific and prior permission of all instructors concerned.

Students should understand that sources of common knowledge *can* be plagiarized. Generally, an idea is considered common knowledge if it is encountered at least five times in separate sources during one's research into a particular subject. (Reprints of one source do not constitute separate sources.) Copying or



close paraphrasing of the wording or presentation of a source of common knowledge constitutes plagiarism. What constitutes common knowledge may also vary by discipline so students should consult their instructors to determine whether a citation is needed.

Regardless of intent or premeditation, plagiarism is a violation of the Honor Code. Students, therefore, must be conscious of their responsibilities as scholars under the Honor System, to learn to discern what is included in plagiarism as well as in other breaches of the Honor Code, and must know and practice the specifications for citations in scholarly work.

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

#### Honor Code and Tests, Examinations, and Other Exercises

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

Additionally, students are required to comply with specified testing conditions or requirements related to the testing environment.

The written pledge (see also "[Undergraduate Honor Code Pledge](#)") signifies that the work submitted is the student's own and that it has been completed in accordance with the requirements of the course as specified by the instructor.

*The Undergraduate Honor Code Pledge, or an abbreviation thereof, should be included in all written work completed by the student and submitted for a grade. Any work handed in for credit, however, will be considered "pledged" unless otherwise stated by the instructor. Any student uncertain about the application of the pledge to a particular course requirement should always consult the instructor.*

#### Honor Code and Group Work

- **Students are accountable for group work submitted in their names for the fulfillment of a course, program, or assignment and may be responsible for Honor Code violations within the work.**
- Students should ask their instructors before collaborating on any assignment.
- Students should ask their instructors if a tutor or other individual may help with any assignment.

The guidelines for appropriate collaboration and task division pertaining to group work vary among classes and instructors. It is therefore the student's responsibility to obtain a clear understanding of appropriate collaboration from the instructor. Completion of work outside of approved parameters for collaboration constitutes giving or receiving unauthorized aid.

## Study Away Misconduct

Students are expected to comply with local laws when visiting or traveling to another country as well as with instructions of the Study Abroad staff, their respective program directors, on-site program staff, study abroad program providers, foreign host institutions (in the case of exchange and direct-enroll programs), and facilities in which they reside. Students are responsible for complying with the provisions of the [Student International Travel policy](#).

Vanderbilt's behavioral expectations apply to students participating in Vanderbilt University study abroad or remote overseas programs, including students from other institutions or who are not primarily registered at Vanderbilt, for the duration of the specific programs in which they are enrolled, and for any period immediately before or after that, should they extend their respective visits abroad.

## Obstruction or Disruption of Teaching or Research

Teaching and research are the core of the academic curriculum. Obstruction or disruption of teaching or research includes, but is not limited to, shouting down or attempting to talk over others, engaging in distracting behavior such as moving about the room when required to be seated or making noise unrelated to the classroom topic, not following course instruction or classroom parameters for behavior, barring access to a classroom or lab, failing to follow required research protocols, or engaging in horseplay. A professor may choose to issue a warning in lieu of referral to the student accountability process; failure to abide by the warning is also considered obstruction or disruption of teaching.

Student workers, such as teaching assistants, may not give access to course or laboratory material to others who would not normally have access.

## Behavior in the Living & Learning Environment

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Neighborly: Vanderbilt students strive to be ambassadors of goodwill within our campus and beyond. They serve, uplift, and empower the members of our global neighborhood.

Acts that are disruptive, infringe on another's enjoyment of their residential space, place others in danger, or otherwise harm the goodwill and shared commitments of communal living do not align with Vanderbilt students' commitment to being neighborly.

## Building Safety

In order to provide a safe environment for all, students should not tamper with, destroy, or otherwise impede the functioning of safety equipment. Such acts include, but are not limited to, the improper use of emergency exits (such as propping open doors or sounding alarms by exiting when no emergency exists), tampering with building access systems, tampering with smoke detectors, tampering with sprinkler systems (such as hanging items from sprinkler heads or damaging sprinkler heads through horse play), or tampering with surveillance cameras.

Safety is important both inside and adjacent to buildings. Accordingly, fire hazards—such as candles, paint, flammable liquids, electric scooters or skateboards, and similar—may not be stored in buildings without prior authorization from Housing & Residential Experience. Similarly, firepits and other fire hazards are prohibited on campus. The University prohibits possession or use of certain items in residence halls. A list of prohibited items can be found in the [Residential Life](#) section of this handbook.

## Commercial & Promotional Activity

Students, faculty, and staff can expect their work and living environments to be free from unwelcome marketing. To that end, the University established the [Sale, Solicitation, and Fundraising policy](#). Individuals who fail to abide by the instructions provided in the policy may be held personally accountable for their activity. Such acts include, but are not limited to, going door to door within the residence halls soliciting, operating a business on University property, and similar behaviors. Students should review the [Sale, Solicitation, and Fundraising policy](#) for a complete list of prohibited conduct.

Additionally, all marketing materials—posters, flyers, leaflets, etc.—should follow applicable campus posting policies, which includes identifying the name of the person or organization who posted the materials. More information can be found in the [Notices, Posters, Banners, and Printed Announcement section](#) of the Student Handbook.

Notices, posters, flyers, banners, social media posts, email invitations, etc., may not use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event except as outlined in the [Alcohol policy](#).

Activity that violates this policy is considered commercial whether or not it is for profit or money is exchanged.

## Good Neighbor Policy

Vanderbilt University is dedicated to participating in the Nashville community in meaningful ways. To that end, the [Good Neighbor Guidelines](#) exist to assist students living off campus to be responsible neighbors.

All students living in an off-campus residence who engage in behavior or allow guests to engage in behavior that interferes with a neighbor's enjoyment of their property, becomes a nuisance to the community, or violates local ordinances may receive a warning that continued acts will be subject to corrective action. Actions that violate other University policies or adversely affect the University's relationship with neighboring communities may be referred to Student Accountability, Community Standards and Academic Integrity regardless of prior warnings.

In addition to sanctions assigned by Student Accountability, Community Standards and Academic Integrity, residents found responsible for violating the Good Neighbor Policy may be restricted from living off-campus in future years.

## Guest Violation

Students are responsible for the behavior of their guests while on campus. All guests should be registered for safety reasons. Accordingly, students violate the policies found in the [Visitation and Overnight Guests](#) section of the Student Handbook when they either fail to register guests, fail to accompany guests, or allow guests to violate the behavioral expectations of our community.

## Noise Violation

Students are expected to keep noise to a reasonable level appropriate to the time of day regardless of whether the activity is taking place in the residence halls, on campus, or in the community. Students are also responsible for the noise created by any [Assistance Animal](#) or pet in their charge.

Additional information on noise can be found in the [Residential Life](#) section and the [Excessive Noise and Amplified Sound](#) policy of the Student Handbook.

## Pets and Other Animals in University Facilities

Animals (other than service animals) may not enter campus buildings without prior authorization. Students who are seeking or who have received approval for an emotional support or service animal must abide by the expectations outlined in the [Assistance Animal section](#) of the Student Handbook.

## Unauthorized Entry and/or Use

In order to respect the property and privacy of others, students should not enter into residential rooms, offices, laboratories, rooftops, athletic playing fields or courts, or other areas of the University that are not commonly open to the public without express permission. Similarly, use of personal property or property belonging to the University—including, but not limited to, identification cards, cell phones, computers, construction equipment, or golf carts—without the permission of the owner or in a manner unintended by the owner is prohibited. Unauthorized use extends to violations of driver expectations for University sponsored travel.

## Unregistered Activities

All events for which registration is required must be registered appropriately and receive approval before occurring.

## Violation of Residential Life Policies

Students living on campus are expected to abide by all residential policies. Students residing off campus are also expected to follow residential policies while visiting residential areas. Students are prohibited from living off campus absent prior approval from the University. Further information on those policies can be found in the [Residential Life](#) section of the Student Handbook.

## Behavior related to the Use of Alcohol & Other Drugs

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**Courageous:** Vanderbilt students strive to be courageous, acting with bold authenticity. They embrace taking risks, challenging assumptions, and persevering in the face of adversity.

Cultural narratives around the college experience can encourage high-risk use of alcohol and other drugs by normalizing misuse as mainstream. By making choices aligned with personal values as opposed to cultural norms, Vanderbilt students live lives of courage.

### Alcohol

#### Evidence of High-Risk Alcohol Use

The risks posed from rapid consumption of alcohol necessitates additional corrective action when evidence of high-risk use exists. Evidence of high-risk use includes, but is not limited to, funnels, vaporizers, beer bong, common containers, and the possession of pure grain alcohol.

Drinking games are also prohibited. Evidence of drinking games includes, but is not limited to, paraphernalia associated with drinking games, words or actions heard or observed by University officials, amount of alcohol present compared to number of people present, the level of intoxication of participants, as well as other circumstances leading a reasonable person to believe that drinking games have occurred.

Hosts of parties or gatherings where evidence exists to determine high-risk alcohol use occurred are responsible for the environment they created and/or allowed, which may result in heightened sanctions.

#### Furnishing Alcohol to Person(s) Under the Legal Drinking Age

Subject to statutory exceptions available under Tennessee law, alcoholic beverages may not be provided (served, distributed, furnished) to persons under the legal drinking age (21 years old) in the state of Tennessee.

As in our broader community, a student—regardless of age—may not furnish alcohol to a person under the age of 21 regardless of their affiliation with the University. Furnishing includes, but is not limited to, giving alcohol to another person regardless of whether money is exchanged.

#### Hosting an Event where Underage Persons Consume Alcohol

Hosting a social environment in which individuals who are under the age of 21 consume alcohol is prohibited.

#### Intoxication

Due to the danger that intoxicated persons pose to themselves and to others, as well as to the disruption that intoxication can bring to the living/learning community, intoxication, regardless of age, is prohibited. Standard



indicators of drinking to the level of intoxication may include, but are not limited to, lack of balance, loss of coordination, confusion, slurred speech, bloodshot eyes, odor of intoxicant, and behavioral changes, such as confusion, aggression, rudeness, recklessness, or overt friendliness.

#### Possession/Consumption of Alcohol where Prohibited

Possession of open containers of beer or other alcoholic beverages, regardless of the type of container, in the lobbies of residences or about the campus, including lawns and sports fields, is prohibited, except where expressly permitted. The only places on campus where students (who must be of legal drinking age) may routinely possess and consume alcoholic beverages are as follows (1) the rooms and apartments of students in upper-division residences (with the exception of substance-free floors and buildings and Recovery Housing rooms), (2) designated facilities in the West End Neighborhood (with the exception that no liquor or wine is permitted), and (3) The Pub at Overcup Oak (provided the alcoholic beverage was purchased on the premises).

#### Underage Possession and/or Consumption of Alcohol

Students under the age of 21 may not possess alcohol. Possession includes, but is not limited to, carrying on one's person, unclaimed alcohol found in an underage student's residential space, and alcohol held on behalf of an of-age individual.

Consumption of alcohol by students under the age of 21 is prohibited, except as permitted in the observance of religious activities.

#### Use and/or Possession of Common Containers

The possession, storage, or use of common or bulk containers of alcoholic beverages such as kegs, pony kegs, coolers, or punch bowls **by undergraduates or at any student organization-sponsored event, to which undergraduates have been invited, or at which they are present**, is prohibited.

#### Violation of Alcohol Policy for Events and Activities

Hosts are expected to comply with the [Alcohol](#) policy for all approved events or activities that include alcohol.

## Other Drugs

#### Distribution or Provision of Illicit Drugs

Distribution of controlled and illegal drugs is prohibited. This prohibition includes distributing medications to one person that have been prescribed for another. The term distribution includes "sharing" of any drug and does not require the exchange of money. An attempt to distribute illicit drugs violates this policy regardless of whether drugs are actually exchanged.

#### Possession of Drug Paraphernalia

Students may not possess drug paraphernalia. Drug paraphernalia includes, but is not limited to, bongs, pipes, needles, grinders, weights, scales, rolling papers, as well as common smoking devices when used for the consumption of illegal substances such as e-cigs, vapes, juuls, and hookahs.

#### Possession and/or Use of Illicit Drugs

Possession and/or use of controlled and illegal substances consistent with federal, state or local laws is strictly prohibited.

In accordance with TCA 43-27-103, students may not possess or consume hemp or hemp concentrate when the delta-9 tetrahydrocannabinol (THC) concentration exceeds three-tenths of one percent (0.3%). In addition, in accordance with TCA 39-17-1505, students under the age of 21 may not possess tobacco, smoking hemp, vapor product or smokeless nicotine product including but not limited to delta-8 tetrahydrocannabinol and delta-10 tetrahydrocannabinol. In accordance with TCA 43-27-203, a person under the age of 21 may not possess hemp-derived cannabinoid, including delta-8 tetrahydrocannabinol and delta-10 tetrahydrocannabinol, when the concentration exceeds one-tenth of one percent (0.1%).

In accordance with TCA 39-17-422, students may not intentionally inhale or consume fumes from glue, paint, gasoline, or aerosols (whippets or other nitrous oxide product).

#### Possession and/or Misuse of Medication

The misuse of prescription drugs is a serious concern on college campuses. For this reason, it is a violation of University policy for a student to be in possession of, or use, another person's prescription medication. It is also a violation to misuse prescribed medication.

## Driving Under the Influence of Alcohol or other Drugs

Because of the danger that drivers under the influence pose to themselves and to others, the operation of a vehicle (car/motorcycle/bicycle/scooter) while under the influence of alcohol or other drugs is prohibited.

## Smoking Policy

Smoking tobacco, including the use of a vaporizer, is prohibited outside of designated areas. See the [University's Smoke-Free Campus policy](#) and the [Housing and Residential Experience webpage](#) for more information and designated smoking areas for campus residents.

## Behavior related to Personal Integrity

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Honest: Vanderbilt students strive to be honest in their academic endeavors and relationships with others. They commit to integrity and accountability across all aspects of life—personally, professionally, and academically.

Acts that are dishonest or lacking the integrity expected of a Vanderbilt student are prohibited.

### False or Misleading Actions

Engaging in dishonest acts is prohibited. Dishonest acts include, but are not limited to, altering University documents, altering University identification, forgery of any kind, fraud, impersonation of another person, use or possession of identification belonging to another person, use or possession of false identification regardless of age, providing false information to University Officials or members of the University community, misleading University Officials through the omission of information, lending to or using on behalf of another a Commodore Card/provisioned device/key/access, misuse of University Parking Permit, and altering or misusing University records, documents or materials.

### Failure to Comply with University Officials

Failure to comply with authorized directives of a University official or representatives of the University acting in performance of their duties is prohibited. Failure to comply includes, but is not limited to, fleeing from an official or representative of the University, violating a no contact directive, not heeding warnings, and not following instructions.

### Impropriety

In seeking to live lives of integrity, Vanderbilt students should neither attempt to violate university policy nor facilitate, aid, or abet others in violation of University policy.

## Theft and/or Misappropriation of Property

Students may not take, withhold, or interfere with the property of another without express permission. Engaging in such actions is considered theft or misappropriation of property; these acts include, but are not limited to, the unauthorized access of private information, unauthorized possession of University property, possession of property of others, unauthorized use of property of others, and the use of trademarks, symbols, or other copyrights belonging to the University or others.

Schools, departments, programs, and individual faculty members, speakers, and artists may have policies governing the creation, use, and/or distribution of recordings—video or audio—of lectures, virtual course sessions, speeches, performances, and other activities. Individuals must obtain authorization prior to recording such activities, and to abide by the various policies governing their being recorded, including, but not limited to, policies related to use and distribution of recordings. Failure to abide by recording policies is a violation. In addition, examinations and the questions therein, lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the individual faculty member. Copying or distributing any such materials without the authorization of the copyright owner may constitute a violation.

Individuals with access to University or student organization funds—including, but not limited to, funds allocated to Registered Student Organizations by Vanderbilt Student Government, funds provided to a Registered Student Organization by a University office for co-sponsorship of an event or activity, membership dues or fees, Student Care Assistance Program funds, Vanderbilt Critical Support Funds, Experience Vanderbilt Funds, and the like—who misuse those funds, misappropriate funds, file false reimbursements or other requests for funds, misuse purchasing cards, or otherwise violate University financial policies resulting in a financial loss may be responsible for theft and/or misappropriation of property.

## Violation of Disciplinary Outcomes

Students and student organizations who go through the University's accountability process and are found responsible for policy violations are expected to abide by all assigned sanctions and accountability action plans. For those assigned disciplinary probation as a sanction, further violations of University policy during their probationary period are considered a violation of disciplinary outcomes. Similarly, those who are non-compliant with sanctions, terms of suspension, or requirements of accountability action plans are also in violation of disciplinary outcomes.

## Behavior related to Interpersonal Interactions

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Open: Vanderbilt students strive to openly engage with ideas, experiences, and with one another. They welcome every background and story through celebration of the diversity that enriches our common experience and active participation in constructive conversations about our differences.

Acts that demean, dehumanize, or otherwise harm a person's ability to participate fully and authentically in our community, regardless of intent, do not align with Vanderbilt students' commitment to openness.

### Abuse

Students may not engage in the abuse of another person, and abuse that causes a reasonable person to fear for one's safety or bodily autonomy is a violation of this policy. Abuse includes, but is not limited to, unwanted physical contact of a non-sexual nature, striking or attempting to strike another person, restricting the movement or attempting to restrict the movement of another person so that they cannot leave the immediate area, intimidation through threats or other means, and words, symbols, graphics, or other communications that threaten violence.

The University may resolve situations where there are mutual combatants and no clear aggressor outside the formal conduct adjudication process.

# Discrimination

Vanderbilt University's Discrimination policies and procedures for students are available on the [Equal Opportunity and Access website](#) and below.

[2024-2025 Student Discrimination Policy](#)

[2024-2025 Student Discrimination Procedures](#)

# Harassment

Vanderbilt University expects students to refrain from conduct that is harassing toward another. Harassment is unwelcome verbal, physical, electronic, or other conduct toward another that is so severe, persistent, or pervasive that it alters the conditions of education or participation in a University program or activity. A person's subjective belief that behavior is intimidating, hostile, or abusive does not necessarily make that behavior harassment. Students are also expected to refrain from conduct that otherwise unreasonably impairs the security or privacy of another member of the University community by any means, including through the use of electronic communications, social media, computers, or data networks, or by recording unauthorized video or photographic images in a location in which the other community member has a reasonable expectation of privacy, or by publishing such images. Such conduct is a violation of University policy.

Harassment of any individual based on sex, race, color, religion, national or ethnic origin, age, disability, military service, or genetic information is unacceptable. Equally unacceptable within the University is the harassment of any individual on the basis of sexual orientation, gender identity and gender expression, or harassment because of one's perception of another's sexual orientation, gender identity, or gender expression. Harassment that falls within one of these protected categories is subject to referral for investigation and adjudication by EOA or Title IX.

# Hazing

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

While including the statutory limitations of hazing above (i.e., student acts directed at students on or off campus), the University expands its definition of hazing to include any act by an individual or an organization that may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts that are humiliating, intimidating, or demeaning, or that endanger the health and safety of an individual or group of individuals regardless of their affiliation for the purposes of, but not limited to, recruiting, joining, pledging, initiating, admitting, affiliating, or retaining membership in an organization. Accordingly, hazing may still occur regardless of whether a person is considered initiated or otherwise admitted as a full member of the organizations. Such acts include—but are not limited to—the following:

- violation of federal, state, provincial, local law, or organizational policy;
- consumption of any food, liquid, or other substance in any non-customary manner;
- forced or encouraged consumption of alcohol or other drugs;
- physical contact, including but not limited to, beating, paddling, branding, dangerous physical activity, or exposure to elements, or threats of such conduct;
- exercise inconsistent with the mission of the organization;



- adversely affecting the mental health or dignity of the individual through acts such as sleep deprivation, exclusion from social contact or conduct that could result in embarrassment, or threats of such conduct;
- disruption of academic performance or class attendance, including early morning or late night work sessions,
- designated driving programs;
- personal or financial servitude;
- publicly wearing apparel which is conspicuous and not normally in good taste;
- engaging in public stunts,
- morally degrading or humiliating games and activities; or
- scavenger hunts.

The University makes no distinction as to whether the acts occurred on or off campus. Willful or voluntary participation in hazing activities by a victim does not absolve the person or organization engaging in hazing from responsibility. Both organizations and individuals within organizations may be charged with hazing for actions stemming out of the same event or incident. The extent to which the form of hazing presents a significant threat to health and safety, including, but not limited to, forced alcohol or drug consumption, physical abuse that causes or could cause bodily harm, sexual misconduct, or deprivation of sleep, food, or water, will be taken into account in assigning sanctions and accountability action plans. Acts of aggravated hazing will likely result in suspension or expulsion on the first occurrence of such behavior.

## Retaliation

Retaliation against any individual who files a complaint, testifies, or participates in any manner in a University investigation or proceeding is strictly prohibited. A person may be held responsible for retaliation when they either directly engage in retaliatory acts or encourage others to do so on their behalf, including failure to stop others' actions when known. Retaliatory acts include, but are not limited to, intimidating, threatening, coercing, or in any way discriminating against another. A violation of a No Contact Directive may also be considered Retaliation. Vanderbilt will vigorously enforce this prohibition against retaliation up to and including expulsion.

## Sexual Misconduct

Vanderbilt University's updated Sexual Misconduct and related policies, which detail the Title IX process are available on the [Title IX Office website](#) and below.

[2024-25 Sexual Misconduct Policy](#)

[2024-25 Formal Grievance Protocol](#)

# Behavior related to the Orderly Operation of the University

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Respectful: Vanderbilt students strive to promote a culture of civility grounded in equity, inclusivity, and respect. They hold each other's passions and perspectives in high regard, endeavoring to live a life of personal growth and service.

Acts that demonstrate contempt or reckless disregard for the safety and wellbeing of others as well as for the orderly operation of the community do not align with Vanderbilt students' commitment to respect.

## Animal Cruelty

Cruelty to animals is prohibited. Cruelty includes, but is not limited to, failing to appropriately care for an animal and intentionally or recklessly harming an animal when not done for the normal purposes of hunting or fishing.

## Disorderly Conduct

Students should conduct themselves in an orderly manner. Unreasonable behavior that negatively impacts or interferes with community members' ability to live, learn, sleep, or be safe, healthy, or well is disorderly conduct. Conduct that obstructs or disrupts teaching, administration, University procedures and activities, or other authorized activities is also prohibited. Examples of disorderly conduct include, but are not limited to:

- Unreasonable or reckless conduct that is inherently or potentially unsafe to other persons or their property;
- Disruptive behaviors that interrupt operations or cause public annoyance, alarm, or unrest;
- Preventing members of a class from hearing a lecture or taking an exam;
- Violations of an instructor's expectations for classroom conduct;
- Refusing to leave a private area or closed meeting when not authorized to attend;
- Interrupting or interfering with the carrying out of the duties of a University or public official, including law enforcement; and
- Pushing or shoving of another that does not rise to the level of abuse.

## Dangerous Conduct

Dangerous conduct is considered any course of action a reasonable person would understand to put themselves or others in harm's way regardless of whether harm occurs. Any conduct that endangers health and safety is prohibited.

## Damage to Property

Students should respect the property of others and not intentionally or recklessly cause damage. Damage includes, but is not limited to, vandalism, destruction of signs or banners hung with appropriate authorization, punching or kicking walls or similar physical structures, setting off fire sprinklers, and leaving windows in residence halls open during extreme temperatures.

Damage of University property or property of a University community member or campus visitor by a student or student organization is prohibited. Students found responsible for damaging property may be held financially responsible for the cost of repair or replacement.

## Event Management/Registration Violation

All student organizational activities as defined in the [Student Organization Administration](#) section of the Student Handbook must be registered and conducted appropriately.

## Gambling

All students must comply with all laws regulating gaming and gambling activity in Tennessee. Under Tennessee law, illegal gambling is defined as "risking anything of value for a profit whose return is to any degree contingent on chance, or any games of chance associated with casinos, including, but not limited to, slot machines, roulette wheels and the like." Tennessee law exempts certain state-run lotteries, fantasy

sports contests, individuals age 21 or older who wager on sports in accordance with the Tennessee Sports Gaming Act, and low-level sports entertainment pools with a total entry fee or buy-in of no more than \$25 per participant and a total pool of no more than one thousand dollars (\$1,000), so long as the pool is managed by an individual and not by any type of business entity. Separately, Vanderbilt University prohibits:

- Possessing on one's person or premises any card, book, or other device for registering bets for illegal gambling;
- Knowingly permitting use of premises, telephone, or other electronic communications devices for illegal gambling;
- Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; and
- Offering or accepting a bribe to influence the outcome of an athletic event.

Students may participate in "casino nights" or similar events in which individuals play roulette, blackjack, poker, baccarat, or other card games, dice games, board games, or video games so long as play is solely for entertainment purposes and nothing of value is paid, exchanged, or risked by any participant in exchange for any award, prize, or stake.

Students may host or participate in raffles so long as nothing of value is paid, exchanged, or risked for the opportunity to win a prize or stake. A "suggested" donation may be stated for a raffle ticket, but it must also be stated with any "suggested" donation that there is no charge or fee required for participation in a raffle. Accordingly, any interested individual must be allowed to participate in the raffle without any entry fee or ticket charge. In addition, any payment, or lack thereof, to participate in a raffle cannot affect the odds or chances to win any prize, stake, or award.

Under no circumstances may "casino nights" or similar, raffles, or pools be used by a student to sell or lease goods, property, or services to others or to solicit the sale or lease of the same.

## Good Citizenship

Students charged with a federal, state, or local criminal offenses, whether the underlying conduct occurred on or off campus, or students behaving in ways that could be grounds for federal, state, or local charges, whether the prosecutor pursues or other party seeks charges or not, violate this policy. The University is not required to wait for legal processes to conclude before resolving an accountability proceeding. Given the evidentiary standard used in a criminal proceeding is different than the standard used in an accountability proceeding, a not guilty finding or dismissal in legal processes has no bearing on a determination reached by the University.

## Improper Conduct at Sporting Events

The University prohibits the throwing of objects from the stands and abusive language or gestures at athletic events. Student spectators who throw objects at athletic events will be ejected from the contest and may be subject to corrective action through the University's accountability process. Spectators who are not affiliated with Vanderbilt will be treated similarly by local authorities. The possession or consumption of alcoholic beverages in undesignated areas is prohibited at athletic events, as is the use of tobacco, electronic smoking devices, and other nicotine delivery systems.

## Improper Use of University Systems & Networks

Vanderbilt students who are granted access to the University's IT systems, including computer centers or campus-wide internet services, are expected to ensure appropriate use of those systems, including by complying with the [Student Computing Policy](#) and [Appropriate Use of Technology Assets Policy](#). Among other things, these policies prohibit sharing Vanderbilt University passwords, violation of copyright laws, including illegal file sharing, the transportation of obscene materials across state lines, and unauthorized

access to private information, whether obtained through direct “hacking” or by “social engineering” methods. University computers and data networks, including electronic mail systems, may not be used by students for commercial business purposes not authorized by the University or to harass another by threats, obscenities, or repeated unwanted emails.

Using services or accessing areas behind a Single Sign On of another Vanderbilt community member is prohibited.

Students should identify themselves to the persons contacted through University communications systems and may not use the systems to harass another by threats, obscenities, or repeated contact in which they fail to identify themselves. Harassment over communications systems may be a violation of state law.

Students may not improperly use the University's mailroom for shipping or receiving illicit packages. Students may not collect the mail of another, and should return all mail room equipment for the delivery of larger packages.

## Violation of Purchasing Policies

Any use of a Vanderbilt issued debit or credit card that is not in accordance with policies regardless of whether or not there was actual financial loss to the organization or the University is prohibited.

## Weapons

It is a felony in the state of Tennessee to carry a weapon on a campus for the purpose of going armed. The use or possession of firearms, other weapons, explosives including but not limited to fireworks, or any type of ammunition on University premises is prohibited in accordance with TCA 39-17-1309, except as otherwise provided in this policy or other applicable law.

Any firearms or sports weapons must be kept in the custody of the Vanderbilt University Police Department, which is open twenty-four hours a day. Air rifles and “BB” guns are considered to be firearms, the use and possession of which are prohibited on campus. The use and possession of realistic-looking or imitation firearms, other weapons, explosives, or ammunition, which may include water guns, paintball guns, etc., is also prohibited. Students must claim a weapon kept in the custody of VUPD following correct procedures and timelines.

The use, possession, or storage of stun guns, flying Tasers, cattle prods, liquid stun guns, or other devices designed to disrupt the human neurological system for the purpose of incapacitation is prohibited. Knives of all types (except for knives used as common eating utensils and knives with small folding blades four inches or less and designed for personal use) are prohibited. The use or possession of any other device, object, or substance (or imitations and facsimiles thereof), designed to cause injury, or the use of any object capable of being a weapon *as a weapon* is also prohibited.

The use, possession, or storage of explosives or fireworks on campus is strictly prohibited.

Student use or possession of these materials is prohibited off campus, as well, when such use or possession is illegal or may endanger the health or safety of members of the University community, or the community at large.

In accordance with TCA 39-17-1313, TCA 39-17-1309, and TCA 39-17-1307(g), the holder of a valid enhanced handgun carry permit or concealed handgun carry permit recognized in Tennessee or an individual who lawfully possesses a firearm pursuant to 39-17-1307(g) may transport and store a firearm or firearm ammunition in the permit holder's motor vehicle if:

1. The permit holder's vehicle is parked in a location where it is permitted to be; and
2. The firearm or ammunition being transported or stored in the vehicle:
  - Is kept from ordinary observation if the permit holder is in the vehicle;

- Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to the vehicle if the permit holder is not in the vehicle; and
- Is not handled by the holder or another person acting with the consent of the holder while the vehicle is on university premises.

# Student Behavioral Procedures

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This section includes University procedures for adjudicating alleged violations of the [Student Behavioral Policies section](#) of the Student Handbook, as well as other applicable procedures. The University reserves the right to interpret its policies and procedures. With notice to parties, the University may alter its procedures to accommodate special circumstances such as, but not limited to, expected graduation date, study abroad, multiple alleged violations occurring within a short period of time, and similar.

The bodies that comprise the accountability system are Student Accountability, Community Standards and Academic Integrity (Student Accountability), the Appellate Review Board, the Undergraduate Honor Council, and the Honor Councils of the Graduate School and the professional schools.

In consultation with the Office of the General Counsel, the Vice Provost and Dean of Students may assume jurisdiction for cases before Student Accountability or any of the several Honor Councils. The Vice Provost and Dean of Students also appoints students to the Appellate Review Board (acting as the Chancellor's designee), and—under special circumstances—to the Undergraduate Honor Council. Such circumstances include the Honor Council's inability to convene a hearing panel of elected members (perhaps due to disqualification of members to sit on a given panel due to excluding criteria as delineated in the constitution and by-laws of the Honor Council). Students appointed by the Vice Provost and Dean of Students to the Honor Council under special circumstances serve only for the duration of the circumstances that effected their appointments. The Chancellor, or the Chancellor's designee, appoints faculty members to serve as advisers to the Honor Council and to serve as members of the Appellate Review Board.

Students are expected to participate in investigations and proceedings occurring within the University's accountability system.

## Student Accountability Procedures

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### Jurisdiction

A *student*—for the purposes of this section as well as other accountability processes—is considered any person enrolled in or taking courses—including those that involve, in whole or in part, online learning—at the University or in its study away programs, any person participating in programs and activities of the University as students even if not registered primarily at Vanderbilt, any person on official leaves from the University (medical, personal, disciplinary, or otherwise), participants in summer programs, participants in programs of the English Language Center, and transients during the summer or other sessions. Full-time or part-time status as a student has no bearing on accountability proceedings for students.

Student Accountability has original jurisdiction in all cases of nonacademic misconduct, excluding sexual misconduct and discrimination cases, involving undergraduate, graduate, and professional students. Misconduct that arises in a student worker setting may be addressed by Student Accountability when it rises to the level of a policy violation; any action taken by Student Accountability does not preclude the supervisor of a student worker from taking additional action with regard to the terms of the student's work, up to and including termination. Reports of misconduct are evaluated by Student Accountability and it will determine, in its sole discretion, if they rise to the level of a policy violation and, if so, the appropriate procedures for resolving the reported misconduct.

Student Accountability has jurisdiction over policy violations by students from the time they register for courses for their first semester or their arrival on campus, whichever is earlier, through the conclusion of the commencement exercise in which they are participating or degree conferral, whichever is later. A notification of the findings of an accountability meeting will be sent to the appropriate officer of the institution in which the students are primarily registered. Vanderbilt policies apply to students both on and off campus.



# Accountability Procedures for Violations by Students

Rights of students suspected of misconduct are addressed through the following procedures, which are designed to provide a fair process. The rights of students suspected of misconduct include:

- Timely notice of charges against students, including possible consequences.
- Opportunity for students to present all relevant information at an accountability meeting, to challenge adverse testimony and information, to speak on their own behalf, to identify material witnesses, to be accompanied by an adviser as established in this process, and to offer a character witness statement.
- Findings reached on the basis of the information presented using a “preponderance of the evidence,” or more likely than not, standard.
- An unbiased appellate body to which students may appeal.

## Receipt of an Incident Report

1. When Student Accountability receives an incident report containing potential violation(s) of University policy, Student Accountability will review to determine if referral to the Formal Resolution Process is appropriate.
2. Referral to the Formal Resolution Process is not a finding of wrongdoing; rather, the review determines whether:
  - a. Enough information exists as to the identity, location, and manner of the incident to proceed; and
  - b. The nature of the violation alleged is generally resolved through the Formal Resolution Process and not some other means.
3. Most incidents that succeed under 2(a) will be resolved through the Formal Resolution Process.
4. Examples of behavior that are generally referred to the Formal Resolution Process include, but are not limited to, underage possession and consumption of alcohol (absent use of the Immunity policy), drugs, intoxication, abuse (absent mutual combatants), theft, damage to property, failure to comply with University officials, disorderly conduct, repeated behavior for which an informal warning has been provided, and similar such incidents.
5. Examples of behavior that may not be referred to the Formal Resolution process include, but are not limited to, violations of the Good Neighbor Policy without other exacerbating factors, violations of basic Residential Life policies, noise in the residence halls without prior concerns, inappropriate communications that do not rise to the level of abuse or harassment, and unintentional or negligible contact when a No Contact Directive is in place. See the [Notices and Warnings for Student Behavior](#) section for more information.
6. Referral to the Formal Resolution Process does not necessarily result in the creation of a record reportable to external entities. For more information on what is reportable refer to the [Notifications](#) section.
7. Student Accountability’s determination for referral is final and not subject to appeal.
8. If referral is made, a staff member in Student Accountability (Accountability Officer) will be assigned to collect additional relevant information (Investigation) and resolve the case.
9. If an Accountability Officer has a conflict of interest, that staff member is ineligible to consider a case. Staff with a conflict of interest must declare themselves ineligible. For the purposes of this section, a staff member is not considered to have a conflict of interest simply for having met with a student before or having adjudicated a prior case.

## Formal Resolution Process

### Notice

1. A student referred to the Formal Resolution Process will be notified that a report has been received and will be instructed to schedule a meeting with Student Accountability (Accountability Meeting). Alternatively, Student Accountability may set the date and time for the Accountability Meeting to occur after review of a student’s academic schedule.

2. Failure by a referred student to respond to notifications from Student Accountability or to participate at the date and time provided may be considered a waiver of the right to appear, and an Accountability Meeting may be held in the student's absence. Accountability Meetings will typically proceed in a student's absence when there is reasonable belief the student received the notice provided.
3. During the Accountability Meeting with the Accountability Officer, a referred student will be notified of the procedures that Student Accountability will follow as well as the policy(ies) the student is alleged to have violated (Charges).
4. Following the presentation of the Charges, a referred student may choose to proceed immediately with the Accountability Meeting or take a three-day waiting period. The choice to proceed or request a waiting period has no bearing on the final outcome.
5. Extensions beyond the three-day waiting period are permitted only at the discretion of Student Accountability with a presumption that most cases, including complex ones, can be resolved fairly within the provided timeframe.

#### Accountability Meeting

1. A referred student may participate personally and present information to establish their account of the alleged incident.
2. The Accountability Officer should advise a referred student of statements, documents, or other information related to the incident that would be considered in the finding of responsibility (Relevant Information). The student may examine all Relevant Information in an effort to refute a violation occurred.
3. A referred student may present personal testimony, documents, and other Relevant Information in regards to both the alleged violation of policy as well as any potential justification(s) and mitigating circumstances for consideration by the Accountability Officer.
4. A referred student may, but is not required to, identify witnesses. A witness is an individual with direct information about the alleged incident due to either being present or being privy to direct communications with the referred student about the incident, with other witnesses, or with the accusing party (Witness).
5. The Accountability Officer has discretion to determine whether a Witness has Relevant Information to the facts in dispute and, if so, whether inclusion of such facts is not redundant of existing information. Based on that determination, the Accountability Officer will meet with the Witness to collect such information. The referred student may review the Relevant Information collected.
6. A referred student may, but is not required to, be accompanied by an adviser to participate in the Accountability Meeting.
  - a. A student may select a current Vanderbilt student, faculty, or staff person to serve as their adviser; however, an adviser may not be related to the student nor may the adviser have any formal legal training (except in cases involving students in the Law School accused of misconduct). Additionally, an adviser may not have a substantial interest in the case or in a related case, including a case stemming out of the same set of facts (Adviser).
  - b. Advisers may not be paid for their services nor should any person hold themselves out as an expert Adviser.
  - c. The role of the Adviser is to serve as a supportive presence. The Adviser may not speak on behalf of the student nor otherwise supplant the student's role in the process.
  - d. An Adviser may consult with a student during the meeting upon a student's request. Consultations are expected to be infrequent in nature given the Accountability Meeting is the student's opportunity to give an account of what occurred during an alleged incident to the best of their knowledge. Parroting or repeating the Adviser's words in response to a question is considered to supplant the student's role in the process. If frequent consults with an Adviser are necessary for support, the Accountability Officer may pause the meeting at their discretion as well as make referrals to campus resources.
  - e. If at any time the Accountability Officer determines an Adviser does not meet the qualifications and expectations outlined above, the Adviser may be removed from further participation in the accountability process. Prior to removal, an Accountability Officer may, but is not required to, warn of potential removal.
7. A referred student may, but is not required to, provide one character statement. The character statement is limited to two 8.5 x 11 pages using standard formatting and text sizes. The character statement should be submitted to the Accountability Officer in PDF or Word format. A character statement should not be

provided by a Witness or Adviser. Accordingly, a character witness may not testify or express an opinion concerning the alleged incident. A character witness statement will address the following three questions: (i) How long and in what capacity have you known the referred student?; (ii) Can you please share a time in which you placed trust in the referred student?; and (iii) In general, and without reference to this case, can you please describe the referred student's character?

8. Given the nature of the University's accountability process, the testimony of, and information derived from experts, such as reports of handwriting experts, will not be considered, except in rare circumstances. In those rare cases, determinations as to the appropriateness of testimony of or information derived from an expert will be made in the sole discretion of the Director of Student Accountability or their designee (Director). Under no circumstances, however, will the use of polygraph examinations be permitted.
9. A referred student may, but is not required to, obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Accountability Meeting or investigation, nor will an investigation or Accountability Meeting be delayed due to involvement of an attorney. An attorney representing a referred student may direct any questions to the Office of the General Counsel.
10. Accountability Meetings may be recorded only by the University; no other recordings are permitted.
11. Investigations and Accountability Meetings are not publicized or open to the public. Persons not convened or summoned (e.g., the student, the student's Adviser, Witnesses) by the Accountability Officer are prohibited from attending an Accountability Meeting and any interviews during the course of an investigation.
12. The Accountability Officer must hold in confidence the matters related to both the investigation and the Accountability Meeting, except when information is shared in accordance with federal privacy laws.

#### Findings

1. At the conclusion of the Accountability Meeting, the Accountability Officer will consider all Relevant Information to determine responsibility and, if there is a responsible finding, sanctions and action plans. The Accountability Officer, having had the opportunity to review the Relevant Information as well as speak directly with the referred student and Witnesses, has discretion in what information considered will be given the most weight in arriving at a final outcome. An Accountability Officer may consult with relevant campus partners, if needed, but the final outcome is solely the decision of the Accountability Officer.
2. Student Accountability uses a "preponderance of the evidence" standard in determining responsibility. Preponderance of the evidence means that upon consideration of all Relevant Information the Accountability Officer determines it is more likely than not a violation occurred.
3. If mitigating circumstances may exist, the Accountability Officer will notify the Director. The Director will determine if mitigating circumstances exist and may consult with relevant campus partners in reaching that determination. Mitigating circumstances are typically acute—not chronic—circumstances that impaired the judgment of the student at or close to the time of the violation, which can be supported by third-party evidence. If mitigating circumstances are found, they may be considered upon a finding of responsibility to determine appropriate sanction(s) and action plan(s).
4. If a referred student is found responsible for a violation of University policy, the finding will specify the violations for which the student is responsible and the corrective action to be taken and the sanction to be imposed. The finding will be delivered to the student promptly and, at the time of its delivery, the student will be reminded of the opportunity to appeal and of the time limits and procedures involved in an appeal.
5. A written record of findings, corrective actions, and sanctions assessed will be filed in cases resulting in a finding of responsibility. These elements become a part of the referred student's record and may be examined by the student. However, the deliberations of an Accountability proceeding and the rationale for the outcome of a case are confidential.

#### Special Circumstances

1. Students may be accountable to criminal and/or civil authorities as well as to the University for acts that constitute violations of law and of University policies and regulations. Students investigated for alleged

violations of these policies and regulations are subject to University accountability proceedings delineated in this *Handbook* while criminal or civil proceedings regarding the same conduct are pending. Students in these circumstances may not challenge the University's accountability proceedings on the grounds that criminal charges or civil actions regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. When appropriate, the University may refer matters to federal, state, and local authorities for prosecution.

2. The policies and procedures governing cases involving sexual misconduct, including stalking, dating violence, and domestic violence as well as the policies and procedures governing cases involving student discrimination are outlined elsewhere in the *Handbook*.
3. The Associate Dean for Community Standards and Student Support or designee may impose an interim restriction(s) pending an investigation and/or resolution of an Accountability Meeting. For more information, refer to the [Interim Restriction](#) policy.

## Sanctions

### General

Vanderbilt's system of graduated sanctions and structured accountability action plans is designed to educate and effect reflection on the part of students as well as to effect students' voluntary compliance with the policies and regulations established to protect themselves, other students, and the community. To accomplish these goals, an Accountability Officer need not progress sequentially through the available sanctions and action plans; rather, they must weigh what level of response would most effectively 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. Several additional factors are considered when determining sanctions and the components of an accountability action plan. In addition to a student's previous record, the circumstances surrounding the violation—such as the nature and severity of the event and the impact on others—may also be considered. Finally, a student's level of cooperation and honesty during the incident and throughout the accountability process may inform the appropriate response to a policy violation. Factors that are not considered include any and all corollary consequences that may result due to a student violating University policy, including, but not limited to, concerns about impact on study away, graduate study, career, or the like.

Accordingly, accountability bodies have authority to establish various sanctions and accountability action plans appropriate to violations in all cases. Routine sanctions and accountability action plans may be established for certain violations and may also be appealed to the appropriate body according to prescribed [appeal procedures](#).

The following is a list of common sanctions for individual students:

- *Educational conference*. Such conferences involve a structured discussion between the student and Student Accountability about the violation, individual accountability, the impact on the community, and improved decision-making. An educational conference is an educational sanction, and is not reported to agencies outside the University, unless to confirm information provided by the student.
- *Deferred disciplinary probation*. In some instances, a probationary status, as described below, may be deferred. If the components of the accountability action plan are completed in a timely manner and there is not another violation during the period of deferral, a deferred disciplinary probation is considered an educational sanction and is not reported to agencies outside the University, unless to confirm information provided by the student. If the accountability action plan is not completed timely or another violation occurs and the student is found responsible during the provided timeframe of the deferred probation, the original deferred probation is then treated as disciplinary probation resulting in the same loss of privileges, restrictions, entrance of the incident onto the disciplinary record, and reportability of the record to agencies beyond the University. A prior deferred probation will be considered in any future Accountability proceedings and will result in, at minimum, a disciplinary probation if found responsible.
- *Disciplinary probation*. Places a student in a probationary status that takes away the privilege of holding certain offices or leadership positions in student organizations and may also include social or other restrictions on participation in organizations, programs, activities, and events. Probations are entered upon the student's permanent disciplinary record (which is maintained in accordance with the

Disciplinary Records policy), and are reported to agencies beyond the University, as needed. Probation may, but does not always, restrict a student's activities on campus. Violation of probation may lead to further restrictions or suspension.

- *Deferred suspension.* In some instances, a suspension status, as described below, may be deferred. Suspensions will only be deferred when (A) a student's probationary period is twelve (12) months or longer and a violation occurs after the one-year mark or (B) when a student has been placed on multiple probations previously, but is not currently on probation. A student on a deferred suspension status may have their suspension implemented immediately if the student fails to complete all the components of an accountability action plan by the required deadlines or is found responsible for another violation during the period of deferral.
- *Suspension.* Separation from the University for a specified or indefinite period of time. Suspensions are entered upon the student's permanent disciplinary record (which is maintained in accordance with the Disciplinary Records policy), and are reported to agencies outside the University, as needed. Academic work earned at other schools during this time may not be transferred as credit toward a student's Vanderbilt degree. During the period of suspension, a student is prohibited from being present on the Vanderbilt campus, or at any Vanderbilt sponsored or co-sponsored program, without express authorization from Student Accountability. Conditions may be placed upon a student's return to campus.
- *Expulsion.* Permanent separation from the University. Expulsions are entered upon the student's permanent disciplinary record (which is maintained in accordance with the Disciplinary Records policy), and are reported to agencies outside the University, as needed. A permanent notation is placed on the student's transcript. Students who have been expelled are restricted from using Vanderbilt's electronic communications systems and are prohibited from being present on the Vanderbilt campus, or at any Vanderbilt sponsored or co-sponsored program, without express authorization from Student Accountability.

The following, although not exhaustive, is a list of common components of accountability action plans:

- *Counseling, evaluation, and treatment programs.* In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in a one-time assessment with recommendations for treatment by an approved counseling service may be required as part of a corrective action plan or sanction.
- *Fines/fees.* Fees or fines to cover the expense of educational or work service programs may also be imposed.
- *Letters of apology.* Letters of apology may be used when a violation has a specific impact on another member of the University community or larger Nashville community.
- *Restitution.* Repair or replacement of lost or damaged property or compensation for other costs arising from a violation.
- *Online tutorials.* Completion of online tutorials designed to educate the student(s) on a particular topic that is relevant to the violation and/or designed to improve the student's decision-making may be required.
- *Research or reflection essays.* Completion of research or reflection essays designed to educate the student(s) on a particular topic that is relevant to the violation, or that requires the student(s) to reflect on the violation and its consequences, may be required.
- *Restriction.* Loss of privileges that are consistent with the violation and the rehabilitation of the student. This may include directives to refrain from coming to campus, entry to certain areas of campus, or contact with particular individuals; the loss of access to residential facilities; the loss of access to University electronic communications systems; the loss of access to the University's computers and data networks; or the loss of campus parking and driving privileges. Restrictions differ from Interim Restrictions in that they are assigned after a finding of responsibility. See the [Interim Restriction Policy](#) for more information.

Sanctions may be accompanied by an accountability action plan. As is the case with violations of other University policies, sanctions imposed will be appropriate to the severity and circumstances of the violation.

Sanctions and accountability action plans may also be applied in combination. For example, a student may be suspended for one term and reenroll subject to restrictions (as in probation) for the next term. Sanctions

effective for an indefinite period are rarely imposed, but on occasions when they are, the Accountability Officer imposing the sanction will consult appropriate University administrators to recommend the conditions that must be met to bring the sanction period to a close.

Following a final resolution through the appeals process, if applicable, a suspension or expulsion will be implemented immediately. At the discretion of the Director, a suspension or expulsion may only be implemented as of the date of the incident if it benefits the referred student with regard to refunds of tuition or fees. When a suspension or expulsion is finalized during the final examination period and the referred student is not graduating that term, the Director has the discretion to implement the suspension or expulsion at the start of the next term so long as allowing the student to complete the semester academically presents no ongoing safety, disruption, or wellbeing concerns.

### Sanctioning for Alcohol & Other Drugs

Vanderbilt University will impose sanctions on students found responsible for violating alcohol or other drug policies and may also make referral for state or federal prosecution.

#### *Presumptive and Minimum Sanctions for Alcohol and Other Drugs*

The minimum sanction for simple purchase, possession, or consumption of alcohol in violation of University policy is an educational conference for the first offense. The completion of an appropriate assessment will also be required.

The presumptive sanction for first-offense intoxication is disciplinary probation.

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

Unlawful provision, distribution, or sale of alcohol by a student in violation of University policy will result in disciplinary action, which may include suspension or expulsion for the first offense, and may also result in criminal prosecution. The presumptive sanction for a student who illegally distributes alcohol to an underage student will be disciplinary probation for the first offense. Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age may also be held responsible for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students.

Distribution or facilitation of distribution of illegal drugs (including unlawful distribution of prescription medication) may result in suspension or expulsion for a first offense; unlawful distribution includes incidents in which no money is exchanged. In addition, the possession of other drugs or alcohol in such quantities as to create a presumption of possession with the intent to distribute on or off campus is a serious violation that may result in immediate suspension or expulsion. Evidence that a student has distributed drugs is grounds for Interim Restrictions pending the findings of an Accountability Meeting. Students found to have distributed drugs to others may also be held responsible for personal injuries or property damages resulting from misconduct committed by the students under the influence of the distributed substances.

The presumptive sanction for a third violation of alcohol or other drugs policies is suspension.

Violations involving behavior that injures persons, that damages property, or that injures or damages the community at-large, will increase the presumptive strength of the sanction given. In addition, sanctions will be imposed for misconduct that results from the use of alcoholic beverages or other drugs. Students will also be held responsible for any damages that result from their misconduct.

#### *Accountability Action Plans for Alcohol and Other Drugs*

Sanctions may be accompanied by an accountability action plan to help students understand the potential consequences of policy violations and improve decision-making.

Accountability action plans for violations of alcohol and other drugs policies can range from assessment to individualized treatment plans, and may include one or more of the following components:



- Alcohol Use Disorder Identification Test (AUDIT),
- Cannabis Use Disorder Identification Test (CUDIT),
- evaluation through BASICS at the Center for Student Wellbeing, or extensive clinical assessment at the University Counseling Center,
- participation in harm reduction coaching session(s) at the Center for Student Wellbeing,
- participation in an individualized treatment plan at the University Counseling Center to address substance use and/or co-occurring mental health disorders when indicated by the results of the evaluation,
- required attendance at alcohol or other drug education seminars,
- implementation of an alcohol or other drug educational program for peers,
- completion of educational programs or on-line tutorials,
- alcohol/other drug testing,
- research or reflection essays,
- restitution, or
- letters of apology.

#### Aggravated Offenses – Bias-Related Offenses

Sanctions for violations of University policy may be increased when it is determined that the violation was motivated fully or in part by animus or bias toward the victim because of the victim's—or the violator's perception of the victim's—race, sex, religion, color, national or ethnic origin, age, disability, military status, sexual orientation, gender identity, gender expression, or other identity or status covered under the University nondiscrimination policies. The procedures governing cases involving student discrimination are outlined in the [Student Discrimination Procedures](#).

## Notifications

If a student is found to be in violation of University policy, the findings of the case, including any sanction, may be made known to appropriate persons, including, but not limited to, the complainant (only where applicable and as permitted by law), the appropriate academic dean, the faculty adviser, appropriate staff members, and/or the responsible student's parents or guardian. Parents or guardians are notified of deferred probations, disciplinary probations, suspensions, and expulsions.

Upon completion of cases involving a sanction, the appropriate University officials will be notified of the decision of Student Accountability, and the dean of the school in which the student is enrolled will be notified if the finding will affect the student's academic status. However, implementation of sanctions or required actions is normally not taken until the accountability process, including an appeal, if any, is completed.

Notifications outlined within this section do not limit the ability to share information internally with those who have a legitimate educational interest, share enrollment status of a student, or any other exception to federal privacy law.

Records of Student Accountability proceedings and investigations are maintained in Student Accountability, Community Standards and Academic Integrity in accordance with the office's document retention policy. Reports of disciplinary probation, suspension, and expulsion to third-parties other than those identified above will not be released outside the University absent a written release from the student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check, particularly those requiring a security clearance.

Notifications of educational conferences and deferred probations will only be made to confirm what a student has already provided a third party as they are not considered reportable records otherwise.

# Withdrawals

## *Withdrawal Before an Accountability Proceeding*

If a student who has been reported for an alleged violation of University policy withdraws or takes leave from the University before accountability proceedings have been concluded, a notice may be sent to the student stating that they are alleged to have violated University policy, that an investigation has been or will be conducted, and that a notation has been placed on the student's academic record indicating they are not in good standing until the matter is resolved via an accountability proceeding. A letter will also be sent to the Office of the University Registrar indicating that such proceedings are pending. If the student attempts to re-enroll before the matter is resolved, the Registrar will notify Student Accountability. The matter must be resolved before the student may re-enroll. Should the University receive a request regarding the student's disciplinary history, Student Accountability will provide notice the student is not in good standing pending the resolution of an accountability proceeding.

The student may respond to the notice in one of three ways: (1) participate in the accountability proceedings, (2) waive the right to give testimony personally, thereby acknowledging that proceedings may go forward in their absence, or (3) waive the right to appear and send a written, signed statement to be presented on their behalf during the proceedings. Failure by the student to respond will result in the notation on the student's academic record remaining in place.

## *Withdrawal and Readmission*

Students may leave the University involuntarily for academic failure, failure to meet financial obligations to the University, or circumstances outside the University's jurisdiction. Withdrawal from the University under these circumstances does not constitute disciplinary sanction; therefore, re-enrollment after such withdrawal is handled through normal administrative processes. Students who voluntarily—or involuntarily—withdraw from the University for physical, mental, or emotional health reasons must be cleared by the appropriate University offices before being permitted to re-enroll.

Disciplinary sanctions, including probationary periods and separations from the University, may run concurrently with approved leaves of absence.

# Notices and Warnings for Student Behavior

Students not referred to the Formal Resolution Process outlined above may be subject to being placed on notice regarding concerns in order to 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. The decision to refer to the Formal Resolution Process or issue a notice or warning is at the sole discretion of Student Accountability. Notices and warnings are not eligible for appeal as they are not a finding of wrongdoing. Should the notice or warning be delivered in person and the student fails to attend, the matter may be referred to the Formal Resolution Process outlined above.

# Honor Council Procedures

## Jurisdiction

**All students are required to acquaint themselves with the provisions of the Honor System through the information in this *Handbook*.** Undergraduate students may obtain further information from the dean of each school, from the Undergraduate Honor Council at Vanderbilt University, from the Honor Council website, from the Honor Council adviser or from Student Accountability, Community Standards & Academic Integrity (Student Accountability). Graduate and professional students may obtain information from the office of the dean of their respective schools.

**Undergraduate students** are subject to the jurisdiction of the Undergraduate Honor Council. The policies and procedures of the undergraduate Honor System stated in this Student Handbook apply to all students

enrolled in undergraduate courses—including those that involve, in whole or in part, online learning—of all the schools and the Division of Unclassified Studies, whether full-time or part-time, or whether regularly enrolled, transient, cross-registered from a neighboring institution, or studying abroad. The [Undergraduate Honor Council Constitution](#) and [Undergraduate Honor Council Bylaws](#), in addition to the Student Handbook, provide both policy and procedural information pertinent to undergraduate students and the Honor Code.

The Undergraduate Honor Council is an organization of students that seeks to preserve the integrity of the Honor Code at Vanderbilt University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her/their name if not responsible, and, if responsible, to protect the honor and standing of the remaining students by his/her/their punishment as set forth in the bylaws. The Honor Council bylaws use “guilty” or “not guilty” terminology. For the purpose of this section, “responsible” is used interchangeably with “guilty” and “not responsible” is used interchangeably with “not guilty.” The members of the Honor Council are selected from all classes and all undergraduate schools. Members are chosen through a system that includes a written application, interview, and election. Applicants must be currently enrolled, full-time students and must not be on academic or disciplinary probation. All Honor Council members must have and maintain at least a 2.5 cumulative GPA to remain in good standing.

The Honor Council elects its own officers during a general body meeting in the fall semester. The officers include a president, who must be either a junior or senior and who must have previously served a minimum of one year as a member of the Honor Council; three vice-presidents; and up to three recording secretaries.

**Graduate and professional students** are subject to the jurisdiction of the student body that implements the Honor System in the graduate and professional schools for the academic course in which misconduct is alleged to have occurred: Divinity School Honor Council, Graduate School Honor Council, Law School Honor Council, Owen Graduate School of Management Honor Council, Peabody Honor Council (for students in professional programs at Peabody College), School of Medicine Honor Council, and School of Nursing Honor Council. Graduate and professional students must check with their individual schools or advisers for further regulations beyond procedures cited in this Handbook, which may affect their studies and observances of the Honor Code. Student Accountability may investigate or consult on graduate and professional school Honor Council cases at the request of a school.

## Responsibility of the Individual Student

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

If students have reason to suspect that a breach of the Honor Code has been committed, they must:

- Issue a personal warning to the suspected student, or
- Report the incident [online](#), or
- Inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

## Advisers

### *Advisers to the Accused Student*

1. Every accused student will be assigned a student adviser from the body of the Undergraduate Honor Council. A list of all possible student advisers will be made available on the Honor Council website, and the accused student may select an adviser from it for the investigation and the hearing.
2. In the alternative, a student may select a current Vanderbilt student, faculty, or staff person to serve as their adviser; however, an adviser may not be related to the student nor may the advisor have any formal legal training (except in cases involving students in the Law School taking an undergraduate course accused of misconduct). Additionally, an adviser may not have a substantial interest in the case or in a related case including a case stemming out of the same set of facts (Adviser).
3. An Adviser accompanies the accused student to investigative meetings and the hearing and explains the procedures of the Honor Council regarding investigations, hearings, and the penalties that may be assigned.

4. The role of the Adviser is to serve as a supportive presence. The Adviser may not speak on behalf of the student nor otherwise supplant the student's role in the process.
5. An Adviser may confer with the accused during the investigation and hearing upon the accused's request, but the adviser may not speak directly with the investigator during an interview or with Honor Council members on the panel during the hearing.
6. Consultations are expected to be infrequent in nature given the investigation and hearing is the student's opportunity to give an account of what occurred during an alleged incident to the best of their knowledge. Parroting or repeating the Adviser's words in response to a question is considered to supplant the student's role in the process. If frequent consults with an Adviser are necessary for support, the investigator or presiding officer of the Honor Council may pause the meeting or hearing at their discretion as well as make referrals to campus resources.
7. If at any time the investigator or presiding officer of the Honor Council determines an Adviser does not meet the qualifications and expectations outlined above, the Adviser may be removed from further participation in the investigation or panel hearing respectively. Prior to removal, the investigator or presiding officer may, but is not required to, warn of potential removal.
8. Advisers may not be paid for their services nor should any person hold themselves out as an expert adviser.
9. An accused student may separately obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council investigation or hearing, nor will an investigation or hearing be delayed due to the involvement of an attorney. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused may direct any questions to the Office of the General Counsel.

#### *Faculty Advisers to the Honor Council*

The Chancellor or the Chancellor's designee appoints faculty advisers to the Honor Council. The president of the Honor Council or staff from Student Accountability assigns one faculty adviser to attend every hearing. Faculty advisers may ask questions and participate in the discussion. In a full panel hearing, the faculty adviser does not have a vote in the outcome, but the faculty adviser does have a vote in the outcome of a small panel hearing.

## Procedures of the Undergraduate Honor Council

Proceedings of the Undergraduate Honor Council—investigations, interviews with potential witnesses, hearings, etc.—may be recorded by the University. Recordings not authorized by the Honor Council adviser or the Honor Council hearing a case, or by the Vice Provost and Dean of Students or designee, are prohibited.

The procedures of the Undergraduate Honor Council aim to resolve reported matters within ninety (90) business days absent extenuating circumstances. Investigations and hearings (Resolution Process) may be paused over University breaks, holidays, and any recess taken by the Honor Council. Involved parties may waive procedural waiting or review periods to expedite the Resolution Process with notice in writing to Student Accountability. With notice in writing to the involved parties, Student Accountability may waive procedural waiting or review periods to expedite the Resolution Process for incidents that potentially impact Commencement.

Any person or role specifically named in the procedures of the Honor Council includes their designee.

#### *Investigation*

1. When an alleged violation of the Honor Code is reported, a staff member from Student Accountability will be assigned to investigate the incident.
2. The assigned investigator will interview the accuser and collect any available information or documentation related to the alleged violation. Upon notice of the investigation proceeding, the accuser has up to seven (7) business days to respond to initial outreach from the investigator and provide evidence to support their claim. Requests for extensions must be made to the investigator in writing. In the absence of an extension, if the accuser does not respond to the investigator, Student Accountability

will determine if the matter should be closed due to a lack of information. If the matter is closed, the accuser will be notified that the faculty of record may still issue a warning consistent with the Faculty Manual.

3. The accused student(s) will be notified in writing that a report has been filed and that they are required to meet with an investigator no later than seven (7) business days from the date of the notice. Requests for extensions must be made to the investigator in writing. If the accused does not meet with the investigator and no extension is granted, the investigation may proceed in the accused's absence. Additionally, the Honor Council may send a notice to the Office of the University Registrar to enter an Incomplete and add a notation to the accused's academic record stating "Honor Council Investigation Pending," including if the accused is not compliant or if the investigation or hearing will continue beyond the end of the semester (i.e., becomes a "holdover case").
4. During the initial meeting, the investigator will meet with the accused to present a written Statement of Charges, a brief description of the alleged violation, and an explanation of the possible consequences if the accused student is found responsible of a breach of the Vanderbilt Honor Code. During the initial meeting, the accused will also be informed of the procedures that will be followed. The accused may choose not to make any statement at the time of the initial meeting and may instead request a three-day wait period before making a statement. The decision to proceed or request a three-day wait has no bearing on the final decision.
5. During the meeting where the accused makes a statement, the investigator will ask the accused to explain his/her/their own account of the events surrounding the alleged violation. The accused will also be asked to enter a plea of responsible or not responsible to each charge at the conclusion of the first investigative meeting. The accused may also provide relevant documentation or information to support his/her/their account of events at the time of the meeting. Alternatively, the accused may take up to seven (7) business days after completing the meeting to provide any supporting evidence, material witnesses, or other relevant materials for review. Students should communicate with the investigator about their interest in doing so such that the investigator may proceed sooner than seven (7) business days if the accused will not submit additional information.
6. After any meeting with the accuser or the accused, the investigator will provide a written summary to the party for review and allow two (2) business days after the written summary is provided for the submission of suggested revisions. Any investigative meeting held with a student may be recorded. Recordings are personal notes solely for the use of the investigator to prepare the investigative report. Recordings will not be kept as part of the formal record and will not be shared with any other individuals involved in the resolution of the incident or any accused student(s).
7. If the accused provides material witnesses and the investigator determines that they have relevant information, the investigator may contact the witnesses. Material witnesses have seven (7) business days to meet with an investigator after receiving notice. Failure to meet with an investigator within that period will be treated as declining to participate, and the accused will be notified.
8. Given the nature of University adjudication procedures (including the proceedings of University Honor Councils), the testimony of, and information derived from, experts, such as the reports of handwriting experts, are not admissible and will not be considered, except in rare circumstances. In those rare cases, determinations as to the admissibility of testimony of or evidence derived from an expert will be made in the sole discretion of the Director of Student Accountability, or their designee. The Director of Student Accountability may appoint a faculty member as an expert witness and will only do so when the content of the allegation requires a level of expertise that a student panelist reasonably could not make an informed determination of responsibility without the context the expert witness is capable of providing. If the Director of Student Accountability appoints a faculty member as an expert witness, the accused student will be notified as to the subject matter expertise and be given an opportunity to call a member of the faculty with similar expertise. Under no circumstances, however, will the use of polygraph examinations be permitted.
9. At the conclusion of the investigation, the investigator will assemble the relevant evidence and testimony in an investigative report that contains the notice of charges, summaries of material information from investigative meetings, and relevant course or assignment materials. The investigator will provide the investigative report to the president of the Honor Council, who will determine whether sufficient evidence exists to warrant a hearing by the Council. If the president determines a hearing is necessary, the president will also determine whether the charges will be heard by a full panel or a small panel.

10. At least three (3) business days before the hearing, the accuser and the accused student(s) will be granted access to view the investigative report so that he/she/they may comment at the hearing on any corrections or clarifications they feel are necessary or appropriate.
11. Failure to participate in an investigation results in a full panel being convened with notice to the accused student of the time and date; the accused student may still choose to participate in the hearing.

## Hearings

1. If after an investigation, the Honor Council president determines there is sufficient evidence to warrant a hearing, then a hearing will be scheduled.
2. A finding of sufficient evidence is not a finding of wrongdoing; rather, it is a determination whether:
  - a. Enough information exists as to the identity, location, and manner of the incident to proceed; and
  - b. The nature of the violation alleged is generally resolved by the Honor Council and not some other means.
3. The Honor Council president's determination for referral is final and not subject to appeal.
4. All students alleged to have engaged in the instance of misconduct being considered at the hearing will have the opportunity to participate in their hearing by providing testimony.
5. The investigator will arrange any details necessary for conducting the hearing and will inform the accused student(s) of the date, time, and location of the hearing.
6. All students, including the accused student(s), are required to participate in full and small panel hearings conducted by the Honor Council. In the event an accused student refuses to participate in, or cooperate with, an Honor Council hearing, the hearing may take place without the participation of the accused student. The Honor Council may choose to consider a written statement in the absence of participation. Unless an in absentia hearing has been granted for a small panel hearing, the Honor Council in all other hearings, whether small or full panel, may consider a student's lack of participation or cooperation in assessing a student's truthfulness.

### Full Panel Hearing

If, after review of the investigative report, the Honor Council president determines that a full panel hearing is warranted, a six-member hearing panel (consisting of a presiding officer and five members) will convene to hear the evidence in the case. A faculty adviser will also be present. (For training purposes, observers may be allowed to be present, but may not speak or take part in the proceedings.)

#### *Presentation of the investigative report*

1. The investigator is sworn in by the recording secretary.
2. The investigator receives verbal confirmation from each panelist that evidence presented in the investigative report has been reviewed.
3. The Honor Council may question the investigator. At no time does the investigator express an opinion as to whether the accused is responsible or not responsible.

#### *Testimony*

1. The accused student(s) and the accuser, if present, are allowed to be present during the presentation of all testimony. Any material witnesses called by the Council will appear separately and await their appearances alone.
2. *Accusers.* If the accuser testifies in person, the presiding officer will invite the accuser to provide clarifying or supplemental information about the investigative report. The Honor Council may then direct its questions to the accuser. Upon conclusion of questions by the Council, the presiding officer will ask the investigator if they have any questions for the accuser. The accused may also direct questions to the accuser. In the case of the accuser's absence, the Honor Council will proceed to the testimony of the witness(es), if present, and/or the accused student.
3. *Material Witnesses.* The Honor Council President or presiding officer may request material witnesses to participate in the hearing when it is determined the Council may have additional questions not covered by the investigative report. Only material witnesses who met with an investigator will be allowed to testify at the hearing. First, the presiding officer invites a general account of the events in question. The Honor Council may then direct its questions to the witness. Upon conclusion of questions by the



Council, the presiding officer will ask the investigator if they have any questions for the material witnesses. The accuser and the accused may also direct questions to the material witnesses once the Honor Council and the investigator have concluded their questioning.

4. *Accused Student(s)*. The presiding officer presents to the accused the charges and asks if he/she/they is familiar with the charges, the evidence, and the possible penalties if found responsible. The accused student enters his/her/their plea of responsible or not responsible. The presiding officer invites the accused to provide clarifying or supplemental information about the investigative report. The Honor Council may then direct its questions to the accused. Upon conclusion of questions by the Council, the presiding officer will ask the investigator if they have any questions for the accused. The accuser may also direct questions to the accused once the Honor Council and the investigator have concluded their questioning.
5. The Accuser, Material Witnesses, and Accused Student(s) may choose not to answer questions. If the presiding officer determines a question or line of questioning by an accusers or accused student(s) is irrelevant, combative, or otherwise inappropriate, then the presiding officer may choose to warn the individual. If after issuing a warning an accusers or accused student(s) continues the behavior, the presiding officer may require all additional questions be reviewed prior to being asked or remove the individual from the hearing.

### *Small Panel Hearing*

1. A case may proceed to a small panel hearing only if all students plead responsible, no facts surrounding the violation are in dispute, and the president determines that the likely penalty for each student involves no more than a one semester suspension.
2. A responsible plea on its own does not guarantee that the case will proceed to a small panel or that a request for a small panel will be granted.
3. If a student has been previously found responsible by the Honor Council, a full panel hearing is required.
4. If, after review of the investigative report, the Honor Council president determines that a small panel is warranted, a hearing panel consisting of a faculty adviser, a presiding officer of the Honor Council, and one additional Honor Council member will convene to hear evidence in the case. The procedures employed during a small panel hearing will be the same as those outlined above for full panel hearings.
5. If the Honor Council president grants a small panel, a date, time, and location will be chosen for the hearing and notice will be provided to the accused student.
6. A student may request for a small panel hearing to proceed in their absence (in absentia). The Honor Council president may grant an in absentia hearing in the president's sole discretion. Generally, an in absentia hearing will only be granted when all other conditions for a small panel hearing have been met and no further questioning of a student is needed in order for the Honor Council to make its decision. If an in absentia hearing is not granted by the Honor Council president, the accused student is expected to appear.

## Penalties

1. When the Honor Council is satisfied that all pertinent testimony has been received, the accused student, the student adviser, and the investigator exit so that the panel may deliberate.
2. The panel will proceed to discuss and decide the question of responsibility. The proof that a person is responsible for a charge must satisfy a "preponderance of the evidence" (or, more likely than not) standard. A majority of the six members of a full panel must vote "responsible" to find the accused responsible. All of the members of a small panel must vote "responsible" to find the accused responsible.
3. If the accused is found responsible, the Honor Council determines a fitting penalty based upon all relevant information, to include:
  - a. the flagrancy of the violation,
  - b. premeditation involved in the offense, and
  - c. any lack of truthfulness of the accused throughout the investigation and the hearing
4. These three factors are each rated on a scale of low, medium low, medium, medium high, or high.
5. Factors that are not considered include any and all corollary consequences that may result due to a student violating University policy, including, but not limited to, concerns about impact on study away, graduate study, career, or the like.

6. Students found responsible for a violation are subject to the following penalties:
  - a. The presumptive penalty for a first offense is failure in the course. After reviewing the flagrancy, premeditation, and lack of truthfulness ratings of the accused, the Honor Council may, at its discretion, (1) reduce the penalty on a first offense to include an Honor Council reprimand and a recommendation for failure on the assignment or (2) increase the penalty to either (a) suspension for one or more semesters including a failure in the course or (b) expulsion.
  - b. The minimum penalty for a second offense is failure in the course and suspension for not less than a semester. Depending upon the severity of the violation, the penalty may be suspension for multiple semesters or expulsion.
  - c. The minimum penalty for a third offense is expulsion.
7. A small panel may assign a penalty no greater than failure in the course and suspension for one semester. Each penalty requires a unanimous vote of the small panel.
8. Prior to the hearing, the Director of Student Accountability, Community Standards, and Academic Integrity or their designee (Director) will determine if mitigating circumstances exist and may consult with relevant campus partners in reaching that determination. Mitigating circumstances are typically acute—not chronic—circumstances that impaired the judgement of the student at or close to the time of the violation, which can be supported by third-party evidence. If mitigating circumstances are found, the Director may present to the presiding officer a summary of the mitigating circumstances for the panel's consideration upon a finding of responsibility to factor into the penalty.
9. Expulsion must be approved by a vote of at least five of the six panel members. (Note that for a third offense, a vote of guilty by five of the six panelists imposes a penalty of expulsion automatically.) All other penalties require only a simple majority vote of the six members.
10. Decision. The accused will meet with a Student Accountability staff member to receive their outcome letter, generally the next business day. Staff will share the Honor Council's decision and the grounds for appeal.

## After the Hearing

1. At the conclusion of the hearing, the presiding officer and investigator will gather all the material evidence, investigative reports, notes, and other records of the investigation and hearing and submit them to be filed in Student Accountability. If the accused student is found responsible, written notice of the decision is sent to the following parties: (a) the accused student, (b) the accuser, if an instructor, or the relevant instructor(s) (in cases in which the accuser is not an instructor) (c) the dean of the school in which the student enrolled or their designee, (d) staff in the Office of the University Registrar, (e) other relevant University personnel and, in cases resulting in suspension or expulsion, (f) the parents of the accused student. A copy of the notice must also be kept in the files of the Honor Council.
2. Any student found responsible for violating the Honor Code in a particular class may not be eligible to complete a course evaluation for that course.
3. Following a full panel hearing, a member of the Honor Council Executive Board will then prepare a summary of the proceedings.
4. The accused student may file an appeal from a full or small panel decision with the Appellate Review Board, but must do so within ten (10) days of the date the student is formally notified of the panel's decision. Detailed information may be found in the [Appeals and the Appellate Review Board](#) section of the Student Handbook.
5. Suspensions processed prior to the University's posted withdrawal date are implemented in the same semester. Suspensions processed after the University's posted withdrawal date are implemented for the next semester. Expulsions are always implemented immediately.
6. Records of Honor Council proceedings and investigations are maintained in Student Accountability, Community Standards and Academic Integrity in accordance with the office's document retention policy. Records will not be released outside the University absent a written release from the student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check. An Honor Council reprimand is considered an educational sanction, and is not reported to agencies outside the University unless to confirm information provided by the student. Failure in the

course, suspension for one or more semesters, and expulsion are entered upon the student's permanent disciplinary record (which is maintained in accordance with the Disciplinary Records policy), and are reported to agencies beyond the University, as needed.

7. The deliberations of an Honor proceeding and the rationale for the outcome of a case are confidential.

## Special Circumstances

### *Completion of or Withdrawal from the Course Before Hearing*

If a student who has been reported for a suspected violation of the Honor Code completes or withdraws from the course in question prior to the Honor Council's receipt of the report or before a hearing has been held, a letter will be sent to the accused stating that he/she/they is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

During the time prior to the hearing, a notation will be placed on the accused's academic record stating that an Honor Council case is pending and an Incomplete will be reflected on the record for the course in question. A letter will also be sent to the Office of the University Registrar, the dean of the school in which the accused is enrolled or their designee, and other relevant University personnel, indicating that an Honor Council case is pending.

### *Withdrawal from the University Before Hearing*

If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, a letter will be sent to the accused stating that he/she/they is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

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

During the time prior to the hearing, a notation will be placed on the accused's academic record stating that an Honor Council case is pending and an Incomplete will be reflected on the record for the course in question. A letter will also be sent to the Office of the University Registrar, the dean of the school in which the accused was enrolled, and other relevant University personnel, indicating that an Honor Council case is pending. If the accused attempts to re-enroll before the case is heard, the registrar will notify Student Accountability. The case must be resolved before the accused may re-enroll.

## Student Organization Procedures

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### Terms

- *Organizational Activity* is defined in the Student Organization Administration section of the Handbook.
- *Investigation*. An investigation into alleged organizational activity may be done without notice of charges or provision of any other information beyond notice that the University is reviewing a concern received. An investigation may include all individuals from the organization and may be conducted, when necessary, in such manner as to minimize the ability of members to pass information among themselves. After an investigation is concluded, a summary of information in order to protect the anonymity of individuals providing information as well as charges, will be provided to the organization's representative. If individual conduct charges arise from an organizational investigation, the procedures governing a student accountability hearing apply.
- *Representative*. A Representative is defined as a current student member of a student organization that will represent the organization's interest in any proceeding by the University. The Representative will attend all meetings, speak on behalf of the organization, and receive official notices. The Representative will not be held individually responsible for any findings made via the Student Organization Procedures, but may be subject to individual accountability processes if they, as an individual, are alleged to have violated University policies.

- *Support Person.* A Support Person is defined as a current member of Vanderbilt's faculty, staff, or student body. Regardless of affiliation with the University, parents, guardians, and attorneys may not serve as a Support Person. The Support Person's role is intended to support the accused organization's Representative throughout the hearing process. The Support Person may communicate with their organization's Representative privately, but may not otherwise actively participate or speak in the resolution process.

## Jurisdiction

- Action may be taken against a registered student organization for Organizational Activity. Furthermore, action may be taken against an organization for the acts of individual members when a reasonable person would find that:
  - The acts grow out of, or are directly related to, the organization's activities or an environment created or knowingly permitted by the organization; or
  - A member of an organization is violating local, state, or federal laws or University regulations and other members are present and failing to discourage such activity, thus silently condoning the behaviors.
- In addition to action being taken against an organization, action may also be taken against members and officers as individuals for their roles in any violation of University policy.
- During the Investigation and resolution of alleged organizational misconduct, the University may suspend any and all Organizational Activity. Notice of the suspension of activity will be given to the organization as well as other parties pertinent to the suspension, including, but not limited to, national organizations, advisors, other organizations on campus, and the campus community. The suspension may be narrowly defined in order to stop the particular behavior in question and prevent its reoccurrence prior to resolution. Behavior that presents an ongoing threat to the health and safety of the community or that creates an environment in which continued Organizational Activity would cause a reasonable person to question the University's commitment to its values and the Community Creed will likely result in a broad suspension of all activity prior to resolution.
- Anonymous reports may be submitted to the University. Anonymous reports that can be substantiated with additional credible information may be considered in holding organizations accountable. Additionally, the University may choose to protect the anonymity of reporting parties.
- It is the University's discretion whether to forward a matter onto formal conduct proceedings.

## Accountability Procedures for Violations by Organizations

1. When alleged behaviors by a student organization includes a violation of University policy, excluding sexual misconduct and discrimination policies, the matter will be resolved by the Director of Student Accountability or designee ("Adjudicator"). If policies specific to an office or organization are alleged to have been violated in conjunction with an alleged violation of University policy, the Adjudicator will combine all potential charges into one case for determination.
2. The Adjudicator will notify the organization of the charges as well as provide a summary of information collected regarding the incident via an Investigation. The organization is not entitled to any additional information beyond the summary provided.
3. The accused organization may designate a Representative. Alternatively or additionally, the organization may submit a written statement for consideration.
4. Once the organization is in receipt of the charges and summary, it may choose to take a three-day waiting period prior to engaging in an accountability proceeding. Alternatively, it may choose to proceed directly to a resolution.
5. During an accountability proceeding, the Adjudicator will determine responsibility and any sanctions or action items in their sole discretion absent referral or consultation as outlined below:
  - a. *Referrals.* For matters specific to their areas and referred to them by the Adjudicator, authority may be exercised by the Interfraternity Council and Vanderbilt Student Communications, Incorporated. The nature of specific areas of authority is described in the constitutions or bylaws of each of these bodies. All findings of responsibility and sanctions are subject to review and final approval by the Adjudicator. The Adjudicator reserves the right to void the referral of authority at their discretion at any point during the process. Referrals are not appropriate when the alleged violation is determined to be severe, persistent, or pervasive.

- b. *Consultations.* For all other matters involving Registered Student Organizations that belong to an umbrella organization, including, but not limited to, the Multicultural Leadership Council (MLC), Intercultural Greek Council (IGC), National Pan-Hellenic Council (NPHC), and Panhellenic, the Adjudicator may consult with advisors and student leaders regarding responsibility and sanctions. All determinations of responsibility and sanctions are made by the Adjudicator in their sole discretion.
6. The accused organization may bring a Support Person to the accountability proceeding.
7. The Adjudicator will resolve any questions concerning procedure or the admission of information (including but not limited to, its relevancy and reliability).
8. The Adjudicator may choose to call witnesses with information about the facts of the alleged violation. The Adjudicator may use any information and/or evidence to make a determination of responsibility, including but not limited to past conduct history.
9. The Adjudicator will make determinations of responsibility using the preponderance of the evidence (or more likely than not) standard and, if there is a finding of responsible, assign sanctions.
10. The deliberations of an Accountability proceeding and the rationale for the outcome of a case are confidential.
11. The Adjudicator will give notice of the outcome to the organization within five (5) business days of reaching an outcome unless there is a reasonable need for delay.
12. The accused organization may file an appeal with the Appellate Review Board, but must do so within ten (10) days of the date its Representative is notified of the Adjudicator's decision. Detailed information may be found in the [Appeals and the Appellate Review Board](#) section.

## Sanctions

The following is a list of common sanctions for student organizations. In addition, accountability action plans may also be assigned. An organization's prior conduct record as well as the nature and severity of the behavior and the organization's truthfulness and cooperation in the accountability process will be considered in determining the appropriate sanction or plan. Additional information on sanctions can be found in [Suspended, Expelled, or Otherwise Unrecognized Organizations policy of the Student Organization Administration](#) section.

- *Educational Conference.* Such conferences involve a structured discussion with Student Accountability in which leaders of the organization discuss decision-making related to the incident and the impact on the organization and other members of the Vanderbilt community.
- *Organizational probation.* A status imposed on a student organization for a specific period of time to alert the group that their choices and behavior are significantly inconsistent with University policy and expectations. During this time, the organization is asked to take active steps toward improving the actions of their organization and to demonstrate that they can abide by University policy. Organizational probation will frequently be accompanied by a restriction from certain activities, including the restriction from hosting events with alcohol on or off campus, formal or informal. The probationary period may also restrict the organization from receiving a University award or honorary recognition, participation in recruitment/intake or receiving a new member class, or receiving or retaining institutional funding. Failure to complete all components of an accountability action plan or a finding of responsibility for another violation during the period of organizational probation will result in strong consideration of organizational suspension or expulsion.
- *Organizational suspension.* Separation from the University for a specified or indefinite period of time. During the period of suspension, restrictions on the organization may include, but are not limited to, hosting social or philanthropy events, receiving any University award or honorary recognition, participation in intramurals, representing the University in any capacity and any travel in connection with such representation, participation in recruitment/intake or receiving a new member class, maintaining membership or representation of the organization on the governing council, utilizing University facilities/grounds, or receiving or retaining institutional funding. Any activity that is contradictory to the purpose of this sanction could allow for the period of suspension to be extended. This would include any efforts to operate formally or informally as an unrecognized organization by recruiting new members, hosting events on or off campus, renting a facility off campus, or hosting social events as an organization. Conditions may be placed upon a student organization's return to campus. Interim Restriction, pending

an investigation and/or accountability meeting, may be imposed when there is reason to believe the action is necessary to maintain University functions or to protect the safety of individuals. Such Interim Restrictions are not considered disciplinary action and will not be subject to appeal.

- *Organizational expulsion*. Permanent separation from the University.

#### *Presumptive/Minimum Sanctions for Organizations*

- The minimum sanction for a violation of event registration or management policies by a student organization is an educational conference for the first offense.
- The presumptive sanction for student organizations that provide alcohol to those not of legal drinking age, whether through direct purchase or other group activities, is probation, including a restriction period during which the organization will not be permitted to host or participate in any events, on or off campus, where alcohol is present. Accountability action plans may mandate organizations host practice parties with alcohol or dry events to return to hosting events with alcohol.
- Student organizations that unlawfully furnish alcoholic beverages to students who are not of legal drinking age, may also be held responsible for personal injuries or property damages resulting from misconduct committed by underage, intoxicated students.
- Sanctions will be imposed for misconduct that results from the provision or use of alcoholic beverages or other drugs. Student organizations will also be held responsible for any damages that result from their misconduct.

## Informal Resolution Process

- Student organizations not referred to the accountability proceedings outlined above may be subject to an alternative resolution plan to 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. The decision to refer to an accountability proceeding or issue an alternative resolution plan is at the sole discretion of Student Accountability. The informal resolution process typically includes, but is not limited to, violations of Student Organization Administration Policies.
- Additionally, Student Accountability may, at its sole discretion, endorse and enforce sanctions or accountability action plans issued by an organization's national governing body when it determines such action will effectively 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. Student Accountability may also rely on the findings of the national governing body to assign additional sanctions and accountability action plans without referral to an additional University accountability proceeding.
- Alternative resolutions are not eligible for appeal.

## Appeals and Appellate Review Board

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The Appellate Review Board (the "Board") is a University-wide body consisting of faculty and students to review appeals from findings of certain administrative offices and bodies that have the authority to render findings and/or impose sanctions upon students in academic and co-curricular matters. The Appellate Review Board comprises two divisions: the Appellate Review Board for Academic Matters (for cases heard by Honor Councils), and the Appellate Review Board for Co-Curricular Matters (for cases heard by offices and bodies that exercise accountability authority, as outlined below).

The Appellate Review Board may also, in consultation with the Office of the General Counsel, the Vice Provost and Dean of Students, Student Accountability, and other appropriate University officials, review and propose updates of the procedures used by the persons and bodies whose findings are subject to appeal to ensure that students are treated fairly.

## Jurisdiction

Appellate Review Board for Academic Matters

The Appellate Review Board for academic matters reviews appeals from decisions of bodies having the authority to impose penalties in academic matters.



Any Vanderbilt student, having been found guilty of a violation of the applicable Honor Code (the "Petitioner"), with resultant imposition of sanction by any of the following hearing bodies, may petition the Board for a review of the determination:

- The Undergraduate Honor Council; or
- The Honor Council of any graduate or professional school.

#### Appellate Review Board for Co-Curricular Matters

The Appellate Review Board for co-curricular matters reviews appeals from decisions of certain administrative offices and bodies having the authority to render findings and/or impose sanctions in co-curricular accountability matters. (Exceptions are noted, below.)

Any Vanderbilt student or organization, having been found responsible for a violation of University policy (the "Petitioner"), with resultant imposition of sanction by any of the administrative offices and hearing bodies, below, may petition the Board for a review of the determination

- Student Accountability; or
- Equal Opportunity and Access (in matters related to discrimination, harassment, and/or retaliation).

The Title IX Office has jurisdiction and maintains policies and procedures governing appeals in cases involving sexual misconduct, including stalking, dating violence, and domestic violence.

## Composition of the Board

The Board is composed of members appointed by the Chancellor (or the Chancellor's designee), as follows: a Chair for each division—The Appellate Review Board for Academic Matters, and the Appellate Review Board for Co-Curricular Matters—who are members of the tenured faculty and who each may act in the other's absence, disability, refusal, or inability to serve; and thirty-six general members appointed by the Chancellor (or the Chancellor's designee), who serve on both academic and co-curricular cases and who are full-time faculty members, selected from among the schools as follows: four from the College of Arts and Science, two from the Blair School of Music, two from Peabody College of Education and Human Development, two from the School of Engineering, and one each from the remaining six schools of the University. Two full-time students from each of the ten schools of the University also serve. Both faculty and students are appointed for two-year terms, which should be staggered to the extent practical, to ensure continuity. The Chairs are appointed for three-year terms.

## Petition for Appeal

A petition for appeal must be submitted by the petitioning student or appropriate officer of a petitioning organization using the [online Petition for Appeal form](#) by no later than 5pm on the tenth (10th) calendar day following the date that the student or organization is formally notified of the determination of the administrative officer or hearing body.

Requests for extensions must be submitted to [appeals@vanderbilt.edu](mailto:appeals@vanderbilt.edu) prior to the expiration of the ten-day period. The petition must include the following: a statement of the grounds for appeal, supporting explanation, and copies of, or reference to, all evidence the Petitioner asks the Board to consider. Except as explicitly provided below, no documents or other evidence may be included with an appeal unless previously submitted to the original authority.

The grounds for appeal are as follows:

- Procedural irregularities sufficient to affect the finding of the original authority.
- Insufficient information to support the finding of responsibility by the original authority.
- New information that was not reasonably available for presentation to the original authority, the introduction of which could reasonably be expected to affect the finding of the original authority.

- Harshness of the penalty/sanction imposed by the original authority sufficient to show an abuse of discretion by that authority.

## Consideration of Petition and Determination of Appeal

1. When the Chair of the appropriate Appellate Review Board (Academic or Co-Curricular) receives a petition, the Chair may instruct the original authority to notify all persons who were sent formal notification of the findings of the original authority that a petition for appeal has been filed and that penalties/sanctions of the original authority should not be implemented pending the result of the appeal, where applicable. A delay in implementation, however, does not preclude the University from taking interim actions to ensure the safety and security of the campus community.
2. Upon receipt of the petition, the Chair will be provided with the entire record of the case, including, for example, test papers or other documentary information, summaries of witness testimony, and audio or video recordings of the proceedings. The Chair will then proceed to review the petition (including all supporting information provided by the petitioner), and the record, with all deliberate speed to determine whether the petition, *when considered in the light most favorable to the petitioner*, sets forth a basis sufficient to provide the relief sought by the petitioner based on the standards of review outlined below.
3. If the Chair determines that the petition *does not* set forth a basis sufficient to provide the relief, the Chair dismisses the petition (or such parts of the petition that the Chair has determined do not set forth a basis sufficient to provide relief). The Chair's decision is final.
4. If the Chair determines that the petition (or parts of it) *does* set forth a basis sufficient to provide the relief, the Chair forwards a copy of the petition to the original authority with instructions to respond to it (or such parts of the petition that the Chair has determined set forth a basis sufficient to provide relief). The original authority provides its response to the Chair within ten (10) calendar days of receiving the Chair's notification that the Board will hear the petition. Upon receiving the response from the original authority, the Chair sends the response to the petitioner offering the petitioner an opportunity to reply. Replies must be submitted within five (5) calendar days. The Chair forwards a copy of this response to the chair of the original authority for informational purposes.
5. From among the membership of the Board, the Chair selects three (3) faculty members and three (3) student members to serve on a panel (the "appeals panel") to consider the petition. In the case of an appeal by an undergraduate student or undergraduate student organization, at least one student member of the panel will be an undergraduate student. In the case of an appeal by a graduate or professional student or a graduate or professional student organization, at least one student member of the panel will be a graduate or professional student.
6. The Chair makes available to members of the appeals panel a copy of the petition and all supporting documents submitted by the petitioner. The panel's consideration of the appeal must be based only on the records created by or provided to the original authority, the petition, any new information the Board determines should be considered, and all responses to the petition, and will be conducted in accordance with the standards of review outlined below.
7. After reviewing the record, the appeals panel votes whether to recommend affirming or reversing the finding of responsibility by the original authority, affirming or modifying the penalty/sanction imposed, or remanding the case to the original authority with instructions depending on the grounds for appeal under review. In cases where there has been a procedural error on the part of the original authority or the panel deems that new information should be considered, the panel may recommend remanding the case to the original authority with instructions. The recommendation must be by majority vote of the panel.
8. The Chair will submit the panel's recommendation, including the vote and rationale, to the Office of the Chancellor. The Chancellor will review and notify the panel and all relevant parties of the final decision.
9. While a case is pending, policy changes that might affect a case cannot be considered in the appeal.
10. At no time may the Chair or the Board substitute its own opinions or values for University policy.
11. No member of the Board may participate on an appeals panel if the member has a conflict of interest that might render the member's objectivity questionable. Each member of the Board is responsible for determining whether a conflict of interest exists and may consult the Office of the General Counsel, if necessary. However, a member may be disqualified upon a motion by a member of the Board and by subsequent affirmative vote by a majority of the appeals panel. If a member of the appeals panel is

disqualified, the Chair selects an alternate. If neither student from the petitioner's school may serve on an appeals panel due to conflicts of interest, the Chair, of necessity, will appoint students from other schools.

12. Once a final determination has been made, all records of the original authority are returned to that authority.

## Standards of Review

The standards for review used by the Board in considering the grounds for appeal are provided, below:

*"Procedural irregularities sufficient to affect the finding of the original authority."* Original authorities are expected to conduct themselves in accordance with their policies and procedures. Deviation from those policies and procedures which render their actions fundamentally unfair constitutes a sufficient basis for an appeal to the Appellate Review Board. Procedural irregularities that are considered by the Board to be harmless and that did not, in the judgment of the Board, adversely affect the process, are not a basis for upsetting the determination of the original authority.

*"Insufficient information to support the finding of the original authority."* It is not the role of the Appellate Review Board to substitute its judgment for the judgment of the original authority if there is a reasonable basis for that authority's finding. Deference must be given to the judgment of the original authority, which had the opportunity to hear the witnesses and to assess their credibility and demeanor. The Board may not alter the finding of the original authority unless the determination of the original authority is clearly erroneous and cannot be reasonably supported by the information considered.

*"New information that was not reasonably available for presentation to the original authority, the introduction of which would reasonably be expected to affect the finding of the original authority."* All available information, including testimony of witnesses, is expected to be presented to the original authority. Only on that basis can the authority reach fair and reasonable findings. A student or student organization that seeks to introduce new information has the burden of demonstrating that the information was not reasonably available for presentation to the original authority, and that the introduction of such new information can be reasonably expected to affect the finding of the original authority. If the Appellate Review Board determines that the student or student organization has satisfied this burden, the Board remands the case to the original authority with instructions to reconsider the case in light of the new information.

*"Harshness of the penalty/sanction imposed by the original authority sufficient to show an abuse of discretion by that authority."* Again, deference should be given by the Board to the penalties, sanctions, etc., imposed by that authority. At the same time, the Board should recognize that an original authority can make errors in judgment sufficient to show an abuse of discretion. Abuse of discretion does not necessarily imply an intentional wrong or bad faith, but simply the failure to exercise reasonable judgment under the circumstances. A particular sanction is an abuse of discretion only when no reasonable person would agree the sanction is appropriate.

## Review of Records

Prior to submitting an appeal, students and student organizations may review relevant University records that were considered by the hearing body or officer in rendering a decision. For students, the review is limited to evidence used to determine a finding or informed the sanction assigned, audio recording(s) for proceedings that were recorded, and written minutes of Honor System proceedings, when applicable. For student organizations, the review is limited to the investigative summary and audio recording(s) for proceedings that were recorded.

A student must email [studentaccountability@vanderbilt.edu](mailto:studentaccountability@vanderbilt.edu) to schedule a review of records. Reviews will only be conducted during regular business hours with a maximum limit of two hours per review session.

Additional sessions may be requested, which will be granted at the discretion of Student Accountability. It is the responsibility of the student to request a timely review in advance to meet their appeal deadline; students may also request extensions of the Appellate Review Board by emailing [appeals@vanderbilt.edu](mailto:appeals@vanderbilt.edu).

Participation in a review is limited to a staff member from Student Accountability, the accused student or student organization Representative, and an individual that qualifies as and is serving in the capacity of an adviser as defined by the Student Handbook. A student may request an adviser trained in the Appeals process by emailing [appeals@vanderbilt.edu](mailto:appeals@vanderbilt.edu).

Students are permitted to take notes during a review but may not photograph, video, or audio record materials. A student taking such actions will have their review suspended and may be referred for corrective action through the University's accountability process.

A request for an inspection of records as allowed by FERPA (other than in connection with a pending appeal) that is received prior to the resolution of a conduct matter will be scheduled after the matter is concluded by the University or within 45 days of the request, whichever is the shorter period to wait.

## Complaint and Grievance Procedures

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### Scope of Policy

Certain decisions and student concerns are excluded from the Complaint and Grievance Procedures. Some student concerns may be addressed through other processes at the University. The following categories, for example, are excluded from the Complaint and Grievance Procedures:

- Decisions of the Appellate Review Board;
- Treatment plans, decisions, and recommendations related to medical care, mental health and wellbeing, and care coordination by, for example, the University Counseling Center, Student Care Coordination, the Center for Student Wellbeing, and the Welfare Panel;
- Student concerns regarding the results of the housing assignment process;
- Student concerns regarding the content of a University policy, which should be directed to the head of the appropriate administrative area;
- Eligibility determinations and other matters exclusively within the purview of the Department of Athletics;
- Financial Aid award decisions;
- Accommodations for students requested through Student Access;
- Allegations of discrimination, harassment, and related retaliation based on a protected status under the Student Discrimination Policy;
- Allegations of violation of the Sexual Misconduct Policy and related retaliation, as well as student concerns regarding supportive measures under the policy;
- Issues related to a student's employment at Vanderbilt University;
- Student concerns regarding matters addressed under the Policy on Technology and Literary and Artistic Works; and
- Decisions of external governing bodies.

### Complaint Procedure

A student or former student who has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student during the period of their enrollment may utilize this process unless the complaint is addressed through another process at the University, such as the examples above.

Students uncertain about whether the complaint process should be utilized and/or the steps in the process outlined below are encouraged to seek advice from the Vice Provost and Dean of Students/Student Affairs Administration by contacting [deanofstudents@vanderbilt.edu](mailto:deanofstudents@vanderbilt.edu). A student who wishes to have a complaint addressed by the University should:

- Direct a complaint as soon as possible, but not later than ninety (90) days after the event, to the person or persons whose actions or inactions have given rise to the complaint. If the complaint is in writing, it must be no more than ten (10) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments.
  - The person or persons notified of the complaint should make every effort to resolve the problem fairly and promptly (usually within thirty (30) days) at this level and must issue a written decision to the student.
  - If this interaction would give rise to a possible concern related to safety or retaliation, the student may submit a written complaint directly to the chair or department head of the appropriate academic or administrative unit within the ninety-day period that meets the requirements outlined above.
  - If the complaint involves allegations of discrimination, harassment, and/or related retaliation based on a protected status, as defined in other sections of the Student Handbook, this step is not appropriate and the complaint should be directed to the Title IX and Student Discrimination Office.
- Should the student and the person or persons notified of the complaint be unable to resolve the complaint satisfactorily, the student may appeal the decision in writing within thirty (30) days to the chair or department head, or other designated individual of the appropriate academic or administrative unit. The appeal must be no more than five (5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments, including the original complaint and associated documentation. The person to whom the appeal is directed may grant exceptions to these length and formatting requirements or give the student additional time to conform the complaint to the requirements. The chair or department head will request any relevant documentation from the process below. The chair or department head should make every effort to resolve the appeal promptly and fairly (usually within thirty (30) days) at this level and must issue a written decision to the student.
- Should the appeal not be resolved satisfactorily with the chair or department head, the student may further appeal the decision in writing within thirty (30) days to the next level within the academic or administrative unit all the way up to and including the Vice Chancellor (a graduate student should seek review by the dean of the relevant school before proceeding to the Provost ). The appeal at each level must be no more than five (5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments, including the original complaint and documentation from each prior step in the process. The person to whom the appeal is directed may grant exceptions to these length and formatting requirements or give the student additional time to conform the complaint to the requirements.
  - At each level, the relevant administrator will confirm that the student has exhausted the options below before reviewing the appeal, except where the initial complaint is submitted directly to a chair or department head due to a concern related to safety or retaliation. The administrator will also request any relevant documentation from the process below.
  - At each level, the relevant administrator should make every effort to resolve the appeal promptly and fairly (usually within thirty (30) days) and must issue a written decision to the student.
- The decision of the Vice Chancellor is final with the exception of complaints that are subject to the Grievance Procedure below. If the initial complaint is against a Vice Chancellor, the student may appeal to the Chancellor within the same timeframes and using formatting requirements outlined above. The Chancellor's decision will be final.

## Grievance Procedure

### *Grounds:*

A student or former student who believes that he/she/they has not received appropriate redress through the general Complaint Procedure or through a School or College's specified complaint process may file a grievance on one or more of the following three grounds:

- Procedural irregularities sufficient to affect the outcome;
- New information that was not reasonably available at an earlier stage of review that could reasonably be expected to affect the outcome; or
- A clear error of judgment in the conclusion reached by a decision-maker at an earlier stage of review resulting in insufficient information to support the decision.

*Procedure:*

- A student or former student must file a written grievance with the Office of the Chancellor within thirty (30) days from the completion of the Complaint Procedure. The grievance must be no more than five (5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments. The Office of the Chancellor may grant exceptions to these length and formatting requirements or give the student additional time to conform the complaint to the requirements.
- Upon ascertaining that all avenues under the Complaint Procedure and/or through any required alternative processes have been exhausted, the Office of the Chancellor will refer the grievance to the Faculty Senate Committee on Student Life (the committee), usually within thirty (30) days during the academic year.
- The parties, members of the committee, advisers, and others having knowledge of the grievance will maintain the confidence of the matter.
- For consideration of grievances (i.e., preliminary assessment, meetings, etc.), a quorum, as defined in the Constitution of the Faculty Senate, of the membership of the committee will be augmented by three student members appointed by the Chancellor or designee at the beginning of each academic year.
  - The undergraduate Vanderbilt Student Government will nominate students for the one undergraduate position, and
  - Student governing bodies of the professional/graduate schools will nominate students for the other two student positions.
  - If a student member is unable to serve due to a conflict of interest, absence from campus, or other reason, the Committee Chair will select an alternate from the list of nominated students.
- Committee members may recuse themselves if they believe their objectivity is subject to question, and the parties may request any committee member recuse himself/herself/themselves if the parties believe that a committee member will not view the grievance with sufficient objectivity. All recusals will be guided by the Conflict of Interest policy. If vacancies that affect the committee's ability to achieve and maintain a quorum occur,
  - The chair of the Faculty Senate (or the vice chair in instances where the chair is unavailable or has a conflict) will appoint Senate members to fill faculty vacancies, and
  - The Committee Chair will appoint students to fill student vacancies from the list of nominated students.
- Upon receiving the referral from the Office of the Chancellor, the Committee will inform, in writing, the parties to the grievance that a preliminary assessment will take place to determine whether the grievance was timely filed, made in good faith, and falls within the scope of the Grievance Procedure.
  - Prior to beginning the preliminary assessment, the committee may consult with the Office of the General Counsel or other offices regarding review processes, as deemed appropriate by the chair of the committee. During the course of the preliminary assessment and any subsequent proceedings, the committee may also consult with these offices, as needed.
  - The preliminary assessment will usually be completed within thirty (30) days during the academic year.
- After the preliminary assessment, if the Committee determines that the grievance should move forward, the committee will inform the parties and follow procedures necessary to ensure a fair review of the matter, including the opportunity for the parties
  - To submit relevant evidence and identify potential witnesses,
  - To review and respond to the committee's preliminary report as described below, and
  - To have the grievance reviewed by an impartial committee using the preponderance of the evidence standard.
- The parties may be assisted during the review by a member of the University community (faculty, staff, or student) who is not related to them and not trained in the law (except in cases concerning students in the Law School in which Law School faculty, staff, and students may serve as an adviser), and are encouraged to seek such assistance.
  - Although all parties to the complaint are free to consult with, and receive advice from, attorneys concerning the complaint, no party may be represented by an attorney at any meeting with the Committee.
- All communications with the parties will be directly between the Committee Chair and the parties.
- The Committee may interview or request information from any individuals who it believes may be helpful as witnesses. The committee, in its sole discretion, may conduct witness interviews with the entire committee or any subset of the committee. If a witness has concerns about sharing information with the

Committee based on University policy, legal requirements, or privacy, the witness and/or the Committee may consult with the Office of the General Counsel. If the concerns remain unresolved following consultation with the Office of the General Counsel, the witness and/or the Committee may request a decision on whether the Committee should have access to the requested information by the Chancellor's designee.

- The parties and witnesses are expected to respond to all inquiries and requests from the Committee in accordance with any established timelines in this policy or otherwise within two (2) weeks.
- After the Committee's review is complete, the committee will write a preliminary report, which
  - Will include a list of witnesses and a summary of the facts and information submitted to the committee and upon which the committee plans to rely,
  - Will usually be completed within ninety (90) days after the preliminary assessment during the academic year, and
  - Will be shared with the parties who will have one (1) week to provide comments on and/or challenge the information included in the preliminary report (up to ten (10) double-spaced pages with one (1) inch margins and twelve (12) point font not including attachments). The Committee may grant exceptions to these length and formatting requirements or give the parties additional time to conform the comments to the requirements.
- The Committee will review the comments submitted by the parties and will engage in further fact-finding, if necessary, before completing a final report.
- The student may withdraw the grievance at any time prior to the decision of the Committee.
- The final report will include a list of witnesses and a summary of the facts and information submitted to the Committee and upon which the Committee relied, a statement of the Committee's findings, the basis for those findings, and, if necessary, recommendations for any action that should be taken. The final report will be completed within three (3) weeks of the final committee meeting.
- The final report, including the vote and any dissenting statements by Committee members, will be sent to the Chancellor no later than one (1) week after its completion.
- The Chancellor will communicate their decision to the Committee.
  - In any case in which the Chancellor does not follow the decision or the recommendation of the Committee, the Chancellor will report to the Committee their reasons for so doing.
- The Office of the Chancellor will then notify the parties and other affected persons, including the dean of the relevant school and, in the case of a graduate student, the dean of the Graduate School, in writing, of the final decision, usually within thirty (30) days of receipt of the committee's report during the academic year.
- Where the Chancellor accepts a recommendation that disciplinary action may be appropriate, the Chancellor will refer the matter to the appropriate University authority for review and a determination of appropriate disciplinary action based on the applicable disciplinary policies and procedures.

## Grievance Procedures in the State of Tennessee

Students should be aware that, should they have complaints about their academic program or their financial aid, Vanderbilt has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others.

The student has the right to call on the state of Tennessee and its appropriate agency to determine the course of action. Complaints may be filed with the following agencies in Tennessee:

- Complaints related to the application of state laws or rules related to the approval to operate or licensure of a particular professional program within a postsecondary institution may be referred to the appropriate agency (e.g., State Board of Education, Department of Health, and so on) within the Tennessee State Government and may be reviewed and handled by that licensing agency. Contact information may be found by searching for the appropriate division at <http://www.tn.gov>.
- Complaints related to state consumer protection laws (i.e., laws related to fraud or false advertising) may be referred to the Tennessee Division of Consumer Affairs and may be reviewed and handled by that Unit. Contact information for the Consumer Affairs Division may be found at <http://www.tn.gov/commerce/section/consumer-affairs>.



## Distance Education Complaint and Grievance Procedures

Students enrolled in distance education programs offered by Vanderbilt University in states other than Tennessee should seek resolution for complaints through Vanderbilt's complaint procedure. Distance education students may also contact the appropriate authority in their state of residence. For further information please visit the [Vanderbilt University Distance Education Complaint and Grievance Procedures webpage](#).

## Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to SACSCOC, 1866 Southern Lane, Decatur, GA 30033-4097. (The Commission's complaint policy, procedures, and the Complaint Form may be found [online](#).)

## Study Away

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In general, the policies and regulations in the *Student Handbook* apply to students registered for Vanderbilt study abroad and remote overseas programs, and some additional regulations may apply. Students on academic probation, or those with a financial hold, may be prohibited from participating in study abroad programs. Students who have been placed on disciplinary probation that ends after the start date of their study abroad program will be ineligible to study abroad or participate in a remote overseas program unless the student has been on probation for twelve or more consecutive months prior to their departure and have neither been found responsible for additional misconduct during that period nor been notified of pending accountability action and petitions Student Accountability to study abroad. Specific regulations for students enrolled in study abroad programs are available from the program directors, from Study Abroad, or from the offices of the deans of the undergraduate colleges and schools.

Provisions of the [Student International Travel policy](#) apply to students studying abroad.

The resident directors or faculty leaders of Vanderbilt study abroad or remote overseas programs (short-term faculty-led programs) are responsible for academic matters. In consultation with the Vice Provost and Dean of Students or designee, they are also responsible for co-curricular and accountability matters, within the limits of the policies established by the University.

Students participating in University-approved programs administered by third-party providers (CET, CIEE, DIS, IFSA-Butler, IES, SIT, etc.), or direct-enroll/exchange programs with host institutions must abide by the conduct policies and regulations set forth by those institutions, in addition to the those in the Vanderbilt *Student Handbook*.

Students are required to abide by the laws of the respective countries in which they reside, study, or travel. The University defers to the laws of the respective country with respect to the age at which alcoholic beverages may be consumed. Otherwise, the policies with respect to alcoholic beverages and other drugs included in the Vanderbilt *Student Handbook* apply.

Students who violate University policy may have their actions adjudicated through Vanderbilt's behavioral procedures and/or the procedures of the host institution depending on the nature and type of the incident. Students are subject to accountability sanctions, including expulsion, and referral for prosecution for violation of these policies.

Undergraduate students enrolled in University-approved study abroad programs will not be charged the Student Services Fee or the Student Health Fee. Students participating in remote overseas programs, however, remain responsible for these fees.

## Next Steps

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Action plans created by the Next Steps program that address violations of University policy by participants must be endorsed by the Vice Provost and Dean of Students or designee. Action plans that include probation, suspension of a semester or more, or removal from the program create a reportable conduct record, which is maintained by Student Accountability, Community Standards, and Academic Integrity.

## No Contact Directives

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A student who feels that they are the target of threats, harassment, intimidation, or other similar behaviors may request that the Director of Student Accountability or designee (Director), issue a no contact directive to the identified student to cease further communication and/or desist from the conduct in question. A No Contact Directive may also be issued without the request of either party out of necessity by the University to address safety or disruption concerns.

The Director will determine whether the alleged conduct warrants the issuance of a no contact directive, and when it does, will issue mutual no contact directives to the involved students. The Director may also employ or continue such directives and impose other appropriate restrictions on their own initiative, as appropriate. Any charges brought at the time the no contact directive is requested will be resolved in the same manner as any other violation of policy. No contact directives often require that the involved students have no contact with each other during the course of the accountability proceedings and thereafter, even when there is no finding of a policy violation.

A report of a violation of a no contact directive by the student who is subject to the directive may result in a warning or in the filing of a student accountability charge against that student. If a student is investigated and found responsible for violating the directive, corrective action will be taken.

The determination of whether a no contact directive should be issued, and any no contact directive that may be issued, will not be considered an accountability proceeding or corrective action for purposes of the student's record and is not subject to appeal, unless separate student accountability charges are brought for violating the directive and addressed in an accountability meeting. A subsequent accountability meeting to address whether the student has violated the terms of a directive will constitute an accountability proceeding in the ordinary sense of that term and will become a part of the student's record to the same extent that any other accountability proceeding would become part of the record.

For prohibited conduct under the University's discrimination or sexual misconduct policies, Equity and Engagement, including the Title IX Office and Equal Opportunity and Access, is considered a designee for the purposes of this policy. Violations of no contact directives issued by Equity and Engagement are referred to Student Accountability, which has the authority to determine whether to issue a warning or move forward with an accountability proceeding, and may consult with Equity and Engagement in making that determination.

## Interim Restriction Policy

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Interim Restrictions are used as a means to de-escalate a concern regarding the safe or orderly operation of the University due to a student's behavior. When used, the University will attempt to minimize the disruption to the student's experience by considering what steps would allow it to confidently 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. However, the University may take action that disrupts the student's experience if it weighs the impact to the community is greater than the disruption to the student. This section provides the process for implementing an interim restriction(s).

### Types of Interim Restrictions

1. An Interim Restriction(s) for students includes, but is not limited to:

- a. restriction from participating in certain activities, including leadership positions within organizations;
  - b. restriction from certain areas of campus such as labs, athletics facilities, or residential assignments of others;
  - c. restriction from certain or all residence halls, including the student's residential assignment;
  - d. restriction from a particular class, lab, or other academic program;
  - e. restriction from campus with allowance for class attendance only; and
  - f. restriction from being on campus or participating in any off-campus or virtual University sponsored events.
2. An Interim Restriction for student organizations includes, but is not limited to a restriction from:
    - a. participating in recruitment activities;
    - b. hosting social events; and
    - c. continuing operations.

## Implementation

1. The Associate Dean of Community Standards & Student Support or designee (Dean) may impose an Interim Restriction(s) prior to the underlying concern being resolved by a formal University procedure, except in cases in which the concern includes violations of the Sexual Misconduct Policy or Formal Grievance Protocol. Interim Restrictions stemming from the Sexual Misconduct Policy or Formal Grievance Protocol may be imposed by the Title IX Office and are referred to as "emergency removals" under those policies.
2. An Interim Restriction(s) may be imposed in circumstances when potential harm includes, but is not limited to:
  1. A threat of harm to self or any members of the University community, including visitors, or others;
  2. Preservation of University premises or the property of any members of the University community, including visitors; and
  3. Disruption of, or interference with, the normal operations or activities of the University.
3. A student placed on an Interim Restriction will be notified in writing or verbally by a University official. When notice is provided verbally, the University will provide an additional written notice for documentation purposes.
4. When an Interim Restriction(s) is imposed, the Dean will attempt to expedite the appropriate formal procedures for resolution of the concern, which may include, but are not limited to, Student Accountability Procedures, Honor Council Procedures, Student Discrimination Procedures, Student Organization Procedures, Welfare Panel, or Appellate Review Board Procedures. In attempting to expedite the resolution of the concern, the Dean must also give deference to the appropriate authority and its need to fairly hear, consider, and weigh all information.
5. An Interim Restriction does not supplant the appropriate resolution process, which shall proceed in accordance with applicable procedures.
6. The University has discretion to impose, lift, reassess, and modify an Interim Restriction as circumstances warrant at any point, including without limitation as new information becomes available.
7. As an Interim Restriction arises out of the potential for harm, no refunds or other considerations will be provided due to lost class time, dining access, housing assignment access, or similar concern.

## Scope

1. The Dean will weigh the nature of the alleged behavior and the interests of the community to determine the minimum scope of Interim Restriction(s) necessary to confidently 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community.
2. Future and ongoing impacts to the community is defined as impact(s) that a reasonable person would find probable to occur absent the Interim Restriction(s) in light of the nature of the alleged behavior.

## Review

1. A student placed on Interim Restriction may request a review of the decision by the Vice Provost and Dean of Students or designee (Vice Provost) within twenty-four (24) hours of receipt of written notice.
2. A request for review must be made in writing to the [deanofstudents@vanderbilt.edu](mailto:deanofstudents@vanderbilt.edu).

3. The review request should contain:
  1. why the Interim Restriction(s) is overly broad and exceeds the appropriate scope necessary; and
  2. what Interim Restriction(s), if any, the student suggests in the alternative.
4. The Vice Provost will review the Review Request no later than three (3) business days from receipt of written notice.
5. It is the sole discretion of the Vice Provost to keep or alter the Interim Restriction(s). The Vice Provost will consider the anticipated resolution of the concern through formal procedures in arriving at a decision.

## Pending Matters at Graduation

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### Academic Integrity

When a student, who has otherwise met all academic (without the course at issue in the proceeding) and other requirements for graduation, has:

- a pending investigation for an alleged violation of the Honor Code, the student will be permitted to participate in graduation activities, including the commencement exercises. However, a degree will not be conferred or posted, if at all, until the matter is finally resolved.
- been found guilty of a violation of the Honor Code and the penalty assigned is failure in the course or less, regardless of whether the student has submitted or may timely submit an appeal, the student will be permitted to participate in graduation activities, including the commencement exercises, and the degree will be conferred and posted.
- been found guilty of a violation of the Honor Code and the penalty assigned is suspension or expulsion, regardless of whether the student has submitted or may timely submit an appeal, the student will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.

When the alleged violation of the Honor Code is in a course that affects the student's ability to meet academic requirements for graduation and where the student has:

- a pending investigation, the student will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.
- been found guilty of the violation and the penalty assigned is a reprimand and a recommendation that the student fail the assignment in question, the student will be permitted to participate in graduation activities, including the commencement exercises, and the degree will be conferred and posted only where the failure on the assignment does not result in a failure to meet academic requirements. If the failure on the assignment results in a failure to meet academic requirements, regardless of whether the student has submitted or may timely submit an appeal, the student will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.
- been found guilty of the violation and the penalty assigned is failure in the course, suspension, or expulsion, regardless of whether the student has submitted or may timely submit an appeal, the student will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.

### Student Accountability and Student Discrimination

When a student, who has otherwise met all academic and other requirements for graduation, has:

- a pending investigation for an alleged violation of University policy, other than a pending investigation under the Sexual Misconduct Policy or Formal Grievance Protocol, the student will be permitted to participate in graduation activities, including commencement exercises. However, a degree will not be conferred or posted, if at all, until the matter is finally resolved.

- been found responsible for a violation of University policy, other than a violation of the Sexual Misconduct Policy or Formal Grievance Protocol, and the sanction assigned is disciplinary probation or less, regardless of whether the student has submitted or may timely submit an appeal, the accused will be permitted to participate in graduation activities, including commencement exercises, and the degree will be conferred and posted.
- been found responsible for a violation of University policy, other than a violation of the Sexual Misconduct Policy or Formal Grievance Protocol, and the sanction assigned is suspension or expulsion, regardless of whether the student has submitted or may timely submit an appeal, the student will not be permitted to participate in graduation activities, including commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.

## Sexual Misconduct

When a respondent, who has otherwise met all academic and other requirements for graduation, is the subject of a pending investigation for an alleged violation of the Sexual Misconduct Policy or Formal Grievance Protocol, the respondent will be permitted to participate in graduation activities, including the commencement exercises. However, a degree will not be conferred or posted, if at all, until the matter is finally resolved.

When a respondent, who has otherwise met all academic and other requirements for graduation, has been found not responsible for a violation of the Sexual Misconduct Policy or Formal Grievance Protocol, and an appeal is pending or the appeal period is still open, the respondent will be permitted to participate in graduation activities, including the commencement exercises. However, a degree will not be conferred or posted, if at all, until the matter is finally resolved.

When a respondent, who has otherwise met all academic and other requirements for graduation, has been found responsible for a violation of the Sexual Misconduct Policy or Formal Grievance Protocol, and

- where a sanction has not yet been imposed by the relevant authority, the respondent will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.
- where the sanction that has been imposed is disciplinary probation, and an appeal has been or may be timely submitted by the complainant, the respondent will be permitted to participate in graduation activities, including the commencement exercises. However, a degree will not be conferred or posted, if at all, until the matter is finally resolved.
- where the sanction that has been imposed is suspension or expulsion, regardless of whether an appeal has been submitted by either party or the appeal period is still open, the respondent will not be permitted to participate in graduation activities, including the commencement exercises, and a degree will not be conferred or posted, if at all, until the matter is finally resolved.

## Disciplinary Records

Upon graduation or withdrawal from the University, student records are maintained by Student Affairs offices for a period of seven years, after which time they are expunged. Official records of students who are suspended or expelled from the University are maintained indefinitely. Records may be retained for internal purposes solely when subject to litigation or complaints to external authorities.

Student records will not be released outside the University absent a written release from the student, otherwise required by law, or in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check.

# Administrative Policies

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## Residential Life

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[Housing and Residential Experience](#) provides a comprehensive program for students living in University undergraduate housing, [including those in the West End Neighborhood](#). In partnership with faculty and staff from across the University, Housing and Residential Experience professionals work to build learning communities where values of scholarship and leadership are nurtured in a culture of collegiality. Residential Experience staff foster interactions among students and faculty and support students' scholarly pursuits and personal growth. Values of civility, belonging, accountability, discovery, and celebration are at work in Vanderbilt's residential community.

Housing and Residential Experience employs a compassionate group of upper-division, graduate, and professional students as Resident Advisers (RAs), Head Residents (HRs), and Graduate Area Coordinators (GACs). Professional, in-residence staff supervise the aforementioned paraprofessional staff. The collective Residential Experience staff, in cooperation with Residential Colleges and other campus partners, organizes and coordinates social, educational, and recreational programs throughout the residences.

## Residential Requirement

The Residential Requirement, established by the Board of Trust in 1959, states that "All unmarried undergraduate students are required to live in residence halls on campus during the academic year, May session, and summer sessions. Authorization to live elsewhere is granted at the discretion of the Director of Housing Assignments and Operations in special situations, or when space is unavailable on campus."

Living in and engaging with an on-campus residential community is regarded as an integral part of a Vanderbilt undergraduate education and to that end, Housing and Residential Experience provides this critical opportunity to as many undergraduate students as possible.

In general, first-year students are housed separately from upper-division students. Only under extreme circumstances when there is insufficient space in the designated first-year student housing system or in special situations, first-year students may be housed with upper-division students. All undergraduate housing arrangements are overseen by Housing and Residential Experience office.

## Housing Assignments

There are three possible housing statuses for undergraduate students taking classes on campus: (1) living on campus in a University residence hall, (2) living on campus in a Greek chapter facility, and (3) having authorization from the Director of Housing Assignments and Operations to live off-campus. Students studying abroad, participating in an internship away from Nashville, or on a leave of absence do not have a housing status during the term(s) when they are not taking classes on campus.

The University offers a variety of living accommodations for students of all sexual orientations and gender identities and expressions. Gender designations of buildings, floors, lodges, suites, or apartments are made on an annual basis. Single students who share bedrooms must be of the same gender, unless the University has designated the room for multi-gender occupancy.

### *First-Year Students*

Procedures for first-year student housing assignments will usually be posted on the [Housing and Residential Experience website](#) by no later than February 1, of the year in which students will enter the University.

Admission to the University does not guarantee assignment to a particular type of room or building as the University population is fluid, and demand for housing may change considerably in a relatively short period



of time. A variety of room types exist on the Ingram Commons including singles, doubles, and triples. It may be necessary to house students in upper-division areas, or in alternative accommodations (such as study rooms on residential floors) for a few weeks, for a semester, or for the entire first year should class size exceed available rooms on the Ingram Commons.

Residential areas for first-year students are designated as substance free by Housing and Residential Experience.

#### *Sophomore and Upper-Division Student Assignments*

Returning unmarried sophomore and upper-division students receive their housing assignments through a seniority-driven, random selection process in the spring. Eligibility to participate in the housing assignment process is determined by the Director of Housing Assignments and Operations

#### *Fraternity or Sorority House Assignments*

Students who want to live in fraternity or sorority chapter houses, a form of on-campus housing, must complete the required forms with Housing and Residential Experience and receive approval from the Office of Greek Life prior to taking occupancy. During the academic year, requests to move from a campus residence hall to Greek housing cannot be granted unless accompanied by a request from a Greek house resident to move to the University residential system. Approval to live in a Greek chapter house is not equivalent to authorization to live off campus.

## Off-campus Housing

In the event the upper-division population exceeds the number of available bed spaces, Housing and Residential Experience may offer the opportunity to request off-campus authorization. A randomized seniority driven process will be utilized in determining whose request is approved. Off-campus authorization is never guaranteed. Only students who have been authorized or who are required to reside off campus by the Director of Housing Assignments and Operations or the Director's designee are permitted to do so. Students should not make deposits or sign leases for off-campus accommodations until they receive written notice from the Director of Housing Assignments and Operations that they are authorized or required to reside off campus. The University will not be liable or responsible for any contractual arrangements or agreement into which a student without authorization to live off campus has entered, such as a lease agreement for off-campus housing. Housing and Residential Experience maintains an [off-campus referral service](#).

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

If a student living in an off-campus residence is found by the University to be in violation of the "[Good Neighbor Guidelines](#)" or is adversely affecting the University's relationship with the neighboring community, all Vanderbilt students who are residents may be subject to corrective action through the University's accountability process, even though a specific individual responsible for the conduct cannot be identified.

## Residential Periods

Rooms designated for students are assigned (and students are liable for the room charges) for the entire academic year, exclusive of Thanksgiving break, semester break, spring break, and Commencement Week.

Rooms may not be sublet or used for any purpose other than as a residence for those to whom they are assigned.



## Expiration and Termination

A room contract will be terminated upon a student's graduation, completion of their program, or withdrawal or dismissal from the University. Under these circumstances, the student must ordinarily vacate the assigned space within forty-eight (48) hours. Exceptions to this time frame are granted at the discretion of the Director of Assignments and Operations or designee. Resident contracts may be terminated only when, at the discretion of Director of Housing Assignments and Operations, unanticipated and major changes occur in a student's situation that would justify such termination. Contracts may not be broken to enable students to obtain lodgings elsewhere, or because a student has placed a deposit on, or signed a contract for, off-campus accommodations.

Students who withdraw or who are suspended or expelled during the semester may be entitled to partial refunds of rent in accordance with the prorations schedule of the University for who students who withdraw during certain timeframes.

## Cancellation

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

## Student Renter's Insurance Requirement

Every student is responsible for their own property. Students are required to have a renter's insurance policy for all valuables and belongings they bring to campus. Students are liable to the University and others for loss or damage caused by their actions or those of their guests. Students are required to maintain adequate property and liability insurance.

More information can be found on the [Housing and Residential Experience webpage](#).

## University Liability

The University is not responsible for personal property and is not liable for damages to student property caused by vandalism, mischief, abandonment, or other students' negligence. The University is not liable for damages caused by electrical or mechanical failures or difficulties, broken water pipes or fire sprinkler components, unless, after being notified, the University fails to take reasonable means to correct the failure or difficulty.

Interruption or curtailment of services maintained in a residential building, if caused by strikes, mechanical difficulties, or other causes, does not entitle residents to any claim against the University or to any reduction in rent. Noise from service vehicles, construction activity, or other normal and necessary activities does not entitle residents to any claim against the University or to any reduction in rent.

## Check-In/Check-Out

Residents must check-in with residential staff when they arrive on campus. Residents will be issued a key and they must take possession of the University issued key prior to taking occupancy. The resident must complete and sign the online occupancy verification found in the Housing Portal. Prior to resident arrival, Housing and Residential Experience staff conduct a full inspection of all rooms and account for any damages, as a result, a resident may be held responsible for any damage to his/her/their living space that is found when he/she/they moves out unless the damage was noted on his/her/their occupancy verification form at check-in, is the result of normal wear and tear, or the result of a properly-reported maintenance problem that arose during the year.

When residents vacate their rooms at any point during the academic year, they should follow all posted and communicated check out procedures. Failure to follow check out processes could result in unanticipated and unappealable charges.

## Occupancy

On-campus housing opening and closing dates are published in the University calendar and are posted on the Housing and Residential Experience website.

### *Breaks*

Campus residences are officially closed during Thanksgiving break, winter break, and spring break. Students are not contractually entitled to occupy their rooms during these periods. However, at the discretion of the Associate Dean of Students for Housing and Residential Experience or designee, students may be permitted to occupy their rooms during these periods only if they register to do so and are approved by Housing and Residential Experience. Prior to these breaks, students will receive instructions for registering to stay. Failure to register may result in exclusion from the residences and/or corrective action through the University's accountability process.

### *End of Spring Semester/Commencement Week*

All residence halls close at 9am the first Saturday following examinations. All residents must completely vacate and check out of their residences except for graduating residents and residents approved for extensions by Housing and Residential Experience. Extensions are ordinarily approved only for exceptional circumstances or for students with official University business. Graduating residents must completely vacate and check out no later than 1pm of the Saturday following commencement. Any other resident who is granted an extension may be required to vacate their term assignment and relocate to another building/room space at the sole discretion of Housing and Residential Experience.

## Room Changes

Residents may not move from their assigned space to another space without the prior approval of Housing and Residential Experience. Room change requests are granted at the discretion of the Director of Housing Assignments and Operations. Students who make unauthorized room changes are subject to corrective action through the University's accountability process.

The University reserves the right to relocate or remove students from their in-campus residence who are found to be in violation of University policy.

## Building & Room Access

At certain hours, students are required to present Vanderbilt identification to gain entrance to campus residences.

### *Building Access*

All campus residences have ID card access readers at one or multiple entrances. Access schedules vary by building and by entrance. For reasons of safety and security, students may not provide building access to persons they do not know to be residents of that building. Students may not be present in residence halls to which they do not have access unless they are visiting another student and are accompanied by the host student. A resident enabling building access to a student whom they are not hosting is not considered an authorized entry to the building for the entering non-resident student.

Lost ID cards or ID card provisioned devices should be reported immediately to Vanderbilt Card Services, 184 Sarratt Center, 615-322-2273—C-CARD on campus phones, on the [Card Services webpage](#), or to any facility that accepts the Vanderbilt Card, such as Campus Dining outlets or Varsity Markets. Lost cards may also be reported to the Vanderbilt University Police Department at 615-322-2745.

#### *Keys*

Keys to student rooms and other necessary keys, if any, are issued to residents upon check-in to their rooms. Residents are required to take possession of their University issued assigned room key prior to taking occupancy. Residents may not duplicate keys. Any duplicate keys turned in upon a student's move out will trigger a lock change and charges will be placed on the student's account. If a key is lost or not returned when a room is vacated, the lock will be changed and the resident charged for the replacement. Lost or stolen keys must be reported to a Housing and Residential Experience staff member within seventy-two (72) hours.

## Linens & Laundry

The University does not supply towels, washcloths, linens, blankets, or pillows. Washers and dryers are provided for campus residents in all residential areas at no cost. Washer and dryer use is for on-campus residents only.

## Electric Appliances

Small appliances, including those with enclosed heating elements, are generally permitted in rooms. However, appliances with more exposed heating elements or grills, including, but not limited to, --"George Foreman" grills, outdoor grills using propane or charcoal, air fryers, candle warmers, and like devices are not allowed. Appliances that draw a large amount of current from each circuit, such as hot plates, air conditioners, electric space heaters, and instant water-heating elements, are prohibited. In addition, washers, dryers, and dishwashers are not allowed. Microwave ovens less than 800-watt with an interior capacity of no more than one cubic foot are permitted. Refrigerators less than six years old with no more than 4.0 cubic feet capacity may be used. Residential staff of a building may require that any appliance be placed in storage if the manner in which the appliance is used causes interruption of service or endangers the health, safety, or well-being of members of the residential community.

All appliances used in campus residences must be in good condition, with special attention given to seals, electrical cords, and plugs. Only power strips with circuit breakers may be used as extension cords. The Associate Dean of Students for Housing and Residential Experience reserves the option of revoking authorization for the use of any appliance in individual buildings or throughout the residential campus.

The University has implemented a wireless data network throughout campus residences. Wireless consumer electronic devices—sometimes called routers or wireless access points (WAPs)—interfere with the University's wireless data network, and, in worst-case circumstances, could even take down the data network. Manufacturers of such devices include Apple, Google, Amazon, Belkin, D-Link, Linksys, etc. These devices are prohibited. In addition, settings for smartphone hotspots or wireless connectivity for printers and other devices, must be disabled to prevent interference with University wireless APs.

## Furnishings

No University owned furniture, plants, or other furnishings, including those in lounges or reception areas, may be moved from one room to another. The common areas of suites, apartments, and lodges are intended as joint living space for the residents. Furnishings in these rooms may not be moved to individual bedrooms. Headboards and footboards may not be removed from beds and University furnishings may not be removed from rooms. Anyone who moves furniture or mattresses without authorization will be responsible for the

costs incurred in moving these items back to their proper positions (or the cost of repair or replacement, if an item is damaged or lost) and will be subject to corrective action through the University's accountability process. Doors and window screens may not be removed.

Student-owned furniture brought into campus residences and Greek houses must meet the hospitality/contract-grade furniture fire-safety specifications of either the National Fire Protection Association (NFPA) standard 260, or the California Technical Bulletin 117, section E. (Furniture that complies with either standard will be appropriately tagged by the manufacturer.) Student-owned furniture must be removed before the student checks out of his/her/their room at the conclusion of the period of occupancy. Failure to comply may result in the assessment of charges for removal as well as corrective action through the University's accountability process.

## Care and Use

Students are expected to keep their rooms clean and free of debris and garbage. Students are required to clean their living accommodations, including University-owned appliances, if Housing and Residential Experience staff determine that the room, apartment, or specific appliance presents a health or safety hazard. Students are expected to clean rooms and appliances, sweep floors or vacuum, and remove all trash and personal items prior to vacating a room or apartment. The housekeeping staff will clean the bathrooms of apartments and suites once each week.

Residences are heated and cooled by central systems. To conserve resources, residents should keep their windows closed. Heating or cooling problems should be reported to VUMO (Vanderbilt University Maintenance and Operations) via the [ReAdy application](#).

Students are prohibited from painting their rooms and all University furniture, including headboards. Use of tape, staples, adhesive holders, screws, brackets, tacks, and nails is prohibited on the walls, woodwork, floors, ceilings or furnishings. Non-staining putty (e.g., UHU Tac and Scotch Removable Mounting Putty) may be used. The use of over-the-door hangers is prohibited due to the damage that these devices cause. Only tension rods may be used for curtains or other window treatments. The use of 'Command' adhesive products is generally acceptable.

Concrete blocks, cinder blocks, and bricks are prohibited from University residences because of the potential damage to walls, floors, and carpets caused by their use. Plastic crates are acceptable substitutes as long as their use does no damage.

Beds may not be elevated more than 13" from the bottom of the bedspring to the floor. In areas where the beds frames are not designed to loft, please utilize wooden risers. Weightlifting equipment, water beds, hot tubs, lofts, and bunk beds (other than those provided by the University), unauthorized construction of walls and partitions, satellite dishes and antennae are prohibited. Residential rooms and services (data network, etc.) may not be used for commercial purposes. Student rooms may not be used for publicized events, including meetings of organizations, social events, etc.

## Damages

Residents are expected to maintain and leave their living space at checkout in the same condition of repair as it was when they checked in, normal wear and tear excepted. Students are responsible for reporting maintenance issues as soon as they become aware of them.

Students will be charged for any damages to their living areas and/or common spaces of residence halls, which results from misconduct or misuse. If the person/persons responsible for damages cannot be determined, charges will be prorated among the residents of a residence hall or living unit. In order to control the quality of the craftsmanship in campus living areas, students may not make repairs themselves to avoid damage charges. Residents should report needed repairs in the student housing portal or to Housing and Residential Experience. The University will make all needed repairs, including painting, at its discretion.

Authorized University personnel will enter to address maintenance issues (and will provide notice of service) at any reasonable time, at any time in the case of emergencies. Authorized personnel may also enter to inspect property and/or equipment or to investigate allegations of policy violations.

Damage and vandalism are costly and undermine the quality of life in the residential community. The University expects members of the residential community to aid in the prevention of vandalism. Residents are jointly and individually responsible for damage to their living units and furnishings, and are collectively responsible for damage to common areas.

## Inspections and Searches

The University recognizes and respects the desire for privacy. Designated staff members are authorized by the University to enter any University premises to perform duties and services including, but not limited to, custodial maintenance and repair services, and inspections. Staff conduct inspections for a variety of reasons that include, but are not limited to, fire and safety issues, health and welfare issues, maintenance or damage issues, cleanliness, and closing for breaks and end of an academic session. Although inspections are generally announced, circumstances may dictate that an inspection be unannounced.

A search of a student, a student's possessions, or a student's premises may be authorized by the Vice Provost and Dean of Students or designee, if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

During searches and inspections of residential assignments (rooms, suites, apartments, etc.), University personnel may confiscate items prohibited by University policy. Additionally, personal property remaining in living spaces, in individual floor or corridor closets or storage rooms at the termination of the housing contract, will be considered abandoned and may be disposed of without notice at the discretion of the Associate Dean for Housing and Residential Experience.

## Visitation and Overnight Guests

### Visitation

Visitors are allowed in residences throughout the 24-hour day. However, residents must remain sensitive to the safety and security concerns of the residential community as well as the privacy needs of roommates/roommates/suitemates/lodgemates/apartmentmates. Prior to a visitor's arrival, resident hosts should discuss with the persons with whom they share space, the fact that visitors are expected. Residents are responsible for the conduct of their visitors and violations of University policy may be referred to Student Accountability, Community Standards and Academic Integrity. Visitors (including Vanderbilt students who are not residents and who do not have access to a particular building), must be escorted at all times when in the residence halls. Lending ID credentials or room keys to visitors is prohibited.

### Overnight Guests

A student who wishes to host an overnight guest must complete the [Guest Registration Form](#). The request should be made at least twenty-four (24) hours prior to the arrival of the guest. Residential Experience will review the request and send a message regarding the status of the registration. Host students should seek the permission of roommates and others with whom they share space (e.g., suitemates) before completing the registration form. Guests' stays are limited to three consecutive nights. Guests must be escorted by their host at all times on campus. Lending student ID credentials or room keys is prohibited. Residents are responsible for the conduct of their guests and violations of University policy may be referred to Student Accountability, Community Standards and Academic Integrity.

Residence hall rooms are not suitable for visiting parents or legal guardians. The presence of parents or legal guardians for any extended length of time in a residence hall can be a source of uneasiness and discomfort among other residents. Consequently, no parent or legal guardian may stay overnight in a residence hall.

There are no overnight guests allowed during break periods.

## Media

Residence halls are closed to news media. Students are not authorized to bring news media into residence halls unless authorized by University media relations.

## Visiting Minors or Minor Guests Not Participating in a Vanderbilt or Third Party Youth Program

Vanderbilt, as a research University, is generally not a proper environment for minors (under the age of 18) who are not directly accompanied by a parent or guardian unless they are participating in a youth program planned for minors and supervised by adults who have the appropriate training and credentials.

Minor visitors may be allowed, subject to applicable University policies and the exceptions outlined herein, in student residential housing floors or rooms, but must be escorted at all times by their resident host or by their parent/legal guardian. For visits and/or overnight stays, the resident host is responsible for the minor guest and must accompany them at all times. Resident hosts must register overnight minor guests at least twenty-four (24) hours in advance of the stay by completing the [Guest Registration Form](#). The resident host must provide the age of the guest and documentation that the minor's parent or guardian approves the visit. If the minor guest is unrelated to the resident host and is under age sixteen (16), the minor's parent or guardian must also be present at all times. Residents are not permitted to host overnight guests under the age of sixteen (16) unless the guest is a sibling and approved in advance; requests for exceptions for siblings of the resident will be reviewed and must be approved twenty four (24) hours in advance of the stay by the Associate Dean for Housing and Residential Experience or designee. Residents who violate these policies may be referred to Student Accountability, Community Standards and Academic Integrity.

## Hosting Gatherings without Alcohol

Individuals hosting a gathering in their assigned residential space must register the gathering when the number of people at the event will exceed the number of occupants of the apartment/suite times two and plus one, regardless of whether alcohol is present. For example, a suite of six (6) can have up to thirteen (13) people, including the residents of the space, without needing to register the gathering; a single could have up to three (3) people, including the residents of the space, without needing to register the gathering; etc. The [Party Registration Form](#) is located in Anchor Link and must be submitted no later than twenty-four (24) hours prior to the proposed event, or by 12pm on Friday (for weekend gatherings). The form is routed to the appropriate area coordinator for review and approval. Gatherings are permitted only in Carmichael College suites, Zeppos College suites, Rothschild College suites, Warren College suites, Moore College suites, E. Bronson Ingram College suites, Village at Vanderbilt, Mayfield Place, Chaffin Place, Morgan House, and Lewis House. All gatherings must abide by all other University and residential policies (noise, alcohol, visitation, etc.).

Gatherings hosted by residents in the West End Neighborhood are exempt from this policy but must comply with the Alcohol policy.

## Gatherings with Alcohol

See the [Alcohol](#) policy for additional information.

## Noise

### *Quiet & Courtesy Hours*

It is impossible to set specific standards regarding levels of noise in a residence hall which will satisfy all residents. Individual levels of noise tolerance vary widely. The purpose of the residence halls is to offer

conditions which permit reasonable order for study and sleep. Quiet hours are in effect from 7pm until 7am, Sunday through Thursday, and midnight until 10am, Friday and Saturday. During these hours, residents must cease all activities that might disturb study or sleep. Radios, televisions, etc., should be turned to low volume and other noisy activity curtailed. During reading and examination periods, quiet hours are in effect twenty-four (24) hours a day. Residents may vote to alter quiet hours, however, these alterations must be unanimous. Non-quiet hours are not "noisy" hours. "Courtesy" hours are in effect twenty-four (24) hours a day. Residents may not practice or play musical instruments, electronic or acoustic, in their rooms but must use designated music practice rooms for those activities.

The use of electric guitars, other amplified instruments, drums, and other instruments producing loud volume, is prohibited in campus residences. Because of their propensity to be heard and felt through solid materials, subwoofers in stereo speakers or other audio equipment are also prohibited.

#### *Music Practice Rooms*

Certain rooms in campus residences have been designated for use as music practice rooms. Due to their proximity to residential space, their use requires policies that preserve the quiet of the halls for the residents. Policies and specified times for the use of these spaces will be posted in each space. Except for University-supplied pianos, no amplified or percussion instruments are permitted. Unless otherwise approved, music practice rooms should only be used for their specified purpose and non-music related use may result in loss of use. Use of these rooms for music practice may be altered by Housing and Residential Experience, as needed.

#### *Sports*

Engaging in sports, games, or activities in the residence hall that are not appropriate indoors is also prohibited.

## Pets

Students are prohibited from having pets or keeping or providing for any animals on University property, including in University residences, except in the circumstances outlined in the [Assistance Animals](#) policy.

Additionally, visiting animals must be kept outdoors and leashed. Students who violate this policy are subject to corrective action through the University's accountability process, and will bear any costs associated with damage to or cleaning required in spaces where animals are found in violation of this policy. Fish may be kept in aquariums, but flesh-eating and dangerous fish (e.g., piranha) are prohibited.

## Fire Safety

Residents must abide by the fire safety practices and regulations listed below:

- Halogen lamps or light sources are prohibited in campus residences.
- Combustible materials may not be stored on the premises. This includes battery cells in devices prone to overheating or implosion.
- The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Use or storage of grills is prohibited on any balcony or patio, or in any residential facility.
- Motorcycles, mopeds, and other internal combustion machines may not be kept in University housing.
- The use, possession, or storage of electronic personal transportation vehicles (EPTVs), including scooters, bicycles, hoverboards, and similar devices, is prohibited inside all Vanderbilt buildings and facilities, including, but not limited to, residence halls, Greek houses, Student Centers, academic buildings, labs, and parking structures.
- Bicycles may not be stored in hallways, stairwells, or other common areas because they may block emergency egress. Non-electronic bicycles may be stored in student rooms.



- Candles, other devices that produce open flames, oil lamps, and incense, are prohibited in the residence halls, and subject to confiscation, whether or not they are lit at the time they are discovered. Exceptions for registered events sponsored by University departments may be made at the discretion of the Associate Dean for Housing and Residential Experience or designee.
- Walkways, stairs, and corridors must be kept clear at all times for emergency egress. Student property may not be stored in these areas.
- Heat producing appliances (coffee makers, electric kettles, slow-cookers, etc.) must be attended when turned on.
- Flammable materials (e.g., sheets, blankets, bandanas, scarves), may not be used to cover or obstruct light sources, heating/cooling sources, or fire-safety fixtures.
- Cut trees, wreaths, and greenery (generally employed as seasonal decorations), are prohibited.
- Installation of elaborate door decorations is limited to a specified period of time—set by appropriate administrators—and may not remain overnight.
- Decorations on the exterior of room doors may not exceed 150 square inches, total, of surface area.
- The University's smoke-free campus policy limits smoking to designated [outdoor areas](#). Extinguishing or disposing of smoking materials by any means other than the urns provided is prohibited.
- Access to windows and doors must be kept clear for emergency egress.
- Emergency exits may be used by residents or guests only for emergency exit or exit during drills. Other use is prohibited.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Additionally, the following are prohibited and will likely result in corrective action through the University's accountability process, which action may include possible suspension from the University or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified:
  - Tampering with door alarms, fire extinguishers, sprinkler heads, water flow or other control valves and other fire-safety equipment,
  - Tampering with smoke detectors, emergency phones, building access systems, elevator systems, surveillance cameras or other safety and security equipment,
  - Tube lights and string lights, except that string lights may be used under the following conditions: string lights must be UL approved and in good condition. The lights may be used only in individual rooms and not in common areas. The lights may not be suspended from ceilings, sprinkler heads, or overhead piping, and the adhesive backing available with some such lights may not be used. No more than three strands of such lights may be strung together, and must be plugged directly into an outlet or into a surge protector that is plugged directly into an outlet.
  - Items suspended from the ceilings, sprinkler heads, overhead piping, or on or near water pipes,
  - Use or possession of fireworks,
  - Disabling fire alarm systems,
  - Arson or igniting fires of any kind—anywhere on campus—except for the purpose of cooking on a grill in accordance with University policies regulations and applicable statutes,
  - Tampering with or damaging fire-exit lights, signs, horns, strobes or other notification devices,
  - Tampering with or obstructing emergency-exit doors.

## General Safety

Residents must abide by the safety and security practices and regulations listed below:

- Nothing may be hung or thrown from windows. Objects may not be placed on window ledges or on roofs.
- Tampering with card access readers is prohibited.
- Covering or tampering with cameras is prohibited.
- Removing window or door screens is prohibited.
- Propping open emergency exits or any door controlled by card access readers is prohibited.

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

resident advisers or the Vanderbilt University Police Department. Periodically, officers from the Vanderbilt University Police Department may enter campus residences, Greek houses, and other campus facilities to assess their safety, security, and compliance with University policies.

## Student Organization Administration

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Contributing to the University's mission of teaching and learning, student engagement opportunities help build a community in which students may develop not only as scholars, but also as well-rounded individuals. Engagement in co-curricular endeavors provides a balance of challenge and support designed to enhance students' intellectual and personal development. Participation aids students in becoming ethical, responsible, and self-disciplined leaders; challenged to develop an appreciation for civility and diversity; prepared for community leadership and citizenship; and supported in an environment that embraces discourse and the exchange of ideas.

Students receive advising in their student organization roles in areas such as organizational behavior, financial management, ethical decision-making, accountability, and recruitment/retention. Finally, through opportunities to become engaged in the community, students celebrate their own, and each other's contributions to University life and the larger community.

Co-curricular engagement, as noted above, is meant to complement the academic experience. Participation in student organization events does not justify a student's missing a class, assignment, or test. Only the course instructor may, in their discretion, choose to authorize, and offer alternatives for, missed classes, assignments, tests, etc.>

## Organizational Activity

Organizational Activity is considered any activity, on- or off-campus, planned, sponsored, hosted, promoted, or funded by an organization recognized by Vanderbilt or any activity a reasonable person would associate with the organization or its members acting in their membership capacity. Organizational Activity is not defined by the number of members engaging in the activity. Organizational Activity that violates University policy is subject to corrective action through the University's accountability system.

1. "Planned" includes, but is not limited to, primarily contributing to decisions regarding location, decoration, timing, or other execution of the activity.
2. "Sponsored" includes, but is not limited to, partnering with another Registered Student Organization, University department, business or promoter to execute an event, or providing funds to reduce or eliminate the cost of an event
3. "Hosted" includes, but is not limited to, reserving space or using an off-campus space owned or controlled by members of the organization for an activity that involves guests.
4. "Promoted" includes, but is not limited to, communicating via any form of social media, app (e.g. GroupMe), print materials, or deliberate campaigning to advertise or market an event or to invite or otherwise encourage people to participate.
5. "Funded" includes, but is not limited to, making payments from organization dues, an organization bank account, a collection of funds from organization members, or payments made by an individual member or relative on behalf of the individual member.

## Organizational Oversight

The University has sole discretion for approving Organizational Activity as well as interpreting policies and procedures that effect organizations, including, but not limited to, determining appropriate accountability action for an organization and/or individual members.

### Application of University Policies to Organizations

All University policies, including those in the [Student Behavior Policies](#) apply to Organizational Activity.

### Application of University Policies to Members by the Organization

Registered Student Organizations may not adjudicate violations of University policy. An organization should, instead, hold members accountable to its bylaws, constitution, and/or national policies in accordance with its internal procedures. Organizations should not copy--regardless of citation or paraphrase--any University policy language into its bylaws or constitution.

### Investigations into Organizational Activity

Student organizations must disclose when national organizations or outside parties are investigating their organization or its member(s) for wrongdoing. Organizations have an affirmative duty to disclose; should the organization not disclose, it may face sanctions up to and including loss of recognition.

## Organizational Expression

As Registered Student Organizations are student led, the opinions they express are not necessarily those of the University or the student body.

## Registration & Recognition

### Registration Categories

The University has three categories of registrants: Greek Organizations, Vanderbilt Student Communications, Inc., and Registered Student Organizations.

#### *Greek Organizations*

Greek Organizations are a type of Registered Student Organization. The Interfraternity Council (IFC) and Panhellenic Council administer the recruitment programs for their member groups while the National Pan-Hellenic Councils (NPHC) and Intercultural Greek (IGC) organizations each administer their own recruitment programs. The IFC, Panhellenic Council, IGC, and NPHC set a minimum academic requirement to join a Greek organization; however, most chapters have higher academic standards. To be eligible for fraternity or sorority membership, students must have carried and passed twelve semester hours.

Proposals for the establishment of additional fraternities and sororities may be made to, or initiated by, members of the Interfraternity, National Pan-Hellenic, Intercultural Greek, or Panhellenic Councils. If approved by the appropriate council, the proposal will be forwarded to Greek Life for consideration. Upon the recommendations of the councils, Greek Life, and the Vice Provost and Dean of Students or designee, the University may invite a national organization to start a new fraternity or sorority chapter at Vanderbilt.

#### *Vanderbilt Student Communications, Incorporated (VSC)*

Student produced media for general distribution to the University community or to persons outside the membership of a student organization and publications funded directly by the Student Services Fee are under the exclusive authority of Vanderbilt Student Communications, Incorporated.

Vanderbilt Student Communications, Incorporated (VSC), is a nonprofit corporation, affiliated with the University, which publishes and/or supervises various student media outlets.

#### *Registered Student Organizations*

Student Organizations, Leadership and Service (SOLS) registers undergraduate and graduate/professional student organizations within the Vanderbilt community. Registered Student Organizations must register annually, and registration expires after the third week of the semester for organizations that fail to re-register, or that are unsuccessful in completing the registration process. All organizations must have a current membership roster and constitution and/or bylaws on file in Anchor Link.

### Registration Eligibility

To be eligible for registration, an organization must:

- be organized and run by officers who are enrolled Vanderbilt students;
- have at least one full-time, permanent, Vanderbilt faculty or staff member as its adviser;
- maintain all funds on deposit in an account of good standing through Finance and follow appropriate accounting procedures (Special conditions apply to fraternities, sororities, and Vanderbilt Student Communications divisions);
- be funded by its members, an external body or the University;
- limit its voting membership to Vanderbilt students;
- have purposes that do not overlap significantly with those of any other registered organization as determined by SOLS or a SOLS designee; and
- have approval from the appropriate University office, department, or governing body, if applicable. For example:
  - Club sports, which includes any group that requires the use of University recreational facilities and/or requires the expertise of University recreational personnel to operate, must have approval from the David Williams II Recreation and Wellness Center.
  - Religious groups must have approval from the Center for Spiritual and Religious Life.
  - Greek-letter social organizations require membership in the Interfraternity, Panhellenic, Intercultural Greek, or National Pan-Hellenic Councils, which have governing responsibilities and accountability authority over their member groups.

### Registration Requirements

The following is required for Registered Student Organizations seeking to remain active at the University; the required materials should be submitted during the annual RSO Registration/Re-registration in Anchor Link:

- Annual submission of submission of an updated constitution or bylaws, which includes, at a minimum, a mission/purpose statement, descriptions of officers/leaders and their duties, method for election of officers/leaders, and a process for removing leaders from positions and members from the organization.
- Submission of any organizational logos used for social media, Anchor Link, print or promotional material.
- Submission of a copy of the organization's insurance contract to the University for record keeping (only applicable for those organizations carrying insurance coverage).
- Affirmation of compliance with the University's nondiscrimination policy. Registered Student Organizations must be open to all Vanderbilt students as members and must permit all members in good standing to seek leadership opportunities and position. Single-sex organizations are permissible to the extent allowed under Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681. Inquiries or complaints should be directed to Equal Opportunity and Access.
- Affirmation that the organization will conduct their activities in accordance with all University policies and federal, state, and local laws.

Detailed information regarding organization registration may be found on the [SOLS website](#).

### Privileges of Registration

Through established policies and procedures, Registered Student Organizations are entitled to the following privileges:

- Use of the official Registered Student Organization mark, which incorporates the Vanderbilt University logo, official University spirit marks, and the name "Vanderbilt University," or titles indicating institutional affiliation, such as "Black and Gold," "VU," or "Commodore," for purposes generally consistent with the organizations' purposes and their usual activities or to identify themselves as campus groups (See [Marketing and Communications](#) for more information).
- Financial support from the University (Student Organization Funding, and other sources when available)
- Use of University facilities for conducting regular business. Student organizations are prohibited from establishing offices, social spaces, or living quarters, off-campus.
- Use of University meeting rooms and facilities at no charge or at a reduced rate.
- Use of University electronic resources (e.g., Anchor Link, listservs, University-hosted website), and member subscription to the student leader listservs maintained by SOLS.
- Use of common space and storage space allocated for Registered Student Organizations.
- Opportunity to solicit funds from, or make sales to, members of the University community on campus.

- Participation in the annual Student Involvement Fair and other programs promoting participation hosted by the University.
- Opportunity to advertise and promote the organization and its purposes on campus, and to advertise in Student Affairs-supported publications and other media.
- Ability to publish events on Anchor Link and in the University Events Calendar.

#### Suspended, Expelled, or Otherwise Unrecognized Organizations

Organizations no longer recognized or who never sought recognition by the University—whether suspended, expelled, disaffiliated, or otherwise—do not retain any of the privileges of a recognized organization. Loss of privileges includes, but is not limited to, the following:

- Using the “Vanderbilt University” names, authorized logos, and spirit marks in communications, social media handles, swag, or any other expression;
- Using University space for organizational functions;
- Participation in any recruitment or involvement events; and
- Financial, advising, or any other University support.

Additionally, action may be taken by the University at its discretion to protect the safety and wellbeing of the campus; such acts may include, but are not limited to:

- Barring the organization from campus;
- Providing communications to parent, students, and others regarding the unrecognized status;
- Listing the organization on University websites as unrecognized;
- Holding individual students within the unrecognized organization personally responsible for misconduct stemming from Organizational Activity via the student accountability process;
- Barring or removing students participating in the unrecognized organization from University leadership positions; and
- Replacing the organization with an equivalent option that is recognized by the University.
- For organizations whose recognition is suspended, the terms of the suspension will outline the return process. For organizations that voluntarily withdraw from or never seek recognition by the University and have a national governing body, the national group will not be considered for recognition unless it demonstrates to the University’s satisfaction that it has ended any relationship (i.e., revoking charters, suspending/expelling members, etc.) with the unrecognized organization.

#### Participation Eligibility

To be eligible for membership in any Registered Student Organization, or to act as a representative of Vanderbilt in any public exercise, an individual must be an enrolled student of the University (excluding non-degree seeking students who are minors). A student on academic or disciplinary probation or who fails to maintain a cumulative 2.0 grade point average may not hold a leadership position, including (but not limited to) Admissions Tour Guide, VUceptor, Resident Adviser, or president (or comparable position) of a Registered Student Organization or Vanderbilt Student Communications division.

Registered Student Organizations, governing bodies, or University departments may set eligibility standards or requirements for membership or leadership that exceed these minimum standards, as long as such eligibility standards comply with the University’s nondiscrimination policy. Additionally, Registered Student Organizations may take action to remove or restrict a member’s participation in the organization in accordance with the organization’s constitution or bylaws.

Requests for exception or waiver of eligibility requirements should be made to the Vice Provost and Dean of Students with the recommendation of the appropriate governing body, if applicable.

If a student’s participation in co-curricular endeavors threatens academic performance, the University may counsel the student about the scope of the activities. In addition, restrictions may be placed on a student’s participation in University co-curricular activities for the duration of an accountability sanction.

## Advisers and Student Affairs Liaisons

Registered Student Organizations are required to have an adviser who is employed by Vanderbilt University. Advisers provide holistic development for student organization members through experiential learning opportunities, advocate for the mission and vision of the organization, and counsel officers and members regarding their responsibilities. The Adviser is expected to be aware of the financial status of the organization to help ensure that the organization remains solvent. Advisers do not have the authority to prohibit the expression of editorial opinion by a campus publication. A more detailed listing of guidelines and requirements may be found on the SOLS [website](#). SOLS may require a student organization with high needs of support to be directly advised by a University office. Students may request through SOLS to be advised by a University office they feel will provide them better support to accomplish their mission. Advisers will help student leaders plan and manage the programmatic, financial, and logistical operations of their student organization. Student Affairs Liaisons will provide additional support in assisting student organizations with guidance on how to complete operational duties. Student Affairs Liaisons are required to attend training on, among other things, Vanderbilt's financial system, policies and procedures (including Protection of Minors), travel, reimbursement, and the re-registration process. Student Affairs Liaisons may be asked to temporarily fill the role of an adviser to support a student organization in their absence.

Advisers have the authority to request that the organization they support be frozen (temporarily not able to reserve space or use financial resources) or inactive (removed from AnchorLink as well as not able to reserve space or use financial resources) by SOLS during a period of time where there are internal issues that need to be resolved.

## Governance

### Graduate & Professional Students

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

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

**Vanderbilt Bar Association.** Membership comprises students of the Law School who are directed by a Board of Governors elected by the classes.

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

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

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

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

**Peabody Professional and Graduate Student Association (PPGSA).** Membership comprises diverse student representatives from all Peabody graduate and professional departments and programs.

### Undergraduate

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

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

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

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

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

**Vanderbilt Student Government.** Vanderbilt Student Government (VSG) represents student interests, concerns, and aspirations, to the faculty and administration. In addition, the organization sponsors and coordinates activities and programs promoting student involvement and interaction with faculty. Student interests are addressed through the executive, legislative, and judicial branches of the organization. The Senate comprises elected students representing the four undergraduate schools and the residence halls.

In accordance with University policies, the purpose of the Vanderbilt Student Government is as follows:

- to provide a means whereby undergraduates may effectively express their views and interests to other components of the University and to the outside community in matters which affect their social, cultural, physical, and academic welfare;
- to stimulate effective student organizations and to coordinate their activities for the benefit of the Vanderbilt community; and, to provide for the development and coordination of activities and services beneficial to Vanderbilt students and the University community;
- to serve as a liaison between students and the University; and,
- to maintain effective student representation and participation in the decision-making process of the University.

## Campus Funding

### Student Organization Funding

The Student Organization Funding Committees are representative student groups tasked with allocating funding to student organizations. Vanderbilt Student Government (VSG) appoints co-chairs who oversee an application process to select committee members from the undergraduate student population. The Graduate Student Council (GSC) appoints co-chairs for the graduate/professional committee and the governing councils of the professional schools each appoint one representative as committee members. On an annual basis, the Student Organization Funding Committees recommend to the Vice Provost and Dean of Students allocations for Registered Student Organizations that sponsor programs, projects, and services that benefit the students who have paid the Student Services Fee. Applications for a regular allocation for funding in the subsequent academic year are available—and due—according to the schedule announced annually by the Student Organization Funding Committees.

In general, programs must demonstrate a wide campus appeal or need and/or build community on campus, be available to all students, be free of charge or provided at a reduced rate for students, align with an organization's mission, and must enhance the overall educational, social, or cultural climate. In order to maintain events at a reduced rate for students, student organizations that receive Student Organization Funding may charge no more than \$5 to members of the campus community (students, faculty, and staff) for event attendance, with the exception of Rites of Spring, Commodore Quake, and Lights on the Lawn. In addition, no more than \$3,000 of a student organization's Student Organization Funding allocation may be used for purposes internal to the organization, such as retreats, t-shirts or other similar items. Exceptions to these restrictions may be made with approval from the Vice Provost and Dean of Students or designee.

Only Registered Student Organizations and their respective programs are eligible for Student Organization Funding allocations. Student organizations are encouraged to fully spend their allocated amount consistent



with how they indicated they would use their funds in their application. The awarded amount of Student Organization Funds will be uploaded into the student organization's financial account via Anchor Link during the Fall semester. Student Organization Funds will not roll over to the following year, and any adjusted funding will be reallocated to other student priorities. Revenue above the Student Organization Funds allocated amount will remain in the student organization's account, including fundraising, donations, ticket sales and any other external revenue. Registered Student Organizations that are inactive will be closed after three years of inactivity, and the monetary balance will be reallocated to support other student priorities.

Further, funds allocated through the Student Organization Funding Committee's recommendation process are subject to some restrictions on their use. More information on student organization eligibility and programming restrictions for Student Organization Funding allocations, may be found on the SOLS [website](#).

#### The Registered Student Organization Contingency Fund

The fund provides limited support for new Registered Student Organizations that were not eligible to participate in the annual Student Organization Fund allocation process, and for established organizations with new initiatives or unexpected circumstances. The application form is available in the Forms section on the Student Organization Funding Committee Anchor Link page.

#### Co-Sponsorships

Student organizations should prepare their budgets to meet their annual needs, and participate in the annual Student Organization Funding Committee allocation process. However, there may be times when new organizations form after the process has been concluded, when a new initiative arises, or when an unanticipated opportunity presents itself. Registered Student Organizations seeking co-sponsorships for programs or events have several options.

Vanderbilt Student Government also administers co-sponsorship funding, the application for which may also be found in the Forms section of the VSG Anchor Link page.

Student Affairs has no central funding for co-sponsorships, but a number of its component departments do maintain limited co-sponsorship budgets. .

Please note that student organizations may not approach offices outside the scope of the Student Affairs, more than one department within the Student Affairs operation, academic departments, or other programs, services, and centers across the University, for financial co-sponsorships. Students who believe that a particular department or office might be interested in its program initiative, or who wish to inquire whether a particular academic department routinely supports a particular organization, should consult either their own advisers or liaisons within Student Affairs or Student Organizations, Leadership and Service.

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

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

No approval is required for the sale of tickets for admission, or for the distribution of items for suggested donation for fund raising when raised funds are solely for the organization or its charity and are deposited into the organization's University account. Students must make arrangements with Student Centers to reserve a table or to sell tickets or distribute items.

Students must secure the approval of the Vice Provost and Dean of Students or designee in order to sell or deliver items door-to-door in campus residences.

Organizations wishing to sell event tickets using the Commodore Card must make arrangements with Student Centers, and must comply with the requirements for such sales. AudienceView may be used for ticket sales, only. There is no option for collecting donations on the Commodore Card.

Distribution of items for a suggested donation and other promotional activities must be conducted by members of the Registered Student Organization. No organization may sponsor the sale of goods or services to students on behalf of a non-Vanderbilt commercial enterprise, except where the sales activity provides a value-added service during a traditional Vanderbilt event, such as orientation, Homecoming, or Rites of Spring. Exceptions to this policy must be approved by the Vice Provost and Dean of Students or designee.

For information regarding other on-campus sources of funding, consult the Student Organizations [website](#).

### Auctions

Some Registered Student Organizations might choose to undertake auctions or silent auctions as an element of a fundraising event. In so doing, the sponsoring organization must ensure compliance with applicable statutes and University policy. Tobacco, alcohol, or promotional items for these products may not be used for auctions or any other fundraising activity. The Vice Provost and Dean of Students or designee may prohibit other items at the Dean or designee's discretion. Such items might include animals, gift cards or other items from adult entertainment establishments, etc.

The auction of services to other students, to faculty, staff, and other members of the Vanderbilt community is permitted within the following limitations:

- a. Only specific services may be offered (e.g., a car wash, the preparation of a meal). The offering of unspecified labor—for either a specific period of time, or an open-ended period—is prohibited.
- b. Offering services that require a license (haircuts, manicures, massages, etc.), is prohibited, as is the offering of services that are in violation of the law or University policy, and services that potentially endanger the health, safety, or well-being of students or others.
- c. The "auction" of individuals is prohibited, as is the auction of unspecified services of individuals.
- d. Advertising and promotional materials for service sales and auctions must list the services on offer.
- e. Advertising and promotional materials must provide the name of the organization(s) receiving the funds raised.

The Vice Provost and Dean of Students reserves the option of denying approval of, or cancelling, events whose arrangements fail to comply with the delineated limitations or which seek to circumvent their purpose.

## Off-Campus Fundraising

If an organization has exhausted sources of funding on campus, it may be possible to solicit funds from sources off campus. Funds can be obtained in several ways: through solicitation of parents and alumni, solicitation of area merchants and large corporations, and invitations for co-sponsorship or gifts in kind from businesses. Some off-campus fundraising is subject for approval through the Office of Annual Giving.

### Guidelines for Soliciting Parents and Alumni

The Office of Annual Giving holds access to limited historical records of Registered Student Organization membership, and may be able to provide a Registered Student Organization with mailing data of the organization's alumni. To obtain the mailing data (usually provided as a set of labels), a group may submit a request to Student Organizations, Leadership and Service to determine if there is a list of its organization's alumni. If approved, the mailing data will be provided. The Office of Annual Giving requires two week's notice to process requests, so student organizations should submit requests to Student Organizations, Leadership and Service at least four weeks in advance.

Provided mail and email lists are made available by the Office of Annual Giving for one-time use, only. Once the fundraising project is complete, or a list has been held for more than thirty days, the list is out of date and must be discarded. If after thirty days the project has not been completed, a new list must be requested. By statute, the University is required to update alumni, parent, and friend communications preferences (such as mail or email subscription drops), continually. Using an out-of-date list subjects the University to the risk of potential violation of statutes such as the CAN-SPAM Act.

Registered Student Organizations may obtain authorization to solicit funds from the parents of its membership by submitting the Fundraiser/Solicitation Form in Anchor Link. The proposal must include a statement of the purpose of the appeal, a sample of the solicitation mailing, and the proposed date of the appeal. Student Organizations, Leadership and Service will forward the proposal to the Office of Annual Giving for review.

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

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

Generally, student groups may acknowledge the assistance or contribution of co-sponsoring merchants or corporations in programs, banners, displays, or event memorabilia (party favors, T-shirts, caps, etc.), and the event website. Sponsorship is the passive listing of the name or logo of a sponsor tastefully displayed on a T-shirt, banner, or event website, or listed among sponsors in a program. (It is not intended to solicit business. It simply acknowledges the support for the team, the event, etc. Student Affairs does not endorse advertisements for off-campus businesses, such advertisements being those that are designed to bring more business to the off-campus concern.) Student groups may not permit co-sponsoring merchants or corporations to conduct sales or sales promotion, or distribute free samples in conjunction with any student organization program or event, unless the sales promotion activity provides a value-added service during a traditional Vanderbilt event, such as orientation, Homecoming, or Rites of Spring. Exceptions to this policy must be approved in advance by the Vice Provost and Dean of Students or designee.

As is the case with student organization and departmental co-sponsors, groups are strongly advised to develop a written co-sponsorship agreement with external co-sponsors. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the required signatures of all co-sponsoring parties. Sample agreements can be obtained from Student Organizations, Leadership and Service once co-sponsorship plans are approved. The sponsoring organization must instruct co-sponsoring agencies to send contributions to Gift Processing.

#### Grants and Foundations

Many private and corporate foundations and federal agencies have funds or grants available for organizations seeking funding for educational or service programs. Grant writing requires a great deal of research, but can yield positive results. The Office of Sponsored Research 615-322-2631 is a good resource for additional information.

## Charitable Solicitations

Registered Student Organizations may solicit the student body for charitable purposes. The following guidelines apply:

- Net funds remaining after expenses (if any) have been paid must be submitted to the charitable organization on whose behalf they were raised.
- Financial reports of expenses, income, donations, sales, and disbursements must be made available to Student Organizations, Leadership and Service, and the appropriate student governing body upon request.
- The collection of entry or admission fees for events such as fun runs and walks, fundraising performances or concerts, etc., is allowable, as are drawings for door prizes awarded to individuals present, but entry fees—and cash awards for—events that involve an element of chance such as a raffle, a card tournament, a “rubber duck drop,” or a casino night, are prohibited by both University policy and government statutes.
- Organizations may solicit using Vanderbilt in their names if they comply with these policies.

Students should be aware that although policy does not prohibit them from sending charitable solicitations to faculty and staff, persons on the University payroll may run afoul of University policy should they forward those solicitations to their colleagues.

Violations of these policies will subject the organization and the officers of the organization to corrective action by Student Accountability, Community Standards and Academic Integrity and the student governing bodies with jurisdiction. The organization may also lose its registration.

Requests for exceptions to these guidelines should be made in writing to the Vice Provost and Dean of Students at least two weeks before the solicitation.

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

## Reservations and Event Registration

Student organizations are required to register all co-curricular programs and special events (meetings, concerts, lectures, etc.) that require a space reservation through EMS. Certain events are also required to be registered in Anchor Link. For more information on reservations and event registration, see the [Use of University Space](#) policy.

## Off-Campus Events

In keeping with the University's policy prohibiting student organizations from making contractual commitments (whether formal, understood, or implied), Registered Student Organizations, with the exception of Greek organizations, may not hold events at off-campus locations without the express approval of the appropriate Adviser and the completion of appropriate contractual documents approved by the Vice Provost and Dean of Students or designee. A number of Registered Student Organizations with oversight from their national organizations have secured exceptions from the Vice Provost and Dean of Students to this approval process. For authorized off-campus events, third-party (and, where applicable, licensed) vendors must be used for all services (i.e., security, identification checks, distribution of alcohol, etc.).

All RSOs, except for Greek organizations, planning to hold off-campus events must register their activities on Anchor Link if they meet certain criteria. This ensures the safety of participants and proper procedures are followed.

### General Registration Requirements

Student organizations must register their off-campus events, including service, if they:

- Partner with an external organization
- Include Minors
- Include Overnight Stays
- Require significant travel
- Involve legal implications
- Use Student Organization Funding for any purpose (e.g. Lyft codes, travel expenses, programming)

All Registered Student Organizations, with the exception of Greek organizations, that are traveling, including domestic and international, must also complete all steps outlined on the [Registered Student Organization Travel Policies](#) page.

## Showing of Films

Registered Student Organizations may order films to show on campus. The motion picture titles shown on the Vanderbilt campus must be cleared by the distributors for public performance exhibition. This means that

Vanderbilt must have the legal right to show titles before groups of students, faculty, and their friends on campus. The "home use" versions of these same titles, obtained from video stores, etc., are not cleared by the distributors for public performance use by the University, because proper licensing fees to the copyright owners have not been paid for such use. Films, videos, DVDs, or streaming media may not be shown to dorm audiences, clubs, fraternities, sororities, or other organizations, without first obtaining a public performance license. Student Centers, 615-322-2448, can provide additional information. Information about the sale of printed statements, etc., and the display of posters can be found in the [Marketing & Communications](#) policy of the Student Handbook. Campus organizations sponsoring film showing events featuring controversial persons or views are responsible for providing for the safety and well-being of their guests. Arrangements that fulfill this responsibility must be made through the office of Student Centers.

## Religious Activity

The Center for Spiritual and Religious Life coordinates religious activities. Student religious groups, after being registered by Student Organizations, Leadership and Service, will be assisted by the Center for Spiritual and Religious Life in fulfilling their aims insofar as these are consistent with other University policies.

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

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

### *Code of Behavior for Religious Groups*

The element of personal development, as mentioned above has been given expression in the establishment of the [Center for Spiritual and Religious Life](#), in the recognition of qualified affiliated religious professionals from off-campus organizations, and in the registration of student religious groups whose goals are in keeping with those of the University. The purposes of the University are harmonious with the purposes of addressing issues of religion, values, ethics, and morality of life; in helping members of the University community to articulate a personal philosophy of life, and in understanding the interactions of faith, intellectual inquiry, and social responsibility as bases for finding and affirming meaning and satisfaction in life.

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

1. understand their own faiths and the faiths of others;
2. examine and affirm a personal faith or life philosophy;
3. express these faiths and philosophies through association with others, through opportunities for worship, study, and service, and by engaging Vanderbilt's religious pluralism through interfaith cooperation and dialogue;
4. examine the relation of their faith or life philosophy to current moral, ethical, and social issues and to various academic disciplines and professional and vocational fields.

These goals will be met by the University in a non-sectarian manner, and the University expects all religious groups on campus to give evidence of tolerance, fairness, and respect for the religious, spiritual, and secular viewpoints represented at the University, to respect the non-sectarian nature of the University, and to uphold the University's commitment to creating a diverse and pluralistic community on campus.

The University expects that all religious groups which are affiliated, recognized, or registered, respectively, will conduct their affairs so that their policies, programs, and personal actions are in accordance with University catalogs, handbooks, and manuals, such as the Student Handbook, and the [Faculty Manual](#). In particular, the University expects all religious groups to abide strictly by solicitation guidelines and with the provision that student groups must be led by full-time Vanderbilt students. The University also expects that all such religious groups on campus will conduct their affairs in such a manner that no one will be intimidated or coerced and that participants in any group may freely express their beliefs and values. The University requires all Registered Student Organizations to comply with the University's Non-Discrimination Statement.

The University reserves the right to make other regulations as necessary, without notice, to secure maximum freedom, comfort, safety, and convenience for all. Violations of this code of behavior will be addressed through the University's accountability process, the Center for Spiritual and Religious Life, and/or Title IX and Equal Opportunity and Access.

## Enrollment and Financial Matters

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The following section governs enrollment and financial practices of the University.

### Address and Name Change

Students are required to inform either the Office of the University Registrar, or the offices of academic services within their respective schools, of any changes in their University or home addresses. Official notifications from the University will be sent to the address listed with the Office of the University Registrar. Student addresses and phone numbers may be updated by logging in to YES ([Your Enrollment Services](#)) and selecting the Personal Information link.

Students who wish to change any part of their names as they appear in the student information system must provide official documentation supporting the requested change to the Office of University Registrar. More information on name changes may be found on the [Office of the University Registrar's website](#).

### Fees, Student Services & Student Health

Students are assessed the Student Services Fee and the Student Health Fee, which are set by the Vanderbilt Board of Trust and billed through the Office of Student Accounts. These fees are mandatory and cannot be removed or waived. The Student Services Fee and Student Health Fee are determined during the spring semester and posted accordingly to the Office of Student Accounts website.

Some students may receive scholarships or awards that pay all or a portion of their tuition and fees. The terms and conditions of these awards vary, and it is each student's responsibility to understand the awards' cost coverage. Any portion of tuition and/or fees not covered by an award remains the student's financial responsibility.

The Student Services Fee provides financial support, based on the University's needs, for student co-curricular interests, organizations, events, and programs, as well as student support services and resources. The Student Health Fee provides financial support for the Student Care Network, the holistic network of services and resources pertaining to health and wellness available to Vanderbilt University students, and the Project Safe Center for Sexual Misconduct Prevention and Response. Students also have access to a wide range of additional on-campus and community resources, including telehealth services, through the Student Care Network. Additional services and resources are designated each academic year to best meet the needs of the University in serving and supporting students at that time.



## Financial Responsibility

Tuition, fees, and all charges associated with the beginning of each semester are due and payable in full at the beginning of each term. The payment deadline for fall 2024 is August 31; for spring 2025, the payment deadline is December 31. If a student adds courses after the initial billing period, it is the student's responsibility to inquire of the Office of Student Accounts for due dates and amounts due in order to avoid holds and/or late payment penalties. Unless a student's account is paid on time, a 1.5% late fee (minimum \$5) will be charged to the student's account. In addition, YES (Your Enrollment System) and Commodore Cash may be suspended. Payment options can be found on the [Office of Student Accounts](#) website.

All Vanderbilt University students are required to acknowledge the terms and conditions of the online Student Account Agreement when logging into the YES portal. The acceptance of these terms and conditions is mandatory and will be required on an annual basis. Failure to agree to these terms will prevent access to the YES landing page. Once the terms have been accepted, a copy of the most recently accepted form will be available for viewing and printing within the YES portal. These terms and conditions should be read carefully.

[A Guarantor Authorization and Debt Repayment Agreement](#) allows Vanderbilt University to release pertinent financial information to the guarantor(s) listed on the form (usually the student's parents). Without proper signatures, no financial information can be disclosed to anyone other than the student. This form can be found by following the link, above, or at the [Office of Student Accounts website](#).

## Identification Card

The Commodore Card is the official identification credential for the University. All students, whether full- or part- time, are required to have a valid identification card or mobile credential for any semester in which they are registered. The card is the property of the University, and if a student withdraws, it must be relinquished to the office of the dean of the school in which the student is enrolled. The Commodore Card is not transferable, and altering cards, sharing cards, or falsifying credentials, physically or digitally, is prohibited. Damaged cards should be replaced (for a fee) at Vanderbilt Card Services. Students provision their Commodore Card in a mobile wallet on Apple and Android devices. Undergraduate students may have one active contactless credential at any time (Apple iPhone plus Apple Watch are considered one). Abuse of the mobile credential may result in the student being withdrawn from the program and issued with a plastic contactless card (for a fee).

Students must comply with Vanderbilt Card Services' policy and requirements regarding photos provided for Commodore Card identification. Failure to comply with such regulations and requirements may result in the disabling of a card, and referral of non-compliant students to Student Accountability, Community Standards and Academic Integrity for corrective action.

In addition to using the Commodore Card for identification, students may use their credentials to access Commodore Cash debit spending funds, to make use of their VU Meal Plan, to gain admission to campus buildings such as residence halls, academic buildings, libraries, athletic events and the David Williams II Recreation and Wellness Center, and to gain admission or record attendance at events across the campus.

Many on-campus and off-campus locations accept the Commodore Card as a method of payment, including dining locations, the Vanderbilt Bookstore, Varsity Markets, vending, VUprint stations and copy machines, Sarratt Ticket Office, the campus post office, athletics concessions, Outdoor Recreation Center and restaurants participating in the Taste of Nashville program. For information on funding your Commodore Cash debit spending account, visit the [Commodore Card](#) website.

To ensure that Commodore Cash debit spending funds and access privileges can be protected, students must report lost cards as soon as possible either to Vanderbilt Card Services during business hours, online, or in the GET app. Lost cards may also be reported to the Vanderbilt University Police Department at 615-322-2745.



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

The Commodore Card is nontransferable and restricted to use by the person whose name and picture are on the credential. Cardholders may not lend their cards or mobile devices to anyone or ask anyone to purchase items for them with their credentials. Violation of this policy may result in the disabling of credentials and in corrective action through the University's accountability process. Commodore Card account information will be released only to the cardholder or to the guarantor of the student account, who has been identified as such by the student on documents filed with Student Accounts.

The University has deployed for voluntary use by University community members biometric identification systems to increase security and control access to certain campus facilities and to facilitate meal plan/debit transactions linked to the Commodore Card. If a student chooses to make use of this technology, the student will need to affirmatively consent to such use and provide "Biometric Identifiers" potentially including a fingerprint, or hand or face geometry scan at a collection reader. The technology will use this "Biometric Information" to create a key based on a series of data points across the student's face or fingerprint and securely store this key on Vanderbilt servers only for use with the biometric identification system. The University recognizes the sensitivity of Biometric Information and takes seriously its obligations to maintain the confidentiality and protect the security of Biometric Information.

The University will permanently destroy an individual's Biometric Information retained by Vanderbilt within six (6) months of when the initial purpose for collecting or obtaining such Biometric Information has been satisfied, such as: a. The student graduates or otherwise leaves the University; b. the student affirmatively revokes consent to use the Biometric Identifiers; or c. The University no longer uses the Biometric Information. In certain circumstances, the University may need to keep a single back-up copy of the data for audit and compliance purposes beyond the six (6) month retention schedule.

#### *Family Identification Card*

Upon payment of a \$25 fee, the spouse or domestic partner of a full-time international student (undergraduate, graduate, or professional) may obtain a family identification card from Vanderbilt Card Services by presenting proof of marriage (or proof of domestic partner status for international students). The student's spouse or partner must accompany the individual applying for the card and each must show current photo identification. When properly validated upon payment of the appropriate fees, a family card will admit the family member to home football, basketball, and baseball games (on a seat-available basis), competitions in other sports, or libraries.

## Nonacademic Undergraduate Class Designation

Determination of a student's class for nonacademic purposes is usually based on the number of years the student has been in residence, regardless of the number of credit hours accumulated. A student in the first year of full-time study is classified as a first-year student for purposes of meal plans, parking privileges, running for campus office, etc., even if the student has achieved sophomore academic standing because of summer enrollment or advanced placement. Transfer students enrolled in an accelerated three-year graduation program are classified in consultation with the appropriate dean of their respective schools or colleges. Classification for room assignments in campus residences is determined by Housing and Residential Experience.

## Student Records (Family Educational Rights and Privacy Act)

### *Overview*

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

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the University Registrar written requests that identify the record(s) they wish to inspect. The Office of the University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Registrar does not maintain the records, the student will be directed to the University official to whom the request should be addressed.
2. The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her/their right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations where FERPA allows disclosure without the student's consent. These exceptions include, but are not limited to:
  - Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support-staff position (including University law enforcement personnel and health staff); contractors, consultants, and other outside service providers with whom the University has contracted; a member of the Board of Trust; or a student serving on an official University committee, such as the Honor Council, the Appellate Review Board, or a grievance committee, or assisting another school official in performing his/her/their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her/their professional responsibility.
  - Disclosure to parents if the student is a dependent for tax purposes.
  - Disclosure to appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
  - Disclosure to a parent or legal guardian of a student, information regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the University has determined that the student has committed a policy violation with respect to the use or possession and the student is under the age of 21 at the time of the disclosure to the parent/guardian.
  - Disclosure to comply with a judicial order or lawfully issued subpoena.
  - Disclosure to various authorized representatives of government entities (compliance with SEVIS, Solomon Amendment, etc.).

FERPA provides the University the ability to designate certain student information as "directory information." Vanderbilt has designated the following as directory information: the student's name, address, telephone number, e-mail address, student ID photos, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Any student who does not wish disclosure of directory information should notify the Office of the University Registrar in writing. Directory information may be made available to any person without the student's consent unless the student gives notice to the Office of the University Registrar. No element of directory information as defined above is released for students who request nondisclosure except as required by statute.

The request for nondisclosure does not apply to class rosters in online class management applications, or to residential rosters—or rosters of groups a student may join voluntarily—in online, co-curricular engagement applications, or rosters of other information on the websites of student organizations that a student may join. Neither class rosters in online class management applications, nor residential rosters in online co-curricular engagement applications, are available to the public. Students may configure their privacy settings in co-curricular engagement applications to further restrict availability of information in those applications.

Students who believe the University has failed to comply with FERPA may file complaints using the [Complaint Procedures](#) as outlined in the *Student Handbook*. If dissatisfied with the outcome of this procedure, students may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

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

## Refunds of Tuition and Residence Hall Charges

University policy for the refund of tuition and residence hall charges provides a percentage refund based on the dates of withdrawal and check-out from the residence. Students who withdraw officially or who are dismissed from the University for any reason may be entitled to a partial refund in accordance with the established schedule available on the Office of Student Accounts [website](#).

## Religious Holy Days and Practices

It is the policy of Vanderbilt to reasonably accommodate students so that they do not experience an adverse academic consequence when sincerely held religious beliefs or observances conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. It is incumbent on students who miss a class to catch up on any material discussed and assignments given during that class period.

Students who wish to request an academic accommodation for a religious observance should submit their request in writing directly to the instructor of the course well in advance of the absence, preferably at the beginning of the semester. Students and instructors who have questions or concerns about academic accommodations for religious observance or religious beliefs may contact [the Equal Opportunity and Access Office](#).

## Vanderbilt University Charitable Giving Policy

Registered Student Organizations that wish to engage in charitable giving must complete a [Charitable Contribution Form](#) for review and approval. Charitable contributions may only be made to non-profit entities with missions consistent with those of Vanderbilt University. Student Organization Funding allocations or funds provided to a student organization by the University may not be used for charitable contributions. Further, student organizations may not collect donations through platforms such as GoFundMe, Venmo, and similar type products as these must be connected to off-campus banking accounts and are prohibited.

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

## Vanderbilt Visions

Vanderbilt Visions is a first-semester, mandatory program of The Martha Rivers Ingram Commons. Following a common syllabus, faculty members and undergraduate peer mentors lead small groups of first-year students through weekly discussions of the Campus Reading as well as other topics related to addressing the academic, social, and cultural transitions students may experience during their first semester at Vanderbilt University. All first-year students must observe the attendance policy of Vanderbilt Visions. Failure to do so may result in corrective action through the University's accountability process.

# Safe & Orderly Operations

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The following policies allow for the safe and orderly operation of the University and its programs and services, though guarantee of a risk-free environment can be made.

## Aerial Devices

The University prohibits students from operating or using unmanned aerial devices (commonly called drones), on campus. Students seeking exceptions for the use of such devices in teaching or research may apply to the Provost's office. Students seeking exceptions for use of such devices for co-curricular purposes may seek approval from the Vice Provost and Dean of Students or designee.

## Alcohol

This section is broken into four subsections covering the following topics:

1. Immunity for Alcohol and Other Drug Overdose
2. General Expectations
3. Undergraduates and Events with Alcohol
4. Graduate and Professional Students and Events with Alcohol

Policies related to the individual use of alcohol and other drugs can be found in the *Student Handbook* under the [Behavior Related to Alcohol and Other Drugs](#) section. For additional regulatory compliance information related to the Drug Free Schools and Communities Act, see [Drug Free Campus](#) in the resources section.

### Immunity for Alcohol and Other Drug Overdose

It is in the best interest of students' welfare that persons who overdose or become intoxicated be brought to the attention of medical personnel. For that reason, it is University policy that a student seeking medical attention for intoxication or overdose may be eligible for immunity for the use or underage possession of alcohol or other drugs and the resulting overdose or intoxication, provided that the sole reason the student's intoxication or overdose was discovered by University officials was through the seeking of medical care by the affected student or by another student (excluding a student who serves as a Resident Adviser or is serving in another official role on behalf of the University at the time of the incident).

Immunity extends to individuals seeking help for another student. Students granted immunity by Student Accountability, Community Standards and Academic Integrity will be required to complete a course of evaluation, counseling and, where indicated, treatment. Failure to complete the prescribed course and/or treatment can result in the revocation of immunity.

Seeking emergency treatment for one who has overdosed or become intoxicated does not relieve a group or organization of responsibility for a violation of policy, such as providing alcohol to an underage person resulting in the intoxication for which emergency treatment is sought. However, the fact that a group or an organization sought help for an intoxicated student will be considered favorably in determining any sanction for policy violations.

### General Expectations

- Use of undergraduate organizational funding of any type to purchase alcohol is prohibited.
- The presence of alcohol at all undergraduate student organization recruitment events is prohibited.
- Student organizations, groups, individuals, students, faculty, and staff may not serve alcoholic beverages to undergraduate students, except by special authorization from the Vice Provost and Dean of Students or designee.
- Notices, posters, flyers, banners, social media posts, email invitations, etc., may not use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event except to advertise the event is bring-your-own-beverage (B.Y.O.B.).

## Undergraduates and Events with Alcohol

If an undergraduate student or student organization hosts an event, if an undergraduate student cosponsors an event with a graduate or professional student organization, or if undergraduates are invited or present at an event, and alcohol will be present at the event, the following policies apply for everyone in attendance.

Student organizations, their officers, and individual members may be subject to corrective action through the University's student accountability process if there are violations of the underage drinking law or University policies and regulations at their events. Exceptions to the below event management policies may be made at the discretion of the Vice Provost and Dean of Students or designee, including for campus-wide events such as Rites of Spring, Commodore Quake, and community tailgates.

### Registering On-Campus Events (not in the Residential Colleges or Halls)

- a. Events (on campus or off) at which alcohol will be available and undergraduates will be invited or present must be registered and approved in Anchor Link at least four weeks in advance of the event.
- b. Events with alcohol occurring prior to the start of classes, during reading days, and during final examinations for undergraduate students will generally not be approved. No first-year students are permitted to attend events where alcohol is present until five (5) weeks after the beginning of the fall semester, which will be deemed to begin on the official move-in day for first-year students.
- c. Events with alcohol may be registered in one of four ways:
  - i. **B.Y.O.B.** An event at which alcohol will be present on a "bring-your-own-beverage" or B.Y.O.B. basis. Undergraduate students who have reached the legal drinking age in the state of Tennessee (21 years old) may possess and consume alcoholic beverages at events registered and approved as B.Y.O.B. The beverage at B.Y.O.B. events (during which undergraduate students are present or invited) is limited to "beer," only, as defined by the Tennessee Code Annotated, Title 57, Chapter 5 (i.e., beer, ale, or other malt beverages, including hard seltzers, having an alcoholic content of not more than eight percent [8%] by weight); students and guests are prohibited from bringing liquor, wine, or any other alcoholic beverages to such events. The recommended quantity of authorized beverage for each event attendee over the legal drinking age is not more than three standard drink units (which is twelve [12] ounces for beer), with a maximum limit of six (6) standard drink units. No other alcohol is permitted at the event and glass bottles are prohibited. Unless an exception has been approved by the Vice Provost and Dean of Students or designee, all alcohol must be checked with a third-party bartender responsible for the distribution of the beverages throughout the event in accordance with the event management guidelines below. "B.Y.O.B.," as shorthand for "Bring Your Own Beverage," may be used on postings, etc., for events that have been registered B.Y.O.B. during the event registration process. Policies of the Student Centers prohibit B.Y.O.B. events, with the exception of events held at designated event spaces.
  - ii. *Sale of Alcohol.* With the authorization of the Vice Provost and Dean of Students, a sponsoring party may arrange for licensed vendors to sell alcohol. The sale of alcoholic beverages is prohibited on campus with the exception of occasions for which the Vice Provost and Dean of Students has approved the engagement of a licensed vendor. This prohibition includes the sale of tickets that can be traded for alcoholic beverages, or the sale of tickets or t-shirts required for entry into an event where alcohol is distributed at no additional cost, or any scheme masking the distribution of alcohol. If an event has been approved to include the sale of alcoholic beverages, arrangements must be made for a third-party vendor to sell alcohol. Staff of the student centers will assist student organizers of events in obtaining third-party vendors. The arrangements with the vendor must be reviewed and approved by the Vice Provost and Dean of Students. A contract with a vendor for the sale of alcohol may only be signed in accordance with the University's Delegation of Authority Policy. Student organizations or other event sponsors are prohibited from obtaining alcohol for resale by the vendor and are prohibited from receiving proceeds from the sale of alcohol. The quantity of provided beverages will be no more than three (3) standard drink units (which is 1.5 ounces of 80 proof liquor, 12 ounces of beer, and five ounces of wine).
  - iii. *Limited Open Bar.* With the authorization of the Vice Provost and Dean of Students or designee, a University department may arrange for Vanderbilt Catering & Events or a third-party licensed vendor to distribute alcohol at events where undergraduate students will be present. The expectation is that the quantity of provided beverage will be no more than three (3) standard drink units (which is 1.5 ounces of eighty (80) proof liquor, twelve [12] ounces for beer, and five [5] ounces for wine). Approval for this type of event will generally be granted for events at which the

primary audience includes alumni, families, or other external parties as well as Commencement related activities for graduating students over the age of 21. A University department can request authorization to host a limited open bar event with undergraduate students present by completing an [authorization request form](#).

- iv. *Religious*. Events of religious organizations or affiliated ministries, which employ exceptions to state law regarding the age requirement for consumption of alcohol, must be approved by the Vice Provost and Dean of Students using the [authorization request form](#). Such events must comply with all event management policies, except to the extent that compliance conflicts with an excepted religious practice.

### Managing On-Campus Events (not in the Residential Colleges or Halls)

The following event management policies apply to all events with alcohol at which undergraduate students will be invited or present:

- a. On an annual basis, organizers of events at which alcohol will be available must complete [Host Responsibility Training](#), through the [Center for Student Wellbeing](#) or its designee at least four weeks prior to its first event of the year.
- b. On an annual basis, organizers of events taking place in approved on campus locations (e.g. residential spaces, West End Neighborhood, Student Centers, etc.) at which alcohol will be available must complete event training.
- c. There must only be one entrance to an event. All members and guests must go through the designated entrance to be signed into the party.
- d. Security must be provided at all events at which alcohol will be consumed. Security arrangements for an event must be reviewed and approved by the Vice Provost and Dean of Students in advance of the event, where applicable.
- e. Sober monitors must be stationed throughout the event to ensure event management procedures are followed. The number of monitors is to be determined based on the size of the event and the space in which the event is held.
- f. Third-party security or third-party licensed bartenders must check official forms of identification and distribute wristbands to those attendees that are of legal drinking age.
- g. In order to be admitted to an on-campus event, attendees must present their Vanderbilt ID for verification and have their attendance tracked using the Anchor Link scanners. Any guests that are not Vanderbilt students are required to show an official form of identification and their name will be recorded alongside the Vanderbilt student with whom they are a guest. Hosts of events must ensure attendance is accurately tracked in Anchor Link or uploaded into Anchor Link following the event.
- h. The number of attendees at an event must not exceed the capacity limits of the designated space.
- i. All alcohol must be distributed from one location using a third-party bartender. For B.Y.O.B. events, a wristband tracking system must be used in accordance with the following guidelines:
  - i. Upon arrival at an event, all alcohol must be checked with a third-party bartender in exchange for a bar wristband. Sober monitors should assist security and third-party bartenders to ensure alcohol goes directly to the bar and does not subvert the check-in system. Sober monitors and third-party bartenders must maintain a numbered list (in accordance with each wristband) of all attendees who have checked in alcohol at the event. All alcohol must be tracked as it is received and distributed.
  - ii. Any individual bringing in alcohol must have their identification checked and be issued a 21+ wristband. Individuals who do not bring alcohol should not be issued 21+ wristbands, even if they are of age. In order to check out alcohol from the bar, all attendees checking out alcohol must have the bar wristband, in addition to the 21+ wristband.
  - iii. The third-party bartenders will operate at all times in accordance with their contractual obligations, company policies, and applicable laws and regulations, which includes declining to serve those who are already intoxicated.
  - iv. If an individual has checked in alcohol at the bar with the third-party bartender, it can only be checked back out for departure from the party 15 minutes prior to the conclusion of the event. Alcohol left at the bar at the conclusion of the party must be discarded.
  - v. Organizational members may not store alcohol in any space that could be accessed by guests.
- j. Open containers of alcoholic beverages should not be permitted to leave the event. Open containers cannot be brought into an event.

- k. Nonalcoholic beverages and food must be provided during the entire period that alcoholic beverages are available. Students organizing the event are responsible for providing nonalcoholic beverages and food.
- l. All events where alcohol is present should have signage reminding attendees that identification will be checked and only attendees over 21 years of age are permitted to consume alcohol.
- m. Individual student hosts or officers of an organization hosting an event are responsible for ensuring compliance with University policies and state and local law. If non-compliant, individual hosts, organizations and/or officers are subject to corrective action through the University's accountability process, and to prosecution by the state of Tennessee, and/or the Metropolitan Government of Nashville/Davidson County.

### Registering and Managing Gatherings in the Residential Colleges and Halls

The following event management policies apply to any gathering in a residential assignment of an undergraduate student at which alcohol will be present:

- a. The [Party Registration Form](#) is located in Anchor Link and must be submitted no later than 24 hours prior to the proposed event, or by 12pm on Friday (for weekend gatherings). The form is routed to the appropriate area coordinator for review and approval. Gatherings are permitted only in Carmichael College suites, Zeppos College suites, Rothschild College suites, Warren College suites, Moore College suites, E. Bronson Ingram College suites, Village at Vanderbilt, Mayfield Place, Chaffin Place, Morgan House, and Lewis House – except those in the West End Neighborhood. All gatherings must abide by all other University and residential policies (noise, alcohol, visitation, etc.).
- b. Events with alcohol occurring prior to the start of classes, during reading days, and during final examinations for undergraduate students will generally not be approved. No first-year students are permitted to attend events where alcohol is present until five (5) weeks after the beginning of the fall semester, which will be deemed to begin on the official move-in day for first-year students.
- c. A majority of the students assigned to the residence hall space must be of legal age to drink alcoholic beverages in order for alcohol to be present at an event in a residential space.
- d. On an annual basis, hosts of events at which alcohol will be available must complete [Host Responsibility Training](#) through the Center for Student Wellbeing at least three weeks prior to its first event of the year.
- e. Alcohol must be present on a "bring-your-own" or B.Y.O.B. basis, and hosts are not permitted to serve alcohol to guests.
- f. Identification must be checked by student hosts for those who bring alcohol to the event.
- g. Alcohol must be kept inside the apartment/suite with doors shut.
- h. Gatherings must be by invite only. Hosts are required to turn away interested persons who are not invited.
- i. No events are permitted to take place in residential spaces during quiet hours. (See "Quiet and Courtesy Hours" in the [Noise](#) section.)
- j. Nonalcoholic beverages and food must be provided during the entire period that alcoholic beverages are available. Students organizing the event are responsible for providing both nonalcoholic beverages and food.
- k. Residents of the host apartment/suite are responsible for ensuring compliance with University policies and state and local law. If non-compliant, all residents of the host apartment/suite are subject to corrective action through the University's accountability process, and to prosecution by the state of Tennessee, and/or the Metropolitan Government of Nashville/Davidson County.

### Graduate and Professional Students and Events with Alcohol

Graduate and professional students and organizations must register events (on or off campus) at which alcohol will be present with the office of the relevant school's dean and be approved in Anchor Link at least four weeks in advance of the event. The stipulations of event management below may be superseded by additional requirements of the facilities when an event occurs at a location other than the relevant school.

If an undergraduate student organization cosponsors an event with a graduate or professional student organization, or if undergraduates are invited or present at an event, the policies governing undergraduate events must be followed for everyone in attendance. In addition, graduate or professional student



organizations and their officers are subject to corrective action through the University's student accountability process if there are violations of the underage drinking law or University policies and regulations at their events.

### Registering On-Campus Events

Events with alcohol may be registered in one of four ways:

1. *B.Y.O.B.* An event at which alcohol will be present on a "bring-your-own-beverage" or B.Y.O.B. basis. Graduate and professional students who have reached the legal drinking age in the state of Tennessee (21 years old) may possess and consume alcoholic beverages at events registered and approved as B.Y.O.B. The beverage at B.Y.O.B. events (during which undergraduate students are present or invited) is limited to "beer," only, as defined by the Tennessee Code Annotated, Title 57, Chapter 5 (i.e., beer, ale, or other malt beverages, including hard seltzers, having an alcoholic content of not more than eight percent [8%] by weight); students and guests are prohibited from bringing liquor, wine, or any other alcoholic beverages to such events. The recommended quantity of authorized beverage for each event attendee over the legal drinking age is not more than three standard drink units (which is twelve [12] ounces for beer), with a maximum limit of six (6) standard drink units. No other alcohol is permitted at the event and glass bottles are prohibited. Unless an exception has been approved by the Vice Provost and Dean of Students or designee, all alcohol must be checked with a third-party bartender responsible for the distribution of the beverages throughout the event. "B.Y.O.B.," as shorthand for "Bring Your Own Beverage," may be used on postings, etc., for events that have been registered B.Y.O.B. during the event registration process. Policies of the Student Centers prohibit B.Y.O.B. events, with the exception of events held at designated event spaces.
2. *Sale of Alcohol.* With the authorization of the Vice Provost and Dean of Students, a sponsoring party may arrange for licensed vendors to sell alcohol. The sale of alcoholic beverages is prohibited on campus with the exception of occasions for which the Vice Provost and Dean of Students has approved the engagement of a licensed vendor. This prohibition includes the sale of tickets that can be traded for alcoholic beverages, or the sale of tickets or t-shirts required for entry into an event where alcohol is distributed at no additional cost, or any scheme masking the distribution of alcohol. If an event has been approved to include the sale of alcoholic beverages, arrangements must be made for a third-party vendor to sell alcohol. Staff of the student centers will assist student organizers of events in obtaining third-party vendors. The arrangements with the vendor must be reviewed and approved by the Vice Provost and Dean of Students. A contract with a vendor for the sale of alcohol may only be signed in accordance with the University's Delegation of Authority Policy. Student organizations or other event sponsors are prohibited from obtaining alcohol for resale by the vendor and are prohibited from receiving proceeds from the sale of alcohol. The quantity of provided beverages will be no more than three (3) standard drink units (which is 1.5 ounces of 80 proof liquor, 12 ounces of beer, and five ounces of wine).
3. *Beer & Wine Provided.* An event at which alcohol will be provided by the graduate or professional organization and served by student hosts. The beverages at these events hosted by graduate and professional student organizations are limited to beer and wine; liquor is prohibited. The recommended quantity of authorized beverage is not more than three (3) standard drink units (which is twelve [12] ounces for beer and five [5] ounces for wine), with a maximum required limit of six (6) standard drink units. Hosts and servers must not have consumed alcohol or other drugs prior to or during the event or their shift as a server. The practice of "self-serve" is prohibited.
4. *Limited Open Bar.* A University department or Graduate or Professional Registered Student Organization may arrange for Vanderbilt Catering & Events or a third-party licensed vendor to distribute alcohol—including liquor—at events where graduate and professional students will be present. The expectation is that the quantity of provided beverage will be no more than three (3) standard drink units (which is 1.5 ounces of eighty (80) proof liquor, twelve [12] ounces for beer, and five [5] ounces for wine). *Religious.* Events of religious organizations or affiliated ministries, which employ exceptions to state law regarding the age requirement for consumption of alcohol, must be approved by the Vice Provost and Dean of Students using the [authorization request form](#). Such events must comply with all event management policies, except to the extent that compliance conflicts with an excepted religious practice.

## Managing Events

The following event management policies apply to all graduate and professional student and student organization events with alcohol at which no undergraduate students will be invited or present:

- a. There must be designated primary host and at least one secondary host for every event. Hosts are responsible for implementing and enforcing all event management policies. Additional secondary hosts should be designated depending on the size and scope of the event.
- b. On an annual basis, hosts of events with alcohol or any student that will serve alcohol at an event must complete [Host Responsibility Training](#) through the Center for Student Wellbeing or its designee, at least four weeks prior to the first event of the year.
- c. Nonalcoholic beverages and food must be provided during the entire period that alcoholic beverages are available. Students organizing the event are responsible for providing both nonalcoholic beverages and food.
- d. Security must be provided at all events at which alcohol will be consumed. Security arrangements for an event must be reviewed and approved by the Vice Provost and Dean of Students or designee, where applicable, in advance of the event. Student hosts may serve as security depending on the size and scope of the event.
- e. Identification must be checked at all events where alcohol is present, either through security, student hosts, or third-party licensed bartenders.
- f. Alcohol must be kept in a regulated or secured space or area during all events where it is present, except at on campus events designated as B.Y.O.B. during which attendees must keep their alcohol with them at all times.
- g. The number of attendees admitted to an event must not exceed the capacity of the designated space.
- h. Individual student hosts or officers of an organization hosting an event are responsible for ensuring compliance with University policies and state and local law. If non-compliant, individual hosts, organizations and/or officers are subject to corrective action through the University's accountability process, and to prosecution by the state of Tennessee, and/or the Metropolitan Government of Nashville/Davidson County.
- i. All events where alcohol is present should have signage reminding attendees that identification will be checked and only attendees over 21 years of age are permitted to consume alcohol.

### Off-campus Events with Alcohol (applicable to all students)

Event management and risk mitigation tactics, as described above, should be implemented at all off-campus events where alcohol is served to ensure the safety and well-being of all attendees. Additionally, co-sponsorships by alcoholic beverage or tobacco brands or distributors, or "limited service restaurants" (bars) as defined by Tennessee statute TCA 57-4-102, are prohibited. Fundraising events—or "bar nights"—in "limited service restaurants" (bars)—as defined by Tennessee statute TCA 57-4-102—or at any location where money is collected at the door, or through any other arrangement, with an establishment involving financial transactions that circumvent the University's accounting system, are prohibited. In addition, co-sponsorships of any sort with—or from—a business or establishment with alcohol sales accounting for more than 50 percent of total business transactions ("bar" as defined by Tennessee statute TCA 57-4-102) are prohibited.

More information about policies that apply to off-campus events can be found in the [Off-Campus Events Section in the Student Organization Administration section](#).

## Assumption of Risk and Release of Claims

Vanderbilt University offers students opportunities to participate in both academic and co-curricular programs and activities. In exchange, and by enrolling in Vanderbilt University, students agree to assume the risk of participating in elective programs and activities. Students also agree to release Vanderbilt University and its officers, trustees, faculty, administrators, employees, representatives, and volunteers from any liability or claims of liability for negligence resulting in personal injury or property damage in connection with that participation. This assumption of risk and release of claims also applies to any travel to and from those

programs and activities and to participation in Registered Student Organizations. Students may be asked to complete and sign a separate, more comprehensive assumption of risk and release of claims document for certain activities or events.

## Athletic Events

### Fan Access Policy

The Southeastern Conference Fan Access Policy states: "In all sports, access to the competition area shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals, at all times. For the safety of participants and spectators alike, at no time before, during or after a contest shall spectators be permitted to enter the competition area." Students who violate this policy—including by rushing a court, field, or other competition areas—are subject to corrective action through the University's accountability process, and may be required to pay a fine. In addition, individuals who improperly enter the competition area may be expelled from the facility, arrested for trespassing, or lose future ticket privileges.

### Signs, Banners, and Artificial Noisemakers

Students may paint themselves, using the common names for Vanderbilt teams (e.g., Dores, Vandy, VU). Students wearing apparel, or who paint themselves, displaying abusive, offensive or obscene words or drawings – as determined by athletic department personnel – may be denied entry or required to change or remove the offense, consistent with rules applied by the athletics department to other spectators/members of the public. Students and/or Registered Student Organizations may submit banners to be displayed at the game to the appropriate athletic department official, prior to the game. Banners with obscene, offensive, or derogatory messages—as determined by athletic department personnel—will not be displayed. Efforts will be made to display all banners submitted and approved. Banners must be submitted to the athletic department at least 48 hours before a contest. Students are permitted to bring hand-held signs to athletic events provided that the signs meet the following guidelines:

1. The signs must be no larger than one piece of standard-size poster board (22" x 28");
2. Signs may not display abusive, offensive, or obscene words or drawings—as determined by athletic department personnel; and
3. Names of commercial products other than the official broadcast networks of the contest may not be mentioned on the sign.
4. Dry erase boards and the like are prohibited. Signs must be completed and approved by the designated member of the athletic department prior to the event, and may not be changed once approved.

Event staff has the discretionary authority to determine whether a sign meets the guidelines. Signs that do not meet these guidelines may be confiscated at any time during the event. Students in possession of a sign that does not meet the guidelines may be ejected from the contest if they refuse to comply with the policy stated above.

Artificial noisemakers (cowbells, vuvuzelas, inflatable balloon-stick clappers, etc.), are prohibited at any athletic event, with the exception of musical and percussive instruments used by official team bands in accordance with Southeastern Conference regulations.

The complete Vanderbilt Athletics Fan Code of Conduct is available on the Athletics [website](#). Where in conflict with this policy, the University's Freedom of Expression policy will be applied to actions of students participating in a protest, demonstration, or dissent.

## Battery Operated Mobility Devices

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices is prohibited inside all Vanderbilt buildings and facilities, including, but not limited to, residence halls, Greek houses, student centers, academic buildings, labs, and parking structures.

The possession, charging, or storage of personal or shared urban mobility devices, including dockless bicycles, electric bicycles, electric scooters, and similar devices is prohibited inside all Vanderbilt buildings, including, but not limited, residence halls, Greek houses, student centers, academic buildings, and labs.

Operators of such devices on University sidewalks must yield to pedestrians and must provide audible notice of their presence in close proximity to pedestrians.

## Emergency Contact Policy

Students are required to annually submit emergency contact information in [YES \(Your Enrollment Services\)](#) to be used by the University in the event of an emergency potentially impacting the health and safety of the student. Students must provide at least one emergency contact, including name, relationship, and primary phone number. The emergency contact for a minor under sixteen (16) years old must be someone who can consent to medical treatment such as a parent, legal guardian, foster parent, etc. The emergency contact information will be registered confidentially, and only authorized campus officials will have access to this information.

It is the student's responsibility to ensure that their emergency contact information is accurate and up to date at all times. Failure to provide emergency contact information will result in administrative holds being placed on the student's account, affecting course registration.

## Freedom of Expression

As an institution of higher learning dedicated to research, teaching, and service, Vanderbilt is firmly committed to institutional neutrality, academic freedom, and freedom of expression and will maintain the conditions of freedom of inquiry, thought, and discussion on campus. The education of Vanderbilt students is guided by the University's commitment to the principles of academic integrity, open communication and inquiry, nondiscrimination, and civility. Students are considered as partners in this endeavor and, while in a diverse community the views and ideas of its members will inevitably conflict at times, Vanderbilt expects students to be respectful of each other and to contribute in positive ways to an orderly and civil exchange of diverse ideas and opinions. Vanderbilt seeks to foster a sense of belonging for all students where they can feel welcome and as safe as possible in an environment dedicated to the critical discussion of complex and challenging ideas. Freedom of expression applies even when that expression directly challenges the beliefs and ideas of another and even when that expression may be deemed disagreeable or possibly even offensive. When an individual or group deems the ideas of others to be contrary to their own, the response should be to engage in discussion, debate, and mutually respectful dialogue. A core part of the University's mission is to provide opportunities for intellectual exchanges to take place. Such intellectual exchanges cannot take place when individuals disrupt campus operations, impede the free flow of vehicular or pedestrian traffic, violate University policies, engage in disorderly conduct, cause physical harm to person or property, or otherwise infringe on the rights of other members of the University community to access the University's spaces or educational programs and activities.

To foster such an environment, the following guidelines have been set for students, groups of students, and registered student organizations.

### Demonstrations, Dissents, Protests, Counterprotests, and Installations

- Definitions

- Demonstrations. Demonstrations are independent from any other event or activity occurring on campus. A Demonstration is different from a Protest in that the timing, location, and manner are not connected to a campus speaker, event, or activity, nor does it need to be for it to accomplish its goal.
- Dissents. Dissents are short and spontaneous non-violent verbal or non-verbal reactions to a speaker.
- Expression. Collectively, any Demonstration, Dissent, Protest, Counterprotest, or Installation as defined within this policy.
- Protests. Protests are responses to or intentionally take place during other events or activities occurring on campus. A Protest is different from a Demonstration in that the timing, location, and manner are connected to a campus speaker, event, or activity, and does so in order to accomplish its goal.
- Counterprotests. Counterprotests share the same definition as protests, except that they are in response to another Organizer's activity.
- Installations. Installations are symbolic structures, exhibits, etc. on campus intended as a form of demonstration, protest, or counterprotest. Refer to the [Installations](#) policy for more information.
- Organizer. An Organizer is one who is either primarily responsible for planning, sponsoring, hosting, promoting, or funding Expression or is so associated with the Expression that a reasonable person would infer that responsibility. Using this standard, the University will identify an individual(s) or Registered Student Organization(s) as an Organizer(s) for the purpose of implementing and enforcing this policy. Organizers may be held both individually and, in the case of Registered Student Organizations, organizationally responsible for University policy violations stemming out of or resulting from the Expression, including acts by participants who were invited by Organizers or for whom the Organizers could or should have exercised reasonable control. Organizers of a protest are not responsible for the acts of participants in a counterprotest.
  - "Planning" includes, but is not limited to, primarily contributing to decisions regarding the timing, location, manner, or other execution of the Expression.
  - "Sponsoring" includes, but is not limited to, partnering with another Registered Student Organization, unrecognized student organization, or external entity to execute or support the Expression.
  - "Hosting" includes, but is not limited to, reserving University space or using an off-campus space owned or controlled by the individual(s) or Registered Student Organization(s) for the planning or execution of the Expression.
  - "Promoting" includes, but is not limited to, communicating via any form of social media, app (e.g. GroupMe), print materials, or deliberate campaigning to advertise or market the Expression or to invite or otherwise encourage others to participate.
  - "Funding" includes, but is not limited to, making payments from organization dues, an organization bank account, a collection of funds from organization members, or payments made by an individual(s) or the solicitation of payments from an individual(s) to support the planning and execution of the Expression.
- Introduction
  - Demonstrations, Dissents, Protests, Counterprotests, and Installations are a necessary and valued form of expression. Individuals and organizations seeking to organize a Demonstration, Protest, or Counterprotest should contact the Vice Provost and Dean of Students or designee (Dean) to assist with planning. The Dean will advise Organizers on execution of the activity with the goal that it occur as envisioned with minimal complications. All University policies apply during Demonstrations, Protests, and Counterprotests. Organizers as well as those participating are responsible for knowing and abiding by University policies as well as local, state, and federal laws and regulations.
- Planning
  - Notwithstanding anything to the contrary in the [Use of University Space Policy](#), when possible, a request to hold a Demonstration, Protest, or Counterprotest should be submitted to the Dean at least forty-eight (48) hours prior to the planned activity to ensure its successful execution. The submission should include the time, date, and location. The University may require Organizers to change the time, location, or manner if it is determined the Demonstration, Protest, or Counterprotest, as planned, would be disruptive to campus operations, impede the free flow of



vehicular or pedestrian traffic, violate University policies, or infringe on the rights of other members of the University community to access the University's spaces or educational programs and activities.

- For Demonstrations, Protests, and Counterprotests occurring on campus property, only Registered Student Organizations and University departments may reserve space for Expression in accordance with the [Reserving Space](#) policy. Students not affiliated with a Registered Student Organization, administrative office, or academic departments may only use campus space on a first-come basis and at the discretion of the University. The Dean can reserve space for such students who have properly engaged in the planning process.
- For Demonstrations, Protests, and Counterprotests occurring off campus on city sidewalks and streets adjacent to the University, Organizers should make appropriate arrangements to acquire city permits and should adhere to city ordinances and applicable local, state and federal law.
- Participation by the Public
  - The public, including parents and alumni, may not participate in or be invited to an on-campus Demonstration, Protest, or Counterprotest.
  - The public may participate in off-campus Demonstrations and Protests.
  - The University reserves the right to request University identification from participants engaged in Demonstrations, Protests, and Counterprotests on campus to determine whether an individual is affiliated with Vanderbilt. An individual who does not have University identification or who refuses to provide University identification will be relocated to a public street or escorted off campus.
- Implementation
  - Demonstrations
    - During Demonstrations, Organizers and participants may engage in audible and symbolic acts (e.g., giving speeches, chanting, marching, holding signs, or similarly raising awareness of a national, local, or campus issue). Signs, banners or other physical objects held by one to two people are allowed so long as they do not block access or participation or violate university policy. Symbolic structures, exhibits, etc. should follow the [Installations](#) policy.
  - Protests, Counterprotests, & Dissents
    - During Protests, Organizers and participants may engage in silent and symbolic acts (e.g., picketing, holding signs, turning backs, covering ears, or similarly raising awareness of a national, local, or campus issue) unless a space has been designated by the University for audible acts or the protest is so far from the targeted campus event or activity as to not reasonably disturb participants. Dissents are also an appropriate form of protest.
    - Both Protests and Dissents should respect the rights of others wishing to engage in the University activity or event that is the focus of said Expression. Others must be allowed free and safe access to the meeting or activity, unobstructed and undisrupted viewing, the ability to hear and view a speaker undisrupted, as well as the ability to otherwise reasonably participate. Signs, banners or other physical objects held by one to two people are allowed so long as they do not block access or participation or violate university policy. Symbolic structures, exhibits, etc. should follow the [Installations](#) policy.
  - Distribution of Literature
    - Students or Registered Student Organizations who distribute information, whether physically or electronically, are responsible for the content. Students distributing material as a form of protest or counterprotest may distribute physical materials, including flyers, leaflets, informational sheets, or similar materials, outside the building in which a meeting has been scheduled by another group or organization, if the distributors position themselves twenty feet from the entrance so as to avoid restricting access or disrupting participation. For outdoor events, distributors may position themselves twenty feet from the reserved lawn or area, again in a manner to avoid restricting access or disrupting participation. There may be no charge or requested donations for these materials. Students may also distribute information using electronic media in compliance with the University's [Student Computing Policy](#) and the [Computing Privileges and Responsibilities Acceptable Use Policy](#). Students distributing information, whether physically or using electronic media, must also comply with other communications policies by including the name and contact information of the distributing individual or group on each piece of printed or electronic material. If the group is not a Registered Student Organization, the names of the individual student(s) responsible for the information must also be provided.

- Noise
  - Noise created by a Demonstration, Protest, or Counterprotest must comply with the [Excessive Noise and Amplified Sound](#) policy.
- Duration
  - Due to space and staffing demands involving Expression, the duration of such acts is recommended to be no longer than 3 hours. In any case, Expressions may not last more than 7.5 hours.
  - Demonstrations, Protests, and Counterprotests may not occur at times that would require individuals to sleep or gather overnight given safety, logistical, and maintenance concerns.
- University Officials
  - The University may, at its discretion, have individuals from Student Affairs, Vanderbilt University Public Safety, or other University departments present at Protests, Demonstrations, and other events to observe and advise. Organizers and participants are expected to comply with instructions of University officials.
- Relocation or Termination
  - The University will work with Organizers and participants to relocate Expression that may or terminate Expression that does 1) disrupt campus operations, 2) impede the free flow of vehicular or pedestrian traffic, 3) violate University policies, 4) engage in disorderly conduct, 5) cause physical harm to person or property, or 6) infringe on the rights of other members of the University community to access the University's spaces or educational programs and activities. When the University determines relocation or termination is necessary based on the enumerated factors above, the University will attempt to determine if another location with similar visibility and impact will ameliorate concerns. If another suitable location is unavailable or if the disruption, impediment, violation, disorder, harm, or infringement are so significant as to present ongoing concerns, the Expression will be terminated until the Organizers work with the Dean to plan a future time, location, and manner for conducting the Expression in accordance with policy.
  - Demonstrations and Protests are not permitted to occur in the following locations:
    - Private offices, private residences, research laboratories or associated facilities, and computer centers;
    - Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy, such as educational records, student-related or personnel-related records, or financial records;
    - Classrooms, art and music practice rooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which University academic courses or private meetings are being held or are scheduled to be held;
    - Residential areas during quiet hours; and
    - Student Health Center, University Counseling Center, Student Care Coordination, Center for Student Wellbeing, Project Safe, Title IX office, Vanderbilt University Police Department headquarters, Vanderbilt University Medical Center, other administrative offices in which student privacy is paramount, critical infrastructure (such as the Power House), as well as the surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.)any other space that obstructs entry or access to Vanderbilt University Medical Center, and other facilities or services vital to continued functioning of the University.
    - University statues and sculptures may not be climbed on or covered with any material.
- Debrief
  - Organizers are encouraged to meet with the Dean after the Expression has occurred to review successes and challenges for future planning.

#### Impromptu or Spontaneous Activism

- On occasion, Expression cannot reasonably meet the advance planning expectations despite adequate forethought by Organizers. In such cases, Organizers are strongly encouraged to seek an expedited review of plans by the Dean.
- If Expression occurs without an expedited review, the University may discuss with Organizers whether relocation or termination is necessary. Whereas planned Expression may be relocated or terminated based on the enumerated considerations defined above, impromptu or spontaneous activism may be



relocated or terminated without cause at the sole discretion of the University to allow for Organizers to work through the planning process; provided however, that the University will not relocate or terminate impromptu or spontaneous activism based on the viewpoint of those engaging in Expression.

- Dissent, by its nature, is impromptu or spontaneous. Dissent may occur without any prior University review, but the University retains the right to terminate such activity should it convert to Demonstration, Protest, or Counterprotest or otherwise be disruptive to campus operations, impede the free flow of vehicular or pedestrian traffic, violate University policies, or infringe on the rights of other members of the University community to access the University's spaces or educational programs and activities.

### Disorderly Conduct

In addition to the grounds for relocating or terminating Expression, individuals engaged in Expression may not:

- Riot or engage in other destructive gatherings;
- Use or wear masks (other than those required for health-related reasons) or costumes that obscure participants' identity;
- Brandish weapons or items that could reasonably be believed to be weapons;
- Use words and engage in actions that may incite violence, physical altercations, or that a reasonable person would believe is designed to intimidate or threaten others.
- Obstruct or disrupt teaching, administration, University procedures and activities, or other authorized activities on University premises;
- Impede University events and activities—including, but not limited to, excessive noise, continually interrupting a speaker, preventing an audience from seeing/engaging with a speaker or participating in an activity, disrupting the viewing of a presentation or speaker, blocking entrances or exits, or impeding free movement; or
- Fail to comply with University officials providing instruction regarding the Freedom of Expression policy.

Disorderly conduct, as outlined above, may subject an Organizer or participant to removal from the event, referral for corrective action through the University's accountability process, Interim Restriction, or other legal action available to the University. The sanctions for violating University policy—whether for disorderly conduct or other acts—consider both the disciplinary history of the individual as well as what level of response would most effectively 1) stop the behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the community. Individuals may, but are not required to be, warned of potential consequences; ongoing violation of policy after a warning may be taken into account in sanctioning. While the campus is generally open to the public, the University may cite with trespassing individuals engaging in prohibited conduct during Demonstrations, Dissents, Protests, and Counterprotest.

## Missing Student Notification Policy

If a student has been missing for at least 24 hours, contact the Vanderbilt University Police Department (VUPD) or staff in Housing and Residential Experience immediately. All potential missing student reports will be referred to VUPD or local law enforcement for investigation.

In compliance with federal law, Vanderbilt University provides each student residing on campus the opportunity to designate a confidential contact to be notified by the University in the event the University, through its established procedures, determines that a student is missing. Vanderbilt makes the missing student notification procedure available to all students, including those in the graduate and professional schools.

The confidential contact will be registered confidentially and only authorized campus officials will have access to this information. This information will be disclosed to no one outside law enforcement as part of a missing person investigation. In the case of non-emancipated students under the age of eighteen, the federal law requires that a custodial parent or guardian be notified; however, an additional, confidential contact may

also be specified. Students may designate both emergency contacts and confidential contacts by logging into YES (Your Enrollment Services) at <https://yes.vanderbilt.edu>, and selecting the appropriate process. You may list the same person for both the Missing Person and the Emergency Contact.

Once the Vanderbilt University Police Department has determined that a student is missing, the Vice Provost and Dean of Students or one of the Dean's designees will notify the confidential contact within twenty-four (24) hours. Vanderbilt University will also notify an appropriate external law enforcement agency and others at the University, as appropriate, about the missing student, within the same 24-hour period.

## Protection of Minors

Vanderbilt believes strongly in educating individuals on best practices for keeping minors (defined as persons under age 18) safe and the duty to report child maltreatment. In Tennessee, every adult is a mandatory reporter for suspicion of child abuse. For many Vanderbilt students, interaction with children and adolescents through service or academics is a vital part the Vanderbilt experience. And students involved in research may also interact with minors as observers of—or participants in—the research.

Vanderbilt hosts thousands of minors in youth programs and activities. [The Protection of Minors Policy](#) was created to raise awareness of the responsibility inherent in operating and hosting youth programs, to standardize University practices and program structure, and to create a culture of safety- which includes a code of conduct when interacting with minors on behalf of Vanderbilt. The policy and website includes individual and program compliance regulations, supervision expectations, steps for required program registration and other University resources for youth protection. Youth Protection policy and procedures administration is managed by University Compliance Services.

All students are required to complete Protection of Minors online training, and all students who are participating in student organizations, courses, or other Vanderbilt activities with minors are required to be in compliance with the University's Protection of Minors policy and any ongoing training requirements. Tennessee is a mandatory reporting state, which means all suspicions of child abuse must be reported. The Protection of Minors policy clarifies the reporting process for both internal and external reporting of abuse and other safety concerns.

## Searches

A search of a student, a student's possessions (including, but not limited to, vehicles, backpacks, and mailroom deliveries), or a student's on-campus residence may be authorized by the Vice Provost and Dean of Students or designee, if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

University police may not act on behalf of the Vice Provost and Dean of Students unless reasonable cause is established or a warrant is obtained.

## Smoke-Free Campus

Vanderbilt University is a smoke-free campus. Smoking and the use of electronic cigarettes, vaporizers, etc., are prohibited in all buildings on campus, including University residence halls and Greek chapter houses, and on the grounds of the campus with the exception of designated outdoor smoking areas.

Locations of designated smoking areas for students, faculty, staff and campus visitors may be found on an online map at <http://www.vanderbilt.edu/info/smokingpolicy/>.

Locations of additional designated smoking areas for campus residents may be found on the Housing and Residential Experience [website](#). Greek organizations may elect to designate outdoor smoking areas on their house grounds.

Designated smoking areas are marked by cigarette disposal urns.

Vanderbilt University is committed to providing a healthy, comfortable, and productive environment and offers several resources for smoking cessation.

## Transportation & Parking

### Bicycles

To prevent theft, U-locks should be used to secure bicycles to racks. Bicycles may not be parked in the public areas of campus buildings. Securing bicycles to the decorative grillwork of campus buildings, to handrails, or to any structures is prohibited. Bikes locked in this way may have locks cut without warning, and bikes removed. Bicycles may not be secured to fences adjacent to stairs or sidewalks, or within fifteen feet of a building entrance or exit.

### Vehicles: Cars and Parking Permits

Motor vehicles operated on campus by Vanderbilt University faculty, staff, and students must be permitted or utilize hourly parking. Resident student parking on campus is a privilege and is primarily reserved for juniors and seniors. First-year students may not register or park vehicles on campus; however, a limited number of undergraduate permits are available to sophomores on a first-come, first-served basis. Complete parking regulations may be found on the [Vanderbilt Parking and Transportation](#) website.

Undergraduate permit holders who need long-term parking (24-hours or longer) must park on the top floors of 25<sup>th</sup> Avenue garage (6<sup>th</sup> floor and above), the top floors of Terrace garage (levels 6 and 7) and Chestnut Lot/Lot 127. Please check the [interactive parking map](#) for locations of undergraduate permit lots and garages.

In addition to the top floors of 25th Avenue and Terrace garages for long-term parking, students with annual or semester undergraduate parking permits can park in any of the following parking facilities for the 2024-25 academic year for more flexibility:

- **East campus:** Terrace garage (starting Jul. 1), Lot 153
- **Highland Quad:** 25th Avenue Garage (enter off Highland, turn to the right, past the hourly spaces, up the ramp)
- **Blakemore House:** Lot 72D, Lot 72E, Lot 72G, Lot 75A, Lot 102, Lot 298A and Lot 298B
- **Peabody:** Lot 77, Lot 82

### Vehicles: Motorcycles, Motorized Bicycles, Mopeds, and Motor Scooters and Parking Permits

As above, motorized vehicles operated on campus by Vanderbilt University faculty, staff, and students, must be permitted.

The operation of motorcycles, motorized bicycles, motor scooters, and mopeds on sidewalks (walkways and similar paths) is prohibited, in keeping with Tennessee Code Annotated #55-8-101. Vehicles providing accessibility (such as motorized wheelchairs), are exempt from the prohibition if approved in advance through Student Access. Complete regulations regarding motorcycles etc., can be found on the [Parking and Transportation webpage](#).

### Vehicles: Golf Carts Prohibited

Golf carts are prohibited on campus, except when used by those departments (Alumni Events, e.g.) that must use such carts in the undertaking of their responsibilities during special events. Rare exceptions may be made by the Vice Provost and Dean of Students or designee in consultation with the Director of the Student Health Center and Student Access, for students whose mobility impairment cannot be accommodated by any other device. Golf carts may not be operated on Metro streets and must yield to pedestrians on sidewalks.

## Wrecks

Persons involved in crashes or collisions on campus that result in personal injury or property damage should report the incident to VUPD.

For safety issues or concerns, please contact VUPS. For non-emergencies, call 615-322-2745. For emergencies, call 911, or from on campus with a cell phone call 615-421-1911.

## Pre-Approved Mobility Rides

[Electric golf carts are available to provide rides for those with medical or accessibility needs.](#) Students with those needs must register for this service with and be approved through Student Access. If you would like to access the pre-approved mobility rides, contact Student Access through the online portal or at 615-343-9727.

In addition, eligible students with long- or short-term, temporary or permanent disabilities may enroll in and utilize [WeGo Access and Access on Demand](#) services free of charge through WeGo Public Transit. To speak with a WeGo eligibility specialist, call 615-880-3596.

## Travel

Vanderbilt registers and assumes responsibility only for those official overnight or out-of-town trips sponsored and directed by an administrative division of the University (e.g., the Spirit of Gold Marching Band). The University assumes no responsibility for travel for which the University has no oversight, such as sorority and fraternity destination formals, or affiliated ministry service trips. However, such organizations and ministries undertaking such travel must—in advance of the trip—inform their advisers, and are encouraged to provide emergency contact information and a roster of student travelers to the Vanderbilt University Police Department and Housing and Residential Experience.

Any student who wishes to travel on behalf of, or as a representative of, Vanderbilt University or any Registered Student Organization must receive written authorization in advance from the appropriate dean or the dean's designee.

Provisions of the [Student International Travel policy](#) apply to students traveling abroad in University programs, including those of a co-curricular nature, or on University business.

Domestic student travel for academic programs is overseen by academic departments and schools. Travel for students participating in varsity athletic events is overseen by the athletics administration. Travel for students participating in Outdoor Recreation programs or Sports Clubs is overseen by the David Williams II Recreation and Wellness Center.

Students traveling domestically for other co-curricular engagement must comply with the policies and procedures set forth, below. Travel proposals and plans are subject to review by the Vice Provost and Dean of Students and/or designee.

Generally, students traveling for co-curricular programs are required to complete applicable student travel forms, and the accompanying Release of Liability form, although there are some exceptions.

Students engaged in co-curricular travel in Davidson or one of the contiguous counties may be excused from completing the form in circumstances where the travel is incidental (e.g., picking up materials from local merchants, or running other errands), or may be required to complete the form only once for recurring activity.

Even in these cases, completion of all student travel forms is required if one or more of the following conditions is relevant:

- Travel involving an overnight stay
- Travel between the hours of 11pm and 6am

- Travel to sites with hazardous materials
- Travel with "destination risk":
  - Disaster zones
  - High crime areas
  - Programs and experiences addressing populations under stress (the homeless, the incarcerated, or the medically at risk)
  - Protest sites and demonstrations
  - Remote areas (more than 60 miles from the nearest hospital)

Students using University vehicles or rental vehicles under the University for transportation for co-curricular engagement must complete the required driver training, and provide the required driver information to complete a Motor Vehicle Report.

Students using their own vehicles for sanctioned co-curricular travel must have a valid driver's license, and must complete the University's driver training. Students using their own vehicles must be insured, and must understand that they themselves are the "primary insurers," in the event of accidents. A "primary insurer" responds first to any auto insurance claim. Secondary insurers respond only after the primary insurance is exhausted.

Students are generally discouraged from transporting others in their personal vehicles for co-curricular travel. Any student providing transportation is treated as the "primary insurer" in the event of accidents resulting in injury.

Students traveling for co-curricular programs are not excused from class or work associated with a class.

## Use of University Space

### Reserving Space

Registered Student Organizations, administrative offices, or academic departments reserving space on campus should note:

- University-wide events, such as Commencement, Homecoming/Reunion, CommonVU, and Family Weekend have priority over other events. Those reserving space must consult the University calendar and the calendar in Anchor Link prior to making a space reservation request to avoid conflicts with University-wide events.
- Event planners should be cognizant of—and sensitive to—religious observances of a particularly solemn nature. A calendar of religious observances and holy days may be found on the Center for Spiritual and Religious Life [website](#).
- Generally, on-campus meetings and events scheduled on weeknights (Sunday through Thursday), must end at 11pm. so as not to interfere with students' sleep or study.
- Events and meetings hosted by Registered Student Organizations must be held between the first day of class and last day of class each semester. Special exceptions can be made by request to the Vice Provost and Dean of Students or designee.
- Serving as a front for off-campus or unrecognized organizations or groups is strictly prohibited. In this context, fronting is defined as making a space reservation on behalf of an external or unrecognized organization and having minimal or no involvement with the event.
- Space reservations for Registered Student Organizations should be made by students within that organization.
- Individuals associated with a Registered Student Organization are not permitted to make space reservations for their personal use or use that does not include involvement of the organization.
- Authorization must be obtained through the event registration process (see below) to hold a social event or other gathering to which persons other than Vanderbilt students, faculty, staff, and affiliates are invited.

- Vanderbilt University reserves the right to refuse any request for the use of University space or facilities that—in the University’s sole discretion—is either inconsistent with the mission of the University, or which may present potential or actual adverse logistic or administrative conditions including, but not limited to, any safety or security concerns.
- The University’s right of refusal for the use of University space or facilities includes the cancellation of a confirmed event due to any potential or actual safety or security concern for the University community.
- Using space on campus without a reservation, other than for informal study, is prohibited.

The Student Centers [website](#) provides a more detailed list of reservation policies and a link to the online reservations tool. Reservations must be made through EMS. Questions about reserving space can be sent via email at [eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or by visiting the office in Rand Hall Suite 307.

#### Deadlines to Reserve Space

**Due to the complex details and extensive planning necessary for performing arts events and additional risk associated with large events that involve minors, the following space requests must be made at least 16 weeks (four months) in advance if it involves any of the following criteria:**

- Performing Arts student organization performances
- Large events that involve minors, typically in the format of a competition, where they are under no supervision and/or under the supervision of an unaffiliated coach or Adviser.
  - As a reminder, Protection of Minors policies include the following:
    - Vanderbilt students under the age of 18 are not considered minors for the purpose of reserving space and event registration
    - Events that include minors must ensure that compliance obligations, if any, associated with the [Protection of Minors Policy](#) are met.
    - Student organizations hosting events with minors that require a [third party compliance agreement](#) under the Protection of Minors policy must upload the agreement during the event registration process in Anchor Link. Student organizations hosting events with minors that require [parent permission forms](#) with emergency contact information under the protection of minors policy must document the forms internally.
    - Events that include minors must track attendance of Vanderbilt students, faculty, staff, and affiliates through the Anchor Link attendance tracking process.
    - Note that events that fall under the Protection of Minors policy are subject to a compliance audit.

**Due to the complex details and extensive planning necessary for events held in large event spaces or events that include high-risk activities, outside vendors, external community members, and services from campus partners, the following space requests must be made at least 8 weeks (two months) in advance if it involves any of the following criteria:**

- Events held in the following spaces:
  - Student Life Center Ballroom
  - Sarratt Cinema
  - Rothschild Black Box Theatre
  - Outdoor Lawns/Areas
- Events that include any of the following:
  - High-risk activities as defined by the presence of the following (NOTE: Events that are considered high-risk may require approval by Risk and Insurance Management):
    - Animals (petting zoos, dogs, etc.)
    - Smash events (cars, pumpkins, watermelons, etc.)
    - Bounce houses
    - Sports and other physical activities
    - Large crowds, including concerts
  - Attendance of non-Vanderbilt community members
  - Support of VU Maintenance and Operations, including tables, chairs, fencing, power, grounds, etc.
  - Walks/runs
  - Movies or films

- Public performing rites must be secured prior to showing a movie or film
- Artist or speaker contract
  - Contracts cannot be signed by students and must be signed by the Vice Provost and Dean of Students
- Participant liability waivers
- Outside vendors
  - Limited Premises Agreement and Certificate of Insurance are required
- AV support beyond the Basic Package (lectern w/ mic, projector/screen)

**Space request must be made at least 4 weeks (one month) in advance if it involves any of the following criteria:**

- Events held in the following spaces: Alumni Hall, Community Event Space, Faculty Commons, Residential College/Commons MPRs, Student Life Center BOT and Lower Level Meeting Rooms
- Events that include any of the following:
  - Alcohol
    - Events with alcohol must be approved by the Center for Student Wellbeing
  - VUPD or security officers
  - Parking
  - Installations on campus (displays, art exhibits, etc.)

**Space request must be made at least 2 weeks in advance if it involves any of the following criteria:**

- Meeting rooms that have multiple layout options

**Space requests can be made at least 24 hours in advance if it involves any of the following criteria:**

- Meeting rooms/classrooms that have one layout option only and room used as is

Student Centers may not be able to approve space reservations even if deadlines are met if, in the University's sole discretion, resources to support the reservation are not available. Organizations are encouraged to reserve space as early as possible. Space reservations that require a more detailed evaluation may be held in In Review status in EMS until approved in Anchor Link. Reservations are not considered final until they are confirmed by Student Centers with the reserving party.

### Registering Events

The event registration process, separate from the space reservation process, is designed to serve as the approval mechanism for a variety of events that may need services from Student Centers, Parking Services, Vanderbilt University Police Department, Vanderbilt University Maintenance and Operations (VUMO), the Center for Student Wellbeing, Risk and Insurance Management, and staff who oversee compliance with the Protection of Minors policy, as needed.

The event registration process is managed online in Anchor Link. Occasionally, event organizers may be required to meet with the designated staff should clarification be needed on one or more arrangements for the event.

Registering an event requires completion of the following steps:

- A new event must be created in Anchor Link in the appropriate organization's Anchor Link site.
- Details about the event must be provided during the new event creation process.
- Changes in plans, if any, must be made in the Anchor Link event should they occur after the original registration process has been completed, and appropriate offices—including Student Centers—notified.
- The Event Review Committee will convene to review and approve events, as needed. This committee will have representatives from the following offices: Center for Student Wellbeing, Parking Services, Risk Management, Student Centers, VUMO and Vanderbilt Police Department. Other offices may be invited to participate if necessary.
- All requirements for the event must be completed fourteen (14) days prior to the event or the event may be denied or cancelled. Examples of requirements include, but are not limited to:



- Submission of any required vendor paperwork: Limited Premises Agreement, Certificate of Insurance, etc.
- Compliance with Protection of Minors policy
- Adherence to requirements for events with alcohol, including security, host responsibility training, etc.
- Finalized room diagram and production needs (AV, lights, etc.)
- Finalized liability waivers
- Finalized speaker/artist contracts
- Security arrangements
- Reviewed by VUMO if their services are needed

### Requests for Exceptions

The responsibility for compliance with the foregoing regulations for events lies with the sponsoring organization. If there may be extenuating circumstances, requests for exceptions may be made in writing at the time of event registration through the Vice Provost and Dean of Students or designee who will determine on a case-by-case basis whether an exception is appropriate.

### Registered Student Organization Meetings and Events

Only Registered Student Organizations may reserve space for meetings and events, and all requirements for reserving and registering events must be met. Suspended, expelled, or otherwise unrecognized student groups may not make reservations nor may an existing Registered Student Organization serve as a front for these organizations or any other external entity. Fronting in this context is defined as making a space reservation on behalf of an unrecognized or external organization and the student organization having minimal or no involvement with the event.

- *Meetings and events open only to members.* A Registered Student Organization may invite any person to address its members, but the organization must follow normal procedures for reservation of space and event registration and demonstrate its ability to pay for associated costs.
- *Meetings and events open to the Vanderbilt community.* A Registered Student Organization may invite any person, approved by the majority of its members, who represents a point of view pertinent to the occasion to speak to an assemblage of the Vanderbilt community, provided that the sponsorship of the event is consistent with the purposes of the organization. The organization must follow normal procedures for reservation of space and event registration and demonstrate its ability to pay for associated costs.
- *Meetings and events open to the public.* For open meetings and events sponsored by a Registered Student Organization, procedures for reserving space and registering events must be followed and the organization must demonstrate its ability to pay for associated costs.
  - Procedures for all types of meetings and events described above include registering in advance with Student Centers to ensure the adequacy of arrangements, minimize scheduling conflicts, reserve space, and demonstrate ability to pay for costs incurred.
  - *Limitations on meetings and events.* The University may restrict the times and places of Registered Student Organization meetings, events, and activities on University premises.
  - *Cosponsorship with an external organization.* A Registered Student Organization that cosponsors a meeting or event with an external organization will be responsible for registration, arrangements, publicity, costs incurred, execution, and the conduct of the participants. Costs for an activity may include, but are not limited to, speakers fees, security, and space use fees. Execution of an activity includes arranging all details and meeting all requirements of the University, communicating expected attendance, and managing the activity as it occurs. If an external organization is responsible for registration, arrangements, publicity or costs, the University may require a contract with that external organization and fees associated with the space reservation and services will apply. The Vice Provost and Dean of Students or designee must approve access to University facilities for requests from Registered Student Organizations that wish to use the facilities for a speaker of their choosing. External groups may cooperate with a Registered Student Organization in a campus event, but the campus organization remains fully responsible for the conduct of the external group, and the Vice Provost and Dean of Students or designee must pre-approve the arrangement. Student organizations fronting for external or unrecognized groups is prohibited.

- External groups or individuals wishing to use University facilities independently must conform to University policies and must request access through Conferences and Events.
- Live streaming requires prior approval from Student Centers for any event or activity that is or should be a registered event.

### Excessive Noise & Amplified Sound

Excessive noise outdoors that creates sounds that are plainly audible from the interior of a residential, classroom, office, laboratory, library, or hospital facility is prohibited without prior approval for a specific event or activity in which amplified sound is being used. Excessive noise may be produced by a radio, blue tooth speaker or other digital audio source, television, musical instrument, sound amplifier, bullhorn, chanting or singing, or other means that produce, reproduce or amplify sound. "Plainly audible" means any sound that clearly can be heard by unimpaired auditory senses.

Excessive noise is not allowed indoors except for as part of University-approved events and activities such as, but not limited to, athletic contests, Blair performances, and registered events such as cultural showcases, registered social events in the West End Neighborhood, and the like. Despite prior approval, the University reserves the right to terminate events or activities in which excessive noise disrupts campus operations or activities.

Local laws prohibit the use of amplified sound outdoors between the hours of 11pm and 7am if an event is within fifty feet of a residence, except when exempted for a special event or gathering and if a permit is issued by the Metropolitan Nashville Government. On campus, amplified sound outside may not be used within fifty feet of residential spaces, classroom buildings, the library, or the hospital without prior approval. Amplified sound indoors may not be positioned in such a way as to provide outside amplification (e.g., inside buildings or on porches).

Events and activities that require electronic sound amplification (pep rallies, speak-out programs, concerts, carnivals, protests, demonstrations, vocal performances, public addresses, or similar) must be appropriately reserved and registered in Anchor Link, where required, and approved. Authorization for late evening concerts or events to be held outside and where campus-wide attendance is expected may be granted for Friday and Saturday nights, with the hours set at the discretion of the Vice Provost and Dean of Students or designee. Individual groups having registered social events primarily for the benefit of the group may be granted authorization for afternoon or twilight concerts or events, as appropriate. Despite prior approval, the University reserves the right to terminate events or activities in which amplified sound disrupts campus operations.

Moderate sound amplification for informal listening to music or videos on decks and patios in the West End Neighborhood and campus residences is permitted from 4pm to 8pm on Fridays, and noon to 8pm on Saturdays. The Vice Provost and Dean of Students may issue additional guidelines for spontaneous activities routinely permitted without specific authorization, such as weekend music playing in the West End Neighborhood.

Amplified sound-whether specifically authorized or informal, inside or outside-may be monitored by University officials or their designees. Monitoring may include on-site inspections and the use of a decibel meter. Amplification that violates University policy or local ordinances may be discontinued at the discretion of the Vice Provost and Dean of Students or a representative of the Dean (including officers with the University Police Department, or directors in Housing and Residential Experience).

Regardless of time of day, amplified sound is not permitted during final examination periods, reading days, and during scheduled University-wide events, except as needed by the event staff.

### Notices, Posters, Banners, and Printed Announcements

Notices, printed announcements, posters, flyers, banners, digital signage, emails, newsletters, etc. ("notices") that provide information regarding student activities or academic matters, or make announcements pertinent to the business of the University may be placed on campus in authorized locations

by Registered Student Organizations, University departments, or current faculty, staff, or student(s). A Registered Student Organization or University department may not serve as a front for individuals, external entities, or for suspended, expelled, or otherwise unrecognized groups in placing notices on campus.

### Required Information

All notices must legibly include the name of the responsible Registered Student Organization, University department, or current faculty, staff, or student(s) as well as the date the notice is placed. Notices must also include the date the notice will be removed, which is the earlier of two weeks after the date the notice was placed or the conclusion of the event being advertised. It should be written on the notice as follows: "Date Placed: (Date)" and "Date Removed: (Date)." Notices may not be re-posted after the expiration of the two-week period or conclusion of the event.

### Electronic Communication

Individual students and student groups utilizing University computer and data networks to distribute notices or information, including newsletters, are expected to abide by the Student Computing Policy, the Computing Privileges and Responsibilities Acceptable Use Policy, and other applicable University policies. Students utilizing the email system to distribute information should identify themselves in the communication and may not use the email system to harass others by threats, obscenities, or repeated unwanted emails. Mass or bulk emails are prohibited without authorization from the Vice Provost and Dean of Students or designee, unless the email is being sent using an "opt-in" listserv. Computing and data network privileges may be revoked at any time for good cause, including as part of a sanction imposed following a student accountability proceeding.

### Notices and Alcohol

For more information, refer to the [Alcohol](#) policy.

### Notices Placed Physically On-Campus

The following stipulations apply to notices placed physically on campus:

- Notices may be attached to kiosks or bulletin boards with thumbtacks, but they may not be nailed, stapled or taped anywhere.
- Posters and flyers may be tied to tree trunks with string but the use of nails, tacks, tape, or staples on trees is prohibited. Banners may not be hung from, between, or on trees or other objects, such as lampposts.
- With the endorsement and cooperation of student government, a series of poles with rigging especially designed for the hanging of banners has been installed on the east side of Rand Hall, to consolidate the display of banners. Banners must not exceed the size of a twin bed sheet (66" x 96") to allow room for the maximum number of banners. Registered Student Organizations, University departments or current faculty, staff, or student(s) are allowed up to two banners at any one time. Banners that comply with the size, number, and other requirements need no further approval.
- Use of sidewalk stickers must be reviewed by the Facilities Review Committee. The review consists of (1) proposed locations and placement dates to ensure placement will not interfere with other notices or damage university property as well as (2) confirmation all required information is included. A maximum of 30 sidewalk stickers are allowed on campus at any one time. In all other cases, the use of self-adhesive labels or stickers on surfaces other than banners, posters, or flyers, is prohibited.
- The use of chalk on any surface other than a chalkboard is prohibited, and the use of chalkboards in classrooms is limited to instructional or meeting purposes. Non-water soluble, semi-permanent, and permanent substances, including spray-chalk, are not permitted on any University surface, including vertical surfaces, lampposts, informational and directional blades, and public art.
- Using markers, paint, or any other medium on any surface other than banners, posters, or flyers, is prohibited.
- Notices may not be displayed using light projection, holograms, or any other similar media.
- Stakes bearing signs may not be driven into the ground. From time to time, University departments may install directional signs similar in design to those signs placed in yards for political campaigns. Registered Student Organizations desiring to use such signs must obtain authorization from Director of Student Organizations, Leadership and Service, or the director's designee and the Facilities Review

Committee. Note that the use of such signs is reserved for directions only and may not be used for general advertising or promotion, and that they must be removed immediately at the conclusion of the event for which they are installed. In the alternative, A-frames or sandwich boards (A-frames) may be used for notices on campus. University departments and Registered Student Organizations are responsible for the costs. A-frames must be reviewed by the Facilities Review Committee. The review consists of (1) proposed locations and placement dates to ensure placement will not interfere with other notices, damage university property, or impede access of movement as well as (2) confirmation all required information is included. A maximum of 30 A-frames or sandwich boards are allowed on campus at any one time.

- Hand-painted signs and banners should be made with acrylic latex house paint, which can be cleaned up with water. This paint will not dissolve in water or run, once dry. Space for making hand-painted signs and banners is available on the first floor of Sarratt Student Center.
- Registered Student Organizations may place notices on campus starting two days prior to the start of classes for both the fall and spring semester through the last day of classes for each semester. During academic breaks and in preparation for Commencement, the University will remove all notices that are placed on campus. Academic breaks include Fall Break, November Break, Winter Break, Spring Break and Summer.

Only Registered Student Organizations, University departments, and current faculty, staff and student(s) may place notices within the Student Centers buildings, which includes the Commons Center, Kissam Center, Sarratt Student Center | Rand Hall, and Student Life Center. Registered Student Organizations, University departments, and current faculty, staff, and student(s) may place no more than two posters measuring no more than 8.5" x 11" or one poster that measures no more than 24" x 36" on the posting boards attached to the exterior walls of Rand Hall. The following stipulations apply to posting notices in other campus locations:

- Academic Buildings- The outdoor wooden kiosk at Stevenson Center may be used by Registered Student Organizations, University departments, or current faculty, staff, or students for the placement of notices. Bulletin boards in classroom buildings, however, are reserved for announcements concerning academic programs.
- Residence Halls- Permission to place notices in any residence hall or residential window viewable by the public must be obtained from the Director of Residential Experience or their designee for Housing and Residential Experience.

#### **Bulletin/Chalk Board in Sarratt/Rand**

Notwithstanding anything to the contrary in this policy, notices posted on the bulletin/chalk board in Sarratt/Rand can be posted without the name of the responsible Registered Student Organization, University department, or current faculty, staff, or student(s); however such notices must still include the date the notice is placed and the date the notice will be removed, which can be no more than 7 days from when it was placed.

#### **Violations of Notice Policy**

Notices that do not comply with this policy will be removed, and any violation of this policy may subject individuals or registered student organizations to corrective action, which may include losing the privilege of placing notices or having their registrations withdrawn. Individuals and organizations may also be charged for repair or cleaning of damaged surfaces.

In addition, intentional damage or vandalism to or removal of authorized notices or banners will also be referred for corrective action if the individuals or organizations responsible are identified.

#### **Installations**

Registered Student Organizations and current students may install temporary displays, art pieces, symbolic structures, or other physical objects (Installations) on University property that provide information regarding student activities or academic matters or raise awareness of an issue pertinent to the business of the University. Installations are different from notices in that they cannot be placed on bulletin boards, kiosks, Rand Hall banner poles, A-frames, sidewalks as stickers, or on the trunk of a tree. Installations require reservations in accordance with the Reserving Space policy, including review by and approval from the

Facilities Review Committee, and back-to-back or ongoing reservations for the same Installation are not permitted. Installations must be free-standing and may not use cameras, video, amplified sound equipment, or other similar devices. Installations that violate University policy or infringe on the rights of other members of the University community to access the University's spaces or educational programs and activities will not be approved.

Installations may be displayed from 8am – 7pm or sundown, whichever occurs first, for a period of no more than three consecutive days regardless of whether the type of installation is switched out each day. Time limitations ensure access to University space for other groups wishing to make reservations, reduce damage to University grounds, allow access for watering and cutting of grass, and provide opportunity for staffing when an installation may result in disruption or safety concerns. The individuals or Registered Student Organizations responsible for the Installation should be available to monitor the Installation to avoid damage from weather, negligence, or vandalism. Intentional damage or vandalism to or removal of an authorized Installation can be referred for corrective action if the individuals or organizations responsible are identified.

Failure to timely remove an Installation will result in corrective action, including the Installation being removed by the University and stored (for Installations properly reserved) or disposed (for Installations not properly reserved). Additionally, the University may assess fines for failing to timely remove an Installation in addition to any other restitution necessary due to damage to University property.

#### Other Outdoor Use

Camping, sleeping, preparing to sleep, or any other gathering overnight outdoors on campus is prohibited due to safety, logistic, and maintenance concerns and to ensure access to University spaces for other groups wishing to make reservations. "Camping" means erecting, placing, maintaining, leaving, allowing to remain, or using a piece of furniture, tent, raised tarp, lean-to, shack, or other temporary shelter or structure on campus grounds for the purpose of establishing or maintaining a temporary place to live.

Any individual or Registered Student Organization engaged in violations of this policy will be subject to corrective action and may be assessed a fine in addition to any other restitution necessary due to damage to University property.

## Marketing and Communications

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The policies shared in this section govern marketing activities, promotions, protected intellectual property, and communication expectations for members of the University community.

### Official University Communications

Certain federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University officials, will be sent to students' Vanderbilt email addresses issued by the University. Students are required to be familiar with the contents of official University notifications, and to respond to instructions and other official correspondence requiring a response.

Colleges and schools have additional policies regarding confidential communications initiated with the YES (Your Enrollment System) communications tool. These policies may be found in their respective [catalogs](#).

The University makes every effort to avoid inundating students with nonessential email (often called "spam"), and maintains separate lists from which students may unsubscribe for announcements of general interest.

See also the "[Student Computing Policy](#)" in the Enrollment Bulletin.

## Copyright Infringement

Vanderbilt responds to allegations of copyright infringement in digital and online media in accordance with procedures required by the Digital Millennium Copyright Act. Vanderbilt policy prohibits violations of copyright law by use of University networks, equipment, and facilities. Suspected student offenders are referred to Student Accountability, Community Standards and Academic Integrity, which investigates, and where appropriate, initiates the University's accountability process consistent with University policies and regulations. Vanderbilt students who are granted access to the University's IT systems, including computer centers or campus-wide internet services, are expected to ensure appropriate use of those systems.

Vanderbilt's information technology privileges and responsibilities are articulated in the University's acceptable use policy at [www.vanderbilt.edu/info/computing-aup](http://www.vanderbilt.edu/info/computing-aup).

The unauthorized copying, performance, or distribution of materials protected by copyright law may subject individuals to civil and criminal penalties. The distribution of material through peer-to-peer file-sharing networks may constitute copyright infringement if undertaken without authorization of the copyright owner.

Civil penalties for copyright infringement include fines of up to \$30,000 per work infringed, or, in the case of willful infringement, \$150,000 per work infringed. Criminal penalties for copyright infringement can be more severe and range, in the case of fines, from \$5,000 to \$250,000 per work infringed, and can include imprisonment of up to five years per offense depending on the facts of the case. Infringers may also be liable for attorney's fees and court costs.

### *Music Licensing*

Vanderbilt maintains music licenses with several major performing rights organizations granting Vanderbilt the right to publicly perform (live or mechanically) nondramatic musical compositions in the organizations' repertoires. Maintenance of these licenses requires, on a quarterly basis, that Vanderbilt furnish copies of all programs prepared for distribution to an audience or for Vanderbilt or a Vanderbilt department's internal use, of musical works performed at Vanderbilt, including all encores to the extent possible. These licenses do not include the right to record copyright-protected musical compositions or performances, except in limited circumstances.

## Notices, Posters, Banners, and Printed Announcements

See [Notices, Posters, Banners, and Printed Announcements](#) in the Use of University Space section.

## Political Activity

Vanderbilt encourages students to engage with public issues and in the political process to the fullest extent of their interests. However, because of its tax-exempt status, the University is subject to legal restrictions concerning certain political activities. In particular, federal law imposes limitations on tax-exempt organizations relating to attempts to influence legislation by lobbying, and an absolute prohibition on participating or intervening in political campaigns on behalf of, or in opposition to, candidates for public office.

These limitations affect students and student organizations in several ways. For one, the prohibition on supporting or opposing political candidates means that student organizations must not use the benefits they receive from Vanderbilt, such as funds, space, or the use of Vanderbilt facilities and resources, on behalf of or in opposition to a political candidate. If, however, Vanderbilt space or facilities are provided to a candidate, the University must approve such use in advance, as well as determine and collect from the candidate, the fair market rate for such use, to be charged equally to any candidates, in advance of the use.

Students and student organizations are prohibited from taking any action that states or implies that Vanderbilt is endorsing or opposing particular candidates, political parties, or organizations. Although every member of

the academic community has a right to participate in the election process (or not to participate, as the member sees fit) in a personal capacity, no student may speak or act in Vanderbilt's name in connection with any individual's political campaign for office.

Registered Student Organizations permitted to make use of the University's name or trademarks must not state or imply University endorsement of—or opposition to—candidates. Using the University's name, trademarks, facilities, or resources to support or oppose candidates for public office is strictly prohibited.

Students who choose to run for public office while enrolled at Vanderbilt must separate their campaign activities from their association with the University. You are prohibited from operating and running a political campaign from your on-campus residence. It also means that they are prohibited from using the University's communications systems, computer facilities, or mail system to support, oppose, or advance any political candidate or a candidate's campaign.

In the interest of furthering its educational mission, Vanderbilt may allow candidates for office to speak or hold public events on campus, and if it does, then access to the event must be provided to all candidates without discrimination as to viewpoint or party affiliation. Students or student groups wishing to have the University invite speakers who are candidates for public office must consult the Division of Government and Community Relations to comply with this section.

Students or student organizations who wish to lobby legislative bodies for the purpose of influencing legislation must ensure either that they do not state or imply any affiliation with Vanderbilt when doing so, or that they first consult the Division of Government and Community Relations concerning any Vanderbilt-related lobbying so that the University may comply with its legal obligations with respect to tracking and reporting lobbying expenses.

## Sale, Solicitation, and Fundraising

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

The following guidelines generally apply:

- Sale and/or promotion are limited to activities permitted under municipal, state, and federal laws, and of those, activities permitted by University policy. Individuals and groups must conform to local licensing laws and University trademark and licensing [policies](#). Authorized sales and/or promotions must not disrupt the normal operation of the University. Vendors, promoters, and advertisers may neither claim, indicate, or imply University support, and must avoid the appearance of University endorsement.
- Tax-exempt property of the University may not be used as the place of business of on- or off-campus groups, businesses, or individuals unaffiliated with the University unless a business activity is associated with a University program, organization, or department and approved by the Vice Provost and Dean of Students or designee or relevant department. Facilities of the campus, including but not limited to residence halls, Alumni Hall, Rand Terrace, Sarratt Student Center | Rand Hall, the Student Life Center, the Commons Center, and the Kissam Center, may not be used for the sale or promotion of activities that are not related to the University except by arrangement with the appropriate University office and approved by the Vice Provost and Dean of Students or designee. If sales are to occur, the business must complete a "Limited Premises Use and Access License Agreement" in advance, outlining the responsibilities of the business, including the remittance of taxes associated with the contemplated sales. If a non-Vanderbilt business intends to sell food, the sale must also be approved by Campus Dining. The University may not receive any portion of proceeds from sales or collect fees, unless the sales have been approved in advance by the Vice Provost and Dean of Students or designee. If sales are approved and the University receives a fee or percentage of sales, the funds received must be deposited into University accounts and be reported to the Department of Finance through standard procedures.
- Sale of newspapers and newsletters must be authorized by the Office of the Vice Chancellor for Administration or the Vice Chancellor's designee. Papers may be sold in vending machines on Rand Terrace and in specified, pre-approved residences.



- Concession arrangements for events at athletics facilities are made with the athletics department.
- Arrangements for sale of event tickets for on campus events sponsored by Registered Student Organizations must be made through Student Centers using the Audienceview ticketing platform.
- Arrangements for solicitation in Sarratt Center | Rand Hall or on Rand Terrace, by registered organizations or by University departments, are made with Student Centers.
- Businesses may not use a University post office box as a business address, nor may anyone use University space, voice network, or data network for business purposes not authorized by the University.
- Businesses may distribute materials to campus mailboxes via postage-paid, U.S. mail, only.
- Campus student agents for businesses are encouraged to register with the Vice Provost and Dean of Students or designee, and may solicit business through advertising in student publications under the purview of [Vanderbilt Student Communications, Inc.](#)
- Door-to-door solicitation or promotion in residences is strictly prohibited. Very rare exceptions to the policy require written authorization of the Vice Provost and Dean of Students or designee, for student door-to-door solicitation, promotion, or distribution of literature. Campus newspapers and other similar publications may be distributed in the lobbies of residence halls where containers to prevent littering are provided by the Registered Student Organization.
- Sale or solicitation of sale of event tickets by a Registered Student Organization, is permitted to the members of the group and/or to the campus community.
- The sale of tickets for admission to concerts, performances, and the like requires no authorization. However, these activities may not be promoted off campus except when the activity is expressly open to non-VU community members and the event is approved by the Vice Provost and Dean of Students or designee.
- Registered Student Organizations may engage in the distribution of items for a suggested donation when the funds raised are for the use of the organization in its regular activities (including philanthropic efforts) and are deposited into the organization's University account. Organizations undertaking such distribution must comply with University policies regarding the ordering of merchandise and licensing. With the exception of event tickets, organizations are prohibited from offering items for sale in a physical location. Locations for distribution for donation or sale must be arranged through the Student Centers office.
- The location of the sale(s) must be approved by Student Centers.
- Registered Student Organizations may engage in the sale of items in the online marketplace.
- The Vice Provost and Dean of Students or designee may regulate times and places of delivery of items to residences, including foodstuffs such as cakes and pizzas, or gifts of any kind.
- The Vice Provost and Dean of Students or designee must authorize the solicitation for donations by Vanderbilt student organizations, of off-campus agencies, groups, businesses, etc.
- Service auctions must comply with the conditions delineated, in the [Student Organization Administration](#) section of this handbook.

### Religious Solicitation

Solicitation for religious purposes by on- or off-campus groups or individuals is governed by the same regulations stated in the sections "Communication and Promotion" and "Student Organization Fundraising." Specifically, persons are strongly discouraged from approaching individuals whom they do not know in order to recruit them for religious reasons. Visits to residences by individuals from off campus are to be at the invitation of a particular student, for a particular time, in that student's room, only, and with the permission of that student's roommates, if any. For example, persons who are invited to visit in a resident's room may not recruit on the hall among other students. This policy also prohibits the use of any common spaces in dormitories or campus buildings for recruitment, training, prayer groups, or any other activities unless the group is a Registered Student Organization.

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

For further information concerning religious solicitation, students may consult the [Center for Spiritual and Religious Life](#).

### Soliciting for Employment

Students may note that employment representatives (including current students who may be employed with an organization) who wish to recruit students for any type of job must register with the Vanderbilt Career Center, 310 25<sup>th</sup> Ave South – Student Life Center, Suite 220, 615-322-2750. Arrangements must be cleared in advance and specific procedures must be followed.

Organizations recruiting anywhere on campus must obtain permission from the Center. Recruiting tabling, speaking in classrooms regarding employment opportunities, hosting employment-related meetings, or distributing materials on campus. All events must be requested through Handshake and approved by the Career Center. All approved notices must clearly state the organization, product or service involved, and a job description. Notices may not be posted on automobiles, distributed in campus residences, or posted on any other unauthorized space on campus.

Employers who wish to post internships or full-time permanent employment opportunities electronically should do so via Handshake, Vanderbilt's online recruiting platform. Employers may also connect with the Career Center by emailing [recruiting@vanderbilt.edu](mailto:recruiting@vanderbilt.edu). The Career Center does not post fee-based programs, commission-only opportunities, blind postings from third-party vendors, co-ops or study abroad programs.

To post part-time jobs or student employment jobs electronically, employers should connect with Student Employment via the [HireADore](#) website, call the Financial Aid Office at 615-322-3591, or visit the website. Failure to comply with these guidelines may result in the prohibition of future recruiting activities by the offending organization.

### Soliciting in Residence Halls

Ordinarily, solicitation in campus residences is prohibited. Room-to-room solicitation for any reason is not allowed. Those students or student organizations who wish to organize clothing, food, blood, book, or other drives in the residence halls must request authorization from the Associate Dean of Students for Housing and Residential Experience or designee.

### Student-Election Campaigning in Residential Units

Residence hall campaigning is permitted for Vanderbilt Student Government, Honor Council, and Outstanding Senior elections, only (i.e., those with campus-wide or specific residential-unit interest). Room-to-room solicitation or campaigning is specifically prohibited. As a practical matter, campus-wide elections generate more posters than can be accommodated on residential bulletin boards. Students running for office may post two flyers per bulletin board in residences, but may not cover or remove flyers already in place. Posters larger than 11" x 17" in size are prohibited. The internal and external use of residential windows, doors, walls, and bathroom stalls is prohibited. Candidates are responsible for removing flyers within 48 hours of the conclusion of an election.

In the lobbies of certain residences, it is appropriate to hang banners of campus-wide interest. In these lobbies, candidates running for campus-wide offices may hang banners limited to three (3) feet in width and five (5) feet in length. Candidates wishing to hang banners in residential lobbies must contact the Director of Residential Experience or designee for authorization and guidance. Candidates may reach the Director by calling Housing and Residential Experience at 615-322-2591.

- *Dining Centers*- Permission to hang posters or paint designated windows in the dining spaces of Rand Hall or any other dining facility must be obtained from the Director of Vanderbilt Campus Dining.
- *Greek Facilities* - Greek chapters with houses may hang banners from their own facilities.
- *Automobiles*- Notices may not be posted on automobiles.

For more information about distributing notices on Rand Terrace or outside the building in which a meeting has been scheduled by another organization, please refer to the [Freedom of Expression](#) policy.

### Third-Party Solicitation

Commercial advertising matter and notices unrelated to the University, including those physically placed on campus or sent electronically or other means by third party businesses or individual students, faculty and staff, are prohibited. Advertising for commercial or personal matters can be done in campus publications.

Vanderbilt community members who advertise services to students (e.g., typing or sale of books) may post small notices on bulletin boards.

## Technology and Literary and Artistic Works

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

## Use of University Trademarks

All logos, seals, names, symbols, and slogans associated with, and used by, Vanderbilt University are trademarks and are the exclusive property of the University. Reproduction and use of these marks must be approved by the Office of Brand Engagement and Governance. This includes all merchandise (e.g., T-shirts, mugs, uniforms) that are used for internal use, sale, or promotional giveaway. Students may contact the Office of Brand Engagement and Governance at [brandengagement@vanderbilt.edu](mailto:brandengagement@vanderbilt.edu). Policy governing the use of trademarks in URLs and acquisition of domain names can be found on the VUIT [website](#). Policy governing the use of Vanderbilt's official marks can be found on the Office of Brand Engagement and Governance [website](#).

The use of the official University logo is limited to University departments, schools, and the Undergraduate Honor Council. Registered Student Organization may use the RSO mark or Vanderbilt Spirit logos as described below and which can be found on the [Student Organizations, Leadership, and Service webpage](#). Club sports registered with the University have authorization from the Office of Brand Engagement and Governance to use the Primary Athletic V logo. All students and student organizations are expected to comply with the appropriate use of University trademarks.

The official Vanderbilt University Registered Student Organization mark, which incorporates the official University logo, is designed for use by Registered Student Organizations on notices and products. The use of these marks is limited to Registered Student Organizations and cannot be used by individuals or unrecognized groups. Registered Student Organizations may also use specified official Vanderbilt spirit marks, including the Anchor, Mr. C, and the Hand VU symbol, and the name "Vanderbilt University," or titles indicating institutional affiliation, such as "Vandy," "Black and Gold," "VU," or "Commodore," for purposes generally consistent with the organizations' purposes and their usual activities or to identify themselves as campus groups (such as the Vanderbilt International Student Association).

Use of the University's Registered Student Organization mark, spirit marks, name, or titles indicating institutional affiliation should be consistent with Communications and Marketing's [Internal Use Licensing Policies](#). No organization is authorized to make either contractual commitments or binding statements on behalf of the University. The Registered Student Organization mark, spirit marks, and University name or titles indicating institutional affiliation should not be used in association with a private business or used in a manner that might associate or imply endorsements by the University of an outside business, product, or political candidate. For example, statements or slogans such as "Vanderbilt Backs Libertarians" may not be used by organizations unless they have been authorized to speak for the University.

The unauthorized use or imitation of any official Vanderbilt stationery, logos, or marks is prohibited. University logos and marks must not be altered in any fashion, and it is not permissible to create logos for a group or organization using Vanderbilt logos without authorization by the Office of Brand Engagement and Governance.

# Student Wellbeing

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## Assistance Animals

Vanderbilt University complies with the Americans with Disabilities Act as amended (ADA) in allowing use of service animals for students. Vanderbilt University also complies with the Fair Housing Act in allowing students the use of emotional support animals that are approved as a reasonable accommodation. This policy applies only to a) service animals and b) approved emotional support animals that are documented with Student Access and Housing and Residential Experience. Emotional support animals are not permitted in University residences prior to approval from Student Access and completion of all other required steps, as outlined below.

### *Definitions*

**Service animal:** A service animal is a dog or miniature horse 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 by a service animal must be directly related to the individual's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition. Other species of animals are not considered service animals for the purposes of this definition.

**Emotional support animal:** An emotional support animal is any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of an individual's disability. The animal need not be individually trained. Emotional support animals are not limited to dogs or miniature horses and can be other species of animal. Emotional support animals are not considered service animals.

**Pet:** A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an emotional support animal. Students are not permitted to keep or bring pets onto University property, with the exception that pets are permitted on University property in outdoor areas that are open to the public. Pets in public outdoor University property must be controlled by a leash, harness, or other tether and the presence and behavior of the pet are in compliance with applicable state and local laws, regulations, and ordinances.

**Handler:** A person with a service or emotional support animal. A handler may also be a third party, accompanying the person with a disability, who is in control of a *service animal*.

### Qualifying to Have a Service or Emotional Support Animal On Campus

Service animals are permitted on campus and in University residences when:

- The service animal is required to do work or perform tasks for a person with a disability as defined by the ADA; and
- The accompanying service animal is trained to do a specific task for the person with a disability.
- If the Handler is living on campus, the Handler must provide to Housing and Residential Experience the animal's current vaccination records, a current photo, and registration records in Davidson County, TN as required by state and local law.

It is not necessary that the animal be certified or licensed as a service animal. No request to bring a service animal on campus is required, no registration of the animal is required beyond notice to Housing and Residential Experience, and no documentation supporting the need for a service animal is required (although the University will accept and consider documentation voluntarily provided by the student). When the need for a service animal is not readily apparent, University staff may make the following two inquiries of the student:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Emotional Support animals are permitted in University residences when:

- The Handler has a disability as defined by the ADA; The Handler provides Student Access with reliable documentation of their disability and their disability-related need for the animal (NOTE: Generally, documentation from mental health care professionals who have had only limited encounters with the student specifically intended to produce an emotional support animal letter is not considered reliable as the professional-client relationship will often lack diagnostic rigor and the level of familiarity with the functional limitations arising from the diagnosis to support robust recommendations.);
- Once the animal has been approved by Student Access as an emotional support animal, Student Access will notify the Handler and Housing and Residential Experience of the approval. A representative from Housing and Residential Experience will contact the Handler to obtain necessary documentation, including, but not limited to, current vaccination records, a current photo, and registration records in Davidson County, TN.

### Responsibilities of Handler

For service animals on campus and in University residences, the Handler is responsible for:

- attending to and being in full control of the service animal at all times. A service animal must have a harness, leash, or other tether unless: a) the Handler is unable to use a harness, leash or tether; or b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties.
- the costs of care necessary for a service animal's well-being. The arrangements and responsibilities for the care of a Service animal are the sole responsibility of the Handler at all times, including regular bathing and grooming, as needed.
- independently removing or arranging for the removal of the service animal's waste.
- complying with local and state licensing laws for animal rights and Handler responsibilities. Service animals must be current with immunizations and wear a rabies vaccination tag.
- not leaving the service animal unattended for an unreasonable length of time. Service animals must leave campus with the Handler if the Handler leaves overnight and during all University breaks, if the Handler leaves campus.
- any costs resulting from the actions of the service animal, including but not limited to, bodily injury and property damage. Bodily injury includes physical damage or injury to a person's body and illness, even if minor or temporary. Property damage includes damage to University property (e.g., furniture, carpeting, windows, wall coverings) and damage to the personal property of others. The Handler must pay for all costs relating to property damage at the time of repair or replacement and/or move-out, as determined by Housing and Residential Experience.
- the cost of any cleaning above and beyond a standard cleaning, as determined by Housing and Residential Experience. The Handler is responsible for covering all costs of any necessary fumigation or treatment method used by the University pest control service to remove fleas, ticks, or other unwanted pests present as a result of the service animal.
- NOTE: The University may prohibit the use of service animals in certain locations due to health and safety restrictions or potential danger to the animal. Restricted areas may include, but are not limited to, food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

For emotional support animals in University residences, the Handler is responsible for:

- keeping the animal within their residence hall room. Emotional support animals are not permitted in University buildings, other than the Handler's residence hall unless approved as a separate accommodation by Student Access. Emotional support animals are only permitted on campus where other animals are allowed.
- not leaving the emotional support animal unattended for an unreasonable length of time. Animals must leave campus with the Handler if the Handler leaves overnight and during all University breaks, if the Handler leaves campus. The emotional support animal should be in an appropriate container such as, but not limited to, a crate, pen, aquarium/terrarium, or similar if the Handler is not in the room with the animal. Emotional support animals should not be allowed to roam the room freely when the Handler is not present.
- monitoring noise levels and minimizing negative impact to other residents from emotional support animal's presence.

- attending to and being in full control of the emotional support animal when transporting the animal for elimination. The emotional support animal must have a harness, leash, tether, or be transported in an appropriate enclosure whenever it is outside of the residence hall room where it is housed.
- the costs and care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an Emotional support animal are the sole responsibility of the Handler at all times, including regular bathing and grooming, as needed.
- independently removing or arranging for the removal of the emotional support animal's waste.
- complying with local and state licensing laws for animal rights and Handler responsibilities. Emotional support animals must be current with immunizations and wear a rabies vaccination tag if appropriate.
- any costs resulting from the actions of the emotional support animal, including but not limited to, bodily injury and property damage. Bodily injury includes physical damage or injury to a person's body and illness, even if minor or temporary. Property damage includes damage to University property (e.g., furniture, carpeting, windows, wall coverings) and damage to the personal property of others. The Handler must pay for all costs relating to property damage at the time of repair or replacement and/or move-out, as determined by Housing and Residential Experience.
- the cost of any cleaning above and beyond a standard cleaning, as determined by Housing and Residential Experience. The Handler is responsible for covering all costs of any necessary fumigation or treatment method used by the University pest control service to remove fleas, ticks, or other unwanted pests present as a result of the emotional support animal.
- notifying Student Access and Housing and Residential Experience if the emotional support animal is no longer needed or is no longer being housed in the residence hall.

#### Misconduct by Service Animals, Emotional Support Animals, or Handlers

Approval for service animals or emotional support animals that engage in actions that pose a risk to the safety of person or property will be rescinded by Student Accountability, Community Standards, & Academic Integrity (Student Accountability). Acts that pose a risk to safety of person or property include, but are not limited to, injuring an individual, injuring another animal, or destruction or significant damage of University or other property, the threat of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

Approval for service animals or emotional support animals that disrupt campus operations, violate University policies, or significantly infringe on the rights of other members of the University community (Disruptive Behavior) may be rescinded if the Disruptive Behavior is not rectified within two weeks of notice by Student Accountability. Similarly, approval for service animals or emotional Support animals may be rescinded when two or more different Disruptive Behaviors occur resulting in multiple notices from Student Accountability. In evaluating the Disruptive Behaviors, Student Accountability will consider if the Disruptive Behavior can be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures. Acts considered to be Disruptive Behavior include, but are not limited to, an animal that is not housebroken (if applicable), is out of control and its Handler does not take effective action to control it, causes minor damage to university or other property, jumps on other people, or engages in excessive and/or uncontrolled noises. Examples of excessive and/or uncontrolled noises are frequent loud noises, multiple occurrences of sustained noises for more than two minutes, or noises that occur during residence hall quiet hours.

In determining if approval will be rescinded, Student Accountability may consult with Student Access and other appropriate campus partners. Student Accountability will make an individualized case-by-case determination in each situation in consideration of the behavior of the particular animal and Handler.

For misconduct by an animal, there is no appeal of Student Accountability's decision. Any finding of misconduct by a Handler are subject to review by the Appellate Board in accordance with the [University's accountability procedures](#).

If approval is rescinded, the animal is considered a pet and must be removed as outlined below in the Unapproved Animal section. The Handler will need to restart the accommodation process.



## Unapproved Animal

An Unapproved Animal is considered a pet. A pet may not enter any University building. A pet residing in the residential facilities, including service or emotional support animals with rescinded approval, must be removed within 24 hours. A pet found to pose a risk to the safety of a person or property may be required to be removed from campus immediately, including public areas.

## Service Animals in Training

Tennessee state law (Tenn. Code Ann. § 62-7-112) provides that persons accompanied by a dog guide in training may not be refused entrance to a place of public accommodation because the dog guide trainer is being led or accompanied by a dog guide in training, provided:

- the dog guide in training, when led or accompanied by a dog guide trainer, is wearing a harness and is held on a leash by the dog guide trainer or, when led or accompanied by a dog guide trainer, is held on a leash by the dog guide trainer; and
- the dog guide trainer has first presented for inspection credentials issued by an accredited school for training dog guides.

The University may request that a guide dog trainer to remove the guide dog if:

- the dog guide or dog guide in training is out of control and its handler does not take effective action to control it; or
- the dog guide or dog guide in training is not housebroken.

Consistent with Tennessee law, service animals in training are welcome in public areas of campus if accompanied by a dog guide trainer. Service animals in training cannot be in residence halls or other private areas of campus, unless they are being trained by their Handler to serve as the Handler's own service animal.

Under Tennessee law, it is a criminal offense to engage in misrepresentation of a service animal or emotional support animal, such as providing documentation that falsely states an animal is a service animal or emotional support animal (Tenn. Code Ann. § 39-16-304).

For more information on service animals and emotional support animals, please contact Student Access at 615-343-9727 or [studentaccess@vanderbilt.edu](mailto:studentaccess@vanderbilt.edu).

## Student Access

Vanderbilt University is committed to equal access for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008, Vanderbilt does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Vanderbilt University aims to provide an accessible educational experience for all students. Student Access provides reasonable accommodations for students with disabilities who encounter barriers to accessing their educational experience. Reasonable accommodations are determined on an individual, case-by-case basis. To request reasonable accommodations, students should submit their disclosure forms and documentation to Student Access via the [Commodore Access Portal](#). Once Student Access receives the disclosure form and documentation, an Access Specialist will review the request and request a follow-up meeting with the student. If the student is uncertain about navigating this process or has other concerns, he/she/they should contact Student Access. Please note it is the student's responsibility to request accommodations and to provide sufficient and appropriate documentation. Students are strongly encouraged to contact Student Access upon enrollment at Vanderbilt University or as early as possible to initiate the accommodation request process.

For additional information on academic accommodations, transitioning to college, documentation guidelines, and other accommodations, such as those for housing, dining, or mobility, please visit the [Student Access website](#).



# Absences, Hospitalizations, and Types of Leaves

## Absences & Coursework Adjustments – Dean’s Notification

A Dean's Notification is provided to instructors when a student (1) has a serious illness, injury, or medical condition or treatment or (2) is involved in a personal matter necessitating supportive measures to restore or preserve access to the University's educational programs and activities and (3) the situation is not reasonably likely to resolve immediately. An appropriate University official working directly with the student—including, but not limited to, staff from Student Care Coordination (SCC), the University Counseling Center (UCC), the Student Health Center (SHC), Residential Experience, Project Safe, and the Title IX Office—must determine the situation qualifies for a Dean's Notification. Upon making that determination, the official will notify SCC or the Title IX Office, as appropriate, to coordinate with the student's academic dean to formally request that instructors provide flexibility with coursework and/or absence policies. Alternatively, a student may directly request a Dean's Notification from the appropriate academic dean who will apply the same analysis and make a determination. In doing so, the academic dean may consult with SCC. It is the instructor's prerogative to determine what, if any, adjustments are appropriate. It is the student's responsibility to speak individually with each professor to discuss what, if any, adjustments are possible.

Dean's Notifications are not reasonable accommodations as issued by Student Access, nor should they be used in lieu of a leave of absence. Dean's Notifications generally expire two weeks after notice is sent by the academic dean to instructors. Flexibility for longer than two weeks should be evaluated by the appropriate academic dean in consultation with campus partners to determine if accommodations or a leave of absence is more appropriate. Supportive measures issued by the Title IX Office may be extended beyond the initial two-week period on a case-by-case basis.

## Absences & Coursework Adjustments – Minor Illnesses & Routine Appointments

Vanderbilt University expects students to be honest with their instructors about their ability to attend class and/or complete course work and asks instructors to work with students on these issues. Therefore, the primary offices of the Student Care Network (SCC UCC, SHC, and Center for Student Wellbeing (CSW)) do not provide notes for minor illnesses or routine appointments that may lead to missed classes and/or a delay in completion of assignments. Instead, the primary offices provide students with cards documenting visits to their office, which students may use in discussion with their instructors regarding absences and/or missed work to demonstrate that they sought care. The reason for the visit and any details of minor illnesses or routine appointments are not provided on the card to protect the student's privacy. In addition, variability in how minor illnesses affect students prevents the primary offices from predicting when students will miss classes and/or assignments in response to such ailments. Honest communication between students and their instructors can better address these situations.

For more serious illnesses or medical emergencies resulting in absences or missed coursework, refer to the Dean's Notification section.

## Hospitalizations & Medical Emergencies – Notice to University

The University requires students to promptly meet with SCC when a student (1) is discharged after being transported to a hospital for emergency evaluation, (2) is discharged after being admitted (voluntarily or involuntarily) to a hospital for inpatient care, or (3) otherwise experiences a medical emergency in connection with which follow-up treatment or discharge instructions are reasonably needed to support the student in living on campus or participating in an academic program. Failure to meet with the SCC after notice of the required meeting will result in referral to either a Welfare Panel or Student Accountability, Community Standards and Academic Integrity.

## Hospitalizations & Medical Emergencies – Emergency Notification

Vanderbilt may notify a student's emergency contact or other appropriate parties of an emergency situation when it determines in its discretion that such a notification serves the interests of protecting the health or safety of the student or other individuals.

Emergency notification may be appropriate when, for example, a student is (a) admitted to the hospital, (b) leaves the hospital against medical advice, or (c) leaves the hospital without being evaluated after being referred by the University for threat to self, threat to others, or another comparable medical emergency.

Emergency contact information may be provided and updated in [YES](#).

### Types of Leaves

Students who seek to leave the University after the term has begun must request a temporary leave of absence (LOA) through their individual academic dean's office. The academic dean, in consultation with relevant campus partners, will determine the appropriate category of leave. If medical clearance is required to return, the student will be notified and must follow the MLOA process outlined in this section. Additional specific policies related to withdrawal, leave of absence, and return from leave of absence are defined at the school level and can be found in the [course catalog](#). Leaves may be extended at the discretion of each academic school.

Types of LOA include, but are not limited to:

1. Personal: desire to travel, desire to work without academic credit, family challenges or caretaking responsibilities, or to take time off for any other reason except for such reasons that would satisfy the requirements for medical or financial leave as outlined below.
2. Medical: a student's physical or mental health condition(s) that significantly interferes with the student's academic and personal success or causes them to be unable to function as a student.
3. Financial: when financial reasons prevent an individual from remaining a student.

There may be financial impacts of a withdrawal or leave of absence. Each year, the Office of Student Accounts posts the refund and withdrawal schedule to its [website](#). Improper or untimely notification of withdrawal or leave of absence may result in academic and financial penalties.

Students on LOA should continue to notify the University of any changes in address via the Address Change application in [YES](#).

Students on a leave of absence should understand that return from LOA is not guaranteed and is subject to conditions set forth by their individual academic schools as well as University requirements for a return from medical leave, if applicable. A student who fails to return at the completion of an approved LOA, or has failed to comply with the terms of the LOA, may be withdrawn from the University.

### Medical Leave of Absence (MLOA)

A medical leave of absence (MLOA) should be taken when a student's physical or mental health conditions significantly interfere with academic and personal success or cause an individual to be unable to function as a student. An MLOA is intended to provide students the opportunity to fully attend to their health and wellbeing. Student Care Coordination (SCC) supports undergraduate students, graduate students in the Graduate School, and professional students in the Owen Graduate School of Management, Law School, Peabody College, School of Nursing, School of Engineering, Divinity School, and School of Medicine except for MD candidates navigate the process of taking and returning from an MLOA. All undergraduate students considering an MLOA will first meet with SCC for a pre-MLOA meeting to help understand any available alternative academic options, the process of taking an MLOA, expectations for time away, and what is required to return to school. Graduate students may schedule a pre-MLOA meeting, but this is not required. The MLOA policy and process can be found on the [Student Care Coordination \(SCC\) website](#).

### During an MLOA:

- Students must demonstrate appropriate engagement with a medical and/or mental health provider(s) unaffiliated with Vanderbilt University until the provider(s) determines that the issue(s) that led to the leave have been adequately addressed and the student can successfully return to the academic environment. Note that Vanderbilt University Medical Center providers will be considered unaffiliated for purposes of this policy but should not be faculty within the School of Medicine who currently have or have had a role in evaluating the student's academic assessment or promotion. SCC does not typically

make specific recommendations of length or frequency of treatment. For a MLOA related to mental health, regular treatment generally consists of more than a few sessions and a student's provider(s) may have specific recommendations for ongoing treatment to follow while on MLOA.

- Students on MLOA will not be eligible for student services, including the University Counseling Center, the Student Health Center, and the Center for Student Wellbeing.
- Students can utilize services at SCC for assistance with establishing care and support off-campus or with telehealth resources.

#### *Insurance coverage while on MLOA:*

- Students on the Student Health Insurance Plan (SHIP) who take a leave of absence within the first 31 days of the coverage period, will not be covered under SHIP and the full premium will be refunded, less any claims paid. Students on SHIP who take a medical leave of absence at least 31 days after the start of the SHIP coverage period will remain enrolled in the SHIP plan until the end of the plan year.
- Students enrolled in SHIP the semester immediately preceding a leave may choose to enroll in a one-time extension of coverage for up to one year while on MLOA. Students wishing to extend coverage should complete and submit the [Leave of Absence SHIP Enrollment Form](#) with a copy of their MLOA letter from their Dean during Open Enrollment to ensure timely enrollment. If you have questions, please reach out to [Student Care Coordination \(SCC\)](#) or [SHIP@vanderbilt.edu](mailto:SHIP@vanderbilt.edu).
- Students possessing health insurance through another carrier should confirm with their carrier that they will remain covered under their current policy if on a leave of absence and not enrolled in classes. Alternative coverage while on a leave of absence is available via: <https://edusure.com/>

#### *Returning from a MLOA:*

The process to return from a MLOA or a LOA that the University has deemed requires medical clearance for return is managed by Student Care Coordination (SCC). Students must submit all required documentation to SCC by the deadlines posted on the [SCC website](#). Failure to submit all documentation by the established deadline may result in postponement of approval to return for a desired semester. Additionally, all students must meet with SCC for an MLOA Return Meeting before a determination for approval is made. During this meeting, students and their Care Coordinator will review recommendations from their treatment providers, review the Student Success Plan, and ensure support is in place for a successful return to campus.

To determine whether the issue(s) that lead to leave has been addressed sufficiently, the SCC, in consultation with the Academic Dean's Office and other relevant campus partners will complete an individualized assessment and review all relevant information available, including, but not limited to, documentation from the student's treatment provider(s) and the student's understanding of their medical and academic readiness to return.

Students are permitted to register for classes for future terms prior to receiving approval from SCC to return to school. Undergraduate students should also register for and participate in relevant processes for on-campus housing for their intended semester of return. Registration for on-campus housing (undergraduate students only) and classes will be canceled if the necessary documentation is not received by the SCC by the established deadlines or approval is not granted.

#### *Appeal Process:*

If return from MLOA is not approved, students may submit an appeal of the decision in writing within one week of receiving notice of the decision by SCC. The written request must specify one or more grounds outlined below for appeal. General dissatisfaction with the decision of SCC is not considered grounds for an appeal. The written appeal should be submitted in Word or PDF format to [deanofstudents@vanderbilt.edu](mailto:deanofstudents@vanderbilt.edu) and consist of no more than 3 double-spaced pages in 12-point font. Any medical documentation provided as part of the appeal is not subject to the page limit.

The grounds for appeal consist of the following considerations:

- No reasonable person conducting an individualized assessment of the available information could have reached such a decision absent bias
- New information not reasonably available at the time the MLOA documentation was submitted, which would reasonably be expected to affect the decision.

- Procedural irregularities sufficient to affect the original decision.

The Vice Provost and Dean of Students or designee will review the appeal and may consult with other appropriate campus partners. Upon completion of the review, the Dean of Students will issue a decision affirming, modifying, or reversing the decision to postpone return from MLOA. The Vice Provost and Dean of Students decision is final, and no other appeals or grievance procedures are available.

## Student Health Insurance Plan (SHIP)

### Eligibility

All International Students are automatically enrolled in the Student Health Insurance Plan (SHIP) and the premium for coverage is added to their tuition billing unless proof of comparable coverage is furnished. All other degree and non-degree seeking students (excluding Division of Unclassified (DUS) and Consortium students) enrolled in 4+ credit hours, a 0-credit research/dissertation course, or any other course that is considered to equate to full-time enrollment are automatically enrolled in and will be billed for SHIP underwritten by UnitedHealthcare and administered by Academic Health Plans (AHP), unless they timely complete the online waiver process and are approved for a waiver. Information about the plan is available online at <https://vanderbilt.myahpcare.com/>. In addition, students may email [SHIP@vanderbilt.edu](mailto:SHIP@vanderbilt.edu) with questions.

### Cost

The annual premium, which is approved each year by the Board of Trust, is billed to students through their student account. The premium is a separate charge from tuition.

### Coverage Period

Coverage for students begins August 12 and extends through August 11 the following calendar year. If a student withdraws from school within the first 31 days of a coverage period, they will not be covered under SHIP and the full premium will be refunded, less any claims paid. After 31 days, the student will be covered for the remainder of the plan year providing plan premiums are paid, and no refund will be allowed.

Graduating within 31 days of the start of the coverage period shall not be considered a withdrawal from school. Additional information regarding enrollment, waivers, graduation, and refunds is available on the [Student Care Network website](#). Questions regarding student health insurance can be sent to [SHIP@vanderbilt.edu](mailto:SHIP@vanderbilt.edu).

### Coverage Benefits

SHIP provides hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of the plan is available online at <https://vanderbilt.myahpcare.com/> and on the Student Care Network [website](#). Vanderbilt's Student Health Center (SHC) is the primary care provider (PCP) under SHIP for all undergraduate and graduate & professional students. There is no referral required to be seen outside of the Student Health Center. For best benefit coverage, students should see in-network providers.

### Waiver of Insurance Plan

A student who does not wish to subscribe to SHIP must notify the University of comparable coverage under another policy. Comparable criteria coverage for domestic and international students is found at <https://www.vanderbilt.edu/studentcarenetwork/waive/>. Waiver of the student insurance plan does not affect eligibility for services at SHC. The online waiver process may be found online at <https://vanderbilt.myahpcare.com/waiver>. The insurance charge will not be waived if the online process is not completed by the applicable deadline outlined in the [SHIP waiver policies](#). The waiver process must be completed each academic year. Additional information about the waiver process may be found on the Student Care Network [website](#).

## Family Coverage

An additional premium is charged for family insurance coverage. An eligible student who wishes to provide coverage for his/her/their spouse and/or children, may do so at <https://vanderbilt.myahpcare.com/>. It is the student's responsibility to enroll their eligible dependents each year. Dependents are not automatically enrolled.

## Qualifying Events for Students and Dependents

Students who initially waive coverage can request to add coverage if they experience a qualifying event. Examples of a qualifying event include a) reaching the age limit of another health insurance plan, b) loss of health insurance through marriage or divorce, c) involuntary loss of coverage from another health insurance plan, and d) entering the United States of America. A qualifying event does not include a student who is seeking enrollment to gain access to a benefit that was exhausted under their private insurance plan.

Coverage will be effective beginning the first day following the loss of coverage, and the charges will be added to the student's account. Eligible dependents may also be added if the student experiences one of the following qualifying events: (a) marriage, (b) birth of a child, (c) divorce, (d) the dependent entering the country for the first time, or (e) the dependent losing coverage under another insurance plan. Requests to add coverage based on a qualifying event must be received within 31 days of the qualifying event. Forms received more than 31 days after the qualifying event will not be processed.

# Student Wellbeing Interventions

## Student Wellbeing Interventions

Students who engage in conduct that endangers the health and safety of themselves or others, or who otherwise are unable to function as a student may, among other things, be expected to participate and make satisfactory progress in a program of medical/mental evaluation and/or treatment as a condition of continued enrollment.

The Student Care Network endeavors to assist students who are at risk for self-harm or harming others. However, the University, in its discretion, may require the immediate withdrawal of a student when, following an individualized assessment, the University determines the student poses a direct threat to themselves or others or who otherwise is unable to function as a student. Students who withdraw—voluntarily or involuntarily—under these circumstances, will be able to reenroll following a finding by the University that the condition(s) for reenrollment have been met.

The University maintains two primary means of institutional review for assessment and implementation of this intervention process: the CARE Team and the Welfare Panel.

## Campus Assessment, Response, and Evaluation (CARE) Team

The Campus Assessment, Response, and Evaluation (CARE) Team is a multidisciplinary team of campus professionals (faculty and staff) dedicated to a proactive and collaborative approach for the prevention, identification, assessment, and management of challenges impacting students' academic and personal success. The purpose of the CARE Team is to facilitate purposeful information sharing regarding students of concern and where a thorough or extensive collaborative support strategy may be needed. Students are discussed in CARE Team meetings with the intent of creating appropriate and individualized support plans for each student. The CARE Team meets regularly during the academic year. More information about assisting students of concern and submitting a student of concern report can be found [SCC webpage](#).

## Welfare Panel Overview

A Welfare Panel will be convened by the Vice Provost and Dean of Students or designee (Dean), when the Dean, through an individualized assessment, determines that a student (1) is a danger to the health and safety of themselves or others or (2) is otherwise unable to function as a student and (3) the inclusion of treatment recommendations or evaluations may be beneficial to stop the concern and prevent its reoccurrence in addition to outlining behavioral expectations or actions. The University may place a student on an Interim Restriction(s) effective until the Welfare Panel has made a final decision on the Intervention Plan or determined reasons for imposing the Interim Restriction(s) no longer exist.

A Welfare Panel is comprised of individuals who would provide for an individualized assessment of the situation and the student. The composition of the Welfare Panel in any individual case is set by the Dean and is confidential, though individuals may choose to disclose their participation to a student. The Welfare Panel may consult with others not included in the initial composition of the Welfare Panel while conducting its individualized assessment.

#### *Determination*

After a Welfare Panel has been convened, the Welfare Panel may make additional requests for information, which can include, but are not limited to, requesting the student be assessed by the University Counseling Center or another health provider. Using well-reasoned judgment and taking into account the individual circumstances, the Welfare Panel will enact an individualized assessment and plan (Intervention Plan) that addresses whether a student (1) may remain enrolled without conditions, (2) may remain enrolled with conditions that are to be described in writing, or (3) should or must take a leave.

In making a decision about the contents of an Intervention Plan, the Welfare Panel will consider available relevant information. When appropriate, the student may be asked to sign a health records release to authorize direct communication between and among the Welfare Panel and the student's healthcare provider(s). If a student declines to provide requested information and/or authorizations, the Welfare Panel will make their determination after considering the available relevant information. In circumstances where the Welfare Panel cannot come to consensus about an Intervention Plan, the Dean will make a final decision after hearing, considering, and weighing the information provided.

#### *Notice of and Response to Intervention Plan*

When the Welfare Panel has determined the expectations for the Intervention Plan, the Dean will provide prompt notice to the student in writing and may attempt to meet with the student to outline the Welfare Panel's expectations. A student may, but is not required to, bring an adviser who is a current faculty, staff, or student at Vanderbilt. If a student is currently hospitalized, treating clinicians and social workers at the hospital may also be asked to participate by the Dean. Finally, parents may be informed of the intervention plan in connection with a signed release of information from the student or other grounds that satisfy an exception to the requirement for a signed release under the Family Educational Rights and Privacy Act (FERPA).

If the student agrees to the Intervention Plan, the process is deemed concluded and SCC will monitor compliance. If the student does not comply with expectations, the process may be reopened.

If the student disagrees with the Intervention Plan, the student will have three (3) business days to propose an alternative plan, which should be supported and endorsed by a licensed medical professional unaffiliated with Vanderbilt University (Note: Vanderbilt University Medical Center providers will be considered unaffiliated for purposes of this policy but should not be faculty within the School of Medicine who currently have or have had a role in evaluating the student's academic assessment or promotion). The student may request an extension in writing within the three-day window for good cause, which the Dean will review to determine if the extension is appropriate.

If the student submits an alternative plan, the Welfare Panel will weigh the additional information before finalizing its Intervention Plan. Greater weight will be given to an alternative plan supported and endorsed by a licensed medical professional unaffiliated with Vanderbilt University (as defined above) with an understanding of the student's collateral information so as to provide an individualized assessment. If no alternative plan is submitted, the original Intervention Plan will be considered agreeable, the process is deemed concluded, and SCC will monitor compliance. The Welfare Panel has final discretion on the Intervention Plan and may, in its discretion, reject any and all portions of an alternative plan supported and endorsed by a licensed medical professional unaffiliated with Vanderbilt University.

#### *Medical Leaves of Absence as Part of Intervention Plan*

If a medical leave of absence (MLOA) is indicated by the Intervention Plan, the student will typically be given the opportunity to take the leave voluntarily. If the student declines to take a voluntary leave, the Welfare Panel, in its discretion, has the authority to place the student on an immediate mandatory leave. When a

student takes a voluntary or mandatory MLOA under this policy, the Welfare Panel will determine any conditions for reinstatement on an individualized basis and communicate this information to the student in writing in addition to requiring the student to complete the MLOA return process outlined in this section.

If a student begins a voluntary or mandatory MLOA after an academic semester has begun, the student's registration will be canceled. The student's tuition will be refunded as provided in the Tuition Refund Schedule. A student on voluntary or mandatory leave may register for classes for the semester they anticipate they will return to; however, registration may be cancelled if return from leave is not approved. MLOAs are approved by the Welfare Panel through Student Care Coordination. A student's transcript does not denote a leave of any type (voluntary or mandatory).

## Isolation and Quarantine

Vanderbilt University must enforce public health mandates as required by public health authorities and may also follow VUMC and SHC recommendations when the University determines them to be in the best interest of the Vanderbilt community and the public. Based on the aforementioned mandates and/or recommendations, the University may issue directives to students regarding isolation and/or quarantine. As a result, among other needed interventions, students in campus housing, or students traveling as part of Vanderbilt programs or activities, may be required to relocate so that appropriate isolation and/or quarantine can be accomplished. Failure to comply with University directives may result in corrective action through the University's accountability process.

## Immunization Requirements

The State of Tennessee requires certain immunizations and tuberculosis screening for all students (undergraduate, graduate, and professional). ***Students not in compliance with these mandated immunizations and tuberculosis screening will NOT be allowed to register for classes.*** Waivers for required immunizations may be granted for religious or medical reasons. Waiver requests are reviewed by SHC and Equal Opportunity and Access or Student Access. Instructions for providing waiver request documentation can be found on the [immunizations requirements website](#).

Immunization requirements include:

- **Meningococcal meningitis vaccine (one injection after age 16)** for all incoming students living in on-campus housing.
- **Measles, mumps, and rubella (2 injections after age 1)** for all incoming students or positive titers.
- **Varicella vaccine (2 injections after age 1)** for all students who have not had documented chickenpox or positive titers.
- **Tuberculosis screening**, which includes an on-line risk assessment followed by blood testing or skin testing, if applicable

All incoming students must upload immunization documentation and The Tuberculosis Screening Survey form to the [Student Health Portal](#). Instructions, frequently asked questions and additional information is located on the Student Health Center website. The University encourages all students to receive COVID-19 vaccinations and booster(s). However, it is not required for the general student body. Students in healthcare fields (School of Medicine and School of Nursing, for example) may be required to satisfy the vaccination requirement of their clinical site(s) in order to participate in activities at the clinical site(s), including at Vanderbilt University Medical Center (VUMC).



# Compliance and Resources

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## Dining

Dining is an integral component of campus life, and sits at the heart of Vanderbilt's undergraduate residential experience; as such, all students residing in on-campus housing, including Greek housing, are required to participate in a meal plan based on cohort year. First-year students living on campus participate in the First-Year Meal Plan of 335 meals per semester. Second-year, third year, and fourth year students participate in the Upper-Division Meal Plan of 305 meals per semester. Meal plans are loaded onto the Commodore Card or mobile wallet and consist of a set meal allowance plus flexible meal money each semester. Second, third, and fourth-year undergraduates have the option to upgrade to the more comprehensive First Year Meal Plan. Undergraduates living off campus may purchase any of the meal plans offered to on-campus students and graduate and professional students may purchase [Flex Meals online](#). Detailed information on Vanderbilt Campus Dining, meal plans, and allergen or nutritional needs may be found at <https://vanderbilt.edu/dining>.

## Drug Free Campus

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

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

In addition, the misuse of prescription drugs is a serious concern on college campuses. For this reason, it is a violation of University policy for a student to be in possession of, or use, another person's prescription medication or for a student to distribute medications to one person that have been prescribed for another. Note that in addition to being violations of University policy, these practices are also felonies under federal statutes.

To underscore the seriousness with which it takes the issue of health and welfare of its constituent populations, the University will impose sanctions on students, faculty, and staff—up to and including expulsion or termination of employment, and possible referral for prosecution—for violation of the alcohol and other drugs policy. Conditions of continued employment or enrollment may include the completion of an appropriate treatment program and/or active participation in a recovery program.

In addition to the standards of conduct prohibited by law and University policy, students, faculty, and staff are subject to the additional requirements, standards, and procedures promulgated by their respective schools, departments, and organizations. Additional standards of conduct, standards, and procedures may be

found elsewhere in The Student Handbook, in the Faculty Manual, and in the Medical Center Alcohol and Drug Use Policy (Policy No. 30-im08), in the [Human Resources](#) policy, and any applicable union contract. Students, faculty, and staff may refer to these documents for details.

## Alcohol and Other Drugs Policies

See [Behavior related to the Use of Alcohol & Other Drugs](#) in the Student Behavioral Policies section and [Alcohol](#) in the Administrative Policies section of the Student Handbook.

## Harm Reduction – BASICS

Brief Alcohol Screening and Intervention for College Students (BASICS) is an assessment administered by the Center for Student Wellbeing to provide helpful information to students about their patterns of use of alcohol and other drugs and how this may be impacting their overall wellbeing. Following a harm reduction approach, the program uses motivational interviewing to help students identify goals increase their positive coping skills and reduce the risks associated with the misuse of alcohol and other drugs.

If there is substantial risk of further substance-related or mental health concerns, a referral may be made to the University Counseling Center.

The campus resource for students or campus professionals who want to learn more about talking to students about alcohol and other drugs is the [Center for Student Wellbeing](#) which can be reached by calling 615-32(2-0480).

## University Sanctions

See [Student Accountability Procedures-Sanctions](#) in the Behavioral Procedures Section of the Student Handbook.

## State of Tennessee Sanctions

This document contains a summary of state and federal sanctions for the unlawful use of controlled substances and alcohol. Portions of the summary were provided by the federal government, and while the summary is a good faith effort to provide information, Vanderbilt does not guarantee its completeness or accuracy. Under state law, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of their employment and over the age of 18), or consume alcoholic beverages, including wine or beer. It is also unlawful for any adult to give or buy alcoholic beverages for or on behalf of anyone under twenty-one years of age, or to cause alcohol to be given or bought for or on behalf of anyone under twenty-one years of age for any purpose. These offenses are classified as Class A Misdemeanors punishable by imprisonment for up to eleven months and twenty-nine days, or a fine of up to \$2,500, or both. (T.C.A. §§ 1-3-113, 39-15-404, 40-35-111, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of simple possession or casual exchange of a controlled substance (such as marijuana) is a Class A Misdemeanor punishable by imprisonment for up to eleven months and twenty-nine days or a fine up to \$2,500, or both). If there is an exchange from a person over twenty-one years of age to a person under twenty-one, and the older person is at least two years older than the younger person, and the older person knows that the younger person is under twenty-one years of age, then the offense is classified as a felony. Possession of more than 1/2 ounce of marijuana under circumstances where intent to resell may be implicit is punishable as a Class E Felony by one to six years of imprisonment and a \$5,000 fine for the first offense. (T.C.A. §§ 39-17-417, 39-17-418, 39-17-419, 39-17-428; 21 U.S.C. § 801, et seq.)

State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution of a controlled substance range from fifteen to sixty years of imprisonment and a \$500,000 fine.

(Title 39, T.C.A., Chapter 17, Part 4.) For example, possession of more than twenty-six grams of cocaine is punishable as a Class B Felony by eight to thirty years of imprisonment and a \$200,000 fine for the first offense.

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

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

21 U.S.C. 844(a)

*First conviction:* Up to one year imprisonment and fine of at least \$1,000.

*After one prior drug conviction:* At least fifteen days in prison, not to exceed two years, and fine of at least \$2,500.

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

21 U.S.C. §§ 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

21 U.S.C. § 881(a)(4)

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

21 U.S.C. § 844a

Any individual who knowingly possesses a controlled substance in a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. § 862

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

18 U.S.C. 922(g)

Ineligibility to receive or purchase a firearm or ammunition.

### Miscellaneous

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

## Resources

As an educational institution, Vanderbilt University is primarily concerned with helping the individual student achieve academic goals and develop as a person. When health concerns do arise, the University may assist

and guide a student whose mental, emotional, or physical health is threatened. Because of the health hazards associated with binge/high-risk drinking and other forms of alcohol misuse, students who choose to drink alcohol should imbibe only in moderation. Should students or their friends misuse alcohol or other drugs, there are several places on campus where they can receive assistance:

- The Resident Adviser (RA), Head Resident, or Residential Experience professional is available to listen to students with such problems and make an appropriate referral.
- Student Care Coordination can provide information and assist in connecting students with appropriate resources or treatment providers.
- The Center for Student Wellbeing can provide information, coaching, assessments, resources, and referrals. Additionally, Vanderbilt Recovery Support offers student-led, anonymous, and discreet weekly support meetings and monthly seminars.
- The University Counseling Center has a multidisciplinary team of counselors, psychologists, and psychiatric professionals who can provide an initial assessment around alcohol and other drug concerns and assist the student in connecting with appropriate resources whether it be on campus or in the community.
- The Student Health Center has professionals who can assist in treating medical complications and in identifying appropriate resources.
- Students may wish to talk to someone in the Office of Spiritual and Religious Life.

These campus and community resources are available and ready to assist. Calls will be handled with respect for privacy.

- Your Assistant Director and Area Coordinator in Residential Experience
- Your Academic Dean
- Your own physician/psychiatrist/psychologist
- Student Care Coordination 615-343-9355
- Center for Student Wellbeing 615-322-0480
- Vanderbilt Recovery Support 615-322-0480
- Student Health Center 615-322-2427
- University Counseling Center 615-322-2571
- Center for Spiritual and Religious Life 615-322-2457
- Housing and Residential Experience 615-322-2591
- International Student and Scholar Services 615-322-2753
- Emergency Room (VUH) 615-322-3391
- Vanderbilt Behavioral Health 615-327-7770
- AA (call Friendship House, 202 23rd Avenue North, telephone 615-327-3909, for meeting times)

## Health Risks

A general concern for all substances that alter self-control or level of awareness is the risk of exposure to physical risks such as sexually transmitted infections, sexual assault, and dangerous decision making such as choosing to drive while under the influence. (See also definitions and clarifications in "[Sexual Misconduct](#).") Perpetrators of sexual assault may use alcohol and other drugs to incapacitate their victims, intentionally.

### Effects of High-Risk/Binge Drinking

**Acute:** High-risk or binge drinking can result in frequent colds, reduced resistance to infection, and increased risk of pneumonia; aggressive, irrational or violent behavior, depression, and anxiety. The Center for Disease Control lists unintentional injury as the number one cause of death for individuals ages 15-24; impaired sensation leading to falls and driving under the influence are two contributing factors. Alcohol consumption causes a number of marked changes in behavior. It is important to recognize that individuals absorb alcohol at different rates leading to variable ranges of alcohol content in the body. Low to moderate levels of alcohol may also increase the incidence of impulsive actions potentially contributing to negative

social and academic consequences. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to problem solve, to process information and to remember information.

Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system such as benzodiazepines, much lower doses of alcohol will produce the effects just described.

**Chronic:** Genetic predisposition, beginning use early in life, mental illness, trauma, and repeated long-term use of alcohol can lead to addiction. Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can cause changes in mood and behavior, an inability to think clearly and move with coordination, temperature dysregulation, blackouts, sleep interference, loss of memory, and in extreme cases decreased brain volume. Additional potential long-term effects of high-risk drinking include cancer of the throat, mouth, and breast; liver damage, and stroke.

#### Effects of Other Drugs

[The National Institute on Drug Abuse website](#) features a page on the health effects of a number of drugs. To assist the public in keeping current on drug related issues, the NIDA website also features a page on emerging drugs.

#### Illegal (Non-prescribed) Drugs:

**Marijuana (including Delta-9):** Marijuana can produce an altered sense of reality, poor coordination of movement, lowered reaction time, and study difficulties due to the reduced ability to learn and retain information. Individuals can also experience panic attacks, anxiety, hallucinations, and psychosis.

**Synthetic Cannabinoids:** Chemically related to THC, the active ingredient in cannabis, these drugs may cause the individuals who use them to experience high blood pressure, agitation, anxiety, nausea, vomiting, seizure, paranoia, and violent behavior.

**Cocaine (stimulant):** Cocaine, crack, and related forms are highly addictive stimulant drugs. Short-term effects include increased heart rate and blood pressure, heart attack, stroke, seizure, and coma. In combination with alcohol there is an increased risk of overdose and sudden death.

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

- **MDMA (Ecstasy/Molly):** These synthetic psychoactive drugs can cause long-lasting confusion, depression, and a sharp rise in body temperature leading to liver, kidney, or heart failure and death.
- **Bath salts (Purple Wave, Vanilla Sky, or Bliss):** These synthetic powder products contain various amphetamine-like chemicals. Many side effects have been reported varying from agitation, high blood pressure, increased pulse, chest pain, to hallucinations, suicidal thoughts, to psychotic and violent behavior.

**LSD and PCP (hallucinogens):** These chemicals create a distortion of an individual's ability to recognize reality. Use can cause delusions, paranoia, and at high levels, suicidal thoughts along with psychosis in some individuals. The long-term effects of PCP use include memory loss and depression. The negative effects of both PCP and LSD may continue after the drug is out of the system.

**Heroin (opioid):** These are among some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce cramping, severe muscle aches, vomiting, diarrhea, fever and runny nose, sweating and cold sweats, and severe insomnia. Overdose is common and can result in death. Use of a shared needle can increase the risk of contracting HIV, hepatitis, and other infectious diseases.

## Prescription Drugs:

Medications and prescribed drugs are safe when used as prescribed for clinical conditions. However, many prescribed drugs have the potential for misuse when used recreationally. Those listed below are some of the most frequently misused, and can lead to dependence. When misused, these drugs can be dangerous.

- **Adderall, Concerta, Ritalin**, etc. are stimulants and controlled by the Drug Enforcement Agency (DEA). These drugs are often prescribed for students who have been diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). The risk from misuse of these drugs ranges from lack of sleep, high body temperature and irregular heartbeat to anger and hallucinations (psychosis) with severely disorganized thinking. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes including depression with a risk of self-harm.
- **Codeine, Hydrocodone (Lortab and Vicodin), and Oxycodone (Percocet and OxyContin)** are medications that are prescribed for severe pain. Use can cause drowsiness, nausea, confusion, addiction, and in overdose, may cause slowed breathing and death.
- **Xanax, Valium, and other benzodiazepine** drugs are not recommended for ongoing management of anxiety. Use of all benzodiazepine compounds can lead to psychological and physiological dependence. Symptoms associated with withdrawal from these drugs can include seizures. In combination with alcohol, both heart rate and breathing may slow to a degree that can lead to death.
- **Fentanyl (synthetic opioid)** is typically prescribed after surgery or to manage chronic pain for those who are tolerant to opioids. It is approximately 100 times more potent than morphine and 50 times more potent than heroin. Its effects include sedation, slowed respiration, seizures, and unconsciousness. Fentanyl may be laced in counterfeit pills and cocaine which can lead to overdose deaths, due to its potency.

*How can you help prevent prescription drug misuse?*

- Ask your doctor or pharmacist about your medication, especially if you are unsure about its effects.
- Keep your doctor informed about all medications you are taking, including over-the-counter medications.
- Read the information your pharmacist provides before starting to take medications.
- Take your medication(s) as prescribed, and do not combine with alcohol or other drugs.
- Keep all prescription medications secured at all times and properly dispose of any unused medications.
- Do not share your medications with others, or consume medications prescribed for others.

If you have concerns or questions regarding the use and/or misuse of these prescription medications or others, ask for professional advice.

## Warning Signs of Possible Substance Misuse

- Withdrawal from others
- Loss of pleasure in everyday activities
- Change in personal appearance (increasingly unkempt or lack of personal hygiene)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Unpredictable behavior and/or destructive behavior
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Decline in academic performance
- Apathy or loss of interest
- Change in sleep pattern ranging from excessive sleep to inability to sleep
- Frequent excuses for absences from planned activities
- Change in weight or eating behavior

When such signs appear in friends,

#### DO

- Express your concern and caring using “I” statements
- Be ready to listen and be nonjudgmental in your approach
- Communicate your desire to help
- Make concrete suggestions as to where the student can find help or and offer to accompany student to meeting or group
- Try to get the student to seek professional help
- Submit a Student of Concern Report to seek assistance from campus resources
- Be persistent
- Understand that the definition of friendship includes making difficult decisions that may anger your friends

#### DON'T

- Take the situation lightly or as a joke
- Be offended if the student tries to avoid you
- Take “I don’t have a problem” as an answer
- Try to handle the student alone without assistance
- Lecture about right and wrong
- Promote feelings of guilt about grades or anything else
- Gossip: speak of it only to those who can help
- Excuse behavior because “everybody does it”
- Continue using alcohol or other drugs with student

## Financial Aid

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The Office of Student Financial Aid and Scholarships provides students and parents with information and assistance in their search, and application, and processing actions regarding financial assistance (federal, state, and institutional) available at Vanderbilt. To be considered for need-based financial assistance from Vanderbilt, a student must complete the College Scholarship Service (CSS) Financial Aid Profile. To be considered for federal, state, and institutional financial aid programs, a student must complete the Free Application for Federal Student Aid (FAFSA). Upon the student's completing the required financial aid application materials, the Office of Student Financial Aid and Scholarships will provide information regarding a student's financial aid eligibility and any additional steps required to finalize assistance for the student.

Grants, scholarships, and Federal Work Study employment opportunities are available for eligible students. Students and/or parents may also be eligible for loans, if necessary. More information about both need-based and merit-based assistance is available on the Office of Student Financial Aid and Scholarships [website](#).

## Mail Services

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Undergraduate students living on campus are eligible for mail and package deliveries, free of charge, to their VU Mail Services assigned campus PMB delivery address.

Postbaccalaureate students and nonresident undergraduates may obtain a PMB delivery address at the Station B Post Office in Sarratt | Rand, and will be charged a fee. (See “Fees,” below.)

Undergraduates typically retain their VU Mail Services PMB addresses for the duration of their undergraduate studies at Vanderbilt. Vanderbilt undergraduates who subsequently enroll in graduate or professional schools at Vanderbilt may keep the originally assigned address, but will be charged a fee while in the graduate or professional program. (See “Fees,” below.)



Students who leave the University for any reason (other than short, temporary period) may not receive VU Mail Services, and should submit a change of address card to the Station B, or complete the online form on the VU Mail Services [website](#).

Receiving illegal items or substances through VU Mail Services is prohibited. Students who use VU Mail Services improperly, or who fail to return equipment they have borrowed to transport packages, or who fail to return items delivered to them in error, will be referred to Student Accountability, Community Standards and Academic Integrity.

#### Mailing Instructions and Shipping:

University policy prohibits residential staff from accepting package deliveries at residence halls due to the lack of storage space and concerns regarding liability. For package delivery, see the paragraph on packages, below.

First-class mail is available, daily, by 10am. Students receiving mail will be sent an email with the subject "You've Got Mail," and may proceed to the "Mail Pick-Up, Only" window at Station B.

Packages, parcels, boxes and mail requiring signatures are inventoried when they arrive at Station B and Peabody mail centers. Email package notification is then sent to the recipient student's Vanderbilt email address with the subject "Package Arrival Notification" and with an indication of the location where the package may be picked up. Students may also receive packages in the automated package lockers, in which case the student will receive an email with information about the automated package locker bank and a six-digit retrieval code. Students may also use their Commodore Cards instead of the six-digit code to open the automated package lockers. Students have 24-hour access to the automated package lockers, and packages for the automated package lockers are selected on a first come, first served basis according to size. Mail services does not take requests to place packages into the automated package lockers.

Students must present valid student ID (Commodore Card) in order to pick up their packages. Students may use any shipping carrier, and should insure all packages up to the value of the contents. Students should number the packages when sending more than one. Example: 1 of 4, 2 of 4, etc. First-year students should consult the [Mail Services](#) website for specific move-in instructions.

Packages will be held for five days, at which time a second notice will be emailed. Packages will be held three additional days, and if unclaimed, returned to the sender without further notice. Refrigerated items must be clearly marked as such, will be held no longer than 48 hours, and if unclaimed returned to the sender or discarded without further notice. This does not include packages mailed for move-in purposes, we understand packages will be here longer than the 8 day period. Packages not picked up by Monday after move-in are subject to the return policy.

For more information call the Station B Post Office at 615-322-2934. Students who need assistance on how to ship items to or from Vanderbilt may visit either the Station B Post office or the Peabody Mail Center, or visit the [Mail Services](#) website. Students with disabilities who need assistance with packages may inquire at either location.

#### Fees

Undergraduates who choose to study abroad or who have authorization to reside off campus, will be charged \$25 for a PMB delivery address on a per-semester basis (spring and fall). Students who do not want to incur these charges must complete the following procedure:

- Visit the Station B Post Office and request that the PMB address be discontinued.
- Complete a mail-forwarding card with a valid U.S. address of where mail should be forwarded.
- The request must be completed by no later than the tenth day of classes of any new semester. Charges will not be removed after this deadline.

Failure to follow this procedure will result in the charge being assessed.

Graduate and professional students who wish to be assigned a PMB address on campus may make arrangements in person at the Station B Post Office in Sarratt | Rand. The fee of \$25 is on a per-semester basis, and may be paid by cash or check, only.

#### Internal Mail / Campus Mail

Students, Registered Student Organizations, and departments may use the internal campus mail service without paying postage. Candidates for student offices will not be granted authorization to distribute un-addressed mail. A complete list of policies regarding campus mail may be found on the [VU Mail Services website](#).

## Police Department

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### Overview

As one of Tennessee's larger law enforcement agencies, the Vanderbilt University Police Department (VUPD) provides comprehensive and service-oriented law enforcement and security services to all components of Vanderbilt University, Vanderbilt University Medical Center, Vanderbilt Health at 100 Oaks, and a variety of University-owned facilities throughout Davidson County. Both non-commissioned Community Service Officers and commissioned police officers staff the department.

VUPD maintains national, international, and state level accreditations through three governing bodies: CALEA (Commission on Accreditation for Law Enforcement Agencies), IACLEA (International Association of Campus Law Enforcement Administrators), and TLEA (Tennessee Law Enforcement Accreditation).

Commissioned police officers *are empowered to make arrests* as "Special Police," through the authority of the Chief of Police of the Metropolitan Government of Nashville and Davidson County. Vanderbilt officers with special police commissions *have the same authority as that of a municipal law enforcement officer* while on property owned, operated or otherwise controlled by Vanderbilt. Non-commissioned Community Service Officers (CSO) are vital to the security operations of the department and are empowered as unarmed security guards through the Tennessee Private Protective Services Agency.

Additionally, VUPD operates a 24/7 communications center maintaining all emergency and non-emergency calls, including 9-1-1; monitoring of the Video Patrol program, intrusion and panic alarms, and blue light emergency phones. The communications center has direct radio communications with the Nashville police, fire department, and ambulance services.

When a Vanderbilt student is involved in an off-campus incident, **Vanderbilt police officers may respond and assist with the investigation** in cooperation with local, state, or federal law enforcement. Metro Nashville police routinely work and communicate with Vanderbilt officers on any serious incident occurring on campus or in the neighborhoods and business areas surrounding campus.

Metro Nashville police have primary jurisdiction in all areas off campus, **but Vanderbilt police officers are often dispatched to respond to student-related incidents that occur in close proximity to campus.**

Vanderbilt officers have direct radio communications with the Nashville police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

VUPD offers a wide variety of services to the community described in detail on its [website](#). Services include the following:

- Emergency notifications through the AlertVU system
- Timely security notices
- Educational programming
- Emergency phones (located across the campus)
- Lost & found
- Operation ID [*Register Your Possessions* under the Students pull-down menu]
- Self-defense (RAD) for women

- VandyRide shuttle bus system
- Victim Services support for crime victims

Additional information about VUPD services and programs is available on the [VUPD website](#) and in the Vanderbilt University [Annual Security and Fire Safety Report](#).

## VandySafe

VandySafe is a campus safety app that allows faculty, staff, and students to communicate with VUPD for non-emergency or emergency assistance while on campus or at the Vanderbilt University Medical Center. VandySafe is available for download from the Apple and Google Play stores.

Users of VandySafe can:

- Contact VUPD via phone call or real-time chat
- Submit an iReport with a photo or video directly to VUPD Communications Officers
- Initiate a mobile BlueLight that shares their location instantly with VUPD
- Use Virtual Walkhome to have VUPD monitor their walk across campus
- Share their location with a friend
- Access support resources
- Receive AlertVU push notifications
- View campus emergency guides and more

Vanderbilt operates an on-campus, nighttime shuttle service called VandyRide that operates while classes are in session. To access VandyRide routes in real time, download the VandySafe app and go the "Maps & VandyRide" section or visit the website.

Individuals can also utilize safety features in the VandySafe app including contacting VUPD via phone call or real-time chat, triggering a mobile BlueLight that shares your location instantly with police, or initiating a "Virtual Walkhome" where police can monitor your walk to your vehicle or home, view information on VandyRide, and more.

# Resources for Students who Experience Misconduct

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## Resources for Students Who Experience Misconduct

Any member of the Vanderbilt community who has experienced or been affected by prohibited conduct may seek assistance from one or more of the resources identified below.

### **Support Resources for Vanderbilt Students**

- University Counseling Center: 615-322-2571 (CONFIDENTIAL)
- Center for Spiritual & Religious Life: 615-322-2457 (CONFIDENTIAL)
- Equal Opportunity and Access Office: 615-343-9336
- Title IX Office: 615-343-9004
- Project Safe: 615-322-7233
- Student Accountability, Community Standards, & Academic Integrity: 615-322-7868
- Student Affairs: 615-322-6400
- Housing and Residential Experience: 615-322-2591
- Student Care Coordination: 615-343-9355
- Center for Student Wellbeing: 615-322-0480
- Margaret Cuninggim Women's Center: 615-322-4843
- Office of LGBTQI Life: 615-322-3330
- Bishop Joseph Johnson Black Cultural Center: 615-322-2524
- Student Center for Social Justice and Identity: 615-322-5089
- Student Access: 615-343-9727

## **Reporting Options for Misconduct**

- [Equal Opportunity and Access Office](#)
- [Title IX Office](#)
- [Student Accountability, Community Standards, & Academic Integrity](#)

## **Law Enforcement**

- Vanderbilt University Police Department: 615-322-2745 Emergency: 911 or 615-421-1911
- Metro Nashville Police Department: 615-862-8600 Emergency: 911

## **Medical Service Providers (CONFIDENTIAL)**

- Vanderbilt University Medical Center Emergency Services: 615-322-0160
- Student Health Center: 615-322-2427

NOTE: Confidential resources do not report any information about an incident to other University offices without the permission of the person consulting them. Confidential resources may, however, have other reporting obligations under law. For example, healthcare providers are required to notify law enforcement when someone seeks treatment for injuries caused by a violent crime. And all persons are required to notify law enforcement or the Department of Children's Services (DCS) when they receive a report of abuse of a minor. Anyone who reports information about an incident to a confidential resource may later decide to make a report to a non-confidential resource, such as EOA, Title IX, Student Accountability, or law enforcement.

## **External Resources for Students Who Experience Online Misconduct**

*Please Note: The following resources are not affiliated with Vanderbilt University. National Resources*

### **StopBullying.gov**

Provides information from various government agencies on what bullying is, what cyberbullying is, who is at risk, and how you can prevent and respond to bullying.

Website: <https://www.stopbullying.gov/resources/get-help-now>

### **Cyber Civil Rights Initiative**

An initiative whose mission is to combat online abuses that threaten civil rights and civil liberties.

Website: <https://www.cybercivilrights.org/>

Phone: CCRI Crisis Helpline 844-878-CCRI (2274)

### **HeartMob by HollaBack**

A community dedicated to helping those experiencing online harassment.

Website: <https://righttobe.org/feel-support/>

### **End Tech Abuse**

A project of Break the Cycle and California Coalition Against Sexual Assault that addresses the use/misuse of technology in sexual assault, domestic violence, dating violence, and stalking (including cyber stalking) cases.

Website: <http://www.endtechabuse.org/resources/>

## ***Help Centers and Reporting Options for Popular Social Media Platforms***

[Twitter](#)

[Instagram](#)

[Facebook](#)

[SnapChat](#)

[TikTok](#)

[GroupMe](#)

# Student Care Network

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[The Student Care Network](#) is a holistic network of services and resources pertaining to health and wellness available to Vanderbilt University students who are charged the Student Health Fee. Primary offices include Student Care Coordination (SCC), the University Counseling Center (UCC), the Student Health Center (SHC), and the Center for Student Wellbeing (CSW). Students also have access to a wide range of additional on-campus, virtual, and community resources through the Student Care Network—from the David Williams II Recreation and Wellness Center to the Project Safe Center—and a variety of community providers. To facilitate finding resources, students may refer to the Student Care Network [website](#), or meet with SCC. SCC helps students explore and progressively connect with resources to best address their individual needs.

Students who pay the Student Health Fee and are active students are eligible for services from the Student Care Network. These services are available throughout the year. During peak periods (start of fall and spring semester and exam times) as well as for specialized services (ADHD assessment, alcohol and other drug assessment, etc.), students may experience a wait. During summer months, times between appointments may be extended.

Students located physically in the state of Tennessee may use UCC for therapy and psychiatry and SHC for primary care. Students outside of Tennessee may be referred to local or telehealth resources. Students, regardless of location, may utilize the services of SCC and CSW.

Active students are considered students enrolled in the preceding semester who have not indicated anything to suggest they will not enroll in the upcoming semester. The Student Care Network reserves the right to determine time, place, and location of services.

# Transportation and Parking

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## Bicycles and Other Personal Transportation Devices

Students are encouraged to register their bicycle with the Vanderbilt University Police Department. Batteries for electric bicycles or non-medical personal electric transportation vehicles, such as electric scooters, are prohibited inside University facilities for riding, storage, or charging.

Bicycles or other transportation devices should only be locked at bike racks, never fences, posts, or other structures. U-locks or heavy chain locks are recommended over cable locks. View a [map of bike amenities](#) on campus including bike parking, bike repair stations, and shower facilities.

Helmet usage is highly encouraged. Helmets are available for free while supplies last. Additionally, bicycle safety trainings are available by request and as noted throughout the year. E-mail [movevu@vanderbilt.edu](mailto:movevu@vanderbilt.edu) for more information.

Tennessee bicycle laws apply both on and off campus for safe travel. Vanderbilt policy concerning the use of bicycles on campus is as follows:

- Cyclists riding on sidewalks must yield to pedestrians, and must provide audible notice before passing pedestrians.
- The bicycle speed limit on campus roads is 10 miles per hour.
- Riders on Vanderbilt pathways must ride single file, and no more than two abreast on roadways.
- Cyclists on roadways must ride with traffic as close to right edge of the roadway edge as practicable, except under one or more of the following circumstances:
  - when the lane is not wide enough to accommodate both a driver and a rider,
  - when overtaking and passing a vehicle going in the same direction,
  - when preparing for a left turn,
  - when avoiding obstacles or hazards, or
  - when there is a designated bicycle lane.

Additional information can be found on the [Transportation & Parking website](#).

## Bus Service

Taking the WeGo bus is free, convenient, sustainable, and available to all faculty, staff and students with registered QuickTicket app or card accounts. Learn more on the [Transportation & Parking website](#), sign up for QuickTicket and begin riding the bus, paratransit and train for free.

Vanderbilt's free public transit benefit program provides all full-time and part-time Vanderbilt University undergraduate, graduate, and professional students, faculty, staff and postdocs with free access to [WeGo Public Transit](#) regional and local fixed-route [buses](#), [WeGo Access](#) door-to-door paratransit service within Davidson County (an option for persons with eligible short-term, long-term, and permanent disabilities), and the [WeGo Star](#) commuter rail train. This service is available for any place and time, not only when commuting to and from campus.

[WeGo Link](#) is a first/last mile connector option in zoned areas across Nashville. Use QuickTicket for the free bus ride; ridehail is self-pay.

WeGo offers an [Emergency Ride Home](#) program for registered commuters.

## Ride Hail Services

Ridehail services like taxis, Uber and Lyft can be used on campus. There are nine [designated ridehail pick-up and drop-off locations around campus](#). These locations are marked with signage and are available to select in the Uber and Lyft mobile apps. The nine locations are well-lit areas that can be easily monitored by cameras and public safety patrols.

## University Calendar

The official University calendar is the Academic Calendar, which can be found [online](#). Campus events may be found in the [University Events Calendar](#).