

WELCOME!

Greetings! Whether you are a new student beginning your first semester at Jefferson College or a returning student coming home to our campus to continue your education, I would like to welcome you for the 2018-2019 academic year.



You are attending Jefferson College during one of the most exciting times in our school's history. Not only are we offering you a wider variety of career education options than ever before, but also recently built labs, classrooms, library services area, and other student spaces. You will have access to some of the most advanced and technologically innovative learning opportunities available in this region.

In addition, our affiliation with Carilion Clinic provides you with the chance to experience the world of healthcare in one of the most state-of-the-art and groundbreaking health organizations in the country.

You will have the opportunity to learn from and with some of the most talented people in healthcare today through our Interprofessional Education initiative at Jefferson College. This concept allows you to interact with other students and healthcare professionals, which will prepare you to effectively function as part of an interprofessional team in clinical environments. As a result, you will graduate from Jefferson College with a wide variety of skills and experiences that can help you achieve success in your healthcare career beyond our walls.

We have prepared this Student Handbook to help you navigate your way through your education at Jefferson College. It is intended to provide you with as much information as possible in a convenient, one-stop location. However, I would also advise you to consult with our very capable faculty and staff often if you have questions that are not answered in this Handbook.

Again, welcome to Jefferson College for our new academic year. I am excited and honored to be leading the College and look forward to working with you on building a healthier tomorrow.

Sincerely,



Dr. Nathaniel L. Bishop, President
Jefferson College of Health Sciences



Jefferson College
of Health Sciences
at CARLION CLINIC 

COLLEGE MISSION STATEMENT

Jefferson College of Health Sciences prepares, within a scholarly environment, ethical, knowledgeable, competent and caring health care professionals.

We believe that excellence in education encompasses and promotes:

- Interdisciplinary learning;***
- Diversity of person and thought;***
- Personal and professional integrity;***
- Commitment to life-long learning;***
- Advancement of knowledge through scholarship;***
- Holistic development of the individual;***
- Participation in the local and global community.***

The Student Handbook of Jefferson College is designed as a reference for students in understanding the policies and standards of the College. Students have the responsibility and accountability for understanding and applying the information contained in the Student Handbook throughout their enrollment at Jefferson College. Every effort has been made to ensure the accuracy of this Handbook. Please be advised that the College reserves the right to change the rules governing student conduct, residence life, academic and non-academic affairs or any other policies or standards affecting its students at any time. Notices of changes that occur after the publishing of the College Student Handbook will be sent to students via the College e-mail system and posted on the College website. It is the student's responsibility to keep current on College policies and procedures.

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STUDENT AFFAIRS



Jefferson College
of Health Sciences

at CARILIONCLINIC 

At the intersection of education and healthcare . . .

Be inspired
Be prepared
Be NEXT

Jefferson College

MISSION, PHILOSOPHY, PURPOSE AND OBJECTIVES

Statement of Student Rights

The mission of Jefferson College of Health Sciences is to prepare, within a scholarly environment, ethical, knowledgeable, competent and caring healthcare professionals. We expect a great deal from our students as healthcare professionals in training and as members of an academic community characterized by respect, civility, and ethical behavior. Students are expected to know, understand, and follow all policies and regulations of the College. Jefferson College is committed to providing a safe, inclusive, student-centered environment in which students are supported in achieving academic success and personal growth. The College seeks to provide its students the following rights along with the responsibilities they assume by entering this community:

- The right to access to all campus services, including educational technology services, during posted hours and by following appropriate guidelines;
- The right to receive appropriate academic advising;
- The right to receive reasonable accommodations for documented disabilities;
- The right to file grievances according to designated procedures;
- The right to participate in Jefferson College shared governance through elected representatives on Student Senate;
- The right to form and participate in student organizations recognized by the College;
- The right to a fair process and avenue of appeal in determining violations of and sanctions for the Academic Honor Code or Code for Student Conduct;
- The right to confidentiality and privacy of educational, health, and counseling records as outlined in the Family Educational Rights and Privacy Act (FERPA) and other relevant state and federal statutes;
- The right to make a complaint of harassment or discrimination against another member of the College community and to have that complaint addressed fully, fairly, and promptly;
- The right to be free of searches and seizures except as specified in the *Student Handbook*.

Mission

The Student Affairs Department of the College supports students academically, mentally, emotionally and socially as they become ethical, caring, competent and knowledgeable healthcare professionals.

Philosophy and Purpose

Student Affairs personnel work to facilitate learning and development by providing opportunities for students to achieve their goals, learn to think critically, enhance interpersonal skills, gain cultural awareness and develop a sense of community responsibility.

Specifically, Student Affairs provides programs and services that:

- Promote students' increased self-understanding and personal development;
- Increase students' understanding of their roles and responsibilities to others, to society and to themselves;
- Assist students in overcoming barriers that may prevent them from completing their education;
- Integrate students' classroom and non-classroom living and learning experiences within the College community;
- Promote student appreciation of human diversity;
- Provide guidance in areas of advising, counseling and career development.

Student Affairs Objectives

The Student Affairs Department has these goals:

- Represent students' interests and needs to the administration;
- Provide services for student retention, academic support, orientation, wellness, student life, residence life, activities, counseling and wellness;
- Provide appropriate counseling to support academic and personal growth;
- Provide services for students with documented disabilities and other special needs;

- Introduce educational, cultural, social and recreational programs for students;
- Serve as creative and collaborative advocates for the optimal learning environment for all students;
- Provide a framework for students to develop an increased awareness of the need for self-direction, independence and self-discipline;
- Keep accurate, confidential and secure student records related to health, drug screens, counseling and student conduct issues;
- Provide on-campus housing that is safe, healthy, conducive to learning and has appropriate supervision;
- Provide on- and off-campus activities that are appropriate for students; and
- Promote self-governing opportunities and provide student access to and participation in the College shared governance structure.

COUNSELING AND WELLNESS

As part of our commitment to helping students achieve their full potential, the Student Affairs Department provides counseling and wellness services to all students. Counseling (therapy) is a free and confidential service that seeks to assist in the development and maintenance of students' academic and personal growth. While students are expected to accept the responsibility for making their own decisions, counselors are available to assist them in making necessary adjustments for improving academic skills, learning better communication, strengthening relationships and solving problems that interfere with learning and life. Counseling can often provide assistance in dealing with loneliness, anxiety, frustrations and depression associated with the College experience.

The Director of Counseling and Wellness is Dr. Jennifer Slusher (jjslusher@jchs.edu). Her office is in the Student Affairs Suite, Fourth Floor, CRCH and her phone number is (540) 985-8502.

Personal Counseling

Students who are experiencing personal problems which prevent full participation in their program of study or which result in difficulty or decrease their ability to be academically successful should seek or be referred for counseling. In helping students with personal problems, the counselor can assess and provide therapy for the following:

- Relationship problems;
- Crisis intervention;
- Conflict resolution;
- Anxiety;
- Depression;
- Wellness issues;
- Substance abuse;
- Stress management;
- Referral to community services.

This is not an inclusive list; students should seek counseling whenever they feel they are in need of our services.

Appointments

Initial, non-emergency appointments are usually scheduled within one week of the request. Appointments can be made by stopping by the Student Affairs Suite on the Fourth Floor of CRCH or by calling (540) 985-8395 or e-mailing Lisa Graves at *lagraves@jchs.edu*. In the event of an after-hours emergency, call RESPOND at (540) 776-1100 or CONNECT at (540) 981-8181. The cost for any such care is the responsibility of the student.

Career Counseling

Career counseling is one of the areas of available counseling service, to assist students to develop career goals, prepare for the job search and develop Internet and other career-related search techniques.

Areas of available assistance related to career counseling include: career interest testing, researching possible new careers, selecting a major, job interviewing skills, designing job search strategies, Internet job searching, applying for state and federal jobs, using area job search resources, resume writing and writing cover letters.

Confidentiality

Contact made with College counselors, including information resulting from individual sessions, does not become a part of a student's permanent record. Such information can be released only with the written permission of the student. The exceptions to confidentiality, as mandated by state law, include:

- when the information relates to clear and imminent danger to an individual;
- when there is reason to believe that a child or vulnerable adult has been, or is likely to be, abused or neglected;

- when the information is requested by a valid court order;
- when the information is academic; and
- when it is necessary to protect the health and safety of the student, his/her family, the College community, or the public.

Any disclosure in these situations will be made to an appropriate authority and will be limited to material directly related to the issue involved.

Eligibility for Services

All Jefferson College students are eligible for Counseling Services. Although faculty and staff are encouraged to use Counseling Services for outreach and consultation, individual services for the College faculty and staff or Carilion employees are provided by the Employee Assistance Program at (800) 992-1931.

Limits of Service and Referral to Other Providers

Counseling Services is primarily a short-term therapy department. If more intensive care, certain specializations or hospitalization services are needed, the staff can assist in making referrals to outside mental health providers.

Wellness

Jefferson College is committed to providing its students with opportunities to learn about wellness and explore ways in which they can assume responsibility for their own physical, mental, emotional, social and spiritual well-being. We view wellness not merely as the absence of illness but as a commitment to the optimal development of the whole person. Counseling and Wellness staff members provide programming, resources and referrals each semester for the entire campus community. The Library also has a resource area dedicated to wellness-related topics.

Disability Support Services

The College is committed to serving students with disabilities by providing appropriate accommodations in compliance with federal and state regulations. Under College policy and federal and state laws, qualified people with disabilities are entitled to reasonable accommodations that will allow them access to College programs, jobs, services, and activities, unless the accommodations would pose an undue hardship on the College. An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment that substantially limits a major life activity (such as learning, caring for oneself, seeing, breathing, walking, or working). A qualified person with a disability is someone whose experience, education, and training enable the person to perform

the fundamental job duties and/or meet essential course and program requirements, with or without reasonable accommodation. An accommodation is any change in the work or learning environment, or in the way things are customarily done, that enables a person with a disability to have equal employment or educational opportunities.

The College has designated the Coordinator for Disability Services, in Room 506 as the person who coordinates services for students with disabilities. Students with disabilities who desire accommodations must schedule a meeting with the Coordinator for Disability Services to discuss program accessibility and individual needs. Reasonable accommodations will be made when requested and supported by appropriate documentation. For more information, request a guide for students with disabilities by calling Katie Winters at (540) 985-8215 or emailing krwinters@jchs.edu.

A request for accommodation is deemed reasonable if it

- is based on qualifying individual documentation;
- allows the most integrated experience possible;
- does not compromise essential requirements of a course or program;
- does not pose a threat to personal or public safety;
- does not impose undue financial or administrative burden on the College; and
- is not of a personal nature (i.e., hiring of personal care attendants).

It is the student's responsibility in the accommodation process to do the following:

- Declare a disability. Students may voluntarily contact the Coordinator of Disability Services to declare a disability prior to the completion of the admissions process for the purpose of providing information concerning their disability; or the Admissions acceptance packet provides an opportunity for students with disabilities to declare. Responses are addressed directly to the Coordinator of Disability Services, kept confidential, and used only to assist in planning reasonable accommodations;
- Contact the Coordinator of Disability Services for formal disclosure at any time during his enrollment. The point in time at which a student chooses to identify a disability remains at the student's discretion. However, the College is not responsible for making retroactive accommodations; Provide, at the student's expense, current testing completed while you were a functioning adult (3-5 years is a general timeframe, but not a rule)
- Appropriate documentation of the disability from a medical or other licensed professional qualified to diagnose the disabling condition; and
- Request specific accommodation(s) through the Coordinator of Disability Services.

Student Discrimination Complaint Procedure

Under 34 C.F.R. § 104.7(b) the College is required to adopt a grievance procedure providing for the prompt and equitable resolution of complaints alleging noncompliance with Section 504 or its implementing regulations that incorporate appropriate due process standards. Jefferson College has a complaint procedure to deal promptly and fairly with concerns and complaints about discrimination based on disability as well as other areas of discrimination. The procedure may be used by any student who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status.

Anyone may bring forward information or a concern about discrimination or harassment. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process will not be tolerated.

Disability Grievance Procedure

All Section 504 complaints, *excluding* those filed against the Coordinator of Disability Services, should be addressed to

Coordinator of Disability Services
Jefferson College of Health Sciences
101 Elm Avenue S. E.
Roanoke, VA 24013-2222

All complaints filed against the Coordinator of Disability Services should be addressed to

Dean for Student Affairs, Student Affairs Suite, Fourth Floor CRCH
Jefferson College of Health Sciences
101 Elm Avenue S. E.
Roanoke, VA 24013-2222

Complaints must be filed in writing within 180 days after the complainant becomes aware of the alleged violation. It must contain the name and address of the person(s) filing the complaint and a description of the alleged violation.

An investigation, as may be appropriate, shall follow the filing of the complaint. The Coordinator of Disability Services or the Dean for Student Affairs, depending upon the nature of the grievance, shall conduct the investigation. All interested persons and their representatives will have an opportunity to submit evidence relevant to the complaint.

Either the Coordinator of Disability Services or the Dean for Student Affairs will issue a written determination as to the validity of the complaint and a description of the

resolution. A copy will be forwarded to the complainant no later than thirty (30) working days after receipt of the complaint.

Upon receipt of the decision of the Coordinator of Disability Services, if the student is not satisfied, he/she may file an appeal to the Dean for Student Affairs. The Dean must receive the appeal no later than thirty (30) working days after the date of the written determination by the Coordinator of Disability Services. The Dean for Student Affairs, as may be appropriate, shall conduct an investigation and the Dean shall issue a written determination as to the validity of the complaint and a description of the resolution. A copy will be forwarded to the complainant no later than thirty (30) working days after receipt of the complaint.

If the student wishes to appeal a decision of the Dean for Student Affairs, he/she may file an appeal to the President of the College. The President must receive the appeal no later than thirty (30) working days after the date of the written determination by the Dean. The President, as may be appropriate, shall conduct an investigation and the President shall issue a written determination as to the validity of the complaint and a description of the resolution. A copy will be forwarded to the complainant no later than thirty (30) working days after receipt of the complaint. The decision of the President is final.

OR

The student may file a complaint with the Office of Civil Rights by accessing the complaint form and instructions at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Or by writing to

Washington DC (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475

Telephone: 202-453-6020
FAX: 202-453-6021; TDD: 877-521-2172
Email: OCR.DC@ed.gov

OR

The student may initiate legal proceedings through the attorney of his/her choosing.

The VOICE (Violence Can End) Campus Program

The VOICE Campus Program* serves students by providing counseling as well as prevention and education on intimate partner violence, sexual assault and stalking. The safety and well-being of every student, faculty and staff of the College are a priority at Jefferson College. We partner with law enforcement, healthcare professionals, and advocates in our community to increase awareness, education, training and services for victims/survivors of domestic and dating violence, sexual assault and stalking.

Victims of sexual assault, intimate partner violence, stalking, and technology abuse may feel a variety of conflicting emotions including but not limited to numbness, anger, fear and depression. Abuse affects all areas of a person's life and the lives of the victim's loved ones. Help is available. For more information, please contact the Title IX Coordinator at (540) 985-9711.

* Grant statement: This project was supported by grant # 2008-WA-AX-0005 awarded by the Violence Against Women Office, Office of Justice Programs, U.S. Department of Justice. Points of View in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

ACADEMIC SUPPORT SERVICES

All of the areas within Academic Support Services seek to help students assume responsibility for their own academic success, solve problems and remove barriers to academic achievement. To that end, we provide services such as academic advising, academic counseling, and testing. The Director of Academic Support Services is Al Overstreet (awoverstreet@jchs.edu). His office is in the Student Affairs Suite, Fourth Floor, CRCH and his phone number is (540) 985-8205. For more information on any of these services, students should consult the Jefferson Academic Support Services hub on the College website at <http://www.jchs.edu/page.php/prmlD/705>.

Academic Advising

Jefferson College recognizes the importance of academic advising and is committed to providing the training and resources necessary to ensure that every student has the opportunity to receive quality advising. Students arrive and proceed through the College at different levels of personal, academic and professional development. Academic advising at the College is tailored to the individual needs and interests of the student with life and career goals in mind. Students are encouraged to do a self-assessment of these goals and work with the academic advisors to develop an educational plan. Academic advisors have knowledge of all the support services offered to the student and can act as a referral to other campus agencies. They are experts in their field and provide advising in an ethical, knowledgeable, competent and caring way. They are often seen as mentors and can be great role models for students in the development of professional behaviors.

Students are assigned an academic advisor upon their admission to the College. For more information, contact your advisor, your program director, or the Director of Academic Support Services.

PASS (Pathways to Academic Student Success)

The PASS Program is designed to help students who may need assistance in meeting college requirements or academic goals due to academic or behavioral difficulties. Referral can occur before (through the Alternate Admissions Program) or after admission to Jefferson College. Faculty, advisors, program directors, or any Jefferson College staff member can refer a student to PASS. Students who feel they would benefit from the program are also strongly encouraged to come to PASS on their own.

After referral, PASS students meet with a counselor for an assessment and decide on mutually agreed upon goals and methods to achieve them. Resources for PASS students include, but are not limited to, academic counseling to improve study skills, test taking skills, time management and organization, personal counseling, regular meetings with advisors and tutoring.

For more information on the PASS program or to set up an appointment, log into Starfish and click on the success network link. You may also contact the Director of Academic Support Services (awoverstreet@jchs.edu), schedule through Starfish within Blackboard, or call Lisa Graves, Department Secretary for Student Affairs, at (540) 985-8395 or stop by the Student Affairs Suite, Fourth Floor, CRCH.

Testing

The Educational Testing Center is located on the 5th floor in room 509, and is the only computer lab open 24 hours a day, 7 days a week. The ETC provides proctored testing services for specific courses and programs, including entrance tests, challenge tests, practice tests for various licensing examinations, and accommodated testing for students with disabilities. Testing is scheduled only by appointment during regular business hours.

The ETC computers also provide a variety of software resources to students, including Internet access and course-specific resources. Students can find more information about the ETC and proctored testing on Student Central in Blackboard or on the ETC website.

Discrimination Statement

The College seeks to provide educational opportunities to a broad spectrum of people, many of whom traditionally may not have considered college an option. The College serves all applicants and students equally and does not discriminate against anyone based on race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation.

The College actively works to monitor its compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and all other laws, rules and regulations that are applicable.

The College continually works to educate faculty and staff about discrimination issues. The College will continue these and other measures to ensure equitable access and treatment for all applicants, students and employees.

Tutoring and Writing Assistance

Our goal is to ensure that all Jefferson College students receive the academic support needed to succeed in their classes. Tutoring and writing support services at Jefferson College are available free of charge to all students who seek help.

Tutoring is provided by trained peer tutors on a one-on-one, drop-in or small-group basis. Writing assistance is provided by the Learning and Writing Center (LWC) staff. Students will meet their tutors in the LWC, which is located in the Learning Commons on the 5th floor of CRCH in room 507, in the Tutoring Room on the fourth floor, or in other available spaces. If a student needs tutoring and/or writing assistance, he or she should contact the LWC Coordinator for assistance or set up an appointment through Starfish.

Tutoring and writing support services are offered to help students who want additional academic support. Use of these services in no way guarantees a certain grade in any course, and students are responsible for their own work. LWC staff will offer suggestions for how to improve one's academic performance and clarify questions regarding course material or writing assignments; they will not check homework, proofread papers, mark every mistake, or assist with assignments when the instructor does not permit outside help (e.g., take-home exams). The LWC is not responsible for identifying plagiarism or other acts of academic dishonesty; however, if students have concerns that they may have plagiarized or are unsure what plagiarism is, they can discuss this with LWC staff.

For more information call Sarah Cox, Coordinator of the Learning and Writing Center, at (540) 985-8449, or e-mail sccox1@jchs.edu.

STUDENT LIFE

Student Life at Jefferson College encompasses student activities, residence life, new student orientation, convocation, recreation and athletics, the Student Union (the “Doghouse”), the Fitness Center and the ID Card Office. The Student Life Office is in the Student Affairs Suite, Fourth Floor, CRCH.

Student Activities

The College sponsors student activities and organizations as opportunities for students to participate in the civic, cultural, intellectual, social and recreational life of the College and Roanoke community. This enables students to promote the basic purpose of the College and develop, to a higher degree, the qualities of professional proficiency, leadership, democratic ideals and ethical character.

Students attending the College have the opportunity to enjoy the beautiful Roanoke Valley and surrounding mountains and parks. Spending time hiking, camping, biking, running, or going on picnics is a favorite pastime of college students. The college is located within minutes of the Blue Ridge Parkway, great mountain trails, parks and Mill Mountain Zoo. Our college is within walking distance of 50 or more restaurants, the historic Roanoke City Market, museums, and the Hotel Roanoke and Conference Center.

Since our students often work within the healthcare system and emergency medical services, they witness all aspects of life. They understand the need for volunteer service and they respond. Students volunteer their time and efforts in various capacities throughout the Roanoke Valley. Volunteer opportunities are posted monthly on Blackboard (under Student Central in the Student Life section).

Our students also have the opportunity to participate in a variety of on-campus clubs and organizations.

The College sponsors numerous student activities throughout each academic year. Students may be required to acknowledge that they understand the risks involved and to release and hold harmless the College and its agents from any liability arising from a student activity when participating in certain activities, such as travel away from the College. Travel away from the college for college-sponsored activities requires students to sign a liability waiver before participating.

Student Senate

The Student Senate is the umbrella organization for student organizations and committees. The College strongly encourages student participation in its shared governance structure. A student is also invited to represent the Student Senate at any meetings of the College Alumni Association. The funding for Student Senate activities is provided through the college Student Activities budget, administered by the Director of Student Life. All expenditures require college approval.

Expectations for Leadership

Holding an elected or appointed office or serving on a College committee or board is an honor and privilege carrying with it specific responsibilities. Students who are on academic or disciplinary probation are not allowed to represent the College.

To qualify for a leadership position, student senators must be in good academic standing with no serious violations of the Code for Student Conduct in the prior semester. Student senators must maintain these standards throughout their term of office.

All eligibility requirements must be met at the time of application. Extenuating circumstances will be evaluated on a case-by-case basis. Final adjudication authority rests with the dean for student affairs.

Student Organizations

Guidelines for Establishing a Student Organization

In order for students and College faculty and staff to organize and conduct College-sanctioned activities and events, an official organization must be established according to the following guidelines approved by the Dean for Student Affairs.

The steps to establish a student organization are:

- Name the organization.
- Develop the purpose and define its correlation to the College Mission Statement.
- Write a mission and purpose statement.
- Search for an existing state or national charter.
- Develop guidelines for membership.
- Identify and recruit a faculty/staff member as club advisor.
- Determine the means for financial support.
- Develop a set of bylaws.
- Present the information and request to the Student Senate for review and approval.

- If approved by the Student Senate, submit form to the Dean for Student Affairs for final approval.
- If approved by the Dean for Student Affairs, set up an account with the Bursar's Office.

Guidelines for Student Organizations Conducting College Sanctioned Activities and Events

College-sanctioned activities and events must be conducted by college-recognized student clubs or organizations. Student organizations will have the supervision of a college faculty/staff member as advisor.

Prior approval is required for all student organization and College activities, events, or fundraisers. Requests for organization/club activities or events, including fundraisers, will be submitted through the Director of Student Life. This process protects all parties. Faculty/staff advisors will pre-approve activity/events/fundraising requests prior to submission to the Director of Student Life for final review and approval. No alcohol will be served or consumed at any College-sanctioned activity for students without specific permission as described within Jefferson's Alcohol and Drug Policy.

Student organizations shall have the assistance and counsel of a faculty/staff advisor approved by the Director of Student Life and/or Coordinator of Residence Life. Students in an organization should petition faculty or staff members they believe may be interested in serving as an advisor. An advisor is expected to be in close contact with the organization, to advise students on compliance with College policies and protocol, and to provide advice as may be appropriate and necessary to the group and to the College administration. Advisors will pre-approve, by signature, all activity, event, or fundraising requests before a student club or organization submits a request to the Director of Student Life. The advisor is responsible for ensuring that activities, events, and fundraisers have appropriate supervision by college personnel so that students are safe and secure. The advisor is responsible for delivering signed liability waivers for all participants of field trip events or excursions to the Director of Student Life before such events occur.

A complete list of student organizations is available from the Director of Student Life, Elizabeth Costa, at eacosta@jchs.edu.

Fundraising by Individuals and Student Organizations

All fundraising projects by student organizations must be submitted to the Director of Student Life in writing for approval not later than two weeks in advance of the event. Student groups seeking to solicit outright gifts of funds, goods or services from external constituencies should file a written fundraising plan that will be carefully evaluated at least one month prior to the event and prior to actually contacting any outside agencies. These requests will need additional approval from the Director of

Development. Approval is granted only if the fundraising project is deemed worthy and for the good of the student body or a specific student organization and if it complies with Carilion and College fundraising policies.

Many student organizations hold bake sales, yard sales and other various fundraisers to generate dollars for their student group. These clubs should contact the Director of Student Life two weeks prior to the activity to fill out an Event Request form. This will also allow everyone to avoid scheduling conflicts, make certain space is available for the sale and to offer the group assistance in promoting the sale to the rest of the College community. Fundraising must comply with College and Carilion fundraising policies. *The complete fundraising policy can be found in the Appendix of this handbook beginning on page 168.*

Solicitation of College alumni will be restricted to projects deemed to be College priorities by the College Administrative Team and is strictly prohibited without prior approval from the Director of Development.

Fund raising by individuals for personal benefit or the benefit of other individuals is prohibited.

Fitness Center

The College operates a Fitness Center for all students, staff and faculty. It is located on the fourth floor of the CRCH Building across from the Student Affairs Suite. In order to use the Fitness Center, students must watch a safety video; the current video is available on the college website under the Student Affairs section. Use of the Fitness Center and its equipment is at the user's risk.

RESIDENCE LIFE

College residence facilities are housed on floors 3-6 of the Patrick Henry building on S. Jefferson Street. Multiple students share each apartment.

Living in the residence hall is a *privilege* managed by Jefferson College. Students violating College standards or policies, specific requests of agents of the College, or minimum standards of health, welfare, safety, or personal decorum or conduct, as defined by the College, may be required to leave the residence hall.

The residence halls are open when the College is not in session and students are allowed to remain in the residence halls during those times as long as their contract is current. As such, students are allowed to reside in the residence hall all year-round with a signed contract which is valid for the current term. Persons not enrolled at the College, the Radford University DPT Program at CRCH, or Carilion medical education programs are not permitted to reside in the Jefferson College residence hall facility.

Removal from College Housing

A student may be removed from College housing for misconduct as determined by the Dean for Student Affairs or his designee. Students may also be removed should three or more Residence Hall Incident Reports accumulate against them. The student normally will be given no more than 24 hours to vacate the residence hall, unless a special exception is made. In cases where a student's conduct is deemed a danger to him/herself or others, removal from the residence hall may be immediate. If the student has not vacated the premises by the designated time, College-designated personnel will remove the student's personal effects from his/her room. The College assumes no legal or financial liability for the safety or security of such effects. If this situation occurs, students may be charged for the removal of property, cleaning, and re-keying of the room if the room key has not been returned.

Residence Life Handbook

Jefferson College provides a convenient, coeducational residence hall for students who want the developmental and social benefits of College housing. Every effort is made to ensure that the residence hall provides a safe and healthy setting that is conducive to study and a relaxed atmosphere that fosters friendships and positive social interaction.

The residence hall is managed by the Coordinator of Residence Life, who is responsible for the supervision of student Resident Advisors (RAs). The Coordinator of Residence Life reports to the Director of Student Life. The entire Residence Life staff functions primarily to: assist residents; create a healthy living community; and enforce College policies and standards of conduct and state and federal law.

Residents are expected to act as responsible citizens and are accountable for knowing and observing the policies, and standards of conduct and behavior, set forth in this *Residence Life Handbook* and all other pertinent College publications. All residents are responsible for the rules listed in this *Handbook* and any additional rules updated or publicized after printing. The most current copies of all handbooks are maintained on the college website.

Violations of residence hall policies or standards of conduct may result in sanctions, up to and including suspension or expulsion from the residence halls and/or the College. Residents are also subject to local, state, and federal laws and the associated penalties and sentences.

For more information on College residence halls or the policies governing them, please contact Mary Capper, Coordinator of Residence Life, at (540) 224-4686 or srsimpson@jchs.edu.

Residence Life Staff
2018-2019

Resident Advisors—The Patrick Henry

Stephanie Alston
Calan Pillow
Caitlin Seneca
Ray Landrum
Kanisha Nash
Taylor Hatfield

Coordinator of Residence Life:

Mary Capper: (540) 224-4686,
mgcapper@jchs.edu
Student Affairs Suite, Fourth Floor,
CRCH

Fees and Room Rental

Residence hall space is contracted on an academic year basis and is available only to currently enrolled students at Jefferson College, the Radford University DPT Program at CRCH, or Carilion medical education programs who have signed a Residence Life Contract. Those students enrolled in fall classes are eligible to live in the residence hall during the summer prior to the fall semester, if space is available and if they sign a summer contract.

The Residence Life Contract is a binding, legal agreement and students who sign a contract will be held responsible for all room fees for the term of the contract, as long as they remain enrolled at Jefferson College. Room charges are billed per semester and are payable in advance of each academic term. A Jefferson College Tuition and Fee Schedule and information on payment arrangements and options are available from the Bursar's Office.

The Coordinator of Residence Life may change a room assignment or transfer a resident to a different room at his/her sole discretion.

Failure to comply with the terms of the housing contract may result in College administrative holds, including, but not limited to, the withholding of diplomas, certificates, transcripts of record, and deposit refund.

Move In and Move Out Schedule

Students will be notified of their room assignments in advance of the occupancy date. Students may request, in writing, a particular room or roommate and the college will consider all requests, but is not bound by them.

At the end of each semester, all residents (those graduating or ending the term of their residence hall contracts) must leave the residence hall no later than the move-out date posted by the college. Those residents moving out must remove all personal belongings. Graduating seniors may remain until the day following graduation. Items left behind after a student has moved permanently out of the residence hall will become the property of the College after 30 days. Students may be charged for the removal of items left behind.

Failure to move out of the residence hall as described above and failure to properly checkout with Residence Life staff may result in fees for packing, cleaning, storage, and/or re-keying of room locks.

Keys

Upon admission to the residence hall, each resident will be issued an apartment key, and access to the Jefferson College floors of the Patrick Henry will be added to the resident's proximate card. Charges will be assessed for replacement of each lost key or proximate card. Loaned or misplaced keys or proximate cards are a serious threat to security. No key or proximate card is to be duplicated or loaned at any time, even to other resident students. Violation of this policy may subject the resident to removal from the residence hall or other sanctions. Misplaced keys or proximate cards should be reported immediately to the Coordinator of Residence Life. If resident students lock themselves out of their apartments three times or more, requiring RA assistance, then they may be assessed a \$25 fee. This fee may be assessed on the third instance and again for each subsequent lock out.

Access to the residential floors of The Patrick Henry is by proximate card only and is limited to residents and their guests, as well as certain members of the Student Affairs staff. Residents are prohibited from allowing non-residents to access residence hall floors unless they are escorting their own guests.

Furniture and Room Upkeep Policies

The student is responsible for keeping his or her apartment and fixtures clean and free from damage. The resident is required to provide waste receptacles for his or her room and to keep the room clean. Residents will be billed (at a rate determined by the College and Patrick Henry management to be customary and reasonable) for cleaning if their rooms are unclean at the time of their departure. Charges will be made for the removal of items left behind. Rooms will be entered on at least a monthly basis for routine maintenance, safety/risk assessment rounds, and insect control and cleanliness. Violations will be addressed with residents when noted.

If a student has excessive clutter or filth in or around his or her room so as to constitute a safety or health hazard, the student may be subject to cleaning charges,

reassignment, eviction and/or other disciplinary action. The cost of any damage, vandalism, or necessary custodial services will be paid by the student.

The College requires all residents to be aware of and comply with the policies listed below. The College retains the authority to make decisions concerning infractions of commonly held community standards not specifically listed.

- All students shall keep their rooms in a clean and orderly condition at all times. Rooms are cleaned before the resident moves in. Once in residence, the resident is responsible for cleaning his or her room. Fees may be assessed for cleaning, maintenance, or removal of personal belongings.
- Each occupant of a room will be provided a bed, dresser, a desk and a chair. Residents will be required to complete and sign a room condition and inventory report form before moving in or out of the residence hall.
- No furniture is to be moved from one room to another without the permission of the Coordinator of Residence Life.
- Residents may provide approved furniture (no waterbeds or lofts allowed) in addition to that provided by the College. The College assumes no responsibility for such furniture and is unable to store residents' personal items. Residents leaving personal furniture or belongings behind on departure from the residence hall will be billed (at a rate determined by the College and Patrick Henry management to be customary and reasonable) for the removal of these items. However, College furniture assigned to the room must remain in that room.
- Extension cords are not allowed. Power strips must be UL-listed and should have over-current/breaker protection.
- Candles, incense and other open-flame devices are prohibited, even if unlit. Plug-in air fresheners are also prohibited.
- Electric Christmas lights, "Lava," or halogen lamps are not permitted.
- Residents may not place their own locks on room doors.
- Residents may not paint their own rooms. Residents will be charged a repainting and repair fee for any damage to paint or walls.
- Exercise caution when attaching posters, pictures, message boards, etc. to walls. Charges to repair excessive damage from nails, double sided tape, etc. will be billed to the student. Do not place objects on ceilings,

- including but not limited to tapestries, stickers, or hanging items of any kind. No paper products may be hung in the main hallways (fire egress).
- Each apartment is equipped with safety features, including a smoke detector and sprinklers. Under no circumstances are students to remove, damage, alter, or tamper with smoke detectors, sprinkler heads, utility supply lines, or other fire safety equipment at any time. Nothing may be hung from sprinkler heads or obstruct sprinkler heads.
 - Students will be billed, individually and/or collectively, for damage to any College property, in order to cover replacement or repair of that property.
 - Damage to the physical structure of a room will be repaired with charges billed to those residents assigned. At the time of a resident's exit from the residence hall, items determined by inventory to be missing or damaged will be repaired or replaced by the College and the resident will be charged fair market value, as determined by the College.
 - If damage or vandalism occurs to the common areas of the residence hall and those responsible cannot be identified and appropriately billed, the cost for repairs to or replacement of College furnishings or property may be pro-rated among the residents of that floor or the entire residence hall.
 - Residents are not to remove College property from the residence hall.
 - The College assumes no responsibility for personal property that may be damaged, lost or stolen from rooms or public areas. All residents are encouraged to secure appropriate health and renter's personal property insurance. Residents owning sensitive electronic equipment are responsible for purchasing the necessary power surge protective devices. The College is not responsible for any injury to residents or their guests occurring in the residence hall or assigned room.
 - General maintenance concerns (i.e. a blown light bulb, clogged drain, etc.) should be documented using a maintenance request form found at <http://www.jchs.edu/applying-housing> In the event of a maintenance emergency (i.e. flooding, broken smoke detector, broken heating unit, etc.), students should reference the Facility Issues Reference Guide posted on the hallway bulletin boards.
 - Residents are to respect other students by practicing good general hygiene.

Residence Hall Facilities and Services

Technology Support for Students Living in College Housing

The following technology support policies are in place for all students living in College housing:

- Students living in The Patrick Henry have an internet connection via a cable modem. Students are responsible for providing their own wireless routers.
- Students are responsible for all activity that takes place from their IP address and/or their residence hall room, and cable television connection. They are required to follow all local, state and federal laws, including copyright laws. Downloading of any copyrighted materials on the College network is strictly prohibited and may result in College sanctions and/or criminal prosecution. The College will not shield students from the consequences of their actions if outside agencies seek prosecution or sanctions for illegally downloaded material.
- The College does not provide technical support for student computers, routers, or other electronics in the residence hall. Any issues with the internet connection provided in the room should be reported to the Residence Life Staff, who will contact Cox Communications about any needed technical assistance. All students are responsible for having up-to-date virus protection on any devices connected via the residence hall. Failure to do so may result in disconnection from the College network.
- Violations of any of the technology and related policies may result in loss of the connections and other disciplinary action and/or criminal prosecution.
- Students should report any issues with their connection to the Residence Life Staff at jchs.reslife@gmail.com.

Cooking Facilities

Refrigerators, microwaves, dishwashers, and ovens are provided in each apartment. All additional appliances used in a residence hall room must be UL- approved. Cooking that requires an open flame is strictly prohibited in the residence halls.

Trash Disposal

All trash must be placed in closed plastic bags and deposited in the dumpster located outside of the Patrick Henry. Trash and other discarded items are not permitted in hallways at any time.

Pest Control

Food items should be kept in closed/sealed containers. Monthly pest control is done

throughout the building.

Laundry

Residents are responsible for providing their own linens. Each apartment is equipped with its own washer and dryer. Clothes are not to be dyed in the washers. Heavy duty laundry, such as comforters, should not be washed in washers, but taken to a private laundry facility. Problems with the machines should be reported to the Residence Life staff. Drying racks may be used in the residents' rooms, but may not be placed in the corridors or stairways. Residents are responsible for any water damage caused by dripping laundry. Residents should be considerate of their roommates and remove their laundry from the machines as soon as it is finished.

Maintenance Requests

Details of repair(s) should be emailed to the Residence Life staff at jchs.reslife@gmail.com. Each request should be as specific as possible and include the room number. Incomplete requests will not be processed until all pertinent information has been received.

Emergencies

For fire and medical emergencies, dial 911 from a private, pay or cell phone. For a police emergency, call Carilion Police at (540) 981-7911 from a private, pay or cell phone. If calling from a CRCH telephone, dial 7-7911. After calling for help, report the emergency to a member of the residence life staff. For more detailed information, see "Emergencies" in this *Student Handbook*.

Mail

Resident mail is delivered directly to assigned mailboxes in the Patrick Henry via the United States Postal Service (USPS). Mail will not be accepted for nonresidents. Residents' mail should be addressed as follows:

Name of Resident
611 S. Jefferson St.
Student Apt #
Roanoke, VA 24011

Students who leave the Patrick Henry due to withdrawal from the College, graduation, etc. will need to complete a change of address form through USPS in order to have mail forwarded. The Residence Life staff and the Patrick Henry staff are not responsible for mail delivered after a resident departs, and will NOT forward mail.

Residence Hall Conduct

In addition to the Jefferson College Code for Student Conduct, the residence halls are governed by residential policies and standards of conduct and behavior. The College appreciates and expects cooperation from its residents regarding the standards of conduct and behavior listed here. Failure to abide by any College or residence hall policy may result in sanctions, up to and including removal from the residence hall or suspension or expulsion from the College.

1. Alcoholic beverages, illegal and dangerous substances, or items are prohibited on College property, which includes the Patrick Henry residence hall. Exceptions are noted in this handbook under the section entitled *Alcohol and Drug Policies*. Empty alcoholic beverage containers or drug paraphernalia, whether for art, display, or any other purpose, are not permitted on College property. All students at the College are responsible for their choices. The College is not responsible for accidents or injuries sustained by students who choose to violate this policy. Violations of this policy will result in sanctions.
2. The College and the Patrick Henry are smoke-free facilities. Chewing tobacco may not be used on College property. Smoking is not permitted anywhere within the Patrick Henry, including stairwells and fire escapes.
3. Windows shall not be opened beyond the point of safety established by the installed window stops. The safety of residents and the community is of primary concern for the College. Residents may not lean out of the windows or try to move from one window to another.
4. Furniture must not be placed so as to block easy access to the heating/air conditioning unit(s) or room exits. Items must be 2 feet from heating/air units, and nothing may be placed on the vents.
5. No objects are to be thrown from windows, fire escapes or the roof. This includes water and other materials used in cooking (grease, food, etc.)
6. No firearms, knives with a blade length of more than 3 inches, flammables, fireworks or other weapons are allowed on College property.
7. No pets are allowed in the residence hall, including fish.
8. Fire escape doors are to be kept closed at all times. The fire escape should only be used for true emergencies. No doors are to be propped open.
9. Quiet hours are 10 p.m. - 10 a.m. daily. Noise that can be heard outside a closed room is not permitted during these hours. Students are requested to keep doors closed when playing music or talking loudly.

10. Hours not considered quiet hours are 10:01a.m. – 9:59p.m. daily and noon Friday – 10 p.m., Sunday. During these hours, common courtesy is expected. Any resident asked by another to be quieter shall do so. If the request is not honored, the resident should report the incident to a member of the Residence Life staff. Quiet hours are in effect 24 hours a day during mid-term and final examination periods.
11. The local fire code requires that corridors be kept clear at all times of furniture or other articles (such as doormats) that restrict passage or present a danger to other residents. Due to safety considerations, flame or spark-producing items including but not limited to candles, incense burners, oil-burning lamps, halogen lamps and lanterns, lighter fluid, etc. are not permitted in the residence hall. Interfering with, ignoring and/or tampering with fire alarms, sprinklers, fire hoses, or smoke detectors, (including hanging items from said items) is prohibited and may result in disciplinary action. Damage to the sprinkler system and/or smoke alarms will result in a charge to the student to cover the cost of repair/replacement. Throughout the year the fire alarm is tested to assure that it is in working order. When an alarm sounds, all residents must vacate the building via the nearest exit to assure their safety. Once outside, students should report to the public library across the street from the Patrick Henry so that head counts can be performed. (The ONLY exception to this is during tests of the system, when notices have been previously posted.) If possible, before leaving the room, residents should close all windows, turn lights on and exit via stairwell, not the elevators. Residents will be permitted to re-enter the building when a representative of the College determines if it is safe to do so. Failure to leave the building promptly when an alarm sounds may result in disciplinary action.
12. Attendance at residence hall meetings is mandatory. Sanctions will be applied for residents failing to attend these mandatory meetings.

Admittance of Guests

All students should be aware at all times of non-residents in the building. Do not allow people you do not know as Jefferson College resident students to come through the residence hall doors or onto the elevator with you. Protecting access to the residence hall is everyone's responsibility. All students are expected to meet their guests in the lobby. **DO NOT LOAN KEYS OR PROXIMATE CARDS TO ANYONE.**

Specific Guest Policies

1. A guest is defined as any person who is not a current Jefferson College resident student.

2. Guests remain the responsibility of the resident they are visiting and are required to follow all Jefferson College policies and procedures as outlined in the *College Catalog*, *College Handbook*, *Safety Manual* and *Residence Life Handbook*. Residents are liable for any damages caused by their guest(s).
3. Visitation in any room by a guest requires the prior approval of roommate(s).
4. Persons under 18 years of age are strongly discouraged as appropriate guests in the residence hall. Persons under fourteen years of age are not allowed in the residence halls unless accompanied by a parent or guardian and are not permitted as overnight guests.
5. Day guests must leave the residence hall by 11 p.m. from Sunday – Thursday and by 1 a.m. on Friday and Saturday.
5. Overnight guests are allowed on Thursday, Friday and Saturday nights only if approved ahead of time by the student’s roommate(s) and the Coordinator of Residence Life.
6. The resident hosting the guest must fill out a form requesting permission for the guest to stay. Forms should be submitted to the Coordinator of Residence Life no later than Thursday at noon in order to receive the proper consideration. All roommates must have signed the form by the time of submission. Residents are responsible for the behavior of their guests. If a behavior problem occurs during the visit, the guest will not be permitted to return and the resident may be subject to disciplinary action. The College has a zero tolerance policy for violations committed by residents’ guests.

Inspection and Search and Seizure

Residents' rooms are subject to supervision and inspection by the Dean for Student Affairs, Coordinator of Residence Life, other appropriate Student Affairs personnel, designees of the Dean for Student Affairs, and by building management or their assignees, such as housekeeping and maintenance and the fire department.

Inspections are necessary to provide for students’ health, welfare and safety and to serve the College’s interest in protecting students, employees and property so as to maintain a sound educational environment. The Coordinator of Residence Life will attempt, as a courtesy, to notify or obtain the consent of residents before a search when it is feasible to do so. In cases of emergency or like exigent circumstances, notification or consent is not always possible or necessary for the search to take place. Any illegal, prohibited, or dangerous items, substances, or weapons may be seized to ensure the health, safety and welfare of residents and employees.

All rooms and areas of the residence facility will be checked at the beginning of holiday and vacation periods. This check is to insure that all electrical fixtures and water faucets are turned off and the heat or air conditioning is set on low, and that no other health, safety, or welfare hazards are present. Any violations of College policy or state or federal law discovered during these inspections will be subject to appropriate sanctions by the College and other agencies.

Guidelines for Inspection and Search

1. The Dean for Student Affairs, Coordinator of Residence Life, other appropriate member of the Student Affairs staff, or designees of the Dean for Student Affairs, may check rooms at any time, with or without notice to:
 - Enforce institutional rules, standards or codes
 - Investigate violations of institutional rules, standards or codes, including fire, safety, and conduct codes
 - Respond to health, safety, or welfare issues
 - Maintain property and cleanliness
 - Maintain discipline
2. When possible, rooms will be entered only by two or more agents of the Student Affairs staff, or designees of the Dean for Student Affairs.
3. Residents need not be present for an inspection or search to take place.
4. Every effort will be made to inform residents that an inspection or search will take place, excepting emergencies or other like exigent circumstances
5. In the case of a room search, the reason for the search will normally be stated. It may be generally classified as an administrative, health, welfare or safety inspection.

Inspection

1. Monthly or periodic inspections may be conducted to check the condition of furniture, to establish that College property has not been abused or destroyed and that clean, sanitary and safe conditions exist. Unsafe or unsanitary conditions or violations of College policies, codes, or standards noted during routine maintenance or housekeeping functions may also be addressed.
2. Thorough room inspections will be conducted at the beginning and end of vacation periods or College breaks.
3. Inspections may be conducted in emergency or other like exigent circumstances such as a fire; if there is concern that an individual in the room might be sick or injured; if there is reasonable cause to believe that a

crime is in progress or has occurred; if there is reasonable cause to believe that a violation of College policies, codes, standards, or federal or state law is in progress or has taken place; or for any situation judged by the Dean for Student Affairs, Coordinator of Residence Life, other appropriate Student Affairs staff member, designee of the Dean for Student Affairs, or College safety officer to be an emergency.

Search

1. The College reserves the right to search rooms at any time College officials have reasonable cause to believe that an unsafe act or violation of the law or College policies, codes or standards of conduct or behavior has taken place, is about to take place, or is in progress.
2. Emergencies or other like exigent circumstances may prompt a search if there is reasonable cause to believe that occupants of a room may be in danger due to health, welfare or safety reasons.
3. Searches may be conducted if there is reasonable cause to suspect the presence of illegal or other dangerous materials that violate College policies, standards, or codes of conduct or behavior. The Dean for Student Affairs, Coordinator of Residence Life, other appropriate Student Affairs staff, designee of the Dean for Student Affairs, or College safety officer reserve the right to seize such materials and to use them as evidence in administrative hearings, even if said materials did not prompt the initial search. Illegal materials found in a resident's room may be turned over to civil authorities.
4. In non-emergency or like exigent circumstances, the Dean for Student Affairs or his designee will normally give prior approval for a room search.

Definition of Terms

- **Agent of the College:** Any employee of Jefferson College or Carilion Clinic acting in an official capacity.
- **Room Entry:** Entrance into a residence hall room by a person other than a resident of the room for reasons of official business of the College.
- **Room Inspection:** An inspection involving a visual examination of furniture and other materials that are in plain view. Any illegal items, or items that violate laws, College policies, standards, or codes, may be confiscated and turned over to law enforcement officials.
- 5. **Room Search:** In the case of reasonable cause, as determined by the Dean for Student Affairs, or his designee, a search involving the close examination of all areas, materials and persons in a room. This may

involve going through an individual's personal belongings, i.e., suitcases, boxes, contents of desks and dressers, clothing, pockets, etc. This type of search may (but may not always) involve the presence of law enforcement officials, if requested by the Dean for Student Affairs, or his designee. Law enforcement officers will not normally take part in the search of rooms unless it is an emergency or other like exigent circumstance. Illegal, dangerous or prohibited items will be confiscated. In non-emergency (or like exigent) circumstances, the Dean for Student Affairs or his designee will normally give prior approval for a room search.

Complaints and Violations

1. Residents should attempt to handle complaints involving other residents in a reasonable manner among themselves. However, should issues not be resolved by the involved parties, or should a resident feel uncomfortable confronting another resident, a Residence Hall Incident Report may be filed with the assistance of the Residence Life staff or the Coordinator of Residence Life. If requested by the complainant, Residence Life Staff will make every attempt to keep the report confidential. In the case that the complainant requests confidentiality, the complainant understands that the ability of Residence Life Staff to investigate or act upon the complaint may be precluded or hampered. In cases where roommates are having difficulty resolving differences, the Coordinator of Residence Life may direct roommate mediation to be conducted. Roommate mediation is normally conducted by RAs. The Coordinator of Residence Life will determine the composition of roommate mediation. Roommate mediations are formal meetings between the roommates and designated members of the Residence Life Staff. During mediation, Residence Life Staff facilitate a conversation between the roommates to discuss pertinent issues and work towards a resolution. During the mediation, the Residence Life Staff will guide the roommates in writing a roommate contract. Once agreed upon, all parties will sign stating their agreement and compliance with the terms of the contract. Participation in mediation is strictly limited to roommates and Jefferson College Residence Life or Student Affairs Staff members. Attorneys, parents, guardians, or any person outside of the roommates and Residence Life or Student Affairs Staff are prohibited from participation in mediation.
3. Agents of the College may also file Residence Hall Incident Reports. All reports should be filed as close as possible to the time of the occurrence of the violation. Residence Hall Incident reports may also be provided for other appropriate College or Carilion employees (i.e. Security or Counseling Services). Residence Hall Incident Reports will be filed in the office of the Coordinator of Residence Life and will not become part of the student's permanent record.

4. With each Residence Hall Incident Report, sanctions will be considered. If three or more Residence Hall Incident Reports accumulate against any resident, then the resident faces possible suspension or expulsion from the residence hall. Continuing patterns of misconduct or disrespect to Student Affairs, Security, or Residence Life staff may result in sanctions and/or removal from the residence hall. Such actions may include, but are not limited to, restrictions or revocations of residence hall privileges or expulsion from the residence hall. Decisions will be presented to the violator in writing. The following violations may result in immediate eviction from the residence hall:
 - a. Duplication or "loan" of any keys issued to residents;
 - b. Violation of Virginia ABC laws or residence hall policies regarding alcoholic beverages;
 - c. Possession of alcoholic beverages, weapons, illegal substances or drug paraphernalia;
 - d. Failure to comply with a residence hall request;
 - e. Dismissal from the College (only enrolled students may live in the residence hall);
 - f. Conviction of a felony;
 - g. Any action deemed by the College to create danger to oneself or others;
 - h. Insubordination, verbal or physical abuse directed to any employee of the College or agent acting for the College; or verbal or physical abuse directed to other residents, guests or students;
 - i. Any threats, direct or implied, communicated verbally, electronically, or physically, including those communicated on public, social networking sites, blogs, or similar media;
 - j. Failure to comply with sanctions as deemed appropriate by the Coordinator of Residence Life, Director of Student Life and/or the Dean for Student Affairs, including community service hours.

5. Should a resident be evicted:
 - a. He/she will be required to fulfill all regular requirements for leaving, including key return and room inventory.

- b. He/she may not reapply for a room until a period of time determined by the Dean for Student Affairs has elapsed. Re-entry is at the discretion of the Dean for Student Affairs;
- c. The lock to the room may be changed on or after the date of eviction, at the expense of the evicted student.
- d. Refunds of room charges or security deposit will not be made.

Appeal

The decision to evict, suspend, or dismiss a student from the residence hall will normally be made by the Dean for Student Affairs after the normal student conduct process (Community Values Board) has been completed. If a resident wishes to appeal eviction, he/ she must present, within three business days of the notice to vacate, a written appeal to the President of the College. The student must file a written appeal of the decision of the Dean for Student Affairs within three business days of receiving the Dean's written notification. The President will hear and respond to the student's appeal within three business days of receipt of the student's appeal letter. The decision of the President is final with no right of further appeal.

FACILITIES



Jefferson College
of **Health Sciences**

at **CARILIONCLINIC** 

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Jefferson College

Bookstore

Students should obtain their own books, supplies and consumable materials needed for their studies. The cost of these items will vary depending on the program of study and the number of credit hours pursued. The average cost, however, is approximately \$600 per semester for a full-time student. This estimate is subject to change as it is based on book publishers' and suppliers' list prices.

The Bookstore is located in Carilion Roanoke Community Hospital on the 4th floor and carries textbooks and a selection of supplies and general merchandise. Items carrying the College insignia, such as sweatshirts, T-shirts, backpacks and mugs are also available in the Bookstore.

The Bookstore is open Monday – Friday, 8:30am – 5pm. Store hours are posted in the Store, around campus and on the College website <http://www.jchs.edu/>

Bookstore refunds will be made only if the course is cancelled or dropped (drop slips and receipts must be presented) or in the event that the incorrect book is purchased, provided the book has not been written in or damaged. These refunds will be made up to the last day for withdrawal from a class with a refund, as printed on the current semester's Schedule of Classes.

All books with misprints, missing pages, or other publishing mistakes may be exchanged at any time for the same book by presenting the purchase receipt.

Books and other purchases returned for refunds are subject to inspection and must be in new condition with no markings or other damage. See JCHS Bookstore staff for further details on return policies.

Food Service

Students may purchase meals on a cash basis in Carilion Roanoke Community Hospital (CRCH) or Carilion Roanoke Memorial Hospital (CRMH) cafeteria during regular hours of operation. Students who have chosen to purchase a meal plan can also use their meal cards at either location.

Computer Labs

The College computer labs offer students access to printing capabilities, the Internet, computer assisted instructional programs, the Office Suite of products, including word processing, presentation, spreadsheet and database software. The main computer labs for student use are located in the Learning Commons on the Fifth Floor of CRCH in rooms 505, 507, and 509.

Students must save work on their own flash drives, which may be purchased from the College bookstore. All computers in the labs reboot at 4 a.m. every morning, and any student files saved on the computers will automatically be deleted. Students

utilizing computer labs must comply with the College Computer Use and E-Mail Policy that is posted in all labs, available as a handout through all computer labs, on the College website and in the *Student Handbook*. Violators of the policy are subject to loss of computing and network access and subject to college sanctions, civil proceedings and/or criminal prosecution.

Library

The mission of the Library is to provide students and faculty with the most up-to-date information available through its collection of books, journals and audiovisuals, as well as computerized access to information databases.

Catalog

LRC-CRMH-CRCH is the online catalog, helping students identify the location of books and audiovisuals. This catalog can be used to locate materials in the College's Library or any of the Carilion Clinic libraries.

Circulation

Books in the general collection may be checked out for four weeks and may be renewed one time. Patrons must have their names and contact information entered into the Library database before they can check out materials. If library materials are lost or not returned, the borrower must reimburse the library for the cost of the material. A book drop near the Library entrance allows for returns when the Library is closed.

Reference Books are for use only in the Library and are not available for check out.

Reserve Books and audiovisuals are shelved near the circulation desk at the request of instructors, who determine whether or not they may be checked out.

Textbooks in use for the semester are also on reserve. These cannot be taken out of the Library.

Audiovisual Materials such as videos, videodisks, CD-ROMs, computer disks, audiocassettes and slides are available for use in the Library audiovisual room and computer lab. These items can be checked out only with the Library director's permission.

Interlibrary loan service is available for students to obtain journal articles and books not held by the Library.

Internet access in the College computer labs provides many other databases and search engines, accessed via the Library homepage.

Research Databases

Students at the College have access to thousands of full text journal articles and electronic texts from a variety of subscription and Web-based services. **EbscoHost** provides a portal to a dozen databases from the medical, nursing and allied health and psychology fields. **InfoTrac** includes 5 databases that support general research with an emphasis on health sciences and the humanities, including literature. The **OVID Total Access** database contains a collection of over 200 full-text journals that cater to intensive medical information needs. **ABI/INFORM** is comprised of full-text periodicals and news sources from the world of business. **BioOne** is an online collection of over 80 research journals from the biological sciences. **StatRef** is a searchable collection of over 40 medical reference texts and MDConsult provides access to medical texts in addition to the full text from a wide assortment of medical journals. The **Issues & Controversies** database is a full text source of aggregated information dealing with current affairs. NetLibrary is an online collection of hundreds of ebooks in full text from a variety of disciplines. **ERIC** is a comprehensive database of the literature from the broad field of education including health education. **PubMed**, from the National Library of Medicine, is a massive database of biomedical literature including links to full text. All students have off-campus access to these databases.

Jefferson College students also have on-campus privileges to a variety of databases provided by the Carilion Roanoke Memorial Health Services Library including **UpToDate**, **Cine-Med** and **InfoPOEMS**.

Hours

Students should consult the Library website at www.jchs.edu/page.php/prmlD/614, for hours of operation.

Journals

The Library subscribes to more than 200 journals, holds more than 100 additional journal titles that are no longer active subscriptions and has online access to more than 3,000 journals through our research databases. Journals cannot be checked out of the Library.

Photocopying

Copyright laws allow students to make single copies of a chapter, article, short story, essay, short poem, or graphic for their own use. No copies of consumable work may be made without violating copyright law. Please consult with Library staff for further copyright explanation.

Additional Libraries for Jefferson College Students

- *Carilion Hospital Health Sciences Libraries at CRCH and CRMH*
Students may use books in the libraries and make photocopies for a fee. The catalogs of these libraries can be accessed through the Jefferson College homepage.
- *Hollins University, Roanoke College Libraries and ECPI*
Students have borrowing privileges at each of these local colleges, using their College identification badges. The Hollins University and Roanoke catalogs can be accessed through the Jefferson College Library homepage. Materials in these libraries cover a wider range of topics than the health sciences focus at the College.
- *Roanoke City, Roanoke County and Salem Public Libraries*
Students may use materials in these libraries in house. Permanent residents of these localities may obtain library cards for free and check out books; others may obtain cards after paying a fee.
- *Virginia Western Community College Library*
All students may use this library in house and Virginia residents may obtain checkout privileges.
- *Veterans Administration Medical Center Library*
Students may use materials in this library in house by making an appointment.

Lost and Found

All lost or found items should be turned into the Information/Security Desk on the 3rd floor of the CRCH Building. Personnel are available 24/7 and will be able to help you complete the process of reporting lost/found or claiming items.

Printers and Copiers for Student Use

Students have access to black and white laser printers in the Educational Technology Center (room 509) 24/7 (except while testing is in progress) and in the Learning and Writing Center (room 507) and the Library computer lab (room 505) during posted hours. A black and white copier is also available for student use in the Library. Each printout costs \$.10, and each page copied on the Library copy machine costs \$.05.

Additional value can be added to the card anytime through the vend machine with cash in dollar denominations. Students are responsible for the safekeeping of their individual card.

COLLEGE POLICIES AND GRIEVANCES



Jefferson College
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Academic and Classroom Policies

These policies are provided as an additional resource, but are only a partial list of important academic policies and standards of conduct and behavior. Students are strongly recommended to read the Jefferson College *Catalog* and this *Handbook*, as well as individual program handbooks, for a complete listing of all College policies.

Explanation of Violations of Academic Honor Code and Jefferson College Honor Pledge

The Jefferson College Honor Pledge is: *I will not lie, cheat, steal nor tolerate those who do.*

Cheating: To practice or to attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purported to be one's own; to copy, or attempt to copy, from another person's test paper or other work in a course; to secure or attempt to secure the assistance of other persons in the preparation of graded course work without the express consent of the instructor; to use during a testing period, or bring into a testing area with the intent to use, any notes or other prepared materials that a student is not permitted to consult; or to aid or abet another person in an act of cheating.

Denying Access to Academic Materials: To remove, in an unauthorized manner, or to vandalize library materials or other materials related to course assignments, or to knowingly receive and use such materials.

Aiding and Abetting: When a student assists another student in committing a violation of academic integrity, that student is equally culpable and can be charged and disciplined for such a violation. If, for example, a student permits another student access to a test answer or data collected, both students are guilty of a violation. Another example would be not reporting any known or suspected violation of the Academic Honor Code and Jefferson College Honor Pledge to the appropriate faculty, program director, or College administrator.

Falsification: Any material used in the preparation of an assignment must be verifiable by the faculty. If the student falsifies data or materials, that student has violated the Academic Honor Code. The reporting of information or data as accurate, complete, or factual when it is not is a violation of the Academic Honor Code.

Group Assignments: Unless otherwise specified by faculty, all work presented by a student is assumed to be that student's original work, created by that student while working alone. In some assignments, students are expected to work together—in pairs, in teams, or as a class. The faculty has an obligation to make clear the expectations for the work required by each student in such group assignments.

Quizzes, Tests and Examinations: The faculty should provide clear guidelines for testing situations. It is important, however, that the student guarantee his or her own

integrity during tests. The student should keep his or her attention on his or her own work at all times. No books, papers or other material(s) should be accessible except those allowed for use in the testing situation.

Typed Papers/Internet: If a student has a manuscript typed by another person, that student must give precise instructions to the typist that the manuscript is to be typed as it has been written. Any corrections must be made by the student or be appropriately acknowledged as having been made by the typist. If the typed version is not the student's work, then the student has violated the policy of academic integrity. Most papers must be submitted in American Psychological Association (APA) format, which is the official writing style best supported by the College's Learning and Writing Center. It will be considered a violation of the Student Honor Academic Honor Code and Jefferson College Honor Pledge to purchase or receive via the Internet a paper submitted as an original work of the student.

Plagiarism: Plagiarism is a serious violation of academic integrity. It is also a complex problem for the student. Thus, a precise definition and some examples are necessary. Merriam-Webster defines "plagiarism" as "an instance of presenting as new and original an idea or product derived from an existing source."

To copy a passage, however brief, without proper documentation or acknowledgment and without quotation marks is a flagrant form of plagiarism.

If, for example, a student were to write the following words without citing the source, the student would be guilty of plagiarism: I firmly believe that all things have a sequence of their own. For all things there is a time, a time to be born and a time to die, a time to destroy, a time to hate and a time to love.

Though the student is trying for effect, the long central sentence is plagiarized. It is not the student's work, yet no indication of the original source is given. An appropriate version would be: I firmly believe that all things have a sequence of their own. As Ecclesiastes (Word English Bible) tells us, "For everything there is a season; a time to be born and a time to die; a time to break down and a time to build up;... a time to love and a time to hate" (3:i-iii; viii).

In this revision, the student clearly indicates the borrowed material by using quotation marks and the student specifically indicates the source by citing book, chapter and the verses from the Bible that have been quoted.

Guidelines Regarding Plagiarism

The following guidelines may assist the student in avoiding plagiarism:

Always use quotation marks to set off words that are borrowed directly.

Always acknowledge the source of words or ideas in the text of the presentation, in an appropriate text note, or both.

As a rule, anything the student learns while he/she is preparing an assignment should be considered material that must be documented. It is important to remember that specific documentation means exact page numbers.

Common or general knowledge usually does not require documentation.

Examples:

Lee Harvey Oswald shot John F. Kennedy in Dallas in November 1963. These facts are common knowledge and can be found in many sources. No documentation is required.

At 16, in October 1956, Lee Harvey Oswald wrote to the Socialist Party in America and asked for information on the party's youth league. This uncommon, specific information was found in the Duke Alumni Register, Mar. /Apr. 1982, p. 10. Documentation is required.

Prior knowledge does not usually require formal documentation, but it is always a good idea for the student to consult the professor if he or she has doubts or questions in this area. Most often a textual reference to the source will suffice for such prior knowledge. If, for example, a student wants to refer to a congressional debate as being "full of sound and fury, signifying nothing," the student can merely mention Macbeth as the source, if he or she knew these lines prior to the preparation of the work to be submitted. Quotation marks would be used.

Words, ideas or data acquired in other courses should be acknowledged as to their specific source. The student should consult the professor for the appropriate method for documenting such material.

As a general rule, if the student has a doubt about whether or not to acknowledge a particular source, it is wise to document that source. Consult the professor for appropriate documentation forms. In some disciplines, the professor will expect a specific notational format. A bibliography alone is not sufficient documentation. Some textual and/or notational system must be employed within the body of the paper or document when sources are utilized. Please refer to the *APA Publication Manual (6th Ed.)*.

An assignment prepared for one professor cannot be simultaneously, or subsequently, submitted to another professor unless both professors agree to such a submission. Likewise, an assignment done in secondary school or at another college cannot be submitted without the professor's knowledge.

Computer Plagiarism

In any course employing the computer, the faculty expects that the student's work will be an original production of that student. In working with an established program,

the student must be sure that the materials or data entered are derived from his or her own work or research. Documentation of resources must allow faculty to retrieve materials for review.

Academic Grievance Procedures

Informal Complaint Procedure

The Informal Complaint Procedure is an informal way of addressing student concerns regarding the application or administration of College policies in a reasonably quick and efficient manner. A complaint should be directed as soon as possible to the person(s) whose action or inaction has given rise to the complaint and not later than five (5) business days after the event. Every effort should be made to resolve the problem fairly and promptly at this level. If dissatisfied with the decision in the Informal Complaint Process, the student may then file a formal written appeal within five (5) business days through the Academic Grievance Procedure.

Academic Grievance Procedure

Situations may arise in which a student disagrees with a decision related to the fair application of academic policies. Students who believe they have been treated unfairly are to first seek resolution through the Informal Complaint Procedure. If a resolution is not reached, the student has the option of initiating a formal written grievance. Each step of the grievance procedure must be filed in writing within five (5) working days of the conclusion of the previous step. Students may not wait until the end of a semester to file a grievance regarding an event that took place outside the defined time parameters. The student is responsible for keeping accurate records of all communication regarding the grievance. If students need assistance understanding the grievance process they may make an appointment with the Director of Academic Support Services in Student Affairs.

Step 1: The student must write a formal letter to the faculty/staff member detailing why he/she believes the grade or decision should be changed.

Step 2: The faculty/staff member will respond in writing to the student's appeal.

Step 3: If a resolution is reached, the faculty/staff member will write a letter to the student (and any other appropriate party) providing details of the resolution.

Step 4: If a resolution is not reached, the student has the option of continuing with the formal grievance procedure by appealing to the next person in the chain of leadership within the Department in which the concern occurred. The appropriate chain for a grievance is as follows: Program Director, Department Chair and Dean for Academic Affairs. The decision of the Dean for Academic Affairs is final with no right of appeal.

Academic grievances may only be filed for the following reasons:

- The student believes that the faculty member or College employee did not follow published Jefferson College policies, procedures, or syllabi.
- The faculty member made a factual or calculation grading error.

All written complaints, responses and recommendations will be filed with the appropriate department immediately upon completion of each step of the student grievance procedure. Records of student academic grievances will be kept by the appropriate academic department. Records of those grievances that are reviewed by the Dean of Academic Affairs will be maintained in the Dean's office. These documents will be available for review by all principals involved in the grievance.

Student Complaint or Grievance

Jefferson College of Health Sciences strives to ensure that each student has a positive educational experience. A student who desires to file a complaint or grievance should follow the processes outlined in the *Jefferson College Handbook*.

A student who has exhausted all avenues of the complaint/grievance process as outlined in the *Student Handbook*, has the right to submit a formal complaint to the State Council of Higher Education for Virginia (SCHEV). This applies to all students regardless of the type of instructional methodology (face-to-face or on-line). The student will find the information regarding the process and form by clicking here or by going to <http://www.schev.edu/students/studentcomplaint.asp>.

Cell Phone and Pager in the Classroom Policy

To maintain a positive and uninterrupted flow of instruction in the classroom, students will refrain from the use of audible cell phones and pagers during the times when classroom instruction is underway. All cell phones and pagers should either be turned to an "off" position or to a "vibrate" mode to avoid disrupting learning activities. Should a cell phone or pager activate during a period of instruction, students are expected to leave the classroom immediately to respond to the call or text if the student is in an "on call" position. Otherwise, students will not answer cell phones and conduct phone conversations, including texting, during the instructional period.

No student will use a cell phone at any time during an examination for any reason. Students who utilize a phone during an examination are in violation of the College's Academic Honor Code and Jefferson College Honor Pledge and may be subject to sanctions up to and including dismissal from the College.

Students who refuse to abide by this policy will be referred to the Dean for Student Affairs for appropriate sanctions.

Classroom Conduct Policy

Disruptive students in the academic setting hinder the educational process. “Disruption” refers to behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to: disrespectful, offensive or threatening speech; persistently speaking without being recognized or interrupting others; or behavior that has a negative impact in any learning environment.

Disruption is also defined as any behavior that distracts the class from the subject matter or discussion; or in extreme cases, any physical threat, physical or psychological harassment or ridicule, or an abusive act towards an instructor, staff member or other student(s) in any activity authorized by the College. Disruptive behavior also includes any other behavior covered by the Academic Honor Code, Jefferson College Honor Pledge, or Code for Student Conduct.

Disruptive behavior may be related to students having emotional or mental disorders. Although such students may be considered disabled in ways that are addressed under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student at the College to ensure an appropriate learning environment for all students.

If a student is disruptive, the faculty member and/or instructor should first confront the behavior verbally, ask the student to stop the disruptive behavior and warn the student that such disruptive behavior may result in sanctions.

If the student fails to respond appropriately to the faculty/instructor’s request to discontinue the disruptive behavior, then the faculty member/instructor has the right to ask the student to leave the classroom or other academic site for the remainder of the scheduled class or clinical experience if s/he feels it is necessary. If the student refuses to leave, faculty may contact Carilion Police.

The faculty member is required to provide a written report of the incident to the Dean for Student Affairs within 24 hours of an incident in which a student has been asked to leave the classroom. This report should be as complete as possible, including a detailed summary of the incident and a specific description of the disruptive behavior. The faculty member should also provide a list of any witnesses and the action taken by the instructor/faculty member to attempt to manage the disruptive behavior.

The Dean for Student Affairs will respond in writing to the student within 24 hours of receipt of the classroom or clinical instructor’s report (excluding weekends and holidays). The Dean for Student Affairs will also request a meeting with the student as soon as possible. The student is not allowed to return to the classroom or clinical experience until he/she has met with the Dean for Student Affairs. The Dean will

consult with the faculty member and the student and, if necessary, pursue sanctions against the student through the normal process. The Dean may, after consulting with the faculty member, remove the student from class until the issue is resolved.

Possible sanctions may include but are not limited to: admonition, suspension or expulsion from the instructor's class or academic area; academic sanction; educational or work assignment; counseling; or disciplinary probation or suspension from the College.

Online Learning Systems and Information

A number of online resources are utilized at the College. These resources include Blackboard which is the College's course management system. All courses, regardless of delivery method (traditional, online, or hybrid), can be accessed using Blackboard. Course materials are available online 24 hours a day, 7 days per week. Most courses do have specific deadlines for assignments, exams and other learning activities. However, students have the flexibility to access material at times most convenient to them.

Additional tools available to students include email, printing, computer labs, online registration through Self Service and Starfish which allows students to schedule services for testing and tutoring.

Class Delivery Methods:

Courses may be offered in a variety of delivery methods. Some courses are offered using different class delivery methods for different sections. In these instances, the objectives and expected student outcomes are the same for all sections, regardless of the delivery method.

Courses will be categorized at Jefferson College using the following definitions:

- **Traditional** – Classes meet in person on campus following a defined course schedule.
- **Hybrid/Blended** – Classes combine both online and in-person formats requiring some course work to be completed online, while other scheduled activities take place in person in a physical classroom, lab, or other facility. (S1/S2)
- **Online Synchronous** – Students are required to participate in live, scheduled online class meetings. Course material is accessed online from any location. (D1/D2)
- **Online Asynchronous** – Students complete online course work following a defined course schedule. No synchronous (same-time) scheduled class meetings are required. Course material is accessed online from any location. (D1/D2)

- **Experiential** – Instruction is delivered in the form of lab courses (L), clinical courses (C), and internship courses (I).

For all course delivery methods consult course syllabus for schedule of assignment and exams.

Online Help: All students receive an orientation to the online tools and resources used at the College. This orientation is held before the beginning of the semester in conjunction with new student orientation and there are online courses that cover the material. Students also have access to self-help tools (job aids & FAQ documents) and 24 hours a day, 7 days per week help desk technical support for the online tools provided by the College.

Ethical Statement on Patient Care Responsibilities

Jefferson College is committed to providing quality health care to all patients, including those with infectious diseases such as Hepatitis B and HIV. This policy extends to all health professions, faculty, students and personnel. Students and faculty of Jefferson College are expected to provide quality and dignified health care to every patient regardless of his or her social status, race, or ethnic background or diagnosis.

Jefferson College provides information and training in appropriate patient care procedures in order to reduce any risks of infection from patients, particularly from those who have been diagnosed with an infectious disease.

The College unequivocally prohibits its health professionals or health profession students from refusing competent and complete health care to any patient whose condition warrants their care. This prohibition extends to all patients including those who are at risk of contracting an infectious disease or who have contracted such a disease, including AIDS, Hepatitis B, or other similar diseases.

The College deeply respects all individuals' religious, moral and ethical standards and beliefs. For this reason the College will try to accommodate students to ensure that their moral and ethical beliefs are not undermined by requiring clinical experiences which students may find morally objectionable.

Food in the Classroom Policy

Eating or drinking in classrooms and laboratories, including computer labs, is left to the discretion of the faculty member or staff member responsible for the class or the particular facility. There is to be no eating or drinking in the Science Labs at any time unless associated with a faculty-supervised laboratory exercise. The Cafeteria, Dog House, and Museum are available for lunch or snacks between classes. Anyone bringing food or drink into the building is responsible for ensuring that it is disposed of and that the area is cleaned appropriately.

Missing Student Policy

Jefferson College takes the report of missing students seriously. The safety of a missing student is of vital importance. This policy is to establish procedures for the college's response, as required by the Higher Education Opportunity Act, HEOA 485(j) (1), amended August 14, 2008. The college does not recognize, or require a waiting period prior to the filing of a missing person report. The college works closely with Carilion Police Department and Roanoke City Police Department in investigating missing students.

Policy Scope

This policy applies to students who reside in on-campus housing, although College officials may also take action if they have reason to believe that a student living off campus is missing.

A. Guidelines

1. If a student has not been seen on campus for more than 24 hours and friends and acquaintances do not know where s/he may be, or if a student's absence from campus is somehow contrary to his/her usual pattern of behavior, the Student Affairs Department shall be notified. Any Resident Advisor (RA), Carilion Police Officer or Security Officer, College Safety Officer, Coordinator of Residence Life, or Administrator for Student Life can be notified during times when the Student Affairs Office is not open.

2. Student Affairs staff, Resident Advisors, Carilion Police or Security Officers, College Safety Officer, the Residence Life Coordinator, or Administrator for Student Life should be notified immediately if there is any report or suspicion that:

1. The student may be the victim of foul play;
2. The student has expressed suicidal thoughts;
3. The student is dependent or under the influence of alcohol or other drugs;
4. The student is thought to be in a potentially life-threatening situation;
5. The student is or may be with individuals who may endanger his/her welfare.

3. During New Student Orientation, students are given the opportunity to designate a confidential emergency contact person(s). This designation will remain in effect until changed or revoked by the student. The Dean for Student Affairs or designee will notify the student's emergency contact or appropriate law enforcement agency not more than 24 hours after the student has been determined to be missing. If a student is under 18 years of age and not emancipated, the Dean for Student Affairs or designee will also notify a parent or guardian, or appropriate law enforcement agency, within 24 hours after the student has been determined to be missing.

4. The Dean for Student Affairs or designee will confer with College Administration (President, Deans, and/or designees) when notified of a possible missing student situation.

5. The Dean for Student Affairs or designee will contact Carilion Police and other appropriate law enforcement agencies immediately when a student has been determined to be missing for 24 hours, and the college will fully assist all law enforcement agencies with the investigation.

6. The Dean for Student Affairs or designee will implement notification procedures after college safety/security investigation determines the student has been missing for 24 hours.

B. Missing Student Checklist

1. To assist faculty and staff with questions when approached about a possible missing student, the following checklist is provided.

- Is the student missing from the campus, family residence or another location?
- Ask when, where and by whom the missing student was last seen.
- Is the student experiencing problems (academic, personal, financial)?
- Is there anything suspicious about the student being missing?
- Obtain as many details as possible from the complainant and report them to Student Affairs immediately.

2. To assist Student Affairs with initial responses and investigated steps when notified of a possible missing student, the following checklist is provided.

- Obtain as many details as possible from the complainant.
- Question others to verify accuracy of information already provided.
- Attempt to verify when, where and by whom the missing student was last seen.
- Is foul play suspected?
- Has the student disappeared before?
- Obtain detailed description of missing student and vehicle.
- Check social media sites for student activity.
- Is a photograph available?
- Obtain information about romantic interests, roommates, and friends/acquaintances.
- Does the student have any known addiction problems?
- Obtain locations of student employment and places frequented.
- Obtain student academic schedule and check with professors.
- Prepare flyers/bulletins and distribute appropriately.
- Make notification to College Administration in accordance with policy.
- Make notification to student's emergency point of contact(s) in accordance with policy.
- Make notification to police in accordance with policy.

- File a missing person's report with the College Safety Officer.
- Assign a liaison to ensure emergency point(s) of contact are provided information and support.

Patient Confidentiality Policy

In 1973, the American Hospital Association developed a Patients' Bill of Rights to provide guidance and protection of healthcare consumers. One of the major tenets of the bill is that patients have the right to privacy and confidentiality in their interactions with medical staff. Students at the College are required to support this basic tenet.

State and federal laws exist that govern patients' rights to privacy and the student is reminded that patients may seek legal remedies should a violation of privacy occur. The College will deal stringently with any student who does not uphold a patient's privacy.

A violation of confidentiality and/or privacy could include the intentional or unintentional dissemination by the student of patient information to anyone without the proper written and signed authorization from the patient or guardian, or as otherwise allowed by the law.

Professional Practices Statement

The College staff, faculty and administration believe the following behaviors are inherent in the development of a healthcare professional. Therefore, the student in a clinical setting should:

- Maintain confidentiality;
- Demonstrate integrity;
- Demonstrate accountability for own actions and omissions;
- Accept responsibility for own learning;
- Act in accordance with knowledge of own strengths and limitations;
- Exhibit promptness in all assigned activities;
- Never practice outside the scope of training;
- Follow established policies and procedures of the College and clinical agencies; and
- Demonstrate ethical practice.

Students who exhibit unprofessional behavior in a clinical setting may be subject to sanctions. The decision concerning probation, suspension or dismissal for any reason other than scholastic inadequacy shall be the responsibility of the Dean for Student Affairs.

Testing Policy

On-campus testing is administered only by appointment in the Educational Testing Center located on the 5th floor in room 508. . Students taking proctored tests in the Educational Testing Center should be aware and follow these guidelines:

- a. You must show a picture ID each time you come in to take a test.
- b. You will be asked to sign in the logbook each time you come in to take a test and upon completion of a test.
- c. You will need to know your instructor's name, course name and the test you are to take.
- d. All belongings and study materials must be left inside the proctor's office while testing. The College is not responsible for any material stored during testing.
- e. Prior to coming to the ETC, you should check your course for specific information regarding the number of tests, deadlines, time limits and other testing requirements. Faculty guidelines will be followed for administering all tests.
- f. You must complete a test in one sitting, unless otherwise noted in the faculty instructions.
- g. Conversing with other students or usage of cellular phones is prohibited during test taking. No student will use a cell phone at any time during an examination for any reason.
- h. Children may not accompany students into the ETC.
- i. Proctored tests as well as scrap paper used during a test are not to leave the ETC.
- j. Any questions related to test content, grading and deadlines should be directed to your faculty member.
- k. Academic dishonesty in any form will not be tolerated in the ETC. Any instances of cheating will result in the discontinuance of the test and will be immediately reported to the Dean for Student Affairs as well as the faculty member for the course. Possible penalties for academic dishonesty can include, among other things, lowered grades for the test or the course, removal from the course, revocation of ETC privileges, and suspension or expulsion from the College.

Travel Liability Policy

Students are responsible for providing their own transportation as required by curriculum or clinical requirements or participation in College-sponsored activities. Personal auto liability insurance and health insurance are the student's responsibility. The College is not responsible for liability that occurs during travel required for College-related activities or during college-sponsored activities.

The Student International Travel/Study Abroad Policy can be found in Appendix B of this handbook.

Other College Policies

Information Posting Policy

Single and multiple information sliders have been strategically placed throughout the College.

Information sliders should be used for posting all signs, notes, posters, announcements and notices. All notices not having a posting date may be removed by the College at any time. Those notices having a posting date will be permitted to remain for 30 days or until the event has passed. Any posting appearing inappropriate in design, physical state or content may be removed by the College at any time.

All posted items should contain the date posted and the date for removal in the lower right corner. All posted information should be computer generated, typed or printed neatly. Items scribbled on notebook paper will be removed.

No items are to be taped or tacked to any painted surface, including doors, doorjamb, walls, interior walls of the elevators, etc. Similarly, items should not be taped in the lobby or over any sign. Paper product flyers unless laminated are not allowed in hallways considered a fire egress evacuation route. This is in violation of Fire Safety Code.

Dated information should be removed within 72 hours of the conclusion of an event. This will allow for Monday removal of an item posted for an event that took place on Friday afternoon or evening.

Student communication information sliders are available in the student group areas on the 5th and 6th Floors of CRCH. A student bulletin board and white boards are also located in the Dog House.

Children on Campus Policy

Jefferson College does not have child care facilities and cannot provide care for the children of students or visitors. Children cannot be left unattended on the grounds, in automobiles, lounge areas, residence hall rooms, administrative or faculty offices, or

the Library. Children cannot be taken into classrooms or laboratories. Failure to comply with this policy may lead to sanctions or to referral to appropriate law enforcement agencies or officials. The College is not responsible for the health and safety of children who are left unattended on College premises.

Directives from College Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from any agent of the College, to include Carilion police and security personnel and Resident Advisors:

- a. to identify oneself or one's guests;
- b. to come to the office of the official;
- c. to leave a gathering when asked to disperse; or
- d. to comply with any other reasonable request made by a staff or faculty member in the discharge of his/her responsibilities.

College officials have the right to stop and question any person entering the College, College-leased building or residence hall to determine his or her purpose for being there. Failure to comply constitutes a violation of College policy subject to student conduct action.

General Grievances and Concerns

Procedures for addressing grievances in academic matters, disabilities and ADA compliance, and discrimination issues are addressed specifically elsewhere in this *Handbook*. Students may find that they have concerns about the application or administration of other College policies that do not fall under any of these categories. In such cases, a complaint should be directed as soon as possible to the person(s) whose action or inaction has given rise to the complaint and not later than five (5) business days after the event. Every effort should be made to resolve the problem fairly and promptly at this level.

If the issue cannot be resolved in this way, a student may bring the concern to the Dean for Student Affairs. The Dean may or may not act directly to resolve the issue, but will assist the student in bringing the concern to the appropriate party for resolution.

Guest Behavior Policy

Guests of students are expected to abide by the Jefferson College Student Behavior Code as well as other rules and regulations governing student behavior found in the College Catalog. Students will be held responsible for a guest's behavior while on campus or while attending College-sponsored events. Individuals whose conduct is

not in accord with the policies, ideals and standards of the College can be deemed an unwelcome visitor and barred from returning to the College (see *Unwelcome Visitors Policy*).

Harassment Policy

The College is committed to providing a professional work, study and living environment where individuals are treated with respect and dignity. It is the College policy to provide equal opportunities without discrimination or harassment based on race, color, religion, national origin, sex, age, disability, sexual orientation, or any other characteristic protected by law and the College will not tolerate any such discrimination or harassment.

This policy applies to all applicants, students, faculty, staff, administrators, volunteers and contract workers. Harassment prohibited by this policy is unacceptable whether engaged in by a student, employee, or someone not directly connected to the College such as a visitor, contractor, worker, or vendor. The College prohibits harassment in any academic or clinical setting on the basis of any characteristic protected by law.

For purposes of this policy, harassment is defined as verbal, non-verbal or physical conduct that degrades or shows hostility or dislike toward an individual because of his/her race, color, religion, national origin, sex, age, disability, sexual orientation, or any other characteristic protected by law.

Harassment:

- a. has the purpose of or effect of creating an intimidating, hostile or offensive environment;
- b. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c. otherwise adversely affects an individual's employment or educational opportunities.

Although this is not a complete listing of behaviors that may be considered harassment, the following are some examples:

- *Verbal*: epithets, slurs; degrading jokes, or negative stereotyping;
- *Non-verbal*: placement or distribution of any written or printed material that ridicules, degrades, insults, belittles, or shows hostility or aversion toward the protected characteristic(s) of an individual or group;

- *Physical:* threatening, intimidating, abusive, or hostile acts based on the protected characteristics of an individual or group.

Hazing Policy

The purpose of this policy is to define hazing and to provide guidelines concerning hazing that student organizations and their members must follow. Hazing as defined in this policy is prohibited. Organizations that are found to be in violation of this policy may lose their status as recognized student organizations of the College and individuals who are found to be in violation of this policy are subject to conduct action under the Code for Student Conduct.

Hazing is defined as an intentional, knowing, or reckless act endangering the health or safety of a student or students or to inflict bodily injury on a student or students, on- or off-campus, by a student organization, or other organization with student membership, any of its members, any students perceived as members, or former members to produce public humiliation, physical discomfort, bodily injury, or public ridicule; or to create a situation where public/private humiliation, physical discomfort, bodily injury, or public/private ridicule occurs regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The following are examples of actions that might constitute hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered to be all-inclusive.

- Paddling;
- Coercion;
- All forms of sexual coercion or harassment;
- All forms of physical activity, which is used to harass or which are not a part of an organized athletic contest and not specifically directed toward constructive work;
- Road trips (involuntary excursions);
- Confinement in any room or compartment;
- Spraying, painting, or pelting with any substance;
- Burying in any substance;
- Requiring or compelling activities creating unnecessary work, duties, detention, or any duties which impair academic efforts;
- Requiring or compelling exposure to uncomfortable elements;

- Verbal harassment;
- Requiring or compelling the wearing, in public, of apparel which is not in good taste or draws undue attention;
- Requiring or compelling the forced consumption of any liquid or solid substance;
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
- Burning, branding, or tattooing any part of the body; or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the individual being hazed;
- Psychological hazing, which is defined as any act which is likely to: Encourage or intimidate a student to subject her/himself to any activity that could be defined as hazing, cause embarrassment or shame to a member or pledge, cause a member or pledge to be the object of malicious amusement or ridicule, or cause psychological harm or substantial emotional strain.

The initiation and induction of students into student organizations shall be in a manner consistent with the purposes stated in this *Student Handbook* and shall not include any form of hazing as outlined above.

The Dean for Student Affairs is the College official who has primary responsibility for administering this policy.

The Code of Virginia, Section 18.2-56, declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the College when an individual student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the College if hazing occurs.

I.D. Badges Policy

The College will issue students a picture identification badge and a proximate or “prox” card that will be worn at all times and available for presentation to any college official upon request. The badge and prox card shall be worn on an outer garment, above the waist level with the photo visible. Pins, stickers, and other materials are prohibited on the identification badge. Altering the badge in any way is prohibited. Student badges are required in clinical and externship settings, the Library and at off-campus College functions.

Prox access badges operate the electronic locks on the external and certain internal doors of the College. The failure of a student to have his/her ID badge may result in an inability to enter or re-enter College facilities.

Students who lose their I.D. or prox card can receive a replacement by visiting the Student Affairs Office on the Fourth Floor of CRCH. Each replacement I.D. badge and prox card will cost \$20. The previous badge or card will be cancelled from the access system and new cards will be issued. Students using the ID badge as a debit card must also report the lost or theft to the Bursar's Office. Any charges made to a card not reported lost or stolen are the responsibility of the student.

Intellectual Property

Jefferson College has an Intellectual Property Policy that applies to all students enrolled in Jefferson College coursework as well as to faculty and staff. Intellectual property includes (but is not limited to) a potentially patentable machine, product of manufacture, an issued patent, a legal right that inheres which is part of a patent, or anything that is copyrightable. Examples of copyrightable intellectual property include written materials (published or unpublished), courseware, visual and/or recorded materials, and computer related materials or software. Jefferson College does not claim an ownership interest in any intellectual property developed by students, such as dissertations and theses, unless the development of the property required substantial College resources. The complete policy is available upon request from the Administrative Assistant to the Deans. Students who have questions about this policy should address them to the Dean for Academic Affairs.

Jurisdiction of the College

The College reserves the right to take necessary and appropriate action to provide an environment that promotes learning and protects the safety and well-being of the College community.

College jurisdiction is asserted when violations of the Academic Honor Code, Jefferson College Honor Pledge, or Student Behavior Code occur on Jefferson College property. In addition, College jurisdiction may extend to violations of these codes committed off campus or electronically when:

- a. the violation is committed while participating in a College sanctioned or sponsored activity;
- b. the victim of the violation is a member of the College community;
- c. the violation constitutes a felony under state or federal law; or
- d. the violation adversely affects the education, research, clinical or service functions of the College.

- e. the violation adversely affects or disrupts another student's college educational, research, clinical or service experience.

Jury Duty

The faculty will make reasonable accommodations for any student required to fulfill jury duty obligations with written proof of jury service. This includes providing rescheduled times to complete assignments, tests, or quizzes missed during this absence.

Mental Health Policy

The Mental Health Policy addresses inappropriate student behavior on campus, the classroom and/or in the residence halls. Its goal is to assist students in accessing resources that will help them meet expected College behavioral standards and succeed academically, personally and socially. This policy complements the College conduct system, Code for Student Conduct, Academic Honor Code and Honor Pledge and when invoked is not considered a sanction, but rather a supportive resource.

A student's status at the College will be reviewed if the student's behavior meets one of the standards described below AND there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Specifically, the Mental Health Policy may be invoked when:

- a. The student has engaged, or threatened to engage, in behavior constituting a conduct or honor offense as defined in the *Catalog*, Code for Student Conduct, *Student Handbook*, or other College handbook or manual and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
- b. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
- c. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Suicide gestures, self-mutilation and chronic eating disorders are examples of behaviors included under this standard.

When a student's behavior does meet one of the above standards, the Dean for Student Affairs will meet with the student to review the behavior(s) in question and clarify appropriate behavioral expectations with the student. The Dean will make the student aware of resources to assist the student in meeting behavioral expectations and will develop a written action plan which may include a behavioral contract to assist the student in meeting behavioral expectations. This may occur within or outside proceedings conducted under the Academic Honor Code or the Code for Student Conduct.

As part of the action plan, the Dean for Student Affairs may, after consultation with the Director of Counseling and Wellness and other staff and faculty as appropriate, refer the student for a mandatory psychiatric, psychological or substance abuse evaluation. The mandatory evaluation may be requested as part of the original action plan or at any time during which the student is subject to the procedures of this policy. The student will be required to pay for any evaluation and treatment.

This evaluation will be performed by a licensed psychiatrist, psychologist, or other licensed mental health professional subject to the consent of the student and the approval of the Dean for Student Affairs. Upon the recommendation of the Director of Counseling and Wellness, the Dean for Student Affairs may specify the licensed mental health professional who will perform the independent evaluation. Pending the completion of the evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the Dean for Student Affairs may bar the student from classes, College housing, or College property. A written consent form must be signed by the student and given to the Director of Counseling and Wellness to allow the parties to exchange information.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party(s) responsible for the student's finances (according to College records) may be contacted by the Dean for Student Affairs. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

After any mandated evaluation or assessment, the Dean for Student Affairs will then review the student's status at the College. The Dean may consult with the Director of Counseling and Wellness or other College staff as he deems appropriate. The status review will normally result in one of the following:

- a. no action, or if applicable, resumption of normal activities;
- b. continued enrollment and/or residence provided that the student continues to comply with behavioral expectations and/or treatment recommendations;
- c. involuntary removal from College housing; or

- d. involuntary administrative withdrawal from the College (after consulting with the President of the College).

Further, invoking this policy does not mean that the student will be exempt from the regular student conduct actions associated with the behavior in question according to the rules and procedures of the *Student Handbook*.

A student who has been involuntarily removed from College housing may reapply for residential status by petitioning the Dean for Student Affairs and providing documentation in support of his/her request for reinstatement. In cases of involuntary administrative withdrawal or removal from College housing, it will be left to the discretion of the Dean for Student Affairs whether the student may receive a pro-rated refund of their housing fee.

Parking and Transportation Policies and Procedures

Students are responsible for transportation to required clinical sites, field trips and extracurricular activities, unless otherwise stated.

Each College student must register his or her vehicle and display the appropriate decal on the back of the inside rearview mirror of the vehicle. Decals, or hang-tags, which are available from the Student Affairs Office on the 4th Floor of CRCH, entitle the student to park in designated College parking areas. Resident students will park in designated resident student parking. Student vehicles not displaying a College decal are subject to parking tickets and/or towing without warning.

Failure to register a vehicle and/or failure to comply with parking regulations will be treated as a violation of College policy. Sanctions for parking violations occurring during an academic year include:

Parking in non-designated areas:

- Violations 1 and 2: illegal parking fine of \$10 assessed to student's account.
- Violation 3 and each thereafter: illegal parking fine of \$25 assessed to student's account and/or car subject to tow at owner's expense and without further warning.

Illegally parked in fire alley or blocking road:

Subject to tow immediately at owner's expense.

Parking without permit:

Subject to tow without warning; ticket.

Carilion police reserve the right to issue parking fines in lieu of towing, at their discretion.

The College assumes no responsibility for students' automobiles, including damage to or loss of contents.

Escorts to and from the CRCH garage or student parking lot after dark may be provided by the Carilion Police Department by calling 981-7911 or 7-7911.

Possession of Weapons, Fireworks and Explosive Devices Policy

This policy provides regulations concerning the possession of weapons on campus and in all facilities and locations owned, leased or operated by Carilion on behalf of Jefferson College, in an effort to provide a safe and secure learning and working environment for all students, employees, and visitors.

Weapons are not appropriate to the College experience. Weapons can be implements defined as illegal under Federal or Virginia law or other items which the College recognizes as potentially capable of inflicting injury. A student's possession on their person (or in an automobile parked on Carilion or College property) and/or use of a weapon of any kind, including but not limited to, firearms, ammunition, fireworks of any kind, explosives, or any article or substance calculated to injure, or intimidate, any person is strictly prohibited and may result in significant sanctions up to and including suspension or dismissal from the College. This policy is in effect even if the weapon is legally possessed. The possession of any knife with a blade over three inches in length is deemed potentially harmful by Jefferson College. Such weapons are not allowed anywhere on campus, including vehicles parked on College or Carilion property.

Security Policy

The College maintains firm security measures that serve both employees and students. It is the expectation that students are responsible for participating in security awareness. Suspicious people or situations should be reported to the Carilion Police by calling (540) 981-7911 or 7-7911. As part of this awareness, students should have their College I.D. and prox card at all times when on College property. If a student desires an escort from the parking lot to the College they may also call the Carilion Police Department at the numbers listed above

Security at Events

In an effort to protect the College community and its guests, the following policy concerning the searching of attendees at certain special events on the campus may be followed. Searches will not routinely be conducted at traditional College events scheduled for enrolled students only, where the general public is not invited; however, security must be available whenever money is being collected on College property.

Searches may be conducted at any event where one or a combination of the following conditions exist:

- a. Open to the general public;
- b. An admission charge is collected;
- c. An entertainer contract specifies that a search be conducted;
- d. A person with dignitary protective coverage is in attendance;
- e. Police have received adverse information concerning the group performing or activity to be engaged in on campus;
- f. At any other time deemed necessary by the College to ensure the health, welfare, or safety of the members of the College or local community.

This policy shall be carried out in a consistent and fair manner without preference.

The searches described in this policy include, but are not limited to, the use of walk-through or hand-held metal detectors.

It shall be the responsibility of the event sponsor to ensure that all tickets and advertising materials include a statement that all persons entering the event are subject to search.

Sexual Misconduct Policy

Jefferson College is committed to raising the awareness among students, staff and faculty regarding the issue of sexual violence and sexual misconduct, including sexual assault and relationship abuse, such as domestic violence, dating violence and stalking.. The College strives to: maintain a safe campus and learning environment, provide prompt and compassionate support, provide services for victims of sexual misconduct and relationship abuse and strictly enforce its sexual misconduct and abuse policies. Any form of sexual misconduct or relationship abuse may result in criminal and/or civil legal action. It is also a serious violation of the College's values and expectations. Thus, sexual misconduct and other forms of abuse are punishable through the College conduct system.

Sexual Misconduct

Sexual misconduct is defined as forced sexual contact without effective consent. For purposes of this policy, "Sexual misconduct includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, each as more fully defined below. Sexual Misconduct violates College policy and Federal civil rights law and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct

complaints. Creating a safe environment is the responsibility of all members of the College community” (University of Virginia, 2011).

Sexual Assault/Violence is defined as acts of violence, force, or threat that results in bodily injury or places one in a reasonable apprehension of death, sexual assault, or bodily injury. Such acts includes, but not limited to, any forceful detention, stalking, or criminal sexual assault.

Definitions

Note: All definitions reprinted, with permission, from the University of Virginia.

“Non-Consensual Sexual Contact” means Sexual Contact that occurs without Effective Consent.

“Non-Consensual Sexual Intercourse” means Sexual Intercourse that occurs without Effective Consent.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. In addition, certain states have designated a minimum age under which a person cannot give “Effective Consent.”

“Force” means physical force, violence, threat, intimidation or coercion.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; *i.e.*, when in doubt, assume that another person is Incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

“Sexual Contact” means the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person’s intimate parts.

“Sexual Intercourse” means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

These definitions from the Sexual Misconduct Policy differ from those used by the Commonwealth of Virginia to define sexual assault for the criminal justice system. In some cases, the College’s definitions include behaviors that, while not codified as criminal under the Virginia statutes, still violate the Code of Conduct to which all College students are held. Conduct may also be both punishable under the criminal statutes and College policy. These processes are separate and distinct from one another, however, but can run concurrently. The codification of Criminal Sexual Assault is located in Va. Code §§ 18.2-61 through -67.10 and can be accessed on the Code of Virginia web site at:

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC>.

What is effective consent?

Effective Consent, as noted above, means words or actions that show a knowing and **voluntary agreement** to engage in **mutually agreed-upon** sexual activity. Effective consent:

- **Requires communication**
Words or actions must be used to establish consent. The absence of “no” does not equal “yes.”
- **Must entail an uninfluenced “yes”**
Consent cannot be established if one person is pressuring the other- this can be physical or emotional. Pressuring another person by saying things like “if you love me you’ll do this”, “I’ll find it elsewhere if I don’t get it from you” does not lead to effective consent and is not respectful of the other person’s wishes.
- **Happens one step at a time - every time**
Just because your partner agrees to one thing, that does not mean they agree to everything. Oral sex does not give consent for intercourse and vice versa. Also, just because you have hooked up one time, it does not give permission for every other time- even if you are in a relationship, even if it has happened many times before.
- **Is free to be taken back at any time**
At any point during a sexual encounter each partner should feel free to change his or her mind and the other partner must respect that person’s decision.
See Va. Code §18.2-63 for the age of consent under Virginia law: <http://leg1.state.va.us/000/cod/18.2-63.HTM>.

University of Virginia (2011). Policy and procedures for student sexual misconduct complaints. Retrieved from http://www.virginia.edu/sexualviolence/documents/sexual_misconduct_policy070811.pdf
Sokolow, Brett A., Lewis, W. Scott, Schuster, Sandra K., NCHERM Institute on Responding to Campus Sexual Misconduct. 2010, p. 49.

Confidentiality Policy

Students who would like to discuss their situations in a private environment, and share or seek information about a sexual misconduct issue without making a formal complaint have a number of options. At various offices on campus and off campus, students can speak to individuals who have professional or legal obligations to keep communications with the student confidential. When seeking advice and support, students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality. Information shared with a counselor within the Jefferson College Student Affairs Office regarding a sexual misconduct allegation or any other abusive conduct allegation will not be shared with anyone outside the Jefferson College Student Affairs Office without prior consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a client threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Jefferson College Student Affairs Office will only be discussed with other departments at the College on a need to know basis. The Jefferson College Student Affairs Office will make every effort to inform the victim if information is to be shared with another department.

Generally, confidentiality applies when a student seeks services from the following resources:

- A SARA (Sexual Assault Response and Awareness) advocate. (540) 345-7272
- A professional counselor or other mental health professional, including counselors at the Student Affairs Office (540) 985-8395, and the Employee Assistance Program (540) 981-8950.
- A health care provider.
- A personal attorney.
- A member of the clergy.

Seeking Help for Sexual Misconduct

A victim of sexual offense has a number of options available to consider. The College strongly recommends that a victim consider the following options:

- Seek medical attention, if appropriate. It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted diseases. It is also important to preserve physical evidence in the event that the victim should decide to prosecute.
- Obtain counseling. Counseling resources, which are available at no cost to students, are listed in this *Student Handbook*.

- File a complaint through the College conduct system. If the accused is a College student, the victim may initiate College action through the Dean for Student Affairs or any member of the Student Affairs staff.
- If the accused is a College faculty or staff member, the victim may initiate action through the Carilion Department of Human Resources, the Office of the Dean for Student Affairs, or Counseling Services.
- File criminal charges through the Commonwealth of Virginia. Charges may also be filed with the Carilion Police Department.
- Consult with private counsel. Explore the possibility of filing a civil suit against the accused for monetary damages.
- Change the academic/on-campus living situation. The victim is entitled to request, and the College will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules, or other accommodations deemed necessary as a result of the incident. Consult with the Dean for Student Affairs and/or the Coordinator of Residence Life regarding these arrangements.

Filing a Formal Complaint for Sexual Misconduct

The College takes all incidents of reported sexual misconduct very seriously. There are two options for students to make a formal complaint of sexual misconduct. A student may pursue either or both of these options.

- A student can make a formal complaint about sexual misconduct to the Dean for Student Affairs or any other Student Affairs employee by contacting (540) 985-8395.
- A student can make a formal complaint about sexual misconduct to the appropriate law enforcement authorities, which would be the Carilion Police Department (7-7911) in the case of sexual misconduct that occurs on campus. Not all sexual misconduct is criminal behavior. The law enforcement authorities can assist a student in determining whether the conduct experienced was criminal in nature and warrants a criminal complaint.

Note: A student may seek and receive support services from the Student Affairs Department without making a formal complaint. Except in cases where there is a threat of harm to other members of the campus community, neither the College nor the Carilion Police Department will pursue charges against an accused student without the authorization of the student making a complaint.

A student may need support when talking with law enforcement or College administrators. Students are entitled to be assisted by a victim advocate at every stage of the process and are encouraged to consult with the victim advocate and bring the victim advocate to meetings.

There is no time limit on making a complaint to College administration. However, students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible after the incident occurred. The College may ultimately be unable to investigate if too much time has passed or if an accused individual has left the College. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence, the potential departure of witnesses, or loss of memory.

In an emergency: call 911 or 7-7911 (Carilion Police Department) from wherever you are, and a law enforcement officer will respond to assist you.

Students may also file an anonymous report of an alleged sexual assault with one of many agencies including on-campus and off-campus resources. On-campus resources include the Dean for Student Affairs, any member of the Student Affairs staff, any college administrator, the Carilion Police or Jefferson College Security Department. An anonymous report can also be made off-campus to the Roanoke City Police Department, The SARA Program and the Roanoke Memorial Emergency Department. Making an anonymous report helps survivors to begin to take back control and begin the healing process without having to make an official report and disclose any names.

Sanctions for Sexual Misconduct, Stalking and Abusive Conduct

Violations of these policies are very serious. Students found in violation of these policies may face disciplinary probation, suspension, or permanent dismissal from the College depending upon the circumstances and severity of the incident. Faculty, staff, or employees may face disciplinary action based on Carilion Clinic policies and procedures.

Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through the Violence Against Women Program Coordinator at (540) 985-9711 or the Director of Counseling and Wellness at (540) 985-8395.

Resources

The following resources are available to a victim of sexual misconduct:

24-hour Emergency Resources

- *Carilion Roanoke Memorial Hospital, Emergency Room, Belleview Avenue and South Jefferson Street, SE, (540) 981-7000*

- *SARA (Sexual Assault Response 24 hour -Confidential Hotline), (540) 345-7273*
- *Carilion Clinic Police Department, (540) 981-7911 or 7-7911*
- *Blue Ridge Behavioral Healthcare Crisis Services, (540) 981-1102*
- *Violence Against Women (VAW) Program Coordinator, Student Affairs Suite, Fourth Floor, CRCH or by calling (540) 985-9711.*

Jefferson College Student Affairs Resources and Other Community Resources

Note: These resources may not provide 24-hour assistance. For 24-hour assistance, use one of the resources listed above or call 911 or 7-7911.

- *Dean for Student Affairs, Student Affairs Suite, Fourth Floor, CRCH or by calling (540) 985-8395*
- *Director of Counseling and Wellness, Student Affairs Suite, Fourth Floor, CRCH or by calling (540) 985-8502*
- *Director of Student Life, Student Affairs Suite, Fourth Floor, CRCH, at (540) 985-9701*
- *Coordinator of Residence Life, Student Affairs Suite, Fourth Floor, CRCH, at (540) 224-4686*
- *Jefferson College of Health Sciences Counseling Services; appointments can be made by calling (540) 985-8395*
- *Roanoke City Commonwealth's Attorney, 113 Church Ave., SW., Roanoke, VA at (540) 853-2626 or after 5 p.m. at (540) 853-2629*
- *Carilion Clinic Department of Human Resources, (540) 345-1042*
- *Carilion Employee Assistance Program, 213 McClanahan St., Suite 201A, Roanoke, VA, (540) 981-8950 or 1-800-992-1931*

Sexual Harassment Policy

The College is committed to creating and maintaining a work, study and living environment free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or that creates an intimidating, hostile or offensive work, academic, or living environment. Sexual harassment is a serious violation of the College's values and expectations. Thus, a violation of the

sexual harassment policy is punishable through the College conduct system, criminal and/or civil action and/or Carilion personnel policies and procedures.

The College administration is committed to maintaining standards consistent with the federal regulations regarding sexual harassment as defined in Section 7-3 of Title VII of the Civil Rights Act, which states: “Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s status in the College;
- b. Submission to or rejection of such conduct by an individual is used to make academic and/or institutional decisions affecting such individual; Including granting, recommending or refusing to take any official action because of sexual favors or as a reprisal against a student who has rejected or reported sexual advances.
- c. Such conduct has the purpose or effect of interfering with a student’s, faculty or staff member’s performance or creating an intimidating, hostile, or offensive environment.”
- d. Such conduct is disregarded and there is failure to investigate allegations of sexual harassment whether reported by the student or as a reprisal against a student who is the subject of, or a witness to, the alleged harassment and there is failure to take immediate corrective actions in the event misconduct has occurred.

Sexual harassment can be overt or subtle and may involve persons of the same or different sex. In determining whether an alleged behavior constitutes sexual harassment, all the facts and circumstances surrounding the incident will be considered. Examples of sexual harassment include the following:

- *Verbal*: unwanted sexual, abusive, or lewd language and/or jokes of a sexual nature; demands for sexual favors in exchange for other considerations; unwanted physical or verbal pursuit with a sexual theme; threats of or actual sexual assault or molestation.
- *Nonverbal*: suggestive or insulting sounds and gestures; sexually graphic magazines, pictures, or calendars and the like, in or in clear view of a work area or public area or after an objection has been made by a person who lives in a private room in which these materials are displayed; displaying sending via mail or electronic mail sexually explicit or inappropriate messages; or obscene, abusive, or repetitive “hang-ups”.
- *Physical*: unwanted touching, brushing, patting, pinching and sexual assault.

Reporting and Follow-up

As an institution of higher learning, Jefferson College is dedicated to providing an environment conducive to intellectual and personal growth. Members of the College community are encouraged to participate in all aspects of academic life. For the College, this means a firm institutional commitment to academic freedom as well as a commitment to the highest standards of professional and interpersonal behavior and respect among members of the community. Thus, there is zero tolerance for any form of sexual harassment, including sexual violence.

The U.S. Department of Education and its Office for Civil Rights (OCR) believe that providing all students with an educational environment free from discrimination is extremely important. The sexual harassment of students, including sexual violence, interferes with students' right to receive an education free from discrimination and, in the case of sexual violence, is a crime. Title IX of the Education Amendments of 1972 (Title IX), and its implementing regulations, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

— Title IX prohibits sex-based discrimination in education programs and activities receiving federal financial assistance.

— Title IX applies to all public and private educational institutions receiving federal financial assistance.

— Sexual harassment, including sexual violence, is a form of sex discrimination covered by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Each school must designate at least one employee to evaluate current policy practices to ensure an institution's compliance with Title IX, coordinate efforts to effectively and efficiently respond to complaints of sex discrimination, including complaints of sexual harassment, and ensure as much as possible that every Jefferson College employee and student has an equal education and employment opportunities.

Jefferson College of Health Science's Title IX Coordinator is Shannon Kinzie. She can be reached at (540) 985-9711 or in Student Affairs, CRCH, 4th Floor.

The College strives to ensure that students have a safe and secure environment that is conducive to learning and that affords students equal educational opportunities regardless of their sex. Title IX of the Education Act Amendments prohibits sex-

based discrimination in education programs and activities operated by schools that receive federal financial assistance, as Jefferson College does.

- Title IX requires that when a student files a complaint, or when a responsible College employee such as administrator, professor, or Title IX coordinator otherwise learns of possible sexual harassment discrimination by others, the College must immediately: Investigate if sexual harassment and/or sexual violence is found; Take appropriate steps to end the harassment; Eliminate the effects of the harassment; and Prevent the harassment from recurring.

The above actions must also occur if a student files a complaint, or a responsible school employee such as administrator, professor, or Title IX coordinator otherwise learns of possible sexual misconduct and/or sexual violence, stalking or any other forms abusive conduct.

The VOICE Program Coordinator handles Title IX complaints where the alleged perpetrator is a student and the Dean for Administrative Services handles complaints where the alleged perpetrator is a college employee (faculty/staff). The VOICE Program Coordinator is designated Title IX Coordinator for the College.

Stalking Policy

Stalking is defined as repeatedly contacting, following, or remaining in the physical presence of another person when the contacting person knows or should know that:

- a. The contact is unwanted;
- b. The contact causes the other person reasonable expectation of imminent physical harm or emotional distress (fear), or;
- c. The contact causes substantial impairment of the other person's ability to perform the activities of daily life;
- d. Contacting includes but is not limited to: telephoning, being in the presence of, transmitting letters or notes, or contacting through the use of technology methods.

Students charged with a violation of the stalking policy can be disciplined under the appropriate standards of conduct as defined in the Jefferson College Student Behavior Code.

Dating Violence, Domestic Violence, and Abusive Conduct Policy

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined as a pattern of abusive behavior in a relationship that is used to gain or maintain power and control over another intimate partner by using acts of violence, force or threat including, but not limited to, any forceful detention, which results in bodily injury or places one in reasonable apprehension of bodily injury. The violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This can include any behavior that intimidates manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures or wounds and which is committed by a person against such person's family or household member.

Abusive Conduct

The College is committed to providing a safe campus environment for students, staff and faculty. The College will not tolerate any acts of abuse and will take steps to reduce occurrences of campus violence. Abusive conduct hinders the ability for individuals to have positive and non-threatening educational and working environments. Abusive conduct includes but is not limited to harassing, threatening or intimidating behavior and can be in the forms of verbal, physical and non-verbal acts.

Examples of abusive conduct include but are not limited to:

- Intimidating words or actions.
- Demeaning an individual or group of individuals based on cultural, religious, socio-economic, race or any other personal characteristic.
- Verbally, physically, emotionally, sexually abusing other individuals.
- Harassing and/or stalking an individual or group of individuals verbally, physically, sexually or by technology means.

*The VOICE (Violence Can End) Campus Program**

The VOICE (Violence Can End) Campus Program serves students by providing counseling as well as prevention and education on intimate partner violence, sexual assault and stalking. The safety and well-being of every student, faculty and staff of the College is a priority at Jefferson College. We partner with law enforcement,

healthcare professionals, and advocates in our community to increase awareness, education, training and services for victims.

Victims of sexual assault, physical assault, intimate partner violence, stalking and technology abuse may feel a variety of conflicting emotions including but not limited to; numbness, anger, fear and depression. Abuse affects all areas of a person's life and the lives of the victim's loved ones. Help is available. For more information, please contact the VOICE Program Coordinator at (540) 985-9711.

Pursuant to the Campus SaVE Act, March 2013, Jefferson College will include on campus incidents of domestic violence, dating violence, sexual assault and stalking disclosures in our annual campus crime statistics report.

Students and employees reporting victimization will be provided with rights to be assisted when reporting to law enforcement, change academic, living, and college work situations to avoid a hostile environment, assist in obtaining and enforcing (on campus) no contact directives or restraining orders or campus bans, be explained the disciplinary process and range of sanction possibilities and receive information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available both on-campus and in the community.

Proceedings for incidents of domestic violence, dating violence, sexual assault and stalking shall have prompt, fair and impartial investigation and resolution and be conducted by officials receiving annual training. Disciplinary outcomes will be sent to both parties in writing at the same time.

Programming for students and employees address issues of domestic violence, dating violence, sexual assault and stalking, with an emphasis on primary prevention, awareness and the bystander approach are conducted to provide risk reduction, warning signs of abusive behavior, and safe options for intervention. These programs may include, but are not limited to The Red Flag Campaign, Take Back The Night, Fear2Freedom and Sole Survivor.

Collaborations with the Office of Violence Against Women, the Department of Education, Campus Police and local law enforcement are established to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault and stalking.

More Information on State and National Policies

For more information on Virginia State and National Policies:

Virginia State Policies

- Virginia.gov
<http://www.ag.virginia.gov/Programs%20and%20Resources/Domestic%20Violence/index.html>

- Virginia General Assembly
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC1802000004000000000000>

National Policies

- United States Department of Justice; VAWA
<http://www.ovw.usdoj.gov/index.html>

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:h3402enr.txt.pdf

Adapted from the following sources:

- <http://www.stopabuse.vt.edu/pdf/vtsexualassaultprotocol.pdf>
- <http://services.pepperdine.edu/counselingcenter/sexualassaultresources/sexualassaultpolicy.htm>
- <http://www.ovw.usdoj.gov/>
- <http://www.uiowa.edu/~our/opmanual/iv/02.htm#28>

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Solicitation and Advertising on Campus

It is the policy of Jefferson College to restrict solicitation by employees, vendors, sales representatives and others to minimize interference with the College's operation and to protect the privacy of its faculty, staff, students and visitors.

Solicitation shall be defined as:

- a. Selling or promoting of products, goods, or services;
- b. Use of staff and faculty listings for the purpose of solicitation;
- c. Seeking contributions or pledges and distribution of printed materials; and
- d. Conducting membership drives for organizations other than currently recognized student organizations

There are specific policies regarding fundraising and solicitation by recognized student organizations. Those policies are overseen by the Director of Student Life and are found in the Student Affairs section of this *Handbook*.

Sales representatives or vendors dealing in College supplies, equipment, or services may conduct business in accordance with College and Carilion Clinic regulations.

The College does not allow non-College business meetings with product representatives on College property during an employee's normal working hours.

The College does not provide space for companies to solicit nor does it allow information to be placed on College bulletin boards without prior approval or invitation from appropriate administrative officials. The distribution of flyers placed on vehicle windshields is also prohibited.

Staff/Student Relationships Policy

The College provides students the opportunity to grow intellectually and personally. Members of the College staff (faculty, administration, staff and others) play a critical part in creating a positive environment for this growth. The College discourages all relationships and judgments that blur distinctions between professional and personal roles.

Student Publications Policy

Before distribution, the Dean for Student Affairs or his designee (normally the Director of Student Life) must review all student-generated publications to ensure compatibility with the stated mission and values of the Jefferson College. The College assumes no responsibility for the factual accuracy of information found in student-generated publications.

Jefferson College may have pages on various social networking sites. Students and others are able to post comments and participate in discussions on some of these pages. However, the College reserves all right related to these pages and may delete or edit any comment or posting on these pages or block any user.

Student Technology Use Policies

These policies ensure that all students have access to important technology resources and electronically delivered communications. Jefferson College reserves the right to limit, restrict or extend computing privileges and access to its technology resources. All College technology resources are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these policies may result in suspension or revocation of access and/or accounts. Questions or comments about these policies should be directed to the Dean for Student Affairs.

Students are expected to utilize a number of important applications during their enrollment at Jefferson College. These applications include systems such as Self Service (student information system), Blackboard (course management system), and Exchange (email). Students are responsible for the content and information provided through these systems.

Technology Accounts and Security

Unique user ID and password are issued to allow access to information that the student is authorized to use at part of his/her academic activities. User IDs and passwords issued by the Technology Services Group (TSG) and/or an internal Jefferson College groups are considered confidential. To protect their own identity, students must change their initial password to a unique password known only to the individual student. Students will safeguard and not disclose their password or any other authorization that allows access to confidential information. Students are required to change their Active Directory accounts every 90 days.

Compromised Passwords or Forgotten

For all accounts, students must contact the Technology Service Center if their password has been compromised. Students may use the “Forgotten password” or “Reset Password” features to reset their passwords. Students are also able contact the Technology Service Center 24/7/365 for password assistance. When a student reports a password has been compromised or forgotten, the student will be asked to authenticate his identity by providing his month/day of birth and last four digits of his Social Security number. Technology staff cannot see individual passwords, but do have access to reset accounts as necessary.

Misuse of Accounts

Every student accepts full responsibility for all activities undertaken using his or her user ID and other authorizations. Misuse of technology accounts may result in sanctions and/or criminal prosecution.

Examples of misuse of accounts include, but are not limited to:

- Permitting other persons to use their usernames, passwords, accounts or disclosing usernames, passwords or account information to any third party.
- Logging on to someone else's account.
- Failing to appropriately logging out of all accounts to prevent unauthorized access.
- Changing or deleting another user's account.
- Attempting to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization.
- Using any account for commercial purposes or personal gain.

College Owned Computers and Computer Labs

Computers in the student computer labs are available to current Jefferson College students. Students may be asked to show an ID when using the labs to verify their status as a student. Students must use headphones when utilizing software with audio components. Food and drink are not permitted in any of the computer labs. Children are not permitted in any of computer labs.

All lab computers, computers in the Jefferson College Library and residence halls have connections to the College's computer network. This network provides access to the Internet. This service is provided free of charge to all current students. Individual computers may be connected to the network. Routers and other devices that connect to the network jacks are not permitted. Students utilizing the network from the residence hall should refer to the policy Technology Support for Students Living in Residence Halls for additional information.

Use of computers and network resources is a privilege, not a right. Appropriate use of Jefferson College computers and network resources means:

1. respecting the rights of other computer users;
2. protecting the integrity of the physical and software facilities;
3. complying with all pertinent license and contractual agreements; and
4. obeying all Jefferson College policies, state and federal laws.

Examples of misuse of Jefferson College computers and network resources include but are not limited to:

- a. Duplicating or using copyrighted materials without appropriate licenses and/or permission.
- b. Copying, renaming, altering, examining, or deleting the files, programs, or work of another person or Jefferson College without permission.
- c. Attempting to disrupt services of the computing and network systems, including the knowing propagation of computer viruses.
- d. Moving, reconfiguring, or tampering with equipment or engaging in activity of any kind that could disrupt services or damage computers or printers.
- e. Utilizing the computers or network for commercial purposes.
- g. Knowingly transferring or allowing to be transferred to, from, or within the College's network, textual or graphical material commonly considered to be pornography or obscene.

Misuse of computers or network resources may result in sanctions action and may also result in criminal prosecution.

Electronic Communications Policy

Electronic mail or "e-mail" is considered an official method for communication at Jefferson College because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. The policies discussed in this section also apply to email systems used in Blackboard and Starfish. Included with each e-mail account is a virtual storage space, ability to send and receive instant messages, and other electronic communications areas. All of these policies apply to any usage of this account not just the e-mail feature. This account is set up to provide communications related to your academic and student life here at Jefferson College. Other uses of this account should be limited.

Expectations Regarding Student Use of Electronic Communications

Students are expected to check their official Jefferson College e-mail on a frequent and consistent basis in order to remain informed of college-related communications. The College recommends checking e-mail daily. Students are responsible for any consequences of not reading their mail in a timely manner.

Jefferson College offices cannot validate that a communication coming by e-mail is from a student unless it comes from a valid Jefferson College e-mail address. If students contact administrative offices or faculty from outside e-mail accounts (Hotmail, AOL, etc.), they may be asked to resubmit their query using an official Jefferson College account.

Faculty Expectations and Educational Uses of E-mail

Faculty members may require e-mail for course content delivery, class discussion, and class communication and instructor conferencing and may specify course-related e-mail policies in their syllabi.

Appropriate Use of Student Electronic Communications

All use of electronic communications will be consistent with other college policies and local, state, and federal law, and the Family Educational Rights and Privacy Act of 1974 (FERPA) and all applicable contracts and licenses.

Privacy of Electronic Communications

Within the limits of state and federal law, any copies of messages created, sent, or received by Jefferson College students using college e-mail systems, when stored on college-owned equipment, are the property of Jefferson College. Privacy of electronic communication is not guaranteed. Authorized Jefferson College personnel may monitor e-mail system usage for purposes of planning and managing resources, evaluating system performance, troubleshooting purposes, or investigating suspected abuse. Student e-mails that indicate a safety concern for the student or for others will be forwarded to the appropriate Student Affairs personnel.

Students should also be aware that communication via blogs or social networking sites are not private communication and they can be held liable for their actions both under College policies and applicable local, state and federal laws. Threats, slander, and other inappropriate comments or actions made on social networking sites against the College, its faculty and staff, and other students may be addressed through the College student conduct process. Students should also take care not to present personal opinions and feelings as if endorsed by the College.

Misuse of Electronic Communications Systems

Examples of misuse of Jefferson College-provided electronic communications systems include, but are not limited to:

- Circulating chain letters;
- Using college e-mail systems for: "for-profit" activities; "non-profit" or public, professional, or service organization activities unrelated to Jefferson College;
- Large-scale distributions of unsolicited e-mail (sometimes called "spam");
- Sending fraudulent e-mail, breaking into another user's e-mail account, or reading someone else's e-mail without his or her permission;
- Disclosing proprietary information, without permission of the owner;
- Knowingly transferring or allowing to be transferred to, from, or within the College's e-mail system, textual or graphical material commonly considered to be pornographic or obscene.

Misuse of the College electronic communications system may result in sanctions and/or criminal prosecution.

Tobacco Use Policy

It is the responsibility of the College, as an institution of higher learning in the health sciences, to set an enlightened example. Jefferson College, along with all Carilion Roanoke properties, is tobacco-free for all Jefferson College students, staff and faculty. This policy also applies to all Carilion employees, medical staff, volunteers, students, contract workers, patients and visitors.

Accordingly, the use of tobacco is prohibited in, on or in the vicinity of all Roanoke Carilion-owned or leased buildings, grounds, parking lots, ramps, plazas, owned or

leased vehicles and sidewalks adjacent to Carilion properties - including all Jefferson College buildings.

Use of tobacco is defined as use of any cigarette, cigar, pipe and smokeless or other tobacco products.

Violations of the policy may result in conduct action to include sanctions as outlined under the Student Behavior Code.

Upon request, tobacco/smoking cessation information and assistance shall be provided to students. This assistance is provided through the Jefferson College Counseling Services. To make an initial appointment, stop by the Student Affairs Suite, Fourth Floor, CRCH, call (540) 985-8395, or e-mail Lisa Graves at lagraves@jchs.edu.

Below are some resources to help students quit or reduce their use of tobacco products.

- <http://www.smokefree.gov/>
- <http://www.smokefreevirginia.org/> or e-mail to info@smokefreevirginia.org
- <http://www.nstep.org>
- <http://www.chewfree.com>
- American Lung Association: <http://www.lungusa.org> or 1-800-548-8252
- Great Start: 1-866-66-START (1-866-667-8278)
- Virginia Cessation Quitline: 1-800-QUIT NOW (1-800-784-8669)
- FREE QUIT KIT: Provided to Virginia residents by calling the Smoke-Free Virginia Help Line toll free at 1-877-856-5177

Unwelcome Visitors Policy

The College reserves the right to determine that any individual whose conduct is not in accord with the policies, procedures, ideals and standards of the College is deemed an unwelcome visitor. The Dean for Student Affairs and/or the Dean for Administrative Services will issue a ban letter to the unwelcome visitor, which will bar him/her from returning to the College, any College property (including parking lots), or any clinical site. Those unwelcome visitors who refuse to honor this request may be arrested and prosecuted to the fullest extent of the law.

Use of Jefferson College Name, Logo and Medallion

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the name “Jefferson College of Health Sciences” or “JCHS” or “Jefferson College” or the logo as a part of its title, name or designation, or in the title or name of any publication or for advertising purposes of items or goods or on a bank account without prior written approval from the Dean for Administrative Services, Third Floor Administrative Suite, CRCH, or the Dean for Student Affairs, Student Affairs Suite, Fourth Floor, CRCH.

Vandalism Policy

Vandalism, defined as the willful damage or destruction of private property, will not be tolerated by the College. Person(s) responsible for defacing or destroying College or building property will be dealt with severely and sanctions may include, but are not limited to, residence hall suspension, permanent dismissal from the College, suspension from the College, fines, charges for damages and/or arrest. Students who vandalize safety equipment, including but not limited to, locks, alarms, fire safety equipment, or fire doors may be subject to immediate suspension or permanent dismissal.

Withdrawal Prior to Community Values Board Hearings Policy

For students charged with conduct violations carrying a minimum sanction of suspension or dismissal, withdrawal from the College prior to a formal Community Values Board hearing will result in permanent forfeiture of their right to future readmission. This does not apply to withdrawals resulting from academic suspension/dismissal or a special medical condition.

COMMUNITY VALUES AND STANDARDS



Jefferson College
of **Health Sciences**
at **CARLION CLINIC** 

At the intersection of education and healthcare . . .

Be inspired
Be prepared
Be NEXT

Jefferson College

COMMUNITY VALUES AND STANDARDS

Student community life at Jefferson College is governed by a set of guiding principles and standards, developed jointly by students and the Student Affairs staff. These values and standards are presented to new students at Orientation, are reflected in the Student Handbook, and guide the way students interact with each other, with patients and clients in clinical settings, and with College faculty and staff.

Accountability

- We are accountable for all of our actions and behavior.
- If our academic, professional, and personal performance does not meet appropriate standards, we accept that we will face consequences.
- As students at Jefferson College, we have responsibilities to ourselves, our fellow students, our faculty and staff, and our patients, and we strive to meet our many responsibilities to the best of our abilities.

Compassion

- As future healthcare professionals, we are motivated by compassion for those who will need our care.
- We care about each other, about our patients, and about all the members of the Jefferson College community, and we treat each other with caring and respect.
- We believe in giving back to the community through service and participation.

Enthusiasm

- As students at Jefferson College, we are given great opportunities for learning and growth, and we meet those opportunities with enthusiasm!
- We maintain positive attitudes toward others at Jefferson College and our work here.
- We strive to be positive ambassadors for Jefferson College and to present our College and our professions in the best possible light to the larger community.

Excellence

- “Good enough” is never sufficient. Our patients, our faculty, and our fellow students deserve only excellence from us in our academic and professional pursuits.
- We expect the best from ourselves and strive for self-improvement.
- We effectively use all our campus resources to maximize our success.

Inclusion

- We are a community that values and supports each and every member and treats each member with equality and fairness.
- We have no tolerance for any behavior that harasses, excludes, intimidates, or harms anyone.
- As members of an academic community, we support and expect diversity of thought and ideas.

Integrity

- We conduct ourselves with the highest possible integrity in all matters- professional, academic, and personal- and our behavior is consistent with Jefferson College standards and policies.
- We are honest and truthful to the spirit of our principles and standards, not just the letter of the law; we expect the same from everyone in our community.
- Academic dishonesty has no place in this community. We do not engage in it and we do not tolerate it in others.

Interprofessionalism

- We value and support the work of all healthcare professionals, including those outside our own professions or fields of study.
- We recognize the importance and value of learning and working in teams.
- We expect to be life-long learners and to carry the knowledge we gain at Jefferson College into successful professional practice.

Respect

- Everyone in this community is treated with respect.
- As a community, we place a high value on civility in our day-to-day discourse.
- Disputes and disagreements between us are resolved appropriately and with fairness and compassion for all parties.

GENERAL PRINCIPLES

Jefferson College recognizes that there will be times when members of our student community behave in ways that are not consistent with College policy, local, state, or federal law, or our statement of Community Values and Standards. Our policies and procedures for addressing these cases are designed to protect the campus community and maintain an environment conducive to learning and inquiry.

The following are general principles that govern our student conduct system:

- a. Any proceedings conducted pursuant to the Academic Honor Code and Jefferson College Honor Pledge and the Code for Student Conduct shall be fair and expeditious. Proceedings will be handled in an informal manner when possible and will involve participation from the campus community when appropriate. The procedures set forth in this Handbook are meant to be guidelines that allow for individual consideration of each case and the application of the professional judgment of those involved in making conduct decisions. Deviations from the procedures in these Codes shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or the College.
- b. **Inherent Authority:** The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.
- c. **Interpretation of Policies and Standards of Conduct:** To the extent feasible and practicable, conduct policies at the College are in writing in order to give students general notice of inappropriate conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms. These procedures are tailored to the specific needs of an academic community, and procedures governing criminal or civil courts, including formal rules of evidence, are not applicable.
- d. **Violations of Local, State and Federal Law:** Students may be accountable to both governmental authorities and to the College for acts which constitute violations of law and this Code. Student misconduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Conduct proceedings at the College will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved, or that such proceedings constitute double jeopardy.

Definitions

1. The term “College” means Jefferson College of Health Sciences.
2. The term “student” includes all persons taking courses through the College, either full-time or part-time, pursuing undergraduate, graduate, or continuing education studies. Persons who withdraw after allegedly violating the Academic Honor Code and/or Jefferson College Honor Pledge or the Code for Student Conduct who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students”. The Academic Honor Code, Jefferson College Honor Pledge and Code for Student Conduct apply at all locations of the College, as well as to off-campus violations, which negatively impact the

living-learning environment, the mission of the College, or the welfare of any member of the College community.

3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security and law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a board hearing or grievance committee, or assisting another school official in performing his or her tasks.

5. The term “member of the College community” includes any person who is a student, faculty member, staff member, College official, or employed by the College. A person’s status in a particular situation shall be determined by the Dean for Student Affairs or his designee.

6. The term “College premises” includes all land, buildings, facilities and other property in the possession of or owned, used, controlled by the College (including the adjacent streets and sidewalks), or used by the College in direct support or in a manner related to the College’s educational purposes, including residence halls and clinical sites.

7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.

8. The term “Community Values Board” means any person or persons authorized by the Dean for Student Affairs to determine whether a student has violated the Academic Honor Code, Jefferson College Honor Pledge, or Code for Student Conduct and to recommend consequences that may be imposed when a policy violation has been committed.

9. The term “Dean for Student Affairs or his designee” means a College official authorized on a case-by-case basis by the Dean for Student Affairs to impose consequences upon any student (s) found to have violated the Academic Honor Code, Jefferson College Honor Pledge, or Code for Student Conduct. The Dean for Student Affairs may authorize his designee to serve simultaneously as the sole member or one of the members of the Student Conduct Board. The Dean for Student Affairs may authorize his designee to impose consequences in all cases.

10. The terms “will” and “shall” are used in the imperative sense.

11. The term “may” is used in the permissive sense.
12. The Dean for Student Affairs is that person designated by the College President to be responsible for the administration of the Academic Honor Code, Jefferson College Honor Pledge, Community Values and Standards and Student Behavior Code.
13. The term “policy” means the written standards of the College as found in, but not limited to, the Jefferson College Code for Student Conduct, Academic Honor Code and the Jefferson College Honor Pledge, Community Values and Standards, departmental and programmatic handbooks, College Student Handbook, College web page and Graduate/Undergraduate Catalogs.
14. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “Complainant” means any person who submits a charge alleging that a student violated this Academic Honor Code, Jefferson College Honor Pledge, Community Values and Standards, or Code for Student Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under the Academic Honor Code, Jefferson College Honor Pledge and Student Behavior Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
17. The term “Accused Student” means any student accused of violating the Academic Honor Code, Jefferson College Honor Pledge, Community Values and Standards, or Code for Student Conduct.

Student Standards of Conduct Authority

The Dean for Student Affairs or his designee shall determine the composition of Community Values Boards and shall determine whether a Values Board or other designee of the Dean will hear a conduct matter.

The Dean for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Values Board Hearings that are consistent with provisions of the Academic Honor Code, Jefferson College Honor Pledge, Community Values and Standards, and Code for Student Conduct.

Decisions made by a Community Values Board and/or Dean for Student Affairs or his designee shall be final, unless otherwise specified in the normal appeal process.

PROSCRIBED CONDUCT AND JURISDICTION OF THE ACADEMIC HONOR CODE, JEFFERSON COLLEGE HONOR PLEDGE AND CODE FOR STUDENT CONDUCT

The College Academic Honor Code, Jefferson College Honor Pledge and Code for Student Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, or at clinical sites and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (including conduct that is not discovered until after a degree is awarded). The Academic Honor Code, Jefferson College Honor Pledge and Code for Student Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean for Student Affairs shall decide whether the Academic Honor Code, Jefferson College Honor Pledge, or Code for Student Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, at his sole discretion.

Academic Honor Code and the Jefferson College Honor Pledge

Academic Honor Code

The College expects students to exhibit high levels of integrity in all activities. The College reserves the right to deny admission to or remove students from any program if they have a record of misconduct or demonstrate behavior that would jeopardize their professional performance.

Every faculty member and student is responsible for assuring academic integrity at the College.

It is the student's responsibility to know what constitutes academic dishonesty, cheating or plagiarism. Ignorance of policy, code, or standards is not an excuse. If students are uncertain they should seek the advice of the instructor. Students should consult the Jefferson College Student Handbook for more information about academic dishonesty.

Jefferson College Academic Honor Pledge

The Jefferson College Honor Pledge is: “I will not cheat, lie, steal nor tolerate those who do”.

Behaviors Constituting Cause for Disciplinary Sanctions for Violations of the Academic Honor Code and/or Jefferson College Honor Pledge

Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in the section later in this chapter:

1. Acts of academic misconduct, including but not limited to the following:
 - a. Cheating, plagiarism, other forms of academic dishonesty, or violation of the College’s Academic Honor Code and/or Jefferson College Honor Pledge;
 - b. Furnishing false information to any College official, faculty member or office;
 - c. Forgery, alteration, or misuse of any College application, document, record, or instrument of identification;
 - d. Collaboration on assignments without permission;
 - e. Misrepresentation of student status, academic or professional credentials, or completion of clinical hours or assignment;
 - f. Falsification of a resume, transcript or application;
 - g. Knowingly making false allegations of academic misconduct against any member of the College community;
 - h. Using materials during a quiz, exam or assignment other than those specifically permitted by the instructor.
 - i. Solicitation of academic material from others, attempts to plagiarize, or otherwise violate the honor code.
2. Acts which violate policies of clinical agencies or College policies regarding clinical practice, including but not limited to:
 - a. Abuse, neglect, or abandonment of patients or practicing in an unsafe manner in a clinical setting;
 - b. Intentionally or unintentionally disseminating patient information without written and signed authorization from the patient or guardian, or as otherwise allowed by law;

- c. Demonstrating unethical practice, lack of integrity or acceptance of responsibility for one's own learning and actions;
 - d. Knowingly practicing outside the scope of professional training or practicing in an unsafe manner in a clinical setting.
3. Acts involving theft or other abuse of College computer facilities or resources, including but not limited to:
- a. Unauthorized efforts to enter, monitor, use, read, or change computing hardware or software contents or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Use of another individual's identification or password;
 - d. Use of computing facilities and resources to interfere with the education or work of another student, faculty member or College Official;
 - e. Use of computing facilities and resources to send obscene or abusive messages;
 - f. Use of computing facilities and resources to view or receive pornography;
 - g. Improper use of the Internet while on College property;
 - h. Any acts prohibited by the College's technology, computer use and/or e-mail policies;
 - i. Use of computing facilities or resources to interfere with the normal operation of the College computing system, College administration, research, clinical education or practice, teaching or community service;
 - j. Use of computing facilities and resources in violation of copyright laws.
4. Acts of abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the summons of a College administrator or College Community Values Board Official to appear before a meeting or hearing as part of the Student Conduct System;
 - b. Intentional dishonesty before any conduct body of the College including falsification, distortion, or misrepresentation of information before a College administrator, College Student Conduct Board official, or College Community Values Board;

- c. Disruption or interference with the orderly conduct of a Community Values Board, College Community Values Board official, or College administrator;
- d. Initiation of an Academic Honor Code and/or Jefferson College Honor Pledge proceeding without reason or in bad faith;
- e. Attempting to discourage or influence an individual's proper participating in, or use of the student conduct system;
- f. Attempting to influence the impartiality of a member of a Community Values Board prior to and/or during the course of a conduct proceeding;
- g. Harassing (verbally or physically), intimidating, or threatening of a member of an Academic Honor Code and/or Jefferson College Honor Pledge proceeding;
- h. Failure to comply with the sanction(s) imposed under the Academic Honor Code and/or Jefferson College Honor Pledge;
- i. Influencing or attempting to influence, another person to commit an abuse of the Student Conduct System;
- j. Failure to comply with the terms of probation;
- k. Facilitating or encouraging violations of the Academic Honor Code and/or Jefferson College Honor Pledge by helping, procuring, or encouraging another person or persons to engage in a violation of the Academic Honor Code and/or Jefferson College Honor Pledge or other College policy.

Behaviors Constituting Cause for Disciplinary Sanction for Violations of the Code for Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the section on sanctions:

- 1. Acts which disrupt or obstruct teaching, research, administration, disciplinary proceedings, other College activities, including its functions on or off campus, or other authorized non-College activities when the conduct occurs on College premises including but not limited to;
 - a. Interfering with the rights of other members of the College community or visitors to the College to engage in educational, recreational, residential, administrative, professional, business, ceremonial activities, or other College functions;

- b. Breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College or members of the academic community;
 - c. Obstruction of the free flow of pedestrian or vehicular traffic on or near College premises or at College-sponsored or supervised events;
 - d. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
 - e. Failure to correctly and completely follow a directive of College officials, security personnel, or law enforcement officer acting in performance of their duties and/or failure to identify oneself to those persons when requested;
 - f. Making a false report of a fire, explosion, crime, violation of the Code for Student Conduct, or other crisis or emergency;
 - g. Furnishing false information to a College official.
2. Acts which violate rules regarding the Residence Halls as found in the Jefferson College Residence Hall and Jefferson College Student Handbooks.
3. Acts of theft or attempted theft, purposeful removal or misappropriation of any item not belonging to the student, or belonging to the College, other students, employees, patients, visitors, or general public without proper authorization, from the immediate area, on or off campus, College premises, or a clinical site and other acts including but not limited to:
- a. Knowingly possessing stolen property;
 - b. Knowingly furnishing false information to the College, or one acting on its behalf, including falsifying a time sheet or the intentional passing of an insufficient funds check or fraudulent money order in payment of financial obligation to the College;
 - c. Unauthorized use of electronic or other devices to make an audio, video, or picture record of any person while on College premises, clinical sites, or college sponsored activity without their prior knowledge and written consent. This includes, but is not limited to surreptitiously taking pictures or recordings of another person in a classroom, laboratory, clinical site, gym, residence hall room, locker room, or rest room;
 - d. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of any College premises;

- e. Failure to meet financial obligations to the College including payment of library, parking and other fines.
- 4. Acts which violate the College's Alcohol and Drug Policy including but not limited to:
 - a. Failure to submit to testing for alcohol or drugs or adulterating urine samples;
 - b. Unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or any mind-altering substance or drug paraphernalia by students of the College on College property, during any College activity or in any academic or clinical setting (see College Alcohol and Drug Policies);
 - c. Attending class, clinical or fieldwork while under the influence of alcohol, drugs, stimulants, or other debilitating substances.
- 5. Acts of abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the summons of a College administrator or College Community Values Board official to appear before a meeting or hearing as part of the Student Conduct System;
 - b. Intentional dishonesty before any conduct body of the College including falsification, distortion, or misrepresentation of information before a College administrator or College Community Values Board;
 - c. Disruption or interference with the orderly conduct of a Community Values Board or its members, or a College administrator;
 - d. Initiation of a Student Behavior Code proceeding without reason or in bad faith;
 - e. Attempting to discourage an individual's proper participating in, or use of the student conduct system;
 - f. Attempting to influence the impartiality of a member of a Community Values Board prior to and/or during the course of a conduct proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Code for Student Conduct proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Code for Student Conduct;
 - i. Influencing or attempting to influence, another person to commit an abuse of the Student Conduct System;

- j. Failure to comply with the terms of probation;
 - k. Facilitating or encouraging violations of the Code for Student Conduct by helping, procuring, or encouraging another person or persons to engage in a violation of the Code for Student Conduct or other College policy.
6. Acts which endanger the health or safety of any member of the College community, patients, visitors or the general public including but not limited to:
- a. Physical abuse, assault, or blatant threat of physical assault or other anti-social, criminal, dangerous or violent activity, or other conduct which threatens or endangers the health or safety of any member of the College community or visitor;
 - b. Possessing in person or in a car parked on College property, or using or threatening to use a weapon or any object, including (but not limited to) illegal or unauthorized firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons on College premises or use of such items, even if legally possessed in a manner that harms, threatens, or causes fear to others;
 - c. Hazing, defined as an act that endangers the mental or physical health or safety of a student, which destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of a victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule;
 - d. Bullying, which may include intimidation, taunting, name-calling, and insults and defined as repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical or emotional harm. Another form of bullying occurs through the use of electronic means and is referred to as cyber bullying. Typically, cyber bullying is defined as using information and communication technologies, such as cell phone text messages and pictures and internet e-mail, social networking Web sites, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, hostile, behavior intended to harm others. Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying, but may also include other behaviors:
 - o Physical intimidation, taunting, name calling, and insults
 - o Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
 - o Falsifying statements about other persons
 - o Use of technology such as e-mail, text messages, or Web sites to defame or harm others
 - e. The College Administration's determination that a student's continued presence at the College constitutes a threat to the health, safety, or welfare of the student or members of the campus community;

f. Throwing, propelling, dropping, or otherwise causing objects or substances to fall from inside the structure and throwing or propelling objects or substances within the structures in the residence halls or other College buildings;

g. Sexual contact with any member of the College community or visitor to the College without that person's consent, including but not limited to rape and other forms of sexual assault. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person who reasonably appears to be impaired in the exercise of their judgment by alcohol or other drugs may be considered without consent;

h. Conduct that is lewd, disorderly, or indecent; seriously obscene or offensive language or behavior in the College, clinical or fieldwork facilities, including harassment and sexual harassment or seriously profane language or conduct which disturbs the peace;

i. Intentionally tampering with, disabling, altering, damaging, or misusing College, clinical, or fieldwork property without permission, including safety equipment or life saving equipment such as fire extinguishers, emergency phones, alarms, exit signs, locks, fire doors, door access systems, etc.;

j. Not complying with or responding to appropriate treatment and/or counseling within a reasonable period of time;

k. Failing to evacuate during a fire alarm or to leave a building quickly or in an orderly fashion;

l. Conviction of a felony and/or violations of city, state, or federal law(s) committed on or off campus or of a crime such that the student's continued presence on the College campus poses a substantial threat to the ability of others to continue their normal College functions and activities.

7. Students are required to engage in responsible academic and social conduct that reflects credit upon the College community and to model good citizenship.

8. Student groups or organizations and their officers may be held responsible for violations of this Code by members or others associated with the organization or group, who have received the tacit or overt consent or encouragement of the group or organization or its leaders, officers, or spokespersons.

Violation of Law and College Proceedings

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code for Student Conduct without regard to any pending civil or criminal litigation in court or carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean for Student Affairs. Determinations made or sanctions imposed under this Code for Student Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code for Student Conduct, the College may advise off-campus authorities of the existence of the Code for Student Conduct and how such matters are typically handled within in the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

STUDENT CONDUCT PROCEDURES FOR VIOLATIONS OF THE ACADEMIC HONOR CODE, JEFFERSON COLLEGE HONOR PLEDGE, COMMUNITY VALUES AND STANDARDS, AND CODE FOR STUDENT CONDUCT

Charges

Any member of the College community may file charges against a student for violations of the Academic Honor Code, Jefferson College Honor Pledge, Community Values and Standards, or Code for Student Conduct. A charge shall be prepared in writing directed to the Dean for Student Affairs or his designee. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) business days.

Academic Honor Code Violations:

If a faculty member believes that a clear violation of the Academic Honor Code and/or Jefferson College Honor Pledge has occurred, then he/she will discuss the matter with the Dean for Student Affairs to determine that the student(s) involved has no prior record of Honor Code violations. If there is no record of prior violations, the faculty member will then discuss the matter privately with the student(s) involved. Faculty members will complete a Notification of Academic Misconduct form with the accused student and forward it to Student Affairs. These forms are available in the Student Affairs Suite, Fourth Floor, CRCH and Jefferson College Central on Blackboard.

If the student(s) has a prior record of Honor Code violations, the incident will be referred to the Dean for Student Affairs for further investigation and process.

If more than one allegation of academic misconduct is made against a student at the same time, the Dean for Student Affairs may, at his sole discretion and based on the facts of the matter, decide to investigate both cases simultaneously or refer them back to the faculty members involved. If the student is found responsible in both cases, the Dean will determine whether the matter will be sanctioned as a first or subsequent violation based on the facts of the matter.

In the case of first violations for graduate students, a faculty member may immediately refer the matter to the Dean for Student Affairs if they feel that the violation is egregious and may result in suspension or dismissal. In such a case, the faculty member shall first consult with the Program Director prior to taking this step.

Code for Student Conduct Violations

Conduct Proceedings

Academic Honor Code Violations

In the case of a first offense of the Honor Code, the faculty member will discuss the incident with the student(s) involved. Prior to meeting with the student, the faculty member will:

- Prepare the Notification of Alleged Academic Misconduct Form, and gather supporting documentation
- Contact the Director of Student Life or Dean for Student Affairs to determine if this is a first offense for the student; if it is a first offense, then proceed; if it is not a first offense, then forward the Notification of Alleged Academic Misconduct Form, with supporting documentation to the Dean for Student Affairs for investigation

At the meeting with the student:

- Advise the student that you have reason to believe they have violated the Academic Honor Code or Pledge.
- Read over the Notification of Alleged Academic Misconduct Form with them and review your supporting reasons/documentation of the allegation
- Allow the student to respond to the allegation and defend his/her point of view
- Ask the student if he or she is prepared to accept or deny responsibility for the allegation; the student may be allowed 5 business days to respond to the allegation and to choose a Jefferson College adviser to attend the meeting
- If prepared to respond, the student signs in the appropriate place on the form.

In many cases the matter can be resolved at this stage, with the student accepting responsibility for the violation or the charges disposed of after discussion and

review. No sanction will be imposed until the student has been informed of the charge and given an opportunity to present a defense.

The Accused Student may have an advisor of their choosing when meeting with faculty to discuss the allegation and accept or deny responsibility for the allegation(s). The advisor must be a member of the Jefferson College community (faculty, staff, or student) and may not be an attorney or the student's parent or guardian. The Accused Student is responsible for presenting his or her own information and therefore advisors are not permitted to speak or to participate directly in this meeting. A student should select as an advisor a person whose schedule allows attendance at the scheduled date for the meeting because delays will not normally be allowed due to the scheduling conflicts of an advisor.

If the matter is resolved at this stage, the faculty member will complete the Notification of Alleged Academic Misconduct Form, including signatures and the assigned sanction. A copy of this Form will be submitted to the Program Director and the Dean for Student Affairs. The matter will then be considered final, with no subsequent proceedings or right of appeal. In the case of first violations for graduate students, a faculty member may immediately refer the matter to the Dean for Student Affairs if it is believed that the violation is egregious and may result in suspension or dismissal. In such a case, the faculty member shall first consult with the Program Director prior to taking this step.

If the matter cannot be resolved between the faculty member and the student, or if the student has a prior record of Honor Code violations, the Dean for Student Affairs or his designee will conduct a further investigation as needed. In consultation with the student and the faculty member(s) involved, the Dean will determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Dean or his designee, which will include the student's acceptance of responsibility for the alleged behavior. Such disposition shall be final and there shall be no subsequent proceedings.

If the matter cannot be resolved at this stage, then the Dean for Student Affairs may decide upon the matter, or at his sole discretion, refer the matter to a Community Values Board for disposition.

Student Behavior Code Violations

The Dean for Student Affairs or his designee shall determine the appropriate method for hearing student behavior code violations, including composition of Community Values Boards and shall determine whether a Values Board or other designee of the Dean will hear a conduct matter.

There are two possible methods the Dean for Student Affairs may choose for behavior code violations. The first method is for the student to meet with the Dean for Student Affairs or his designee and the Coordinator of Residence Life, or the Director of Student Life in an informal proceeding. The Dean and the other

designated Student Affairs staff member will work with the student to establish the facts of the case. They will look at each case on an individual basis, and may, depending on the facts of the matter, involve others member of the campus community as needed, including members of the faculty, a student's academic advisor, or other members of the Student Affairs staff. The student will have every opportunity to present any relevant information or call any relevant witnesses. After hearing all the information presented, the Dean and Department staff member will work with the student to establish responsibility and determine appropriate sanctions. The sanctions will be drawn from the list provided in this chapter and will be appropriate to the student's violation and the circumstances of the case.

In cases in which the matter cannot be resolved by this method, the Dean for Student Affairs, at his sole discretion, may convene a Community Values Board to hear the case. The Dean for Student Affairs may refer a case to the Board if he believes that the facts of an individual case would best be decided in a more formal proceeding. If the alleged violations are serious enough to warrant potential suspension and/or expulsion from the College, then the Dean for Student Affairs will normally, at his sole discretion, refer the matter to a Community Values Board for disposition.

Community Values Board Proceedings

The proceedings of a Community Values Board are the same for violations of the Academic Honor Code, Jefferson College Honor Pledge, or the Code for Student Conduct.

- All charges shall be presented to the Accused Student in written form. A time shall be set for a Community Values Board meeting, normally not fewer than five nor more than fifteen calendar days after the student has been notified. Every effort will be made to complete Board proceedings expeditiously. Maximum time limits for scheduling of Community Values Board meetings may be extended at the discretion of the Dean for Student Affairs or his designee. Students who wish to resolve the matter quickly will have the option to request a meeting earlier than five days after notification.
- Community Values Board Hearings normally shall be conducted in private, and every effort will be made to preserve the privacy and confidentiality of all parties involved.
- The Board will be composed of members of the campus community chosen, trained, and so designated by the Dean for Student Affairs. A Board will normally be composed of one faculty member, one staff member, and one student. For graduate students, the Board will be composed of members of the campus community chosen, trained, and so designated by the Dean for Student Affairs. A Board for graduate students will normally be composed of one graduate program faculty member, one graduate program staff member, and one graduate student. Accused students may challenge members of the Board for cause in cases in which they feel

that a conflict of interest exists. Such challenges will be entertained at the sole discretion of the Dean for Student Affairs.

- The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which all information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Board and/or the Dean for Student Affairs or his designee.
- In Community Values Board Hearings involving more than one Accused Student, the Dean for Student Affairs or his designee, at his or her discretion, may permit the Board meetings concerning each student to be conducted either separately or jointly depending on the facts of the individual case.
- The Complainant and the Accused Student have the right to be assisted by an advisor of their choosing. The advisor must be a member of the Jefferson College community and may not be an attorney or the student's parent or guardian. The Complainant and/or the Accused Student is responsible for presenting his or her own information and therefore advisors are not permitted to speak or to participate directly in any proceeding before a Community Values Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- * The Dean for Student Affairs will normally act as the chairperson and facilitator of Board proceedings but will have no formal vote.
- The Complainant, the Accused Student, the Dean for Student Affairs, and the members of the Board may arrange for witnesses to present pertinent information to the Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible and if identified by the Complainant and/or Accused Student at least two weekdays prior to the Board meeting. Witnesses will provide information to and answer questions from Board members. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Board or the Dean for Student Affairs.
- Pertinent records, exhibits and written statements may be accepted as information for consideration by a Community Values Board at the discretion of the chairperson.

- All procedural questions are subject to the final decision of the chairperson of the Board.
- After all pertinent information has been received, the Board shall determine by majority vote whether the Accused Student is responsible for each charge.
- The Board's determination shall be made on the basis of whether ***it is more likely than not*** that the Accused Student violated the Code for Student Conduct.
- Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Community Values Board proceedings.
- There shall be a single record, such as notes taken by a designated recorder or a tape recording, of all hearings before a Community Values Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.
- If an Accused Student, with notice, does not appear before a Community Values Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present. The student will then be considered to have waived his/her right to present information for the Board's consideration.
- The Community Values Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Accused Student and/or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean for Student Affairs to be appropriate.
- The Board's decision shall be communicated in writing to the Accused Student within two (2) business days of the hearing. The Board will make a recommendation of possible sanctions for a student found responsible of policy violations to the Dean for Student Affairs. The Dean for Student Affairs will make a decision on these recommendations and will impose any sanctions.
- Results of a community values board may be communicated with appropriate faculty, program directors, department chairs, staff and College administration, and appropriate students (victims or complainants) on a "need to know" basis as determined by the Dean for Student Affairs.

SANCTIONS FOR VIOLATIONS OF THE ACADEMIC HONOR CODE, JEFFERSON COLLEGE HONOR PLEDGE AND THE CODE FOR STUDENT CONDUCT

Academic Honor Code Violations

The following penalties shall be imposed for violations of academic integrity at the College:

For academic integrity violations in the classroom or laboratories:

First Offense: A person who pleads responsibility or who is found responsible for a violation of the Academic Honor Code and Jefferson College Honor Pledge in a didactic classroom situation shall receive a lower grade of “F” on the assignment, or in the case of a serious violation, a lower grade of “F” for the course. For graduate students, suspension and/or permanent dismissal/expulsion from the program or College is a possible sanction for egregious first offenses.

Second Offense: In the event of conviction of a second offense of the Academic Honor Code and Jefferson College Honor Pledge not under the same charge, the student will be suspended from the College. Students so suspended may petition for readmission to the College no sooner than one year from the date of suspension. The student should write a letter to the Dean for Student Affairs and his/her academic program director outlining what s/he has learned from the experience and why s/he feels eligible for readmission. Readmission decisions will be made jointly by the Dean and the Program Director based on the individual circumstances of the case and the availability of space in the program. For graduate students, suspension and/or permanent dismissal/expulsion from the program or College is a possible sanction for egregious first offenses.

For academic integrity violations in a clinical situation:

First Offense: A person who pleads guilty or who is found guilty of a violation of the Academic Honor Code and Jefferson College Honor Pledge in a clinical situation will either be immediately suspended or permanently dismissed from all College classes, activities and facilities. The student will receive a grade of “F” in the course and will be administratively withdrawn from all other courses.

Students who are suspended may petition for readmission to the College no sooner than one year from the date of dismissal. Students who are permanently dismissed are ineligible to reapply to the College. The severity of the sanction will be determined in part by the seriousness of the academic integrity violation and whether or not student has been found responsible for other academic integrity violations.

In addition, students found responsible for violations of the Academic Honor Code or Jefferson College Honor Pledge may also be subject to any of sanctions listed below.

Code for Student Conduct Violations

The following sanctions may be imposed upon any student found to have violated the Code for Student Conduct:

1. Permanent Dismissal/Expulsion

Permanent dismissal/expulsion is involuntary separation from the College without the possibility of future readmission. Students who are permanently dismissed may not return to campus, nor participate in any College-related academic or social activity, function or event. Students who return to campus after notification of permanent dismissal may be subject to legal action.

2. Suspension

Suspension is the involuntary separation from the College for a specified period of time, at the end of which the student may reapply for readmission, assuming no intervening misconduct has occurred and the student completes all requirements set forth for readmission. The burden of proof as to whether all requirements set forth for readmission have been met lies with the student. Students suspended from the College may not return to campus during the time the sanction is in effect without advance written permission from the Dean for Student Affairs. If the conduct of a student, prior to the date in which the sanction takes effect, is judged to be an immediate threat to himself/herself, to others, or to College operations or property, then the student may be suspended immediately and/or for the remainder of the term, pending appeal.

3. Disciplinary Probation

Disciplinary probation is a strong, formal warning issued to the student in response to a serious violation of the Code for Student Conduct. Probation for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the College. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction.

4. Admonition/Warning

Admonition is a written notice that a student has violated campus policies or standards of conduct or behavior and that future misconduct of any nature will be dealt with more stringently. There are two letters regarding admonition a student might receive. A letter of warning is an admonition in which the student is advised that a specific behavior is inappropriate and of his/her responsibility to comply with College policy. A letter of reprimand is an official censure containing sanctions for violation of College policy. The letter of reprimand will contain four components; a reprimand for the inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, sanctions for the violation and notice that additional violations shall result in more severe sanctions.

5. Restitution

Restitution is payment to the College or to other persons, groups, or organizations by a student or a group, for damages occurred as a result of misconduct. Failure to meet the conditions of payment will result in the withholding of grades, diplomas and transcripts and can result in further sanctions.

6. Loss of Privileges

Loss of privileges is the removal of certain student privileges including, but not limited to, the following: visitation privileges, the privilege to live in the residence hall, the privilege to have stereos or other equipment and the privilege to have a car on the College campus.

7. Behavior Contract

A behavioral contract is a document written by a College official, which requires a student to complete sanctions within a specified period of time or further sanctions may be instituted.

8. Educational Assignment

An educational assignment is a task that is related to the misconduct involved and designed to increase the student's understanding of the regulation that was violated. The educational assignment will be completed within a specified period of time or further sanctions may be instituted.

9. Work Assignment/Community Service

A work assignment/community service is a task or series of tasks assigned by the Dean for Student Affairs or other College administrator, designed to increase the student's self-discipline and respect for the standards of the College. The assignment will be provided in writing, not exceed 25 hours and must be completed by a specific date. The work assignment will be completed within a specified period of time or further sanctions may be instituted.

10. Fines

Fines are administered to student(s) or group(s) as punitive damages. Fines shall be paid to the Bursar's Office with instructions from the Dean for Student Affairs or other College administrator and will become part of the general College fund.

11. Residence Hall Suspension

Residence hall suspension is separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified and must be completed for the student to be eligible to return.

12. Residence Hall Permanent Dismissal/Expulsion

Residence hall permanent dismissal/expulsion is involuntary separation from the residence hall without the possibility of future readmission. Students who are permanently dismissed from the residence hall may not return to the residence hall or any College housing or participate in any residence hall activity, function or event. Students who return to the residence hall after having been notified of being permanently dismissed may be subject to legal action.

13. Revocation of Admission and/or Degree

Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

14. Withholding Degree

The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code for Student Conduct, including the completion of all sanctions imposed, if any.

15. Mental Health Assessment

Mental health assessment and treatment may be required before a student is readmitted or allowed to come on College property. The Dean for Student Affairs or designee must receive a letter from a mental health professional, verifiable by College officials, stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action against him/her or that the student's continued presence on campus is not a threat to himself/herself or others. The student shall bear the cost and expense of obtaining mental health clearance.

More than one of the sanctions listed above may be imposed for any single violation.

Interim Suspension

In certain circumstances, the Dean for Student Affairs, or a designee, may impose a College or residence hall interim suspension prior to the resolution of a student conduct process. Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the College community or preservation of College property;
2. To ensure the student's own physical or emotional safety and well-being; or
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

During the interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean for Student Affairs or his designee may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Community Values Board Hearing, if required.

The student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date and place of a subsequent proceeding at which the student may show cause why his or her continued presence

on the campus does not constitute a threat and at which s/he may contest whether a campus rule was violated.

Appeals

A decision or a sanction applied under the Academic Honor Code, Jefferson College Honor Pledge, or the Code for Student Conduct may be appealed under certain circumstances. To appeal a decision or sanction, a student must show that one of the following grounds applies:

1. The proceedings were not conducted fairly in light of the charges and information presented and according to the College's designated policies and procedures in such a way that resulted in significant prejudice against the Student;
2. Significant information was not available to the individual or Board making the decision or has subsequently come to light;
3. The sanction imposed was inappropriate to the severity of the violation for which the student was found responsible.

A student who wishes to appeal a sanction or decision applied under the Academic Honor Code, Jefferson College Honor Pledge, or the Code for Student Conduct must do so in writing within five (5) business days of receipt of the decision or sanction. The grounds on which the student wishes to base the appeal must be clearly stated and should be directed as follows:

- Appeals of decisions made by a faculty member in the case of the Academic Honor Code, or by the Residence Hall Community Board for the Student Behavior Code, will be heard by the Dean for Student Affairs or his designee. The decision of the Dean will be final.
- Appeals of decisions made by a Community Values Board will be heard by the Dean for Student Affairs or his designee. The decision of the Dean will be final.
- Appeals of decisions (other than appeals) made by the Dean for Student Affairs will be heard by the Dean for Academic Affairs (for Academic Honor Code violations) or the President (for Code for Student Conduct violations). The decision of the Dean for Academic Affairs or President will be final.

As in a Community Values Board proceeding, in an appeal hearing with the Dean for Student Affairs, the Dean for Academic Affairs, or the President a student has the right to be assisted by an advisor. The advisor must be a member of the College community and may not be an attorney or the student's parent or guardian. The student filing the appeal is responsible for presenting his or her own information and the advisor is not permitted to speak or to participate directly in the proceeding.

Student Complaint or Grievance

Jefferson College of Health Sciences strives to ensure that each student has a positive educational experience. A student who desires to file a complaint or grievance should follow the processes outlined in the *Jefferson College Handbook*.

A student who has exhausted all avenues of the complaint/grievance process as outlined in the *Student Handbook*, has the right to submit a formal complaint to the State Council of Higher Education for Virginia (SCHEV). This applies to all students regardless of the type of instructional methodology (face-to-face or on-line). The student will find the information regarding the process and form by clicking here or by going to <http://www.schev.edu/students/studentcomplaint.asp>.

Conduct Record Retention

Records of all student conduct proceedings, including those conducted under the Academic Honor Code, the Jefferson College Honor Pledge, Community Values and Standards, and the Code for Student Conduct, will be kept in the Office of Student Affairs and will be separate from the student's permanent academic record. They shall be destroyed after a period of seven (7) years from the date of final resolution except in the circumstances cited below. Should there be any subsequent misconduct, the retention date for the entire student file will be determined by the most recent proceeding.

If a student withdraws from the College prior to final resolution, then the records shall not be destroyed.

Records of the College directly related to allegations of academic misconduct or cases resulting in College or Residence Hall suspension or expulsion or revocation of a degree shall be maintained indefinitely.

In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

A student must submit a written request to the Dean for Student Affairs in order to review his/her conduct record. The Dean for Student Affairs will respond within five (5) business days of receiving the request notifying the student of the date and time in which the record can be reviewed.

Results of a student conduct or community values board process may be communicated with appropriate faculty, program directors, department chairs, staff

and College administration, and appropriate students (victims or complainants) on a “need to know” basis as determined by the Dean for Student Affairs.

Interpretation of the Code

Any question of interpretation or application of the Academic Honor Code, Jefferson College Honor Pledge, or Code for Student Conduct shall be referred to the Dean for Student Affairs or his designee for final determination. Because the titles, positions, or groups stated in these Codes may change, the functions or responsibilities assigned by these Codes shall be carried out by persons or groups that assume the functions of the positions or groups stated in these Codes.

Amendment of the Academic Honor or Student Conduct Codes

The amendment process may be initiated by any member of the College community including the Student Senate, the Faculty or Staff Senate, the College Administrative Team, any College administrator, or any faculty member, staff member, or student group by the submission of proposed changes to the Dean for Student Affairs or his designee. The Dean for Student Affairs will review the proposed changes and seek the approval of the College Administrative Team for major revisions of the Codes. Major changes in the Code will be distributed to the College community through the campus e-mail system. The Dean for Student Affairs will initiate a review of the Code no less than every two years.

STUDENT CONDUCT PROCEDURES FOR VIOLATIONS OF THE CODE FOR STUDENT CONDUCT

Student Behavior Code Violations for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct Policies

The Dean for Student Affairs or designee shall hear student behavior code violations for sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct in a special Community Values Board as described in this chapter. The Dean for Student Affairs or designee shall be the designated chairperson for the Community Values Board.

As part of a fair and equitable board process, the students (complainant and accused) will have every opportunity to present any relevant information, documentation, and/or to call any relevant witnesses. There will be separate proceedings for the complainant and the accused student. After hearing all of the information presented, the Dean for Student Affairs or designee will determine responsibility; if the accused student is found responsible for the allegation(s), then the Dean for Student Affairs will also determine the sanctions. The sanctions will be drawn from the list provided in this chapter and will be appropriate to the student’s violation and the circumstances of the case.

Community Values Board Proceedings for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

- All allegations shall be presented to the accused student in written form. A time shall be set for a Community Values Board meeting with the Dean for Student Affairs. The board hearings will normally be conducted not fewer than five, nor more than fifteen, calendar days after the student has been notified. In accordance with Title IX requirements, the Community Values Boards shall normally be completed within 60 calendar days of the complaint; if a parallel criminal investigation is being conducted, then this 60 day period may be extended by 7-10 days to allow law enforcement investigators first access to witnesses and forensic information or evidence.
- Community Values Board Hearings normally shall be conducted in private, and every effort will be made to preserve the confidentiality of the parties involved.
- For sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct, the Board will be the Dean for Student Affairs (chairperson) or his/her designee. The Title IX Coordinator(s) and Investigator(s) will be present for the board processes as appropriate to their roles but will not vote or determine responsibility.
- For sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct, the complainant and the accused student and their respective advisors (one advisor of choice per student), if any, shall be allowed to attend their respective portion(s) of the Community Values Board Hearing (excluding deliberation) and present relevant information, documents, and witnesses. Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Dean for Student Affairs or designee.
- In Community Values Board Hearings involving more than one accused student, the Dean for Student Affairs or designee, at his or her discretion, may permit the board hearings concerning each student to be conducted either separately or jointly depending on the facts of the individual case.
- For sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct allegations, the complainant and the accused student both have the right to an advisor of their choice at any meeting or proceeding in which they are required to be present. The complainant and/or the accused student is responsible for presenting his or her own information and therefore advisors are not permitted to speak, or to participate directly in any proceeding, Community Values Board, or conduct-related hearing. During a meeting, hearing, or Community Values Board, advisors may speak only to their respective student (complainant to his/her advisor; and accused student to his/her advisor) and in a quiet tone. Advisors who fail to comply with these directives, or the directives of the board chair, will be required to leave the meeting or board. A student should select as an advisor a person whose schedule allows attendance at

the scheduled date and time for the meeting, conduct board, or hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- For sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct, the Dean for Student Affairs or designee will act as the chairperson and facilitator of board proceedings and will determine responsibility and appropriate sanction(s)
- The complainant, the accused student, and the Dean for Student Affairs may arrange for witnesses to present pertinent information to the Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible and if identified by the complainant and/or accused student at least two weekdays prior to the Board meeting. Witnesses will provide information to, and answer questions from, the Dean for Student Affairs. Questions may be suggested by the accused student, the complainant, and Title IX Coordinator(s) to be answered by the witnesses. Questions of whether potential information will be received shall be decided at the discretion of the Dean for Student Affairs or designee.
- Pertinent records, exhibits and written statements may be accepted as information for consideration by a Community Values Board and at the discretion of the Dean for Student Affairs or designee.
- All procedural questions are subject to the final decision of the chairperson of the Board.
- After all pertinent information has been presented, the Dean for Student Affairs or designee shall determine whether the accused student is responsible for each charge.
- The Board's determination shall be decided upon the preponderance of evidence standard (it is more likely than not) that the accused student violated the Code for Student Conduct.
- Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Community Values Board proceedings.
- There shall be a single record, such as notes taken by a designated recorder or an audio recording, of all hearings before a Community Values Board (not including deliberation). Deliberations shall not be recorded. The record shall be the sole property of the College.
- If an accused student, with notice, does not appear before a Community Values Board Hearing, then the information in support of the charges shall be presented and considered even if the accused student is not present. The student

will then be considered to have waived his/her right to present information for the Board's consideration.

- The Community Values Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused student and/or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean for Student Affairs to be appropriate.
- The Board's decision shall be communicated, nearly simultaneously, in writing to the both the Complainant and the Accused Student within two (2) business days of the hearing. The Dean for Student Affairs will determine and impose sanctions for a student found responsible for conduct or policy violations.
- Results of a community values board may be communicated with appropriate faculty, program directors, department chairs, staff and College administration, and appropriate students (complainants) on a "need to know" basis as determined by the Dean for Student Affairs.

SANCTIONS FOR VIOLATIONS OF THE CODE FOR STUDENT CONDUCT FOR SEXUAL MISCONDUCT, SEXUAL HARASSMENT, STALKING, AND DATING VIOLENCE, DOMESTIC VIOLENCE, AND ABUSIVE CONDUCT

Code for Student Conduct Violations for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

The following sanctions may be imposed upon any student found to have violated the Code for Student Conduct, or policies related to sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct:

1. Permanent Dismissal/Expulsion

Permanent dismissal/expulsion is involuntary separation from the College without the possibility of future readmission. Students who are permanently dismissed may not return to campus, nor participate in any College-related academic or social activity, function or event. Students who return to campus after notification of permanent dismissal may be subject to legal action.

2. Suspension

Suspension is the involuntary separation from the College for a specified period of time, at the end of which the student may reapply for readmission, assuming no intervening misconduct has occurred and the student completes all requirements set forth for readmission. The burden of proof as to whether all requirements set forth for readmission have been met lies with the student. Students suspended from the College may not return to campus during the time the sanction is in effect without advance written permission from the Dean for Student Affairs. If the conduct of a student, prior to the date in which the sanction takes effect, is judged to be an

immediate threat to himself/herself, to others, or to College operations or property, then the student may be suspended immediately and/or for the remainder of the term, pending appeal.

3. Disciplinary Probation

Disciplinary probation is a strong, formal warning issued to the student in response to a serious violation of the Code for Student Conduct. Probation for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the College. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction.

4. Admonition/Warning

Admonition is a written notice that a student has violated campus policies or standards of conduct or behavior and that future misconduct of any nature will be dealt with more stringently. There are two letters regarding admonition a student might receive. A letter of warning is an admonition in which the student is advised that a specific behavior is inappropriate and of his/her responsibility to comply with College policy. A letter of reprimand is an official censure containing sanctions for violation of College policy. The letter of reprimand will contain four components; a reprimand for the inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, sanctions for the violation and notice that additional violations shall result in more severe sanctions.

5. Restitution

Restitution is payment to the College or to other persons, groups, or organizations by a student or a group, for damages occurred as a result of misconduct. Failure to meet the conditions of payment will result in the withholding of grades, diplomas and transcripts and can result in further sanctions.

6. Loss of Privileges

Loss of privileges is the removal of certain student privileges including, but not limited to, the following: visitation privileges, the privilege to live in the residence hall, the privilege to have stereos or other equipment and the privilege to have a car on the College campus.

7. Behavior Contract

A behavioral contract is a document written by a College official, which requires a student to complete sanctions within a specified period of time or further sanctions may be instituted.

8. Educational Assignment

An educational assignment is a task that is related to the misconduct involved and designed to increase the student's understanding of the regulation that was violated. The educational assignment will be completed within a specified period of time or further sanctions may be instituted.

9. Work Assignment/Community Service

A work assignment/community service is a task or series of tasks assigned by the Dean for Student Affairs or other College administrator, designed to increase the student's self-discipline and respect for the standards of the College. The assignment will be provided in writing, not exceed 25 hours and must be completed by a specific date. The work assignment will be completed within a specified period of time or further sanctions may be instituted.

10. Fines

Fines are administered to student(s) or group(s) as punitive damages. Fines shall be paid to the Bursar's Office with instructions from the Dean for Student Affairs or other College administrator and will become part of the general College fund.

11. Residence Hall Suspension

Residence hall suspension is separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified and must be completed for the student to be eligible to return.

12. Residence Hall Permanent Dismissal/Expulsion

Residence hall permanent dismissal/expulsion is involuntary separation from the residence hall without the possibility of future readmission. Students who are permanently dismissed from the residence hall may not return to the residence hall or any College housing or participate in any residence hall activity, function or event. Students who return to the residence hall after having been notified of being permanently dismissed may be subject to legal action.

13. Revocation of Admission and/or Degree

Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

14. Withholding Degree

The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code for Student Conduct, including the completion of all sanctions imposed, if any.

15. Mental Health Assessment

Mental health assessment and treatment may be required before a student is readmitted or allowed to come on College property. The Dean for Student Affairs or designee must receive a letter from a mental health professional, verifiable by College officials, stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action against him/her or that the student's continued presence on campus is not a threat to himself/herself or others. The student shall bear the cost and expense of obtaining mental health clearance.

16. Academic Transcript Notation (IAW Code of Virginia, **§ 23-9.2:15**)

The registrar shall include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed for, or withdraws from the institution while under investigation for an offense involving sexual violence under the college's policies or Code for Student Conduct stating that such student was suspended for, was permanently dismissed for, or withdrew from the institution while under investigation for an offense involving sexual violence under the institution's policies or Code for Student Conduct. Such notation shall be substantially in the following form: "[Suspended, Dismissed, or Withdrew while under investigation] for a violation of Jefferson College's policies or Code for Student Conduct."

Jefferson College shall (a) notify each student that any such suspension, permanent dismissal, or withdrawal will be documented on the student's academic transcript and (b) following an appeal or grievance filed in accordance with college policy, remove such notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence under the institution's code, rules, or set of standards governing student conduct. For purposes of this section, "sexual violence" means physical sexual acts perpetrated against a person's will or against a person incapable of giving consent.

Jefferson College shall remove from a student's academic transcript any notation placed on such transcript pursuant to this section (Paragraph 16.) due to such student's suspension if the student (i) completed the term of the suspension and any conditions thereof and (ii) has been determined by the institution to be in good standing according to the college's policies and Code for Student Conduct. More than one of the sanctions listed above may be imposed for any single violation.

Interim Suspension for Sexual misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

In certain circumstances, the Dean for Student Affairs or designee may impose a College or residence hall interim suspension prior to the resolution of a student conduct process or hearing. Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the College community or preservation of College property;
2. To ensure the student's own physical or emotional safety and well-being; or
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

During the interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean for Student Affairs or designee may determine to be appropriate.

The interim suspension does not replace the regular board process, which shall proceed on the normal schedule, up to and through a Community Values Board Hearing, if required.

The student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date and place of a subsequent proceeding at which the student may show cause why his or her continued presence on the campus does not constitute a threat and at which he/she may contest whether a campus rule was violated.

Appeals for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

A decision or a sanction applied under the Code for Student Conduct for sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct may be appealed by both the complainant and the accused student under certain circumstances. To appeal a decision or sanction, a student must show that one of the following grounds applies:

1. The proceedings were not conducted fairly in light of the charges and information presented and according to the College's designated procedures in such a way that resulted in *significant* prejudice against the Student;
2. Significant information was not available to the individual or Board making the decision or has subsequently come to light;
3. The sanction imposed was inappropriate to the severity of the violation for which the student was found responsible.

A student who wishes to appeal a sanction or decision applied under the Code for Student Conduct for sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct must do so in writing within five (5) business days of receipt of the decision or sanction. The grounds on which the student wishes to base the appeal must be clearly stated and should be directed as follows:

Appeals of decisions (other than appeals) on sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct made by the Dean for Student Affairs designee shall be heard by the Jefferson College President. The decision of the President shall be final.

In an appeal hearing (for sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct) with the President, the complainant and/or the accused student both have the right to an advisor of their choice at any meeting or proceeding with the President in which they are required to be present. The complainant and/or the accused student is responsible for

presenting his or her own information and therefore advisors are not permitted to speak, or to participate directly in any appeal hearing. During an appeal hearing, advisors may speak only to their respective student (complainant to his/her advisor; and accused student to his/her advisor) and in a quiet tone. Advisors who fail to comply with these directives, or the directives of the President, will be required to leave the appeal hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the meeting, or appeal hearing, because delays will not normally be allowed due to the scheduling conflicts of an advisor.

Conduct Record Retention for Sexual misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

Records of all student conduct proceedings will be kept in the Office of the Dean for Student Affairs and will be separate from the student's permanent academic record. In accordance with the Code of Virginia (§ 23-9.2:15), however, certain transcript notations shall be applied to a student's academic record or transcript for sexual misconduct or sexual harassment. Should there be any subsequent misconduct on a student's part, then the retention date for the entire student file will be determined by the most recent proceeding. Conduct records shall be destroyed after a period of seven (7) years from the date of final resolution except in the circumstances cited below:

- If a student withdraws from the College prior to final resolution, then the records shall not be destroyed.
- Records of the College directly related to allegations of sexual misconduct, sexual harassment, stalking, and dating violence, domestic violence, and abusive conduct resulting in Jefferson College or Residence Hall suspension or permanent dismissal/expulsion, or revocation of a degree, shall be maintained indefinitely.
- In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed if any, shall be considered to be the education records of both the accused student(s) and the complainant because the educational career and chances of success in the academic community of each may be impacted.

A student must submit a written request to the Dean for Student Affairs in order to review his/her conduct record. The Dean for Student Affairs will respond within five (5) business days of receiving the request notifying the student of the date and time in which the record can be reviewed by the student. This right applies exclusively to the student and not to third parties attempting to act on behalf of the student.

Results of a student conduct or community values board process may be communicated with appropriate faculty, program directors, department chairs, staff

and College administration, and appropriate students (victims or complainants) on a “need to know” basis as determined by the Dean for Student Affairs.

Interpretation of the Code for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

Any question of interpretation or application of the Jefferson College policies or Code for Student Conduct shall be referred to the Dean for Student Affairs or designee for final determination. Because the titles, positions, or groups stated in these Codes may change, the functions or responsibilities assigned by these Codes shall be carried out by persons or groups that assume the functions of the positions or groups stated in these codes or policies.

Amendment of the Student Conduct Code for Sexual Misconduct, Sexual Harassment, Stalking, and Dating Violence, Domestic Violence, and Abusive Conduct

The amendment process may be initiated by any member of the College community including the Student Senate, the Faculty or Staff Senate, the College Administrative Team, any College administrator, or any faculty member, staff member, or student group by the submission of proposed changes to the Dean for Student Affairs or designee. The Dean for Student Affairs will review the proposed changes and seek the approval, if appropriate, of the College Administrative Team for major revisions of the Code. Major changes in the Code will be available to the College community through the College website. The Dean for Student Affairs will initiate a review of the Code no less than every two years.

ALCOHOL AND DRUG POLICIES



Jefferson College
of **Health Sciences**

at **CARILION CLINIC** 

At the intersection of education and healthcare . . .

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Jefferson College

Introduction

Jefferson College holds students to high values and standards as it is our mission to help students become ethical, knowledgeable, competent and caring healthcare professionals. The Jefferson College community is also dedicated to helping students achieve and promote positive personal and community health outcomes, act as good citizens, and adhere to Jefferson College community values and standards. As set forth previously in this *Handbook*, life at Jefferson College is governed by a set of guiding principles and standards, developed jointly by students and the Student Affairs staff. These values and standards are presented to new students at orientation, are reflected in the Student Handbook, and guide the way students interact with each other, with patients and clients in clinical settings, and with College faculty and staff. The purpose of Jefferson College alcohol and drug policy is to support these values and promote student health, education, and professionalism.

We invite those students who choose to consume alcoholic beverages to reflect upon our values and standards and to think about how they support this policy. Jefferson College does not condone or encourage the use of alcohol. The relevant college values and standards are summarized below:

Accountability

- We are accountable for all of our actions and behaviors.
- If our academic, professional, and personal performance does not meet appropriate standards, we accept that we will face consequences.
- As students at Jefferson College, we have responsibilities to ourselves, our peers, our fellow students, our faculty and staff, and our patients, and we strive to meet these responsibilities to the best of our abilities.

Compassion

- We care about each other, about our patients, and about all the members of the Jefferson College community, and we treat each other with caring and respect.

Enthusiasm

- We strive to be positive ambassadors for Jefferson College and to present our College and our professions in the best possible light to the larger community.

Excellence

- “Good enough” is never sufficient. Our patients, our faculty, and our fellow students deserve only excellence from us in our academic and professional pursuits.
- We expect the best from ourselves and strive for self-improvement.

Inclusion

- We have no tolerance for any behavior that harasses, excludes, intimidates, or harms anyone.

Integrity

- We conduct ourselves with the highest possible integrity in all matters—professional, academic, and personal. Our behavior is consistent with Jefferson College standards and policies.
- We are honest and truthful to the spirit of our principles and standards, not just the letter of the law. We expect the same from everyone in our community.

Respect

- Everyone in this community is treated with respect.
- As a community, we place a high value on civility in our day-to-day discourse.
- Disputes and disagreements between us are resolved appropriately with fairness and compassion for all parties.

The Drug-Free Schools and Communities Act Amendment of 1989, as amended by Public Law (P.L.) 100-297 and the Improving America’s Schools Act of 1994, Public Law 103-382, requires that all institutions of higher education as a condition of receiving any form of Federal financial assistance from any Federal agency on or after October 1, 1990, certify to the United States Department of Education that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

The achievement of a drug-free environment is in the best interest of the College, its students and the patients it serves. Drug- or alcohol-impaired caregivers pose a serious threat to the lives and health of patients and students, as well as to the college’s and healthcare organizations’ reputation for integrity.

The policies regarding the unlawful possession, use, or distribution of illicit drugs and alcohol or any mind-altering substance by students on College property, during any College sponsored activity, or in any academic or clinical setting are contained in the following section of this *Handbook*. Additional information about commonly abused drugs and alcohol and drug-related laws and penalties can be found on the College website.

Substance Abuse

As an institution of higher learning in the health sciences, the College is dedicated to leading the way in the implementation of an effective program to prevent substance abuse. The College's policy is established in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), as amended by Public Law 100-297 and the Improving America's Schools Act of 1994, (P.L. 103-382). The phrase "drugs and alcohol" includes any substance that is subject to abuse.

Education and Rehabilitation

In compliance with federal law, Jefferson College seeks to educate students about the potential negative consequences, including health risks, associated with the abuse of alcohol or drugs. Jefferson College also provides referrals and support for students for counseling, treatment and rehabilitation services for drug or alcohol problems. In addition, students are informed of the legal penalties of noncompliance with laws governing alcohol and controlled substances. College officials will consider participation in programs for the treatment of substance abuse in the application of sanctions for violations of College alcohol and drug policies. Students are personally responsible for the costs associated with assessment, treatment, rehabilitation and/or educational programs. The Dean for Student Affairs will also consider suspending certain other sanctions, such as fines, following successful completion of educational or rehabilitative programs by students.

College Policy on Students Who Abuse

The abuse of alcohol, drugs or other substances by College students is unacceptable. Substance abuse can be evidenced in many ways but most frequently involves a lack of self-control that results in disruptive behavior or an individual harming him/herself or others. Students who exhibit common behaviors associated with substance abuse, as identified by College officials, have two choices: they may either be assessed and, if recommended, participate in subsequent approved treatment programs; or they may be suspended or dismissed from the institution. Failure to comply with mandated assessments and treatment plans may result in immediate removal from clinical placements and/or suspension or expulsion from the College.

Legal Sanctions

City of Roanoke Code prohibits the unlawful manufacture, sale, gift, distribution, or possession with intent to manufacture, sell, give, or distribute controlled substances (drugs or alcohol) and prohibits unlawful possession or consumption of an alcoholic beverage in a city park.

Punishments for conviction of these crimes are the lawful maximum for Class 1 and Class 2 misdemeanors. However, charges are almost without exception filed under

the Codes of the Commonwealth of Virginia. Federal law is applied for violations of drug and alcohol offenses involving interstate distribution or conspiracy or involvement of firearms or federal agents. Again, prosecution for drug and alcohol offenses is normally carried out under Virginia codes.

Under the Federal Controlled Substance Act and the Virginia Drug Control Act, the law penalizes the unlawful manufacture, distribution, use and possession of controlled substances. The penalties vary based on the type of drug involved, possession and intent to distribute.

Alcohol Policies

College Alcohol Policy Introduction and Purpose Statement

The College is committed to providing a healthy, safe and secure learning environment that facilitates the highest level of academic achievement and fosters the full development of all its students. Personal honor, accountability and responsibility, coupled with shared responsibility as community members to create and sustain a safe and vibrant environment, serve as the overarching principles that shape this policy.

The purpose of this policy is to:

- Clarify the individual and shared responsibilities of College community members;
- Define appropriate behaviors;
- Help community members understand the College's responsibilities;
- Describe the College's response to hazardous or disruptive behavior;
- Inform students about resources available for addressing alcohol-related concerns and problems.

In accordance with state and federal laws, the College has established these priorities to:

- Prohibit the possession, use or distribution of alcohol on all College property, at all College activities and on any clinical site by all students and employees except as allowed within this policy;
- Stress health, responsibility, moderation, safety, and accountability for those over the age of 21 who choose to drink off-campus or as allowed within this policy;

- Discourage and prohibit underage drinking;
- Prevent problem behavior and combat alcohol abuse;
- Provide prevention and intervention information and education for all students, faculty and staff;
- Inform students about confidential, effective guidance and counseling for those with special concerns and needs related to alcohol use or abuse.

College Alcohol Policy

Students, faculty and staff are responsible for their actions and are expected to comply with federal, state and local laws and to respect the rights of all members of the campus community. Violations of the College Alcohol Policy or of Federal, Commonwealth of Virginia, or City of Roanoke laws are subject to disciplinary action. Acts in violation of the College Policy will be subject to disciplinary action.

These acts include, but are not limited to:

- Possession, use or distribution of alcohol on any College property, at College activities or in any academic or clinical site except as allowed within this policy;
- Possession of empty alcohol containers, even for “decorative” purposes except as allowed within this policy;
- Selling, delivering, furnishing, or otherwise providing alcoholic beverages to any person less than 21 years of age;
- Hazing, drinking games, or other potentially dangerous drinking behaviors;
- Hazardous or disruptive conduct related to the use of alcoholic beverages;
- The coercion, even subtly, of another person to drink or to abuse alcohol. This includes, but is not limited to, an individual using verbal or physical intimidation, coercion, or manipulation to force another to use or abuse alcohol.

President’s Cabinet Approved Activities and Events

Jefferson students, faculty, and staff are responsible for their actions and are expected to comply with federal, state and local laws and to respect the rights of all members of the campus community. Permission to serve alcohol at College sponsored events and/or activities, for which there is a reasonable expectation of student attendance, may be provided by the President’s Cabinet. This permission

will be granted on infrequent and exceptional occasions, and will not be common practice.

- For college activities and events approved by the President's Cabinet (President, Deans, and Director of Development).
 - The application process shall be the same as for other college-sponsored activities or events but shall also require approval by the President's Cabinet
 - Applications shall be required for any college sponsored, student-attended activity where alcohol is available for purchase or supplied by one of the college's departments or programs at the requested venue
 - A condition for approval shall be the management of alcohol at the activity and venue by a Virginia ABC (Department of Alcohol Beverage Control) licensed establishment or caterer.
 - Other conditions, as noted on the application approval, may be required of the sponsoring college department or program; approval shall be contingent upon strictly following such conditions

Residence Hall Alcohol Policy

Students are responsible for their actions and are expected to comply with federal, state and local laws and to respect the rights of all members of the campus community. The following privilege to use alcohol on campus applies exclusively to the Jefferson College Residence hall and only under the conditions set forth in this section.

- Jefferson College views the consumption of alcohol by students of legal age as a privilege, not a right. If a resident student is 21 years of age or older, he/she may possess and responsibly consume alcohol only if all of the following conditions are satisfied:
 - Only in their residence hall room if all assigned occupants are 21 years of age or older;
 - The residence hall door must remain closed when consuming alcohol;
 - No drinking shall occur in any residence hall common areas, hallways, stairwells, or elevators;
 - No drinking in residence hall rooms shall occur in the presence of anyone younger than 21 years of age.
- If a student is 21, he/she may not drink alcohol in a residence hall room or apartment where all student occupants are not 21 years of age. Of age students living with an under-age student in a residence hall room or apartment may not drink or possess alcohol in that residence hall room or apartment until such time when all assigned occupants are of legal age to consume alcohol.
- Students under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages or being in the

- presence of other students in the residence hall who are lawfully consuming alcohol.
- Serving or providing alcohol to anyone under the age of 21 is strictly prohibited.
 - The possession or use of a keg of beer and/or large quantities (more than 300 ounces or 25 beers) of alcohol is prohibited. College officials, upon discovery of a large quantity of alcohol, will require students who have violated this policy to dispose of the alcohol and container(s) in a manner determined by College officials. Kegs, returnable bottles, beer taps, etc., will be confiscated and returned to the distributor by Jefferson College. All proceeds derived from deposits will be donated to the Jefferson College Residence Hall Association.

Responding to Alcohol Policy Violations

The College encourages the collaboration of students, faculty and staff in efforts to create a safe campus environment. All members of the College community are encouraged to bring complaints or reports of violations of the College Alcohol Policy to the Coordinator of Residence Life, the Coordinator of Student Affairs, or to the Dean for Student Affairs.

The College respects the right to privacy and its representatives will only enter residence hall rooms in accordance with the policies set forth in the Residence Life section of this Handbook. When a hazardous or disruptive situation occurs, however, the College will take action. Students found in violation of the College Alcohol Policy will be subject to disciplinary action at the discretion of the Dean for Student Affairs, according to the policies and procedures detailed in this *Handbook*.

Individuals and organizations will be held accountable for behavior that violates local, state and federal laws, threatens or endangers themselves or others, causes damage or loss of property, or disrupts the campus community environment. Each case will be individually considered on the basis of severity of misconduct and prior violations. The Dean for Student Affairs, through the Director of Counseling and Wellness, will assist students in finding referrals for assessment, educational, and/or rehabilitation programs as part of the sanctioning process. Students are personally responsible for the costs associated with assessment, treatment, rehabilitation and/or educational programs.

The College reserves the authority to require the withdrawal from the College of any student whose continuing presence constitutes a risk to the health, welfare, safety, or general well being of the College community or him/herself. These procedures do not take the place of criminal prosecution.

Individual Responsibility

The College emphasizes the responsibility of each community member to be law-abiding, knowledgeable and thoughtful about any decisions regarding alcohol consumption. The College urges all its community members to become better informed about the potential negative effects of alcohol.

An individual with concerns about his/her own use or another person's use of alcohol and/or other drugs is encouraged to seek confidential and private assistance on or off campus.

The College emphasizes that anyone who is seriously intoxicated should seek medical attention. The safety and health of students is an overriding concern of the College. In cases of suspected dangerous intoxication and/or alcohol poisoning, individuals are to call for medical assistance or call 911. Members of the College community should never allow fear of potential sanctions to prevent them from seeking medical treatment for their own alcohol or other drug-related overdose or assisting someone else in obtaining such medical treatment.

Violations Listed by Category

CATEGORY I

It shall be a category I violation of the Alcohol Policy for:

- Any student to possess or otherwise have control of alcoholic beverages on any College property, except as allowed in the section of this policy entitled: Residence Hall Exceptions to the College Alcohol Policy;
- Any student to violate the general provisions of the Jefferson College Alcohol Policy;
- Any student to be in a room at the College where any alcohol violation is occurring (whether by a student or guest) even if not consuming alcohol.

CATEGORY II – HAZARDOUS OR DISRUPTIVE CONDUCT

It shall be a Category II violation of the Alcohol Policy to:

- Engage in hazardous or disruptive conduct; including but not limited to, any of the following acts:
 - Interfering, attempting to interfere, or otherwise impeding agents of the College in the conduct of their official duties, with regard to this or other policies;

- Blocking, lying across, or otherwise preventing or interfering with access to or passage across a thoroughfare or room;
 - Grabbing, shoving, pushing, fighting, or challenging others to fight;
 - Exhibiting impaired or disorderly conduct;
 - Hazing or coercing others to drink or to abuse alcohol, or;
 - Any aggravated, dangerous, or severe violation of the College Alcohol Policy or Student Code of Conduct as set forth in the *Student Handbook* or *College Catalog*.
 - Operating a motor vehicle on college or adjacent Carilion property while under the influence of alcohol, in violation of local or state laws.
- If alcohol is consumed off campus and students are exhibiting hazardous or disruptive conduct, then they may be charged with violating the college alcohol policy, regardless of where the consumption occurred.

CATEGORY III – DISTRIBUTION

It shall be a Category III violation of the Alcohol Policy to sell, deliver, furnish, or otherwise provide alcohol to persons under the age of 21 on College property.

Sanctions for Alcohol Violations

The Dean for Student Affairs, or his designated representative, will conduct hearings and/or investigations for violations of the College alcohol and drug policies and will impose sanctions in accordance with college student conduct procedures, and in accordance with the severity and/or category of the violation(s) and/or mitigating circumstances.

Sanctions may include but are not limited to: admonition, alcohol abuse assessment and/or treatment, college and/or community educational and rehabilitative programs, behavioral contracts, disciplinary probation, educational assignment, monetary fines, loss of privileges, permanent dismissal or suspension from the residence hall and/or college, and community service. Students are personally responsible for the costs associated with assessment, treatment, rehabilitation and/or educational programs.

These sanctions may also include parental notifications if the student is under the age of 21.

The Dean for Student Affairs will also consider suspending certain sanctions, such as fines, following successful completion of assessment, educational and rehabilitation programs by students. This consideration falls into line with the college's focus on health, education, and rehabilitation.

Right of Appeal

The Dean for Student Affairs has final authority over all matters related to College policies on student life and has the authority and responsibility to require the withdrawal of any student whose continuing presence constitutes a risk to the health, welfare, safety, or general well being of the College community or the student. Students may appeal sanctions imposed by the Dean for Student Affairs by following the appeals process listed in the College *Student Handbook*, within the chapter entitled, *Sanctions for Violations of the Academic Honor Code, Jefferson College Honor Pledge and the Code for Student Conduct*.

Campus and Community Resources for Alcohol Abuse Prevention and Treatment

The College invites all students, faculty and staff to participate actively in efforts to maintain a safe campus community that promotes the health, wellness, safety and academic success of all students. The College strongly encourages members of the campus community to utilize the wide range of campus and community resources and services available for addressing alcohol-related problems. Students seeking assistance through Counseling Services will receive confidential services. Other resources include the following:

- *Blue Ridge Behavioral Healthcare*, <http://www.brbh.org/>
- *Carilion Roanoke Memorial Hospital, Emergency Room*, Belleview Avenue and South Jefferson Street, SE, (540) 981-7000
- *Carilion Police Department*, (540) 981-7911 or 7-7911
- *College Counseling Services*, appointments can be made by calling (540) 985-8395
- *Dean for Student Affairs, Student Affairs Suite*, Fourth Floor, CRCH , at (540) 985-8395
- *Coordinator of Student Affairs*, Student Affairs Suite, Fourth Floor, CRCH, at (540) 985-9701
- *Coordinator of Residence Life*, Student Affairs Suite, Fourth Floor, CRCH, at (540) 224-4686
- *Carilion Employee Assistance Program*, 213 McClanahan St., Suite 201A, Roanoke, VA at (540) 981-8950 or 1-800-992-1931
- *SARA (Sexual Assault Response 24 hour – Hotline)*, (540) 345-7273

- *Alcohol and Drug Abuse Helpline*, 1-800-ALCOHOL (252-6465)
- *Al-Anon/Alateen*, 1-888-4Al Anon (425-2666)
- *Alcoholics Anonymous (AA)*, (540) 343-6857 or www.aa.org
- *Center for Substance Abuse Treatment*
- *National Drug Treatment Referral Routing Service*, 1-800-662-HELP (4357)
- *Narcotics Anonymous (NA)*, 818-773-9999 or www.na.org
- *Substance Abuse & Mental Health Services Administration (SAMSA)*, 1-800-729-6686 or www.samhsa.gov

Parental/Legal Guardian Notification Policy

As part of a large-scale national effort to eliminate high-risk and illegal drinking and substance abuse on today's campuses, the College has adopted a parental notification policy for student alcohol and drug abuse violations. The Higher Education Reauthorization Act of 1998 provides Virginia universities with the authority to disclose such information if the student found in violation is under 21 years of age. Notification is intended to help reinforce, through parental involvement and partnership, the College's commitment to and concern for the health, welfare, safety and academic and personal success of its students.

This policy is specific to alcohol and drug-related violations only. Written or verbal disclosure will be limited only to a student's parent(s)/legal guardian and will not occur until after his/her disciplinary hearing appeal period has expired.

Students should also note the emergency notification policy listed in this *Handbook*.

Policy Statement

The Office of the Dean for Student Affairs may notify parent(s) or legal guardian(s) of students under 21 years of age when a student is found responsible for:

- A violation of the College Illegal Drugs or Prescription Drugs Policies,
A violation of the College Alcohol Policy; or when one or more of the following occurs:
 - The student demonstrates a reckless disregard for his or her personal safety or the safety of others;

- The student exhibits disorderly conduct including but not limited to grabbing, shoving, pushing, fighting, verbally assaulting, or challenging others to fight;
- Medical attention to any person, including the student, is required as a result of the student's alcohol related behavior;
- There is property damage;
- The student operates a motor vehicle under the influence of alcohol;
- The incident involves another serious violation of the policies or standards of conduct found in the *Catalog* or *College Student Handbook*;
- The incident involves the distribution or use of illegal drugs, any mind-altering substance, or use or distribution of any drug by any person other than the person for whom the drug is prescribed by a licensed medical practitioner;
- The incident negatively impacts the learning environment for the student and/or others.

Other Information

Violations of the College Alcohol Policy include, but are not limited to, the acts previously listed.

Federal law requires that a copy of the sanction letter be kept for a period of seven years. Letters will not be a part of the student's permanent College academic file located in the Office of the Registrar and will be kept in the Office of the Dean for Student Affairs. After seven years, the records may be destroyed.

If substance abuse assessment or treatment is mandated as part of a student's sanction, the student is responsible for his or her transportation, arrangements and the expenses of any recommended assessment or treatment. The student must comply with any mandated procedures or treatment plans in order to remain at the College. Furthermore, the student must show satisfactory progress toward recovery as determined by the Director of Counseling and Wellness and other College officials by a date established by the College. The student may be dismissed from the College if further incidents of alcohol or substance abuse occur.

Controlled or Dangerous Substances Policy

Many ordinary household items (e.g. glue, paint etc.), whether or not considered controlled substances, may be abused and these frequently lead to serious bodily harm and possible addiction. Abuse of such substances will not be tolerated.

Students who are determined to be using controlled or dangerous substances in the clinical setting will, at a minimum, be suspended from the College for one year. Students who are determined to be using controlled or dangerous substances in a College academic or residential setting will be dealt with according to the Drug Free College Policy located in the Office of the Dean for Student Affairs.

Illegal Drugs

The College has a “zero tolerance” policy for the possession or use of illegal drugs on College property, at College sponsored events, in any clinical site, or while enrolled as a student. Use, possession or distribution of illegal drugs such as marijuana, hallucinogens, stimulants, inhalants, depressants, or narcotics while enrolled in the College, on College property, any clinical site, or at any College-sponsored activity is strictly forbidden. Possession of drug paraphernalia such as bongos, pipes, clips, rolling papers etc., is also strictly prohibited.

In order to protect the health of our students and the patients with whom they work at hospitals and other facilities, the College requires up-to-date immunizations, a required physical exam and laboratory testing for drug use. Costs for the testing vary by locality and must be borne by the student. If there is a reasonable suspicion that a student is using illegal drugs, additional drug screening may be required by the College.

Students who are determined to be using illegal drugs in or in preparation for any clinical setting will be suspended from the College for at least one year or dismissed. Students who are determined to be using illegal drugs in a College academic or residential setting will be dealt with according to the policies in this *Handbook*.

Prescription Drugs

No prescription drugs shall be brought on College property, to any College activity, or to any academic or clinical setting by any person other than the person for whom the drug is prescribed by a licensed medical practitioner. Prescription drugs shall be used only in the manner, combination and quantity prescribed. Any student who possesses or distributes prescription drugs (other than for the person for whom the drug is prescribed) may be subject to College sanctions or referred to the appropriate authorities.

Any student who may be undergoing medically prescribed treatment with a controlled substance that may limit the student’s ability to study, drive, or perform

work must report the treatment to his or her Program Director and to laboratory and clinical instructors/supervisors.

Drug Search and Seizure Procedures

Procedures to be used in conducting searches for and seizures of alcohol or other drugs or illegal substances in College housing are outlined in the Residence Life section of this *Handbook*.

Prohibited Substances Testing Program

The College seeks to minimize the disruptive influence of alcohol and drugs through a campus-wide approach that includes education, prevention, intervention, counseling and referral for treatment services. Every student at the College must participate in the College Prohibited Substances Testing Program if they will be participating in a clinical setting.

As a condition of enrollment, students may be subject to random drug screening or asked to undergo a reasonable suspicion test. The College defines reasonable suspicion testing based on the following criteria:

- Direct observation of the student's appearance;
- Abnormal or erratic behavior such as absenteeism, tardiness, or significant deterioration of performance;
- A reliable report of drug and/or alcohol use provided by a credible source that has been corroborated by the College;
- Evidence that an individual has tampered with a drug and/or alcohol test while enrolled at the College;
- The student is believed to pose a risk to self or others; or
- The student is involved in an accident or incident that results in potential harm or actual harm to another person.

Screening may be requested by Program Directors (or their designees), the Director of Student Life, Coordinator of Residence Life, the Director of Counseling and Wellness, College security officers, or other appropriate agents of the College. Under College policy, students may be tested for the following chemicals or drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, phencyclidine and propoxyphene.

All testing for alcohol will be by approved Commonwealth of Virginia methods. College policy is that any level of alcohol above 0.00 (zero tolerance) will be

considered a positive screen. All testing of other specimens is performed by SAMSHA-certified testing labs. The initial test will use federally approved immunoassay cut off levels for a negative result. All specimens indicated positive on the initial test will be confirmed using GC/MS techniques with federally approved cut off levels.

Cost for the initial drug screen required prior to beginning clinicals will be the sole responsibility of the student. Such drug screens must be done no sooner than 30 days prior to starting clinical placements. In the Roanoke area, screening can take place through Carilion Consolidated Laboratory (CCL), located in the Crystal Springs Medical Office Building, 2001 Crystal Spring Avenue, Suite 120. Tests for students selected to participate in a random screen or a reasonable suspicion screening for drugs or alcohol use will be at the expense of the College.

Information regarding the College Prohibited Substances Testing Program can be found by contacting the Office of the Dean for Student Affairs, Student Affairs Suite, Fourth Floor, CRCH.

HEALTH RECORDS AND REQUIRED DOCUMENTATION



Jefferson College
of **Health Sciences**
at **CARILION CLINIC** 

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Jefferson College

Required Documentation

Students are required to complete and return the following forms prior to the beginning of classes:

- Medical History Form
- Physical Exam Form
- Immunization Record (including current Tetanus booster, current PPD, MMR, Polio, Varicella and Hepatitis B series)
- Emergency Contact Information
- Medical Consent Form for Minors
- Continued Responsibility Form
- Meningitis Vaccination (for students living in a Jefferson College residence hall)

Students enrolled in a semester in which they will attend clinicals must have the following on file before they will be allowed to begin clinicals:

- Health Insurance (recommended for all students but only required for those doing clinicals)
- CPR Certification
- Drug Testing Information (must be done no sooner than 30 days before starting clinicals)
- Background Check (must be done no sooner than 60 days before starting clinicals)
- Carilion Orientation (five parts required: Orientation, Restraint check off, Confidentiality Agreement, Program Participation Agreement, and Permitted use of Carilion Clinic's EMR (Epic) by a Student or Instructor.)

Students shall immediately notify the Dean for Student Affairs of any changes in the above listed requirements for clinical eligibility. Failure to report changes may result in sanctions or removal from clinical situations.

Students will have a "hold" placed on their account blocking their ability to register or attend a clinical experience if they have not completed and turned in all of their required documentation. Students who fail to comply with this policy may be required

to leave classes, clinicals, or the residence halls in the case of any outbreak of infectious illness. This may cause a significant disruption in their academic programs.

Student Affairs works closely with the academic departments in determining and communicating a student's eligibility to attend clinicals. However, Student Affairs is solely responsible for clearing a student to attend clinicals, and it is the student's responsibility to meet all the necessary requirements. Individual faculty members may not always be aware of a student's health record status, and a student who knowingly attends clinicals when s/he knows that these requirements have not been met may face both academic and disciplinary sanctions.

Background Check

A criminal background check is required of all students before participation in clinicals. The College may require a background check on any student accepted for admission into a professional program. The results of this background check may affect the student's eligibility to enter or continue in the program. The results of this background check may be released to the site of a student's clinical assignment as a condition to participate in that clinical setting. . Costs of the background check are the responsibility of the student. The College will only accept background checks obtained through Verified Credentials located on the College website at www.jchs.edu. Background checks shall be applied for through Verified Credentials no sooner than 60 days before starting clinicals.

CPR Certification

Jefferson College requires cardiopulmonary resuscitation certification for all students who are admitted into a professional program prior to engaging in clinical practice. CPR certification is not required for students enrolled in non-clinical or preparatory non-professional programs.

It is required that students be certified in two-man, child and infant CPR which is commonly referred to as Healthcare Provider CPR, provided by the American Heart Association. Carilion offers AHA CPR courses for Jefferson College students at no charge (call 540-266-6000 for schedule and to register). AHA CPR for the Healthcare Provider is the only CPR certification accepted for clinical rotations. A copy of the front and back of your CPR card should be included with CPR Certification form.

Emergency Notification Policy

The Jefferson College respects the students' right to privacy and honors the provisions set forth in the Family Educational Right and Privacy Act (FERPA) that protects the confidentiality of student records. We also believe that parents or emergency contacts should be involved when a student of any age has a life-threatening illness or injury.

If, after significant review, it has been determined that a student has a life-threatening medical or psychological illness or injury, the College reserves the right to inform parents or emergency contacts.

Immunization Policy

Virginia state laws stipulates that every graduate and undergraduate student enrolled full-time or part-time in a program or course of study leading to an academic degree at an institution of higher education must submit to the institution a valid immunization record for measles, mumps and rubella. In addition to the state requirement, Jefferson College requires that students submit documentation of complete medical history and physical examination as well as documentation of certain medical tests and immunity to selected communicable diseases. These documents must be submitted prior to starting classes. Students who fail to comply with this policy can be withdrawn from instructional activities, blocked from registration for subsequent semesters or prevented from attending a clinical experience. Certain immunizations must be updated yearly. The specific immunization and health records requirements are listed on the College website. Questions regarding specific requirements should be directed to the Dean for Student Affairs at (540) 985-8395 or see the chart listed below.

If immunization is medically contraindicated the student should submit a statement from a physician to the College. Students who have questions about contraindications and precautions should consult their physician.

Students who are not immunized against an illness may be withdrawn from an academic, residential or clinical setting should an outbreak or serious threat of an outbreak occurs.

Student Health Records

Each student will have a health record maintained in Student Affairs. This record will contain the required health and immunization forms. Student health records are completely confidential and maintained separately from academic records. Student health records will be stored for a period of seven (7) years following the last semester at Jefferson College.

Health records will not be released to any persons within or outside of the College without specific written authorization from the student. (Students with unusual medical conditions are encouraged to share this information with their Program Director and instructors if it would be in their best interest. This might include for example, a seizure disorder or poorly controlled diabetes.)

For health records to be released, the student should fill out, sign and date an Authorization to Release form. Medical information should be sealed and labeled "confidential." . Telephone requests for out of town students may be completed after

the student completes and returns the completed Authorization to Release form to Student Affairs. There is a three (3) dollar charge if a student requests the majority of their information be copied for release. Students should allow 5 business days for the copying and release of their health record.

Students' Healthcare Responsibilities

Any student diagnosed by any physician as having a communicable disease is required to report the diagnosis to his or her Program Director at least 24 hours prior to any patient contact. Any student sustaining a "high-risk exposure" during a clinical experience must notify the Program Director or clinical instructor as soon as possible. Students are responsible for making their own appointments for medical care. Such appointments should be scheduled to minimize conflict with class and clinical assignments.

Any student who develops a change in health status that interferes with meeting College requirements may be required by the Dean for Student Affairs to withdraw temporarily from the College or campus housing. Special facilities for care of ill students are not available on campus. Any student who is unable to report for assignments for any extended length of time is encouraged to discuss this with his/her clinical instructor, advisor and Program Director. The student may need to leave the College until given clearance in writing by a qualified health care professional to return to class and/or clinical instruction.

Essential Functions for Clinical Course Work Policy

Students must be able to perform fully the essential functions in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills and communication skills. It is recognized that degrees of ability vary widely among individuals. Students are encouraged to discuss any disability with the Director of Admissions prior to entrance into the College and the Student Disability Coordinator after admission. The College is committed to providing reasonable accommodations to students with disabilities upon written notice and through established college policies and procedures. Students are encouraged to contact their program to learn more about essential functions required for their clinical experience.

Health Insurance Policy

All students enrolled in clinical programs must submit proof of health insurance (copy of the front and back of their insurance card) by the first day of clinicals or they will not be allowed to participate in their clinical experience. Clinical students will maintain health insurance throughout the duration of their clinical experiences. The Dean for Student Affairs may randomly audit students to verify continuance of health insurance at any time. Failure to report changes in health insurance coverage may result in sanctions, account holds, and removal from clinical experiences.

All students not currently in clinicals are recommended to have health insurance.

The College does not offer a College-sponsored health insurance plan. J-1 Visa Students and their dependents are required to purchase medical evacuation and repatriation insurance.

The College will not be responsible for any health care costs incurred by the students.

Infection Control Policy

As a student and practitioner, students will be exposed to patients with infectious diseases. It is important for students to take precautions to protect themselves and our patients. Many times students will care for patients with unknown medical histories or undiagnosed diseases. Because of these unknowns, students need to take precautions when rendering care to anyone. Students are responsible for following Standard Precautions and Infection Control Guidelines as well as for reporting any exposure to the appropriate Program Director.

Standard Precautions are effective infection control measure which provide protection to both patients and healthcare workers. Standard Precautions include a group of infection prevention practices that apply to the care of all patients in healthcare settings, regardless of the suspected or confirmed presence of an infectious agent. This consistent approach to managing all body substances from all patients is essential to prevent transmission of an infectious agent. Components of Standard Precautions include:

- Hand hygiene
- Use of Personal Protective Equipment (PPE) such as gloves, gown, mask, eye protection, or face shield (placing a barrier between patient and healthcare worker)
- Safe injection practices
- Proper cleaning, disinfecting, and sterilizing of patient care equipment
- Proper cleaning of the healthcare environment
- Respiratory Hygiene/Cough Etiquette (follow and instruct patients to cover cough, dispose of tissues properly)

Standard precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves. (taken from CMC Bloodborne Pathogens Exposure Control Plan 2014)

The College complies with commonly accepted Infection Control Guidelines. These prohibit personnel and student contact with patients when certain infectious conditions exist.

Personnel and students with the conditions listed below shall not render healthcare services.

- *Skin infections:* open draining wounds; dermatitis bacterially superinfected, or paronychia (inflammation involving the folds of tissue surrounding the fingernail; paronychia may be bacterial or viral, such as paronychia caused by the herpes virus) of any kind—until drainage ceases.
- *Respiratory tract infections:* Group A streptococcus; acute respiratory tract infections with fever; any pneumonia; active pulmonary T.B.; acute (medically diagnosed) influenza—until five days after onset of clinical disease; mumps—until nine days after onset of swelling.
- *Active exanthems:* rash; chicken pox; herpes zoster or shingles in exposed areas of disseminated type—until lesions are crusted or become dry; measles or rubella —until five days after onset of rash.
- *Enteric infections:* intestinal hepatitis A —two weeks after onset of jaundice; acute hepatitis B—until hepatitis B surface antigen negative; salmonellosis; shigellosis; amebiasis; giardiasis—until vomiting and diarrhea abate.
- *Parasitic infestations:* scabies; pediculosis—until treated.

Students are responsible for following the infectious disease policies of any institution, hospital or clinical site in which they may practice.

Pregnancy

It is the intention of the College not to unfairly prejudice the interest of students who are pregnant. The student may choose to continue with her program during pregnancy with the understanding that she is expected to satisfactorily meet the same standards of clinical and classroom performance as are the other students enrolled in the program.

The student may be required to submit a statement from her private physician at the direction of the Dean for Student Affairs or his designee any time during the pregnancy stating that: a) the student's ability to meet College performance standards is not impaired and, b) the student is able to continue in the academic or clinical setting without undue detriment to herself and/or the fetus.

Without such medical assurances, the student may be required to discontinue her program until medical assurances have been received and accepted by the Program Director or Department Chair.

The above policies do not mitigate the student's responsibility for maintaining her own well being or that of the fetus. If at any time the student believes she is medically unable to continue with class/clinical responsibilities, the student should notify her physician and Program Director.

SAFETY



Jefferson College
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Jefferson College

Jefferson College is committed to working with its students, staff and faculty to maintain the highest standards of safety for everyone in our community. In addition to the information below, we maintain a Safety section of the College website with many specific tips on staying safe at home, work and school. We hope that all students will look at this site and use the information to keep themselves as safe as possible. Safety on campus is EVERYONE'S responsibility!

If you have any questions or concerns regarding your safety at the College, please contact the Dean for Student Affairs or the College Safety Officer in the Student Affairs Suite, Fourth Floor, CRCH, or call (540) 985-8395 to make an appointment.

Access to College Facilities

Access to the CRCH Building is controlled by Carilion Police/ Security and prox card. All students, faculty and staff are required to have their identification badge and prox card with them at all times.

Campus Police Authority and Jurisdiction

Carilion Police Department

The College is served by Carilion security officers and the Carilion Police Department. Carilion Police can be reached at 981-7911 or through the Carilion phone system at 7-7911. Officers are available to provide escort to or from vehicles and can be reached at 540-981-7911 or through the Carilion phone system at 7-7911.

Carilion Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Any College-owned or leased property in outlying areas may be patrolled jointly by both Carilion Police and City Police. If minor offenses involving College rules and regulations are committed by a College student, the Carilion Police may also refer the individual to Student Affairs for conduct action.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the local police and joint investigative efforts with investigators from Roanoke City Police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Roanoke City General District Court or the Roanoke City Circuit Court.

Carilion Police personnel work closely with local, state and federal police agencies and have direct communication with the City Police Department through our twenty-four hour emergency police dispatch service. The emergency telephone number is (540) 981-7911 or through the Carilion phone system at 7-7911.

The Carilion Police Department maintains a (National Criminal Information Center) NCIC and (Virginia Criminal Information Network) VCIN computer terminal. Through

this system police personnel can access the National Crime Information Computer system as well as the Virginia Criminal Information Network computer. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Blood-borne Pathogens Exposure Procedure

An exposure is an injury (cut, stick or scrape) with a contaminated instrument (needles, blades, or other sharps), OR mucous membrane (eyes, inside mouth or nose) contact with blood or bloody body fluids OR blood/body fluid contact of an OPEN wound or NON-INTACT skin.

If you have an exposure to blood or body fluids while at a Carilion facility you should:

- a. Wash the area thoroughly with soap and water (if eye splash, rinse with saline)
- b. Report to your instructor immediately.
- c. Report immediately to the nearest Emergency Room, Carilion Urgent Care, Employee Health Office or Carilion Occupational Medicine during business hours.
- d. Off hours, weekends and holidays proceed to the nearest Emergency Department and advise them you have had an exposure to blood or body fluids to facilitate a quick response. Follow up with your College Program Director the next business day to ensure appropriate care.
- e. At non-Carilion facilities, follow the steps listed above and be sure to complete the forms required by the institution where the incident occurred.
- f. Complete an Event Report, available from the College Physical Plant/Safety Officer in the Student Affairs Suite, Fourth Floor, CRCH, or the Dean for Administrative Services in the Administrative Suite, Third Floor, CRCH. Forms are also available on the College website in the Safety Plan Manual.

The College is not responsible for any bills created by an accidental exposure incident.

For more information students should refer to Carilion Clinic's Blood Borne Pathogens Policy which has been adopted by the College and can be found on the Carilion Intranet.

Anatomy Lab Safety

The College utilizes the Anatomy and Physiology laboratories for the gross anatomy classes. Students are required to sign a statement of understanding, a confidentiality agreement and a health risk/safety statement prior to attending the first day of laboratory.

Student access to the morgue is strictly regulated and limited and an instructor must always be present. Student I.D. badges are required at all times..

Although the cadavers used by the College are obtained through the Commonwealth of Virginia Department of Health Anatomical Program and are generally determined to be low risks for transmitting infection, a health risk is involved in undertaking the course work. Risks include not only the low risk of infectious disease, but also chemical, mechanical and sharps hazards as well. Students bear full responsibility for their individual health risk related to undertaking studies in the anatomy labs. Each student also contributes to the safe environment for other students. Students must strictly follow all safety procedures presented to them by the faculty members, in this handbook, and in laboratory orientation materials. Failure to follow safe laboratory practices may result in the removal of the student from the laboratory. Any student having unique health concerns or needs related to health risk (e.g. pregnancy. See the section on “Pregnancy” in this Handbook.) in working in the anatomy labs must address these concerns with the instructor prior to undertaking formal coursework. If particular concerns or needs develop during the coursework, it is the sole responsibility of the student to address these with the instructor.

Procedures relating to accidents within the anatomy labs and the formal reporting of those accidents are defined and distributed to each student prior to taking the class. It is the student’s responsibility to follow instructions, refer to written policies and report all accidents immediately to the instructor. If a student is involved in an accident or is exposed to hazardous substances or diseases, he/she must immediately complete an Event Report. Forms are available from the instructor, the Science Lab Advisor, 6th floor, the Student Affairs Suite, Fourth Floor, CRCH, or the College Safety/Physical Plant Officer. Forms are also available on the College website in the Safety Plan Manual.

Crime Prevention Programs

Crime prevention programs on personal safety and theft protection are discussed in every new student orientation and at various times throughout the academic year via the College electronic mail system. College personnel facilitate programs at various times using multiple methods for students and parents. These programs address issues for members of the College community about safety awareness, sexual assault, theft and alcohol and drug abuse.

Security Awareness Programs

During new student orientation, students are informed of services offered by the College and Carilion Police Department. Handouts, presentations and residence hall meetings are utilized to inform students regarding personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Crime prevention programs and sexual assault awareness programs are offered on a continual basis. Topics discussed include crime prevention awareness, rape and acquaintance rape, Rohypnol abuse, theft and Internet safety. In addition, students are given the phone number for the Carilion Police Department and encouraged to call at any time for any safety concern.

A common theme of all College awareness and crime prevention programs is to encourage students to be aware of their responsibility for their own security and the security of others.

In addition to educational seminars, information is disseminated to students through the Jefferson College website which has a separate section devoted to personal safety. Included in this section of the website is information about the following: general safety recommendations, campus parking safety, safety while exercising, safety at the ATM, living off campus safely, renter's safety check list, rape-sexual assault safety, safety from stalkers, residence hall safety and self-defense tips.

In addition, there is a separate section of the Jefferson College *Student Handbook* which is devoted solely to College alcohol and drug policies, substance awareness, health risks from substance abuse, consequences of violations of state and federal law, drug search and seizure procedures and the College's prohibited substances testing program. Underage students are educated regarding the Parental Notification Policy which allows the College to contact their parents regarding a violation of the College Alcohol or other drugs policies.

Crime Alerts — Timely Warnings

The College complies fully with the Department of Higher Education and the Jeanne Clery Campus Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, and the Campus SaVE Act. These require, and the College fully supports open communication with members of our community as essential to maintaining a safe, secure environment. In the event that a situation arises, either on or off campus, that, in the judgment of a member of the Jefferson College Campus Clery Team or the President, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the e2Campus emergency text message system, the College e-mail system to students, faculty and staff, via the College website and/or through posted flyers. This provides the College community with immediate notification.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, special notices may be posted in the residence hall.

Any situation requiring an immediate response will be communicated through the College e-mail system. Anyone with information warranting a timely warning should report the circumstances to Student Affairs, Campus Security, Carilion Police, by phone ((540) 981-7911) or in person at the dispatch center within the Carilion Police Department on the fifth floor at Carilion Roanoke Memorial Hospital.

The members of the Jefferson College Clery Team are:

- Susan Booth, Physical Plant/Safety Officer (Chair)
Student Affairs Suite, Fourth Floor, CRCH, (540) 224-4640
- Anna Millirons, Dean for Administrative Services
Administration Suite, Third Floor, CRCH, (540) 985-8530
- Scott Hill, Dean for Student Affairs
Student Affairs Suite, Fourth Floor, CRCH, (540) 224-4693
- Sarah Boswell, Director of Admissions
Admissions Suite, Fourth Floor, CRCH, (540) 985-9083
- Lee Linkous, Captain, Carilion Security Services
Third Floor Lobby, CRCH, (540) 985-8588
- Mary Capper, Coordinator for Residence Life
Student Affairs Suite, Fourth Floor, CRCH, (540) 224-4686
- Elizabeth Costa, Director of Student Life
Student Affairs Suite, Fourth Floor, CRCH, (540) 985-9701
- Shannon Kinzie, Title IX Coordinator
Student Affairs Suite, Fourth Floor, CRCH, (540) 985-9711
- Mark Lambert, Communication and College Relations Coordinator
Administration Suite, Third Floor, CRCH, (540) 985-9031
- Jennifer Slusher, Director of Counseling and Wellness, Student Affairs
Suite, Fourth Floor, CRCH, (540)985-8502

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Jefferson College conduct system, or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of

Counseling and Wellness or the Captain of the Carilion Police Department can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate report of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Confidential reports of crime may also be made to the Carilion Police Department at (540) 981-7911 (7-7911).

Limited Voluntary Confidential Reporting

The Office of Student Affairs and the Carilion Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident. Because private police reports are not a matter of public records, the Carilion Police Department can hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to Carilion Police Department at (540) 981-7911 (7-7911).

General Procedures for Reporting a Crime

The College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Contact the Carilion Police Department at 7-7911 or (540) 981-7911 to report any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around residence halls. In addition, you may report a crime to the following areas:

- Office of Student Affairs, Fourth Floor, CRCH, (540) 985-8395
- Dean for Administrative Services, Administration Suite, Third Floor, CRCH, (540) 985-8530
- Campus Security in the lobby of CRCH, (540-985-8200)

If you are at a clinical site that is not a Carilion facility, please contact the local police department. In addition, you are encouraged to contact one of the above named individuals to allow the College to be informed of the incident.

Crime Statistics for Jefferson College

College Administration Services gathers and compiles the Jefferson College crime statistics for an annual report as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as part of the Higher Education Act of 1965, amended 1998 and the Higher Education Opportunity Act enacted 2008, and the Campus SaVE Act enacted 2013. Any individual can obtain information about

criminal activity at the College from the College website at www.jchs.edu or from the Dean for Administrative Services at (540) 985-8530.

Campus crime, arrest and referral statistics include those reported to the Carilion Police Department and the Roanoke City Police Department and members of the Clery Team at Jefferson College. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. A procedure is in place to capture anonymously disclosed crimes.

Each year, a notification is made to all enrolled students, faculty, staff and administrators, and other employees on the campus, reminding the College community of how to access this report. Notification is also made available to prospective students and employees. Copies of the report may all be obtained from the Dean for Administrative Services in the Administrative Suite, Third Floor, CRCH.

Crime statistics in this report from off-campus venues and adjacent streets are compiled in collaboration with the Carilion Police Department and Roanoke City Police Department. (There are no off-campus student organizations affiliated with Jefferson College.)

The College does not have a voluntary crime reporting system in place for counselors. However, the College does have procedures in place that encourage counselors to urge their clients to report voluntarily all crimes to the Dean for Student Affairs or Carilion or Roanoke City police departments.

Availability of Annual Security Report

A copy of Jefferson College annual security report is posted on the College's website and includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Jefferson College and on public property within, or immediately adjacent to campus. Jefferson College also has institutional policies concerning campus security that are available by contacting the Dean of Administrative Services at (540) 985-8530.

Emergencies/Emergency Phone Numbers

The College recognizes that one of its primary responsibilities is protecting the health, welfare and safety of its students, staff, faculty and visitors. Toward this end the College exercises every practical means to prevent emergencies from occurring. However, since emergencies may still occur, the College has established certain specific procedures for specific types of emergencies.

Although the general safety of the College community is primarily monitored by administrative and supervisory personnel, all members of the College community must cooperate if this responsibility is to be met fully. The College expects everyone

in the College community to support its efforts to provide a safe, orderly and healthful environment. Such support is required for maximum safety and security. Therefore, the College will not tolerate any act that interferes in any way with its efforts to provide for the general safety of the College community.

The College will exercise appropriate disciplinary measures, including civil/criminal prosecution, against anyone who intentionally creates an emergency, who deliberately creates a false emergency, or who renders inoperative any fire alarm or safety equipment. The College will apply the same measures to anyone who interferes with or fails to cooperate with College personnel at all levels, or with public safety personnel during the process of dealing with an emergency, or when implementing any emergency procedure.

Emergency Reporting Procedures

- For Fire and Medical Emergencies:
Dial 911 from a cellular phone. If calling from a College or Hospital telephone, dial 9-911.
- For Carilion Police and All Other Emergencies:
Dial 540-981-7911 or from a College or Hospital telephone 7-7911.

Emergency Contacts

Students must provide a current emergency contact on the application that includes a telephone number. This number is confidential and will only be released to authorized College personnel.

Emergency Contacts at Jefferson College

- Dean for Student Affairs (540) 224-4693
- College Safety Officer (540) 224-4640
- Director of Counseling and Wellness (540) 985-8502
- Director of Student Life (540) 985-9701
- Coordinator of Residence Life (540) 224-4686
- Dean for Administrative Services (540) 985-8206

Safety Assessment, Intervention and Facilitation (SAIF) Team

Jefferson College is committed to promoting an environment that is safe, secure and free from threats, intimidation and violence, by creating and maintaining an

atmosphere that encourages learning, positive professional and social behaviors and productive work practices.

Threats are unacceptable regardless of whether the person communicating the threat has the ability to carry them out, whether the threat is made on a present, conditional or future basis, or made in person, through another person, in writing, over the phone, in the mail, or electronically.

The SAIF Team is composed of representatives from Administration, Carilion Police, Communications, Safety Committee, Student Affairs, Student Life and other units as determined necessary by the Dean for Student Affairs. The Team is responsible for assessing, investigating and managing threatening or violent situations.

Emergency Contacts in the Roanoke Area

- Sexual Assault Response and Awareness [SARA] Program at (540) 345-7273, offers free counseling to rape and assault victims.
- Trust at (540) 344-1948 is the Roanoke Valley Trouble Center. A student can call for information or counseling in the areas of pregnancy, potential suicide or drug abuse.
- Emergency Outreach Services at (540) 981-9351 is a 24-hour crisis intervention service that covers any mental health emergency. Telephone counseling is available.

Personal Protection Orders/Restraining Orders

Jefferson College strives to provide a safe, secure environment for students, visitors, faculty and staff. In rare instances, individuals with whom we become acquainted, or even those we know well can threaten personal safety.

In an effort to support local magistrate orders and court orders and take proactive measures to ensure the safety of students, faculty and staff, the College must be notified immediately regarding any potential acts of violence. It is the responsibility of the students, faculty and staff to report any threats or violent acts while on campus, clinical or fieldwork areas.

Students who have filed for a personal protection order or restraining order must immediately provide copies to the Dean of Administrative Services in the Administrative Suite, Third Floor, CRCH as well as to the Dean for Student Affairs in the Student Affairs Suite, Fourth Floor, CRCH.

e2 Campus Alert System

The e2 Campus Alert System allows Jefferson College students, faculty and staff to opt-in to an alert system that delivers important notices to their cell phones as text messages. The Campus Alert System Policy defines emergency situations as:

- Fatal or life threatening accidents occurring on a campus, involving students, employees or members of the public when injuries require medical attention.
- Violence of a major nature, occurring on or in close proximity to College property, which might endanger life or interfere with College activities.
- Reports of illness, involving humans of an epidemic or pandemic nature.
- Reports of outbreaks of illness or injury due to food poisoning or consumption of similar products distributed on College property.
- Environmental incidents, including major spills or major air emissions.
- Explosions.
- Natural disasters, including fire, flood, hurricane, or tornado or other weather-related closings.
- Other timely warning notifications covered under the Clery Act or notifications deemed appropriate by the President.
- Students, faculty and staff are not required to participate, but are encouraged to do so to protect themselves and others around them in case of emergency. Please note that opting into this service may incur charges if a cell phone provider charges for incoming text messages.

For more information about the e2 Campus Alert System and to sign up for this service, visit the College website. **FOR ADDITIONAL INFORMATION ON SAFETY ISSUES AND TIPS ON STAYING SAFE, PLEASE VISIT THE CAMPUS SAFETY AWARENESS PAGE ON THE COLLEGE WEBSITE AT www.jchs.edu.**

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Jefferson College

The financial aid program at the College is conducted on a nondiscriminatory basis in accordance with the policies of the College and state and federal regulations. The purposes of the financial aid program are to provide students with information on available sources and to obtain appropriate sources of financial aid according to the student's documented need.

The primary responsibility for financing education rests with the student and his or her family. Family, spouse and student income are analyzed and considered as the basis for determining the student's resources. The Financial Aid Officer calculates the cost of education and subtracts the amount the student and family are expected to pay toward that cost. The portion that remains represents the student/family documented need. Financial aid awards may be based on student resources, merit, enrollment status and "Satisfactory Progress for Financial Aid" standards.

The Office of Financial Aid at the College administers all financial aid including grants, loans, scholarships and campus jobs. Students must reapply for financial aid each year they plan to be enrolled by completing a Free Application for Federal Student Aid (FAFSA).

In addition to filling out a FAFSA, copies of most recent tax returns may be required for applicants of federal aid.

Financial aid is available from state and federal agencies, civic organizations, health agencies, foundations and institutional aid sources. Specific policies and/or laws regulate each program.

A financial aid "package" is developed for the student based upon their level of eligibility. This package includes aid from various sources (depending on the availability of funds) and will not exceed the amount of the student's direct costs. In most aid packages, the assistance offered covers only a portion of the total cost of the education.

The Office of Financial Aid is open Monday – Friday 8:30 – 4:30 p.m. and the staff is available for information requests, questions, scholarship assistance or information about work-study jobs. The telephone number is (540) 985-8267.

Financial Aid Department Policies and Procedures

Return of Title IV Refund Policy

Federal law requires students who withdraw from the College after receiving federal financial aid to return funds not earned to the U.S. Department of Education. If a student receives more funds than he or she earned, the College and in some cases the student must return the funds.

A statutory schedule is used to determine the amount of Student Financial Aid Program (SFA) funds a student has earned if withdrawal from classes occurs prior to

the end of the term. If the student withdraws from class after 60% of the semester has passed, no refund of SFA funds is required to be made to the funding agency. Withdrawals prior to this 60% threshold require refunds of SFA Program assistance to the funding agency in an amount equal to the percentage of time the student was enrolled in and attending classes.

The percentage of the semester completed is calculated using the total number of calendar days in the semester for which the College awards the assistance, divided into the number of calendar days completed in that semester, as of the day the student withdraws.

The College refund of SFA Program funds does not mitigate the student's obligation to make payments to the College for services provided, in accordance with College policy.

Order of Return of SFA Program Funds

Funds credited to outstanding loan balances for the semester for which a return of funds is required must be returned in the following order:

- a. Unsubsidized Federal Direct loans
- b. Subsidized Federal Direct loans
- c. Federal Direct PLUS/GRAD PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- a. Federal Pell Grants
- d. Federal Supplemental Educational Opportunity Grants (FSEOG)
- e. Other assistance under this Title for which a return of funds is required

Students may contact the Office of Financial Aid to receive details and examples of the Title IV refund policy.

Satisfactory Academic Progress for Continuance of Financial Aid

In order to be academically eligible to receive federal and state financial aid, students must be in an eligible program of study and making satisfactory progress in their course of study. All entering students at the College, including those returning after a period of non-enrollment, are admitted with the confidence that they will make satisfactory progress.

The maximum number of credits that may be attempted in pursuit of a certification or degree is 150% of the number of credits required by that program.

Undergraduate financial aid recipients must maintain a minimum cumulative grade point average based on their official grade level as follows:

Class	Minimum Cumulative GPA
Freshman	2.00
Sophomore	2.00
Junior/Senior	2.00

Students are reviewed for satisfactory academic progress at the end of each Fall or Spring semester. Students must complete at least two-thirds (67%) of all credit hours attempted. Successful completion of a course is defined as earning a grade of "A," "B," "C," "D," "P" or "S."

If You Take	You Must Complete
12 credits	8 credits
11-10 credits	7 credits
9 credits	6 credits
8-7 credits	5 credits
6 credits	4 credits

If a student has not maintained the minimum standards by the end of the semester, then financial aid assistance will continue for a warning period of one (1) semester. If a student is on warning and satisfactory progress is attained, then financial aid is continued and warning status is removed.

If a student is placed on warning and, at the end of the warning semester satisfactory academic progress is not attained, then the student is placed on Financial Aid suspension and no Federal Aid is awarded.

In case of less than satisfactory academic progress, reinstatement of aid in full is exceptional and is based on unusual circumstances affecting academic progress that were not within the student's control and are not of a recurring nature.

Students re-enrolling after periods of non-enrollment will be evaluated based on their last period of enrollment.

A student will be terminated from Financial Aid without a warning period if he/she:

- a. Has attempted 150% of their program of study. All attempted hours will be considered, including transfer hours from other institutions.
- b. Fails to maintain a minimum 2.0 cumulative grade point average midway through their program of study.

The Reinstatement Process

Reinstatement means that the student has resolved his/her suspension status and will be considered for Federal Aid for another term.

A student may be reinstated if a grade change increases the cumulative grade point average and/or percent of cumulative credits completed.

A student may be reinstated after completing credits to raise the cumulative grade point average and/or completion rate of credit hours attempted.

The student must notify the Office of Financial Aid of this change.

Appeal Process for Students on Financial Aid

Students placed on Financial Aid Suspension may appeal their status. Students who choose to appeal must submit a letter clearly outlining the unusual circumstances with supporting documents to the Office of Financial Aid. The Financial Aid Appeals Committee will review the student appeal request on an as needed basis. The student may request to attend the Committee meeting to explain their situation. The Committee will review the appeal and the student will be notified in writing of the decision. All Committee decisions are final.

Student Withdrawals and Refunds

The College incurs costs based on student registration data. Because many of the costs cannot be recovered, refunds to students are limited. A student who completely withdraws from the College is eligible for a refund of tuition and refundable fees as described in the institutional refund policy based on withdrawal date. Tuition refunds for individual classes are addressed in the Drop/Add section.

Add/Drop

Dropping or adding courses must be completed in accordance with the deadlines noted on the College Calendar. During the Add/Drop period, it is the student's responsibility to add or drop classes via his/her Self-Service account.

A student will receive a full refund for each class dropped when the form is submitted by "the last day to drop with a refund" as noted in Academic Calendar section of this *Handbook*. A student enrolled in only one class who then drops the class will be considered "withdrawn" and will then be subject to the tuition policy for students who withdraw from the College.

Failure to properly drop a class will result in the student being charged for the course and receiving an "F". Students who fail to show up for a class are not automatically dropped from a course. Please see the Catalog for more information.

Withdrawal Date

The withdrawal date, as determined from the attendance records is usually:

- a. The date the student began the withdrawal process prescribed by the College; or
- b. The date the student otherwise provided official notification to the College of the intent to withdraw; or
- c. The midpoint of the semester for which SFA Program assistance was disbursed - if the student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw - or a later date documented by the school.

If the College determines that a student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw due to illness, accident, serious personal loss, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date.

Tag Grant (Virginia Tuition Assistance Grant)

Eligibility for the Virginia Tuition Assistance Grant (VTAG) is limited to four years or eight (8) semesters. The Virginia Tuition Assistance Grant is applied only to tuition expense.

Federal Student Loan Programs Minimum Credit Load Policy

Students must maintain half-time enrollment (6 credit hours) to participate in the Federal Student Loan Program. This Program includes the Direct Subsidized Loan, Direct Unsubsidized Loan and the Parent Plus Loan.

Work Study/Student Employment at the College

Opportunities exist for the College students to gain employment for limited hours at the College. Current award-year students may participate in the work-study program if they:

- a. Have remaining eligibility;
- b. Have a completed financial aid file in the Office of Financial Aid; and
- c. Have enrolled for the next enrollment period.

For more information on the work-study program, visit the Financial Aid Office.

College students are expected to follow the College and Carilion Clinic employment policies.

Student employees are expected to take pride in their personal appearance and hygiene, dress in good taste, exercise good judgment and present a professional image. Appearance and hygiene are especially important in maintaining a professional image. Student employees in an office setting are expected to wear appropriate business attire. Student employees whose jobs require physical exertion may wear casual attire as approved by their supervisor.

Credit Cards and Debt Management for Students

Students often are still paying for college credit-card purchases 10 years later! In June of 2001 the United States General Accounting Office (USGA) did a study on college students' use of credit cards. This report (Report No. GAO-01-773) is available online at <http://www.gao.gov/new.items/d01773.pdf>. Here are some of the highlights from the report:

Students enjoy having credit cards because they are “cashless” transactions, are interest-free until the payment is due, they can shop by phone and on-line and they can make travel arrangements. However this convenience may cause students to spend beyond their means, especially if they are not experienced in financial matters.

Excessive credit card debt and late payments can ruin a student's credit rating and make it more difficult and costlier to get credit later. Credit cards are actually high-interest loans in disguise.

Students who pay only the minimum balance each month may not understand the long-term effects of the interest rates. For example, a student with a credit card loan of \$2,000 and an interest rate of 19% who pays back the loan at \$40 per month will incur interest charges of \$1,994 (added to the \$2,000) by the time the loan is paid in full.

At this rate, it would take 100 months, or over 8 years to pay back the loan:

Table 1: Minimum Repayment Schedule on a \$2,000 Credit Card Loan at 19 Percent			
Monthly Minimum Payment Amount	Number of Months to Pay	Total Interest Payment	Total Interest + Original Amount
\$40	100	\$1,994	\$3,994
50	64	1,193	3,193
75	35	619	2,619
100	25	424	2,424

Source: Credit Card Minimum Payment Interest Calculator, Daniel C. Peterson, www.webwinder.com.

The average undergraduate with student loans graduated owing \$19,400 in 1999.

According to the College Board (2003), nearly 80 percent of college students carried at least one credit card in 2000. The average balance on their cards was \$1,600. (<http://www.collegeboard.com/article/0,3341,5-28-0-9139,00.html>) Students typically overestimate their starting salaries and underestimate their living costs after graduation.

More people in the 25 to 34 age group file for bankruptcy than any other age group.

What You Need To Know About Using Credit Cards¹

- ***INTEREST RATE:*** Sixty-five percent of all credit cardholders' incomes don't stretch as long as the month, so they carry and pay interest on credit card balances. With interest rates averaging 18.9%, shopping for a good rate can make all the difference. How the interest is calculated is also important. Look for interest calculated on the adjusted balance; avoid those calculated on the previous balance.
- ***ANNUAL FEE:*** Just about every bank charges for the "privilege" of using its card. The average fee is \$17 for a card, but it is possible to find a bank that doesn't charge an annual fee.
- ***GRACE PERIOD:*** There is usually a 25 to 30-day grace period between the day a purchase is charged and the day the interest meter starts ticking. Some cards have no grace period; some that had them are shortening or eliminating them; and all cards with grace periods scratch them if the balance is not paid in full each month.
- ***TRANSACTION FEE:*** This fee takes dead aim at the "free riders" who pay off balances before interest charges are incurred. A small fee is levied each time the card is used. Some card issuers charge customers this fee only if they pay their bill in full each month.
- ***ADDITIONAL FEES:*** The "hidden" charges - such as penalties for late payments (from \$5 to \$25) or for exceeding credit limits (usually \$10 to \$15) - can really add up.
- ***READ THE FINE PRINT:*** Information on these points is essential to an informed choice and the law requires that customers get it. Card issuers must prominently disclose information on interest rates, annual fees, grace periods, transaction fees and the name of the method used to compute the balance.

¹ Carson-Newman College (2003). *Carson-Newman College Handbook*. Retrieved April 22, 2003, from <http://www.cn.edu/search?keywords=credit.html>.

Managing a Checking Account

Many college students have never managed a checking account before and can become easily overwhelmed with keeping a current balance. Not keeping a checking account up-to-date can be very costly. All banks charge at least a \$25 service charge PER CHECK for checks that are written when there aren't enough funds to cover them ("bounced checks"). In addition to the fee the bank charges, by law, the place of business to which the check was written may also charge a fee, which is typically also \$25 PER CHECK. Therefore, writing a check for just \$3.00 could cost a student at least \$53.00 if it "bounces."

Keeping up with a checking account takes discipline and requires that a student cultivate good financial management skills. Here are some important points:

- a. Keep and file ATM receipts and record them in your checkbook;
- b. Keep and file deposit receipts and record them in your checkbook;
- c. Consistently write down the amount of the checks in your checkbook (don't wait until "later");
- d. Balance your statement each month (follow the instructions on the back of your statement);
- e. Remember to add in any services charges, or other bank fees;
- f. Keeping your checking account on a computerized spreadsheet program is easily done and eliminates the need for adding and subtracting manually;
- g. Don't assume that the bank never makes a mistake; it happens. Check the bank's math!

Individuals who have trouble balancing a checkbook may ask their bank for assistance. (The bank may charge a fee for this service.) Students having trouble maintaining good financial management strategies and behaviors should make an appointment to talk to a College counselor.

APPENDIX



Jefferson College
of **Health Sciences**

at **CARILION CLINIC** 

At the intersection of education and healthcare . . .

Be inspired
Be prepared
Be NEXT

Jefferson College

Appendix A

Jefferson College of Health Sciences Student Organization Fundraising Policy

Only Jefferson College of Health Sciences recognized and registered student organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and direct solicitation, donations, or in-kind contributions.

The Office of Student Affairs, in coordination with the director of development, must approve all fundraising activities sponsored by student organizations through completion (including faculty advisor/manager endorsement) of the Fundraising Event Form which must be received at least 10 business days before the proposed activity. Only after final approval has been received by the student organization may the proposed activity be promoted. Fundraising activities must be consistent with the mission and policies of Jefferson College/Carilion Clinic, and conform to all local, state, and federal laws. Under no circumstances shall fundraising or its proceeds be allowed for individual gain or benefit.

Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, Jefferson College Education Foundation, etc.)

1. Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the college's tax exempt status in organizing or operating such an event and shall in no way imply that the college or Carilion Clinic is a sponsor of the event.
2. The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s). All proceeds must be delivered to the Bursar's Office for deposit within 24 hours of the activity's conclusion, or on the first college business day if the event occurs on a weekend or holiday.
3. No raffles, lotteries or sweepstakes may be held. These fall under the definition of charitable gaming, which is regulated by Virginia law.
4. Fundraisers which involve food being sold on campus in direct competition with the food service provided by the Café are not allowed.
5. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) are not allowed.

6. Fundraisers involving credit cards for payment or crowd funding platforms (e.g., GoFundMe) are not allowed.
7. Fundraisers may take place only in designated locations (e.g. Dog House, 5th floor). No door-to-door solicitations, college or Carilion office solicitations, or solicitations in the Main Lobby on the 3rd floor are allowed.
8. All applications must be submitted to the Office of Student Affairs for approval at least 10 business days prior to the fundraising activity by completing the Fundraising Event Form. No application will be approved if not submitted within that timeframe.

External Fundraisers

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the college.

The following allows recognized and registered student organizations to use college facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c)(3).

1. The proposed recipient must be an IRS-recognized 501 (c)(3) organization. A copy of the IRS determination letter verifying this status must be submitted with the application. All commercial, political activities, and organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.
2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums allocated from existing student organization resources.
3. Contributions through checks to external fundraisers must be made payable directly to the external charitable organization. Checks may not be made payable to the college. The student organization and charitable organization shall in no way imply that the college or Carilion Clinic is a sponsor of the event. All cash proceeds must be delivered to the Bursar's Office for deposit within 24 hours of the activity's conclusion, or on the first college business day if the event occurs on a weekend or holiday.
4. No raffles, lotteries or sweepstakes may be held. These fall under the definition of charitable gaming, which is regulated by Virginia law.
5. Fundraisers which involve food being sold on campus in direct competition with the food service provided by the Café are not allowed.

6. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) are not allowed.
7. Fundraisers involving credit cards for payment or crowd funding platforms (e.g., GoFundMe) are not allowed.
8. Fundraisers may take place only in designated locations (e.g. Dog House, 5th floor). No door-to-door solicitations or solicitations in the Main Lobby on the 3rd floor are allowed.
9. All applications must be submitted to the Office of Student Affairs for approval at least 10 business days prior to the fundraising activity by completing the Fundraising Event Form. No application will be approved if not submitted within that timeframe.

Direct Solicitation, Donations, or In-Kind Contributions

The following provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fund-raising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization's internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal fundraiser. Solicitation of a student organization's membership does not require approval or fall under this policy.

In addition to the guidelines delineated in this policy for Internal Fundraisers, requests for solicitation of monies by recognized and registered student organizations may be considered for approval by the Office of Student Affairs in consultation with the Office of College Development provided they meet at least the following requirements:

1. The net proceeds of the requests are to be dedicated only to funding the organization's activities that conform with the organization's stated purpose(s), or for a previously approved campus project/event.
2. Solicitations of in-kind contributions (e.g., donations of gift certificates, products, or services) must also comply with this policy.
3. No solicitations will be made or implied on behalf of Jefferson College or Carilion Clinic. Direct solicitations are to be made in the name of the student organization only.
4. No solicitations will be made for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or

political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.

5. All applications must be submitted to the Office of Student Affairs for approval at least 10 business days prior to the fundraising activity by completing the Fundraising Event Form. No application will be approved if not submitted within that timeframe. Students conducting direct solicitations must meet with the Director of Development after the activity has been approved and before any solicitations occur.

Sanctions for Violation of the Student Fundraising Policy

Students and/or recognized student organizations that violate this policy may be subject to:

- Immediate termination of the event
- A fine levied against organizations or students who violate this policy
- Loss of recognition for recognized student organizations
- Conduct proceedings in accordance with an individual/group's college classification
- Other disciplinary sanctions appropriate to the circumstances

APPROVED: College Administrative Team, 2/1/2017

Appendix B

Student International Travel/Study Abroad Policy

Key Terms: International Travel, Mission Trip, Student Travel, Study Abroad

Purpose: The purpose of this policy is to govern international travel by Jefferson College of Health Sciences (Jefferson College) students, who may have the opportunity to participate in international travel through collaborative agreements, reciprocal rotations, student exchanges, and/or Jefferson College sponsored mission trips that align with their career interests and desire for community service.

International travel and study abroad programs promote social and cultural understanding, allow Jefferson College students to develop an awareness of specific needs and challenges of international communities, and introduce students to international health care models and systems. All international student travel will be undertaken in service to Jefferson College's overall mission of educating and graduating students who are ethical, knowledgeable, competent, and caring healthcare professionals.

Scope: This policy applies to all Jefferson College students who are participating in international travel as part of their role as a student.

Definitions

International Travel – Curricular and/ or extracurricular travel outside of the United States that is undertaken by Jefferson College students and is sponsored by Jefferson College, one of its educational programs, and/ or by a Jefferson College student organization or group.

Procedures

1. Students must be in good academic and professional conduct standing in order to be eligible to participate in International Travel.
2. International Rotations/Study Abroad Experiences must be initially approved/ vetted by Program Directors and Department Chairs, reviewed by the Dean for Administrative Services, and finally approved by the Dean for Student Affairs and the Dean for Academic Affairs.
3. To ensure an appropriate learning environment and sound educational experience, Jefferson College requires appropriate affiliations with the host site/receiving agency prior to departure.

4. Funding for students and faculty to participate in International Travel is the obligation of the participant(s). Additional Jefferson College funds, including federal financial aid, are not available to support student International Travel. The Jefferson College Education Foundation may have funds for which the student may apply.
5. Students are required to follow the local health department and/or Centers for Disease Control (CDC) recommendations for immunizations and health screenings prior to, and upon return from, International Travel.
6. All students must complete and submit the Jefferson College International Travel Student Application (“Application”). The following documents must be included with the Application. It is strongly recommended that the Jefferson College Family Educational Rights and Privacy Act (FERPA) Waiver form be completed and as well.
 - a. A copy of the Travel Itinerary
 - b. Proof of travel insurance, including medical evacuation and repatriation coverage
 - c. A copy of the student’s valid passport or passport application
 - d. A copy of the student’s Visa (if required by destination country)
 - e. A copy of the student’s International Student Identity card (www.isic.org)
 - f. A signed copy of the Jefferson College Travel Waiver Form
 - g. It is strongly recommended that the Jefferson College Family Educational Rights and Privacy Act (FERPA) Waiver form also be included.
7. The completed Application is due to the Deans for Academic Affairs and Student Affairs no later than one month prior to the expected departure date.
8. Safety is of the utmost concern. Travel plans may change, up until the date of departure, based on conditions on the ground within the host country. The Jefferson College President or designee has the authority to make changes as needed.

Additionally, all Jefferson College students, faculty and staff must adhere to the follow guidelines while traveling abroad:

1. Work within your professional role and not act as independent practitioners.
2. Familiarize yourself and work with the existing resources and limitations of the local health system.
3. Be responsive and accountable to the patients and the society they are serving.
4. Be familiar with and respectful of the customs and culture of the local working and living environments.

5. Be respectful of local traditional folk beliefs, traditional medical practices, and understand how these affect the patient and community.
6. Appreciate the hierarchy of authority within the local working and living environment.
7. Be respectful of and follow the rules and regulations of the local working and living environment.