



# **The Liberty Way**

## **Student Honor Code**

# TABLE OF CONTENTS

<b>Our School</b> .....	2
<b>Student Role</b> .....	2
<b>Academic Honor</b> .....	3
Computing Ethics .....	5
Unprofessional, Unethical, and Dangerous Behavior .....	5
<b>General Conduct</b> .....	6
Substance Use and Prevention.....	6
Discrimination, Harassment, and Sexual Misconduct Policy .....	7
Dress Guidelines .....	9
Entertainment Guidelines .....	10
Statement on Sexuality and Relationships.....	11
Statement on Personal and Community Respect .....	11
Purpose of Disciplinary Procedures.....	11
Restorative Practices.....	12
Point, Fine, and Community Service System .....	12
Investigations and Disciplinary Proceedings (General Conduct – Non-Academic) .....	15
Appeals of Violations (General Conduct – Non-Academic) .....	16
Sanctions.....	17
Reapplication and Readmission.....	21
Complaint Reporting .....	21
<b>Self-Reporting</b> .....	22
<b>Convocation</b> .....	22
<b>Living Off Campus</b> .....	22
Qualifications.....	22
Conduct.....	23
<b>Communication</b> .....	23
<b>Student Records</b> .....	23
Family Educational Rights and Privacy Act of 1974 (FERPA).....	23

## OUR SCHOOL

Welcome to Liberty University! Since 1971, our mission as a university has been to provide a world-class educational experience with a solid Christian foundation to equip men and women with the values, knowledge, and skills essential for success in every aspect of life. With our unique heritage and expanding influence, Liberty is dedicated to preparing students to succeed in their chosen profession and service to others as true Champions for Christ.

Jesus Himself summarized all the laws of the Old Testament in the Great Commandment. He said that we are to love God with all of our heart, soul, and mind and to love our neighbors as ourselves. The goal of [The Liberty Way](#) (Student Honor Code) is to encourage and instruct our students how to love God through a life of service to others. The way we treat each other in our community is a direct reflection of our love of God.

Liberty's community guidelines come in various forms. Some are requirements from local, state, and federal laws that must be obeyed by all. Some are based on Biblical mandates or principles that lead us to develop virtues characteristic of a Champion for Christ. Others are simply preferences that promote deference to one another while living in the university community. However, all are important for creating and maintaining the kind of university community we seek to provide.

Attendance at Liberty University is a privilege and, as a private educational institution, Liberty is free to control the admission and attendance of students. While the Student Honor Code has evolved over time, it has served our community well by articulating expectations of students and providing guidelines for life in a Christian educational community. Liberty is our university and this is our Student Honor Code.

## STUDENT ROLE

Students are responsible for knowing and complying with the terms of [The Liberty Way](#) (Student Honor Code). Students are also responsible for reporting all circumstances which they believe constitute a major violation of the Student Honor Code to the [Office of Community Life](#) or the [Office of Residence Life](#). Intentional breach of the responsibility to report major violations is itself a violation of the Student Honor Code. Every student should also give testimony or evidence relevant to any alleged violation of the Student Honor Code, if requested.

For Student Honor Code purposes, a student is defined as any person who is admitted, enrolled or registered for study in the undergraduate residential program at Liberty University for any academic period. Persons who are not officially enrolled for a particular term, but who have a continuing student relationship with Liberty University are also considered students for Student Honor Code purposes until a degree is conferred or an official withdrawal is processed.

The Student Honor Code is not a contract and does not create obligations that bind the university. The university reserves the right to revise the Student Honor Code at any time and for any reason, including an informal amendment to ensure fairness in its procedures.

Every student is expected to respect Liberty's Statement of Doctrine and Purpose and should avoid any activity, on or off campus, which would contradict the university's mission or purpose, compromise the testimony or reputation of the university, or disrupt Liberty's Christian learning environment. All members of the Liberty University community are asked to affirm the following:

***"We have a responsibility to uphold the moral and ethical standards of Liberty University and personally confront those who do not."***

## ACADEMIC HONOR

Academic misconduct is considered conduct that undermines the academic integrity of Liberty University and includes, but is not limited to, academic dishonesty, plagiarism, and falsification. All such conduct is a violation of the Student Honor Code.

### *Academic Dishonesty*

Academic dishonesty involves a student's attempt to improve someone's academic standing through dishonest means. It includes, but is not limited to:

- unauthorized collaboration on any work for the course;
- using unauthorized aids of any kind;
- allowing another student to copy any portion of one's own work;
- copying from or viewing another student's work during an examination;
- collaborating during an examination/assignment with any other person by giving or receiving information without specific permission of the instructor;
- stealing, buying, receiving, selling or transmitting coursework of any kind;
- submitting work previously used to fulfill academic requirements for any course at any institution at any level, including Liberty University, without permission from both faculty members;
- substituting for another person or permitting any other person to substitute for oneself to take an examination or complete course work;
- sabotaging another student's academic work;
- soliciting another student to complete a course, an individual assignment, or an examination; and
- facilitating or aiding in any act of academic dishonesty.

Any student who knowingly assists in any form of academic dishonesty will be considered equally responsible as the student who accepts such assistance.

### *Plagiarism*

Plagiarism is the failure to give attribution to the words, ideas or information of others on papers, projects or any assignment prepared for a course. It includes, but is not limited to . . .

- omitting quotation marks or other conventional markings around material quoted from any source;
- paraphrasing, summarizing, or quoting a passage from a source without referencing the source;
- purchasing or acquiring material of any kind and representing it as one's own work; and
- replicating another person's work and submitting it as one's own work.

### *Falsification*

Falsification is the misrepresentation of the truth in connection with course work. It includes, but is not limited to . . .

- dishonestly answering or providing false information to the university;
- altering any document, correspondence, or assignment that may mislead others or distort the truth;
- citing a source that is known not to exist;
- including a source in a bibliography when the source was neither cited in the body of the student's work nor consulted;

- citing a source when it is known to not support the proposition for which it was cited;
- intentionally distorting the meaning or applicability of data;
- inventing or intentionally distorting data or statistical result; and
- falsifying attendance and/or participation.

### ***Reporting Process for Academic Misconduct***

The Student Honor Code applies a preponderance of the evidence standard for determining whether an allegation of academic misconduct occurred. The preponderance of the evidence standard means the allegation must be proven by the greater weight of the evidence (what is more likely than not to have occurred).

The reporting procedure is as follows:

- The instructor (or staff member, if applicable) will confront the student within a reasonable period of time from when the suspected academic misconduct is discovered or reported. The instructor will give the student an opportunity to respond to the alleged academic misconduct.
- If the instructor or staff member determines, by a preponderance of the evidence, that academic misconduct has occurred and the student is responsible, the instructor or staff member will file a report and impose the academic sanction based on a standardized rubric, which guides in determining the appropriate sanction based on the specific violation.
- The instructor or staff member will notify the student via email of the decision regarding the alleged academic misconduct and any imposed sanctions.
- The [Office of Community Life](#) may also contact the student to further address the incident.

### ***Appeal Process for Academic Misconduct***

A student may choose to appeal the decision of an instructor or staff member of a finding of academic misconduct and/or the sanction imposed. That appeal process is as follows:

- The student must submit a written appeal to the department chairperson within seven days of receiving the notification from the instructor or staff member of a finding of academic misconduct. The student's appeal should include any supporting documents and should clearly state the reason(s) (a) why the student disagrees with the finding of academic misconduct and/or (b) why the student believes the sanction imposed was inappropriate and what sanction the student believes would be appropriate, if any.
- The department chairperson will review the instructor or staff member's report and the student's written appeal. The department chairperson may consult with the instructor or staff member and/or student, and may investigate further, and then will notify the instructor or staff member and the student of the decision via email.
- The student may appeal the department chairperson's decision to the associate dean of the school or college (i.e., School of Business, College of Arts and Sciences, etc.) within seven days of receiving the department chairperson's decision by stating, in writing, the reasons why the department chairperson's decision was incorrect or inappropriate. The associate dean will review the student's second appeal, as well as the instructor or staff member's report, the department chairperson's decision on the student's initial appeal, and any other relevant information. The associate dean will notify the department chairperson, the instructor or staff member, and the student of the decision on the second appeal. The decision of the associate dean is final and no further appeal is permitted.

- Should any appeal result in a final decision of “no violation”, a report indicating such will be forwarded to all appropriate parties and the student's record will be updated accordingly. A decision of “no violation” will be considered final and cannot be appealed by an instructor or staff member. A decision to uphold the violation and/or the sanction may be referred back to the Office of Community Life to proceed accordingly.

## **Computing Ethics**

Many students will use Liberty University’s computing resources through classes that require such use, through on-campus employment, and for other reasons. Liberty University strictly obeys copyright laws and licensure agreements that govern computer software and web applications. No student should ever make unauthorized copies of university-owned computer software or otherwise violate copyright laws.

Liberty University has established a Code of Computing Ethics and an Academic Computing Policy. Students using the university’s computing resources are responsible for adhering to that code and that policy. If the instructor or the campus employer who authorizes the student’s access to the university’s computer resources does not provide a copy of that code and that policy, it is the student’s responsibility to ask for them.

Violation of the Code of Computing Ethics and Academic Computing Policy may also be a violation of the Student Honor Code, subjecting a student to disciplinary action by Liberty University and may lead to denial of future computing privileges. Violation of laws and license agreements may also subject a student to legal action under applicable federal, state, and local laws and regulations and private causes of legal action. If any action by a student results in financial loss to Liberty University, damages and costs assessed to the university may also be assessed to the student.

## **Unprofessional, Unethical, and Dangerous Behavior**

Liberty University has a professional and ethical responsibility to evaluate students based on their ability to successfully carry out the tasks associated with their degree and/or required licensure (if applicable). As such, the faculty of Liberty University will not approve program completion for students who demonstrate behaviors that may interfere with future professional competence. Liberty University reserves the right to require a plan of remediation if any of the following apply:

- The student demonstrates unprofessional or unethical conduct while acting as a representative of Liberty University, or in interactions with Liberty University faculty or staff.
- The university determines that the student’s current emotional, mental or physical well-being compromise the integrity of the degree or licensure, or potentially places others in harm’s way or an unduly vulnerable position.

Such action constitutes unprofessional, unethical, and/or dangerous behavior and is a violation of the Student Honor Code. In any of these cases, a remediation plan will be formulated in conjunction with the appropriate dean or associate dean, the student, and may include the [Office of Community Life](#). The purpose of the remediation plan is to assist students in correcting any deficits in his or her ability to successfully complete the requirements of his or her degree and/or required licensure so that the student may successfully complete the program. Remediation procedures can include actions such as repeating particular courses, obtaining personal counseling, completing additional assignments, or, in some cases, academic suspension or dismissal from Liberty University.

## GENERAL CONDUCT

Life outside the classroom involves a significant amount of a student's time and the university expects students to take responsibility for their behavior and choices. When those choices violate the Student Honor Code, the university administers discipline with love and mercy.

### **Substance Use and Prevention**

Liberty University prohibits the possession, use, manufacture, or distribution of alcoholic beverages, tobacco, nicotine, illegal drugs, and non-prescribed controlled substances by its students, regardless of whether it occurs on or off campus. This also includes the use or possession of prescription medication not prescribed to the student by a licensed medical physician and the abuse of medication prescribed to the student by a licensed medical physician.

Violations of this prohibition may result in disciplinary action, including a sanction of non-return or administrative withdrawal. In addition, the possession, use, manufacture, or distribution of illegal drugs and non-prescribed controlled substances, as well as the possession, use, manufacture, or distribution of alcoholic beverages, tobacco, and nicotine by underage students, are crimes. Liberty University will cooperate with law enforcement authorities who are charged with enforcing the relevant laws.

### ***Education***

Liberty University recognizes that substance abuse is a serious problem, and the education of university community members on the inherent dangers of substance use and abuse is an important aspect in addressing the problem. The university incorporates educational information on substance use and abuse through campus-wide programming, training modules, academic courses, Convocation, community resources, pastoral resources, and utilization of campus mental and health-care professionals. Where appropriate, sanctions will include an educational component.

### ***Counseling and Referral***

Liberty University students who are at risk of substance abuse have access to counseling through Liberty's [Student Counseling Services](#) and its programs, including a local chapter of [Celebrate Recovery](#). [Student Counseling Services](#) may also refer students to other health-care agencies or counselors as needed. Any cost incurred or insurance claims filed for outside services are the sole responsibility of the student.

### ***Substance Use Testing Program***

For the protection of its students and community, the university conducts an on-going program of mandatory or random substance use testing, which includes testing for illegal drugs and alcohol. Students must participate in and cooperate with the university's substance use-testing program, which permits the substance use testing of any student (hair, urine, or blood as specified by the one administering the test), irrespective of the method by which that student was selected (randomly or based on suspected use or possession).

***NOTE:*** *Students who test positive for a substance that violates this Student Honor Code may be responsible for covering the cost of the substance use test.*

Failure to cooperate with the university's substance use testing program, which includes refusal to submit to a substance use test, will be viewed as non-compliance and may result in disciplinary action against a student. Failure to achieve a negative substance use test (i.e., the absence of prohibited substance) may also result in disciplinary action against a student. Such disciplinary action may include administrative withdrawal from the university. Parents may be notified when students are under 21 years of age. Law enforcement authorities may also be notified.

Consistent with the law, a person administering a substance use test may communicate the student's test results to the [Office of Community Life](#), or other relevant university office(s), for possible disciplinary action. Such communications will comply with law and respect the student's privacy to the extent possible to fulfill the university's responsibilities.

Any disciplinary action against a student could also involve academic penalties, including the possibility of loss of credit for work completed during the semester in which the disciplinary action is taken. Any possible refund of monies paid will be subject to the refund policy, as stated in the relevant Liberty University catalog. Admission to and enrollment at Liberty University does not exempt a student from the university's disciplinary and academic penalties, even though substance use may have been revealed to the university prior to, at the time of, or after enrollment.

## **Discrimination, Harassment, and Sexual Misconduct Policy**

Liberty University is committed to providing students and employees with an environment free of discrimination, harassment, and sexual misconduct. All complaints and reports of discrimination, harassment, and sexual misconduct will be referred to the Office of Equity and Compliance. The Office of Equity and Compliance oversees Liberty University's centralized response to ensure compliance with all applicable federal and Virginia laws, including Title IX of the Education Amendments of 1972 ("Title IX"); Titles VI and VII of the Civil Rights Act of 1964 ("Title VI" and "Title VII"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Section 504 of the Rehabilitation Act of 1973 ("Section 504"); Title I of the Americans with Disabilities Act (the "ADA"); Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act (the "ADEA"); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Reauthorization Act of 2013 ("VAWA"); and Va. Code §§ 23.1-805 and 900.

Liberty University does not tolerate unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability, or military veteran status. Liberty University's [Discrimination, Harassment, and Sexual Misconduct Policy](#) prohibits Discrimination, Harassment (Non-Sexual), Sexual Harassment, Sexual Violence, Sexual Exploitation, Stalking, Intimate Partner Violence, Intimidation, False Reporting, Retaliation, and Complicity on the basis of any of these protected statuses (collectively, "Prohibited Conduct"), as those offenses are defined in the [Discrimination, Harassment, and Sexual Misconduct Policy](#). The [Discrimination, Harassment, and Sexual Misconduct Policy](#) contains procedures for investigating and adjudicating complaints and reports of Prohibited Conduct. All members of the university community are encouraged to review Liberty University's [Discrimination, Harassment, and Sexual Misconduct Policy](#), which is incorporated into this Student Honor Code and other applicable university conduct codes, by reference.

Prohibited Conduct is harmful to the well-being of the university community and its members, the learning and working environment, and collegial relationships amongst students, faculty, and employees. The Office of Equity and Compliance will respond to complaints and reports of Prohibited Conduct with measures designed to eliminate such misconduct, prevent its recurrence, and remedy any adverse effects of the misconduct on individuals, members of the campus community, and university-related programs and activities.

Liberty University has multiple resources, some of which are confidential, and options that are available to individuals who have experienced Prohibited Conduct. In order to encourage complainants and cooperating witnesses to make complaints and reports of Prohibited Conduct under the university's [Discrimination, Harassment, and Sexual Misconduct Policy](#), the university will not pursue disciplinary action against complainants or cooperating witnesses for voluntary disclosure of personal consumption of alcohol or other drugs (underage or illegal) or immorality (e.g., premarital sex) when the disclosure is made in connection with a good faith report or

investigation of Prohibited Conduct and when the personal consumption or immorality did not place the health or safety of another person at risk. The university may also offer amnesty to reluctant or non-cooperative responding parties, as outlined in the [Discrimination, Harassment, and Sexual Misconduct Policy](#).

Liberty University faculty and staff are required to report all instances or suspicions of Prohibited Conduct. Certain Liberty University employees are designated as Confidential Resources. Confidential Resources include employees of the University's [Student Counseling Services](#) and [Student Health Center](#) (operated by CVFP Medical Group). Complaints and reports of Prohibited Conduct that are shared with Confidential Resources who are acting within the scope of their employment will remain confidential, unless the complaint or report involves a minor that is legally required to be reported to the appropriate authorities. All other university employees are Responsible Employees who must report Prohibited Conduct to the university's [Office of Equity and Compliance](#). Regardless, the university will respect the privacy of all such complaints and reports and individuals involved to the extent possible to fulfill its responsibilities under applicable laws and university policies.

### ***Reporting, Process, and Resources***

Any student who believes that he or she has been the subject of Prohibited Conduct in any form is strongly encouraged to report the incident to Liberty University's [Office of Equity and Compliance](#) and/or to [Liberty University Police Department](#) (LUPD). Any student who observes or becomes aware of any Prohibited Conduct in any form is strongly encouraged to report the information to the [Office of Equity and Compliance](#) and/or to [LUPD](#). Any Liberty University faculty or staff member who observes or becomes aware of any Prohibited Conduct in any form is required to immediately report the information to the [Office of Equity and Compliance](#) and/or to [LUPD](#) using any of the contact information indicated below, unless the faculty or staff member is a designated Confidential Resource and observes or becomes aware of the Prohibited Conduct within the scope of his or her role as a Confidential Resource or if the Prohibited Conduct involves a minor such that reporting is required by law. Students who would like assistance in contacting local authorities may request such help from campus authorities.

Liberty University strongly encourages all forms of Prohibited Conduct be reported. To report an incident of Prohibited Conduct under the [Discrimination, Harassment, and Sexual Misconduct Policy](#), any person may contact the [Office of Equity and Compliance](#) as follows:

- Visit the [Office of Equity and Compliance](#) in Green Hall, Room 1837
- Call the [Office of Equity and Compliance](#) at (434) 592-4999
- Text 4999 to the [Office of Equity and Compliance](#) at 24502 (reply text will give instructions)
- Email the [Office of Equity and Compliance](#) at [EquityandCompliance@liberty.edu](mailto:EquityandCompliance@liberty.edu)
- Utilize the university [SpeakUP!](#) report process

If a person is not sure whether an incident qualifies as Prohibited Conduct in violation of the [Discrimination, Harassment, and Sexual Misconduct Policy](#), one of the following persons in the Office of Equity and Compliance may be contacted:

Nathan Hopkins  
Executive Director of Equity and Compliance / Title IX Coordinator  
Office of Equity and Compliance  
(434) 592-4999  
[equityandcomplaine@liberty.edu](mailto:equityandcomplaine@liberty.edu)

Greg Dowell  
Vice President for Equity and Inclusion / Chief Diversity Officer  
Diversity, Equity, and Inclusion  
(434) 592-3888  
[equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu)

Additionally, any person may contact the [Liberty University Police Department \(LUPD\)](#) or local police department for emergencies, questions, or concerns regarding an incident of Prohibited Conduct.

- LUPD Emergency (434) 592-3911
- LUPD Non-emergency (434) 592-7641
- Local Police Department (911)

For confidential reporting options, please contact:

- [Student Counseling Services](#) – (434) 582-2651 ([studentcounselingservices@liberty.edu](mailto:studentcounselingservices@liberty.edu))
- [Sexual Assault Response Program \(SARP\)](#) – (434) 947-7273
- [Student Health & Wellness Services](#) – (434) 200-6370

Additional Related Resources:

- [Steps to Report Sexual Assault](#)
- [Campus Alert System](#)
- [Student Counseling Services](#)
- [Speak UP](#)
- [Student Counseling Services Sexual Assault Awareness Assistance](#)
- [U.S. Department of Justice Sexual Assault Assistance and Information](#)
- [RAINN \(Rape, Abuse, and Incest National Network\)](#)
- [Not Alone: Together Against Sexual Assault](#)
- [Campus Safety and Security](#)
- [Sexual Assault Awareness](#)

***Consequences***

Any Liberty University student who engages in Prohibited Conduct is subject to disciplinary action, up to and including administrative withdrawal from the university. Furthermore, since the university takes such complaints and reports very seriously, when the results of an investigation reveal a complaint or report of Prohibited Conduct to be groundless or not made in good faith, the individual having made such a complaint may be subject to disciplinary action.

For more information about the university's policies and processes governing Prohibited Conduct, please contact the [Office of Equity and Compliance](#) and/or review the full [Discrimination, Harassment, and Sexual Misconduct Policy](#).

**Dress Guidelines**

While the university recognizes that opinions vary considerably regarding what constitutes appropriate dress, the university has established reasonable guidelines that students are required to follow while on campus. Cleanliness, neatness, appropriateness, and modesty are the general guiding factors with regard to dress.

Resident Assistants (RAs), Resident Directors (RDs), Office of Community Life Associate Directors (ADs), as well as other university employees, will enforce dress guidelines and educate students regarding these guidelines.

Questions concerning the standard of dress should be directed to the [Office of Community Life](#), which may make the final determination as to appropriateness.

### ***Men's Dress for Students***

Hairstyles and fashion should avoid extremes. Students must dress modestly and appropriately at all times. Earrings and plugs may be worn in ears. No other facial jewelry is permitted.

- **Class Dress** is required in Convocation and class and when visiting university academic and administrative offices. Class dress should be neat and consist of footwear, long pants, and shirts. Hats or hoods should not be worn in class or at Convocation.
- **Casual Dress** is acceptable any time class dress is not required. Casual dress consists of class dress and/or loose-fitting, modest shorts, warm ups, and footwear. Swimming pool attire should be a modest swimsuit.

### ***Women's Dress for Students***

Hairstyles and fashion should avoid extremes. Students must dress modestly and appropriately at all times. Earrings and plugs may be worn in ears and small studs may be worn in the nose. No other facial jewelry is permitted.

- **Class Dress** is required in Convocation and class and when visiting university academic and administrative offices. Class dress should be neat and consist of footwear, modest length skirts or dresses, long pants (including capri/cropped pants), and shirts/blouses.
- **Casual Dress** is acceptable anytime class dress is not required. Casual dress consists of class dress and/or loose-fitting modest shorts, warm ups, and footwear. Swimming pool attire should consist of a modest one-piece swimsuit.

*NOTE: Individual colleges and schools within Liberty University (e.g., the School of Business) may implement a more rigorous standard of dress for students enrolled in their school. Liberty University Online (LUO) students are required to follow these guidelines only while present on university property.*

## **Entertainment Guidelines**

Liberty University maintains a conservative standard in its approach to the arts and entertainment; therefore, the following practical guidelines are in place for students:

- Media and entertainment that is offensive to Liberty's standards and traditions (i.e., lewd lyrics, anti-Christian message, sexual content, nudity, pornography, etc.) are not permitted on or off campus.
- Resident Directors and Community Life Associate Directors (ADs) are available to give guidance and clarify areas of confusion, which guidance and clarification should be sought in advance.
- While industry ratings systems for movies, games, and other media generally are not reliable standards, they can be helpful in identifying content. Movie, game, and other media content rated "X", and "NC-17", and video game content rated "A" are not permitted.
- Caution should be used in viewing movie content rated "MA", "R", "PG-13", and video game content rated "M".
- Personal entertainment should not disrupt the academic environment of any residence hall. Noise of any kind (including music, television and other electronic devices) in a resident room is considered too loud if it can be heard in the hallway or outside.
- The Division of Student Affairs will continue to develop guidelines and principles related to all forms of entertainment.

*NOTE: Activities inconsistent with these standards and guidelines are violations of the Student Honor Code.*

## **Statement on Sexuality and Relationships**

Sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Liberty University. In personal relationships, students are encouraged to know and abide by common-sense guidelines to avoid the appearance of impropriety. Activities inconsistent with these standards and guidelines are violations of the Student Honor Code.

## **Statement on Personal and Community Respect**

Respectful attitudes and behaviors should be afforded to all members of the university community, including respect through proper acknowledgement of personal and professional positions. Failure to do so is a violation of the Student Honor Code. Students are asked to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs., or Miss). Students should not use first names when speaking to or about Liberty faculty or employees. Students are expected to exercise proper decorum in the classroom and respect for university property.

Liberty University believes in the inherent value and dignity of all men and women as God has created them. We are committed to treating everyone who visits our campus, whether for athletic competitions or some other purpose, with respect, and actively encourage all members of the university community to love others as Christ loves them. Proper respect should also be shown from one student to another at all times. Derogatory comments of a sexual, religious, or racial nature will not be tolerated. Students are expected to treat all members of the university community and guests in a spirit of Christian love, mutual respect, and individual dignity.

Participation in bullying and hazing is prohibited. Bullying is the unwelcome, aggressive and repeated use of intimidation to force a more vulnerable person to do what the bully desires or to harm a more vulnerable person. Bullying includes oral or written derogatory name calling, taunting, and threatening harm; social actions of spreading false rumors to damage a reputation, and causing extreme embarrassment; and physical actions of hitting, kicking, spitting, tripping, pushing down, rude hand gestures, and injuring or taking another's property. Hazing is any act committed that humiliates, intimidates, demeans, or endangers the health and safety of another person, regardless of the other person's willingness to participate, and includes active and passive participation in such activities.

Obstruction is a violation of the Student Honor Code. Behavior is considered obstructive when a student threatens or engages in other acts of retaliation against another person who acted in good faith (honestly and with the intention of being fair) in reporting Student Honor Code violations, even if reported mistakenly. Any report of alleged misconduct made in bad faith (knowingly making false reports or inventing allegations) is also a violation of the Student Honor Code.

Living as part of the university community is a privilege. All members of the university community are expected to respect the rights of and give proper deference to others. Conduct that disrupts the university community's living and educational environment is not permitted and is a violation of the Student Honor Code.

## **Purpose of Disciplinary Procedures**

Liberty University's disciplinary procedures are designed to maintain an environment that supports the spiritual development and academic success of its students. They are intended to be redemptive, restorative, and are carried out with love and grace.

## Restorative Practices

Restorative Practices refers to the multifaceted approach to conflict or disciplinary issues, which promotes holistic and healing processes that encourage students to live peaceably in community with one another. Restorative Practices include all those impacted by the behavior (responsible parties, harmed parties, and community members), and focus on repairing the damage, as well as preventing future harms. Restorative Practices is comprised of a spectrum of services, including Conflict Coaching, Mediation, and Restorative Conferences, which are facilitated through the [Office of Community Life](#).

- Conflict Coaching is a means through which students experiencing conflict in the residence halls can use student leadership as a resource for support in addressing and resolving low-level conflicts and disputes.
- Mediation is a form of conflict resolution, which allows students to work through difficult situations or disagreements with the assistance of a trained facilitator, who serves as a neutral third party.
- Restorative Conferences are an alternative process of discipline for students that focus on helping students learn from mistakes and repair harm caused to others by the violations committed. Restorative Conferences involve a number of individuals, in addition to responsible parties, including victims and community members, who work collaboratively to find effective ways to repair harms, restore trust, and prevent further violations from occurring.

Participation in Restorative Practices is voluntary, and either party can request to end participation in Restorative Practices at any time. Participation in Restorative Conferences involves signing a waiver to the standard Disciplinary Resolution processes and sanctions.

## Point, Fine, and Community Service System

For situations not addressed through Restorative Practices, a point, fine, and community service system is used to address discipline-related issues. The purpose of the sanctions is not simply to punish but to reinforce the principles of the Student Honor Code. For On-Campus living guidelines that are not part of the point system please refer to the [On-Campus Living Guide](#). The On-Campus Living Guide is governed by the Office of Residence Life. Sanctions for Liberty Way violations are determined based upon the following guidelines:

### 1 Point

- Late to Convocation (1 additional point for each additional 15 minutes late)
- Late for curfew (1 additional point for each additional 30 minutes late)

### 4 Points (Includes a \$10.00 Fine)

- Absence from or disturbances in a required meeting (e.g., Convocation, hall meeting, disciplinary proceeding, etc.)
- Dress code violation
- Failure to respond to Student Affairs official correspondence within 48 hours
- Improper sign-out
- Curfew violation other than late for curfew

**Appeals for one-to-four point offenses** must be submitted to the respective Resident Director (RD) or to the Student Appeals Court through the link provided in the notification email within 48 hours of notification of a decision. The RD or the Student Appeals Court will uphold, modify, or overturn the violation(s) and or sanction(s). The decision will be final.

**6 Points (Includes a \$25.00 Fine)**

- Possession and/or use of tobacco
- Use of e-cigarettes or vaping on campus
- Gambling
- Attendance at a dance
- Minor violation of the Statement on Personal and Community Respect (e.g., direct disobedience; disrespect to faculty, staff, or fellow student; noise disturbance on the hall; conduct that causes minor disruption to community or minor damage to property; minor usage of profane language) (may be considered a 12-18 point violation depending upon severity)

**Appeals for 6-point offenses** must be submitted to the respective RD or to the Student Appeals Court through the link provided in the notification email within 48 hours of notification of a decision. The RD or the Student Appeals Court will uphold, modify, or overturn the violation(s) and or sanction(s). The decision will be final.

**12 Points (Includes a \$50.00 Fine)**

- Deception
- Minor violation of the Statement on Sexuality and Relationships (e.g., inappropriate personal contact; visiting alone with the opposite sex at an off-campus residence; entering the residence hallway, quad, or on-campus apartment of the opposite sex or allowing the same; visiting any dwelling or residence with a member of the opposite sex in inappropriate circumstances)
- Violation of the Entertainment Guidelines (may be considered a 12-18 point violation depending upon severity)
- Violation of the Statement on Personal and Community Respect, creating a disruption to community (may be considered a 12-18 point violation depending upon severity)

**Appeals for 12-point offenses** must be submitted to the respective RD or the Student Appeals Court through the link provided in the notification email within 48 hours of notification of a decision. The RD or the Student Appeals Court will uphold, modify, or overturn the violation(s) and/or sanction(s). The decision will be final.

**18 Points (Includes a \$250.00 Fine and 18 Hours of Community Service)**

- Academic misconduct, including dishonesty, plagiarism, or falsification
- Commission or conviction of a misdemeanor
- Falsification of information on an official document (including sign-out sheet)
- Failure to properly identify oneself
- Obstruction or making bad-faith claims of misconduct
- Participation in a social gathering where alcohol is served (e.g., party, bar, nightclub, etc.)
- Obscene, profane, or abusive language or behavior
- Violation of the Entertainment Guidelines (may be considered a 12-18 point violation depending upon severity)
- Violation of the Statement on Sexuality and Relationships (e.g., sexual misconduct, including inappropriate personal contact, any state of undress with a member of the opposite sex)
- Threat to do bodily harm
- Violation of the Statement on Personal and Community Respect, creating a disruption to community (may be considered a 12-18 point violation depending upon severity)
- Theft (plus financial restitution and/or return)
- Vandalism or property damage (plus financial restitution)

**Appeals for 18-point offenses** must be submitted to the Associate Dean of Students or to the Student Appeals Court through the link provided in the notification email within 48 hours of notification of a decision. The Associate Dean of Students or the Student Appeals Court will uphold, modify, or overturn the violation(s) and/or sanction(s). The decision will be final.

**30 Points (Including a \$500.00 Fine, 30 Hours of Community Service, Possible Administrative Withdrawal)**

- Severe or recurring academic misconduct violation, including dishonesty, plagiarism, or falsification
- Commission or conviction of any felony
- Violation of the [Discrimination, Harassment, and Sexual Misconduct Policy](#)
- Violation of the [Statement on Sexuality and Relationships](#) (e.g., sexual immorality, including inappropriate personal contact, spending the night with a member of the opposite sex)
- Life-threatening behavior or language (possible immediate removal/exclusion from campus and administrative withdrawal for a minimum of two semesters)
- Violation of the [Statement on Personal and Community Respect](#) where personal harm is caused
- Non-participation in classes or extended absence from university community without notice
- Disruption to university community
- Non-compliance with a directive of any university representative or Behavioral Plan
- Possession, use, manufacture, or distribution of illegal drugs or non-prescribed controlled substances or involvement with another person engaged in any of these acts
- Possession or consumption of alcoholic beverages
- Refusal to submit to an Alco-Sensor test or substance use test, as directed by a university representative
- Procuring, financing, facilitating, or obtaining an abortion
- Stealing or possession of stolen property (plus financial restitution)
- Unauthorized possession or use of weapons
- Violation of Liberty University's [Weapons Policy](#)
- Conduct inconsistent with Liberty's mission or purpose that compromises the testimony or reputation of the university, or disrupts Liberty's Christian learning environment

**Appeals for 30-point offenses** (when non-return or administrative withdrawal is not imposed) must be submitted to the Dean of Students or to the Student Appeals Court through the link provided in the notification email within 48 hours of notification of a decision. The Dean of Students or the Student Appeals Court will uphold, modify, or overturn the violation(s) and/or sanction(s). The decision will be final. Appeals for 30-point offenses (when non-return or administrative withdrawal is imposed) must be submitted to the Senior Vice President for Student Affairs (SVPSA) or the Judicial Review Board (JRB) through the link provided in the notification email within 48 hours of notification of a decision (see the appeals section for further explanation of the JRB). If a request is made for the SVPSA to hear the appeal in place of the JRB, the SVPSA will decide whether to hear the appeal or refer to a JRB. The SVPSA or the JRB will uphold, modify, or overturn the violation(s) and or sanction(s). The decision will be final.

**NOTE:** *As the semester ends, there may not be time for the student to complete a sanction of Community Service. In those situations, fines may be issued in lieu of Community Service as follows: 18 hours = \$100.00 fine; 30 hours = \$150.00 fine. Any student who violates disciplinary probation may not be allowed to return for the following semester.*

***Vacations and Breaks***

Major Liberty University regulations and policies are in effect at all times, including summer break and school breaks (i.e. weekends, fall break, Christmas break, spring break, etc.). All students, whether residing on or off campus, are expected to abide by the guidelines and standards of conduct outlined in the Student Honor Code until the student graduates, or the student is dismissed from the university.

## **Investigations and Disciplinary Proceedings (General Conduct – Non-Academic)**

### ***What is the evidentiary standard?***

All student conduct disciplinary proceedings, including appeals, use a preponderance of the evidence standard (the greater weight of the evidence; what is more likely than not) to review all of the available information and evidence to determine whether a violation of the Student Honor Code occurred.

### ***What happens if a student is charged with a violation?***

Any student who is reported for a violation of the Student Honor Code (the "respondent") for which the student could, if found responsible, receive a sanction of 1-12 points will be notified by the appropriate Student Affairs staff member. For an alleged violation that could result in a sanction of 18 or more points, the student who is reported for the violation of the Student Honor Code will meet with the appropriate Office of Community Life Associate Director (AD). For all credible reports of an alleged violation(s), the student will receive notice of the alleged violation(s) and be given an opportunity to respond to the allegation(s). The AD, and possibly other Student Affairs staff members, will conduct an investigation into the alleged violation(s). In the event that a student under investigation for alleged Student Honor Code violation(s) is deemed to pose a potential risk to the campus community, the student under investigation may be restricted from living on campus, attending class, and/or being present on campus. If a student is required to move off campus, the student may be responsible for the cost of off-campus housing. If, following the investigation, the AD determines that there is a preponderance of the evidence (Liberty's evidentiary standard) to find the student responsible for violating the Student Honor Code, the process is as follows:

- For most 18-point violations, if it is determined by a preponderance of the evidence that a violation occurred, the AD will schedule a follow-up meeting with the student to notify the student of the outcome of the investigation, the sanction(s), if any, and the appeal process.
- For most 30-point violations, a Conduct Review Committee (CRC), comprised of members of the Office of Community Life, will consider the facts and relevant information and make a determination as to whether, by a preponderance of the evidence, the student violated the Student Honor Code. If the CRC determines that a violation occurred, the AD will schedule a follow-up meeting to notify the student of the outcome of the investigation, the sanction(s) (if any), and the appeal process. Some 30-point violations may be handled by the AD.

Parents or legal guardians may be notified of a student's conduct process and any violations and/or sanctions, including non-return or administrative withdrawal.

*NOTE: During the investigation and disciplinary proceedings, which includes the appeal process, the student should continue attending classes, unless instructed otherwise in writing by the [Office of Community Life](#) or by the [Office of Equity and Compliance](#). Depending upon the nature of the violation and other circumstances, a temporary removal from classes and/or removal from campus, as well as other appropriate interim remedies, may be imposed. Sanctions may be delayed pending a final determination following appeal.*

### ***What happens if the Conduct Review Committee issues a sanction of Administrative Withdrawal?***

Administrative Withdrawal is a separation from the university for at least a defined period of time (generally one or two semesters), after which the student may be eligible to reapply for admission to the university. If the Conduct Review Committee (CRC) imposes a sanction of administrative withdrawal, an Associate Director for Community Life, or other Student Affairs staff members, will communicate the decision to the student in writing. The student has 48 hours after receiving notification of a decision to appeal, in accordance with the instructions for appeal below.

Once a final sanction of Administrative Withdrawal has been imposed following all appeals, if any appeals are made, the student may be issued a campus ban by LUPD. The student may not return to campus without first contacting LUPD to request for the ban to be lifted. Applications for re-admission are subject to administrative review. The student must have been absent from the university for the designated period of time and fulfilled any conditions before such applications will be approved. Re-admission to the university is not guaranteed. Administrative Withdrawals are generally the shorter of one semester or six months, or the shorter of two semesters or one calendar year.

***What happens if a student accepts the determination of the Conduct Review Committee (CRC)?***

If the student waives the right to appeal and accepts the CRC's determination of responsibility and/or the sanction(s), the student will follow the procedures required to process the CRC's determination. The student may also choose to accept the determination of responsibility, but appeal the sanction(s). If the student accepts a sanction of Administrative Withdrawal, the student typically will have no more than 48 hours from notification of the decision to leave the university.

**Appeals of Violations (General Conduct – Non-Academic)**

An appeal of a violation of the Student Honor Code is not a rehearing of the evidence of a case, and the Student Affairs Representative(s), the Judicial Review Board (JRB), or the Senior Vice President for Student Affairs (SVPSA) (collectively, "the appellate body") does not generally substitute its determination for that of the CRC. Rather, the appeal is the student's opportunity to have the procedures of the investigation and the CRC's hearing evaluated for fairness based on the certain grounds of appeal set forth below. All requests for appeals must be provided in writing, which includes email, and must include an explanation of how one or more of the grounds for appeal apply. Failure to articulate at least one for the grounds for appeal may result in the requested appeal being denied without a hearing. Students have the opportunity to appeal any violation or sanction(s). To make a valid appeal, students must comply with all instructions from the university. A summary of those instructions and processes are as follows:

- The deadline to appeal is 48 hours from notification of the CRC's decision, and is counted as calendar days, not business days or school days.
- The appeal must clearly state in writing at least one of the following three grounds for appeal:
  - There was a procedural error that prevented a fair, impartial, or proper investigation or CRC (i.e., affecting the outcome of a case) that materially affected the CRC's determination.
  - The disciplinary sanction(s), in consideration of the student's prior conduct history and other relevant information, are not fair and/or consistent with the violation.
  - New evidence is introduced into the case that was unavailable at the time of the hearing and could not have reasonably been made available, and which could have reasonably affected the outcome of a case.
- The appeal must contain an explanation, including any evidence, supporting the stated ground(s) for appeal.
- If the student making the appeal received a sanction of Administrative Withdrawal from the CRC, the student should indicate whether he or she requests for the appeal to be determined by the JRB or by the SVPSA. If the student does not request a hearing by the SVPSA, the default appeal is to a JRB. Students may request, but they are not guaranteed, an appeal to the SVPSA who may deny the student's request for appeal.
- If the SVPSA chooses not to hear the student's request for appeal, the student still has the right to an appeal to the JRB. The SVPSA, or designee, will determine whether the student has stated at least one ground for appeal so that the appeal will be heard. Appeals that do not state at least one of the above grounds for appeal may be denied without a hearing. The student will be notified in writing whether the appeal will be heard. If the appeal will be heard, the student

will also be notified of the date, time, and location of the appeal hearing. The SVPSA reserves the option of deciding the appeal based upon a written submission.

- On appeal, the appellate body will consider all information and evidence relevant to the appeal and will determine, by a preponderance of the evidence, whether each ground for appeal was met. If the appellate body finds that no ground for appeal was met, the CRC's determination and any sanction(s) will be upheld. If a ground for appeal is found to be met, the appellate body will determine an appropriate outcome.
- The outcome of the appeal is final, and no further appeal is available.
- The parties of the appeal will be notified in writing of the final determination, and the university will update the parties' education records, as necessary, to reflect the outcome.

### ***Appeals to the Judicial Review Board and Requests for Appeal to the Senior Vice President for Student Affairs***

Once the SVPSA, or designee, determines that an appeal will be heard, appeals by students who have received a sanction of Administrative Withdrawal will generally be heard by the Judicial Review Board (JRB). Appeals by students who have received a sanction of Non-Return or Non-Return in lieu of Administrative Withdrawal will generally be reviewed by the SVPSA. The JRB will be comprised of three faculty members approved by the Provost, along with two students who represent the Student Government Association who are approved by the SVPSA. The SVPSA, or designee, will chair the JRB. The chairperson is a non-voting member of the JRB. The [Office of Community Life](#) will provide the JRB with a summary of the incident, along with a background report of the student's behavioral record, and will present the facts revealed through its investigation to the JRB. For appeals heard by the JRB, the JRB will make its decision by majority vote. For appeals heard by the SVPSA, the SVPSA considers all of the same information and evidence as the JRB and the SVPSA serves as the sole decider of the student's appeal.

The JRB or the SVPSA may examine the circumstances and details of the incident. The JRB or the SVPSA may also, but is not required to, hear testimony, review new evidence, and call any witnesses deemed necessary. The JRB or the SVPSA will consider all information and evidence relevant to the appeal and will determine, by a preponderance of the evidence, whether each ground for appeal was met. If the JRB or the SVPSA finds that no ground for appeal was met, the CRC's determination of a violation and any sanction(s) will be upheld. If a ground for appeal is found to be met by the JRB or the SVPSA, the JRB or the SVPSA will determine an appropriate outcome and/or sanction consistent with the ground(s) for appeal that was or were present and then submit a final report indicating the findings and appropriate outcome and/or sanction(s). In the final report, the JRB or the SVPSA will either uphold, modify, or overturn the prior outcome and/or sanction(s). The JRB or the SVPSA may also modify conditions required for readmission (which may include considering an early return or the ability to continue studies online). In appeals to the JRB or appeals to the SVPSA in which at least one ground for appeal was found to be met, the SVPSA, or designee, will communicate the final determination by the JRB or the SVPSA to the student in writing. If the JRB or the SVPSA decides to overturn the CRC's decision, the violation and any sanction(s) will be removed from the student's records.

#### ***NOTE:***

*Complaints and reports involving alleged violations of the Discrimination, Harassment, and Sexual Misconduct Policy are governed by the university's Discrimination, Harassment, and Sexual Misconduct Policy and follow the policies and procedures it sets forth.*

## **Sanctions**

When a student or student group is ultimately found responsible for violating the Student Honor Code, the RD, Office of Community Life Associate Directors, the Associate Dean of Students, the Dean of Students, the Student Appeals Court, the Conduct Review Committee (CRC), the Judicial Review Board (JRB), or the Senior Vice President for Student Affairs (SVPSA) (each hereinafter referred to as a "sanctioning body") may impose one or

more sanctions. Sanctions may include any of the sanctions that are listed below, as well as any sanctions that are set forth in other applicable university policies or conduct codes.

Sanctions may include educational, restorative, rehabilitative, and punitive components. Some violations, however, are so egregious in nature, harmful to the individuals involved, or deleterious to the educational process that a severe sanction, such as Non-Return or Administrative Withdrawal, is required. Moreover, when a violation is determined to be motivated by a legally protected status (e.g., race, religion, gender, disability, and national origin), the sanction may be more severe.

The sanctioning body may request additional information from the respondent(s), which may be a student or a student group, and anyone who can provide information relevant to its determination of an appropriate sanction. In determining an appropriate sanction, the sanctioning body may consider the following factors:

- the nature and level of violence of the conduct at issue;
- the impact of the conduct on those injured or damaged, and other individuals;
- the impact or implications of the conduct on the community or the university;
- whether the conduct was motivated by another person's membership in a legally protected class;
- prior misconduct by the respondent, including the respondent's relevant prior discipline history, both at the university and elsewhere (if available), including criminal convictions;
- whether the respondent has accepted responsibility for the conduct;
- whether the respondent cooperated with the university's investigation;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the university community and property; and
- any other mitigating, aggravating, or compelling circumstances useful in reaching a just and appropriate resolution in each matter.

Sanctions may be imposed by the sanctioning body or other departments within the university, individually or in combination with other sanctions. For determinations of responsibility for violations of the Student Honor Code, the following sanctions may be imposed:

- **Loss of Funding** - The University may withhold funding for a definite or indefinite period of time (for student groups only)
- **Deactivation** - Loss of all rights and privileges, including university recognition, for a definite or indefinite period of time (for student groups only)
- **Warning** - A formal admonition, which appears in the student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law
- **Written Apology** - Submission of a written apology for the violation and the harm caused to other persons, groups, and entities. The written apology will be submitted through the university, rather than directly to the recipient(s)
- **Points** - Residential students may be assigned up to 30 points for a violation of [The Liberty Way](#) (for students only)
- **Community Service** - Community service work for a church or other non-profit organization for a prescribed number of hours

- **Educational Assignments and Programs** - Required participation in educational programs, or the completion and submission of educational assignments (e.g., essays)
- **Failing Grade** - A failing grade for an individual assignment or in a class as a result of academic misconduct (for students only)
- **Monetary Penalties** - Fines payable to Liberty University. Fees payable as restitution to damaged person(s), groups, and entities submitted through the university
- **Restriction of Access to Space, Resources, and Activities** - Restrictions placed on a student or student group's access to space and/or resources or on participation in activities. Student groups may also be restricted from certain rights and privileges, such as recruitment of new members
- **Removal or Reassignment of University Housing** - Removal from university housing or reassignment to a different location within university housing (for students only)
- **Recovery Program** - Required completion of a recovery program, such as a 12-Step Celebrate Recovery program or another similar program approved by the university
- **Disciplinary Probation** - A more serious admonition that may be assigned for a definite amount of time for the university to closely monitor a student's success following a record of violations. A student may be placed on disciplinary probation if they accumulate 22+ points during any semester in attendance, which may include 18 hours of Community Service or a \$100 fine. A student who accumulates 34+ points in one semester, while on disciplinary probation, may be considered in violation of probation and may not be allowed to return for a period of one (1) semester, or may receive 30 hours of Community Service or \$150 fine. It may require the student to live on campus for the term of probation. One consequence of disciplinary probation is that any future policy violation, of whatever kind, during that time, may be grounds for non-return, or, in especially serious cases, administrative withdrawal from the university. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction, even if the probationary period has expired. A student on disciplinary probation may not run for or hold an office in the Student Government Association until the student is no longer on probation. Disciplinary probation appears in a student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law.
- **Non-Return** - Student status at the university may be terminated with a specified period after which the student may apply for re-admission or enroll in classes. Re-admission may or may not be conditioned upon fulfilling certain conditions listed by the sanctioning body. These conditions may include, but are not limited to, restitution of damages, completion of a recovery program, community service, payment of a fine, and written apology(ies). Relevant information remains in the student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law (for students only)
- **Administrative Withdrawal** - Student status at the university may be indefinitely and immediately terminated for a minimum specified period (generally one or two semesters) during which the student may not enroll in any residential classes or intensives (even during a summer term) but, at the option of the sanctioning body, may or may not enroll in online classes. Re-admission may or may not be conditioned upon fulfilling certain conditions listed by the sanctioning body. These conditions may include, but are not limited to, restitution of damages, completion of a recovery program, community

service, payment of a fine, and written apology. Relevant information remains in the student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law (for students only). If a student accepts the CRC's sanction of Administrative Withdrawal or if the JRB/SVPSA upholds the Administrative Withdrawal on appeal, the student typically will need to move out of the residence hall within 48 hours of the final decision. All academic work is lost for the semester except classes that have been completed before the time of the decision. The student may be asked to leave sooner if the student is considered by the university to be a disruption to the campus community or a safety threat.

- **Non-Return in lieu of Administrative Withdrawal** - Student status at the university may be indefinitely terminated for a minimum specified period of time that begins at the end of the current academic semester, during which period of time the student may not enroll in any residential classes or intensives (even during a summer term) but, at the option of the sanctioning body, may or may not be permitted to enroll in online classes. The student is permitted to complete the current academic semester. Re-admission may or may not be conditioned upon fulfilling certain conditions listed by the sanctioning body. These conditions may include, but are not limited to, restitution of damages, completion of a recovery program, community service, payment of a fine, and written apology(ies). Relevant information remains in the student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law (for students only)
- **Transcript Notation** - In accordance with Virginia Code Section 23.1-900 and Liberty's Discrimination, Harassment, and Sexual Misconduct Policy, Liberty University will make a prominent notation on the academic transcript of each student who has been administratively withdrawn for, has been non-returned for, or has withdrawn from the university while under investigation for an offense involving sexual violence under this policy or the university's Discrimination, Harassment, and Sexual Misconduct Policy. The notation will be removed once the respondent is found not responsible or has otherwise been determined to be in good standing by the university (i.e., the process for applying for, and returning to, good standing for offenses involving sexual violence is different than the re-admission processes)
- **Revocation or Withholding of Degree** - The University reserves the right to revoke or withhold the award of academic degrees. If the violation is found to have occurred before graduation and during the time the student has applied to, or was enrolled at the university, but a complaint was not filed prior to graduation, the degree may be revoked. If the violation occurred prior to a student graduating and is under investigation, the university may postpone the awarding of a degree pending the outcome of the investigation and imposition of appropriate disciplinary sanctions (for students only)
- **Other Sanctions** - Any other sanction not listed above, as determined appropriate under the circumstances.

Sanctions will be imposed immediately, except in the case of separation from the university pursuant to a Non-Return sanction. In matters adjudicated prior to the last day of classes, if the final sanction is separation from the university (i.e., Non-Return or Administrative Withdrawal), the granting of credit for the semester and/or the awarding of a degree will be at the discretion of the university. The imposition of sanctions by JRB or by the SVPSA is final and is not subject to further review.

## **Reapplication and Readmission**

A student who has received a sanction of Non-Return or Administrative Withdrawal may contact the [Office of Admissions](#) to begin the reapplication process. In considering an application for readmission, Enrollment Management will request that the student provide a thorough account of the actions that led to the student's dismissal from the university and the student's strategy for successful continuance at the university. Enrollment Management will also look to see whether the minimum term of dismissal has been served and whether other conditions for return, if any, have been met. Additionally, a letter of recommendation from a pastor, counselor, or civic leader, along with a letter of recommendation from the student's parent(s) or legal guardian(s) (if the student is less than 21 years of age), should be submitted. Readmission to the university will be subject to any stipulations made by the Dean of Students in consultation with the [Office of Community Life](#). Reapplication does not guarantee readmission. If readmission is granted, the [Office of Admissions](#) will contact the student with its decision.

## **Complaint Reporting**

All complaints regarding the Student Honor Code may be emailed to the [Dean of Students Office](#) at [deanofstudents@liberty.edu](mailto:deanofstudents@liberty.edu) or submitted via [Beacon](#). The complainant will be encouraged to complete an official "Statement for Record" detailing the information relevant to his or her complaint in the [Dean of Students Office](#). The Dean of Students, the Senior Vice President for Student Affairs, and/or a designated representative will review the complaint.

## SELF-REPORTING

Students are encouraged to self-report when they have knowingly committed a violation of the Student Honor Code. When self-reports are received, the university will provide discreet counsel and support to the student. This self-report policy is intended for students seeking to acknowledge and self-correct their wrongdoing.

A student has the option of self-reporting a violation of the Student Honor Code to the [Office of Community Life](#) or the [Office of Residence Life](#) within one week of an offense. If an investigation has begun or if there is already prior knowledge of the incident, it may not be considered a self-report. The [Office of Community Life](#) or the [Office of Residence Life](#) will work with the student in implementing the necessary boundaries and accountability measures to foster an environment for growth. Students may only self-report the same behavior once per semester without sanctions.

The Liberty University community promotes chastity for its unwed students; however, women who become pregnant and men whose sex acts result in conception are included in this self-report policy. The [LU Shepherd Office](#) or [Student Counseling Services](#) is available to assist students through this process.

***NOTE:** Violations of the law (felony and serious misdemeanor offenses) may carry sanctions up to and including administrative withdrawal, even when there is a self-report. Moreover, there is a similar but different self-reporting policy in the university's [Discrimination, Harassment, and Sexual Misconduct Policy](#) that applies to complainants and witnesses who make reports or complaints, or who cooperate with investigations and/or disciplinary proceedings. Please refer to the [Discrimination, Harassment, and Sexual Misconduct Policy](#) for more information.*

## CONVOCATION

[Convocation](#) is an assembly of the university community and its purpose is to develop campus unity, disseminate information, and challenge students spiritually, socially, morally, civically and intellectually. Convocation provides forums for the social and political issues of the day, as well as educational topics of diverse interest for the benefit of students, faculty, and staff. Guest speakers and performers from the worlds of business, politics, education, religion, athletics, entertainment and the sciences also help to make Convocation a refreshing and challenging time. All students, whether residing on or off campus, are required to attend Convocation and remain present until dismissed.

## LIVING OFF CAMPUS

### Qualifications

To qualify for living off campus, students must either be 21 years of age or older by December 31 to live off campus for the fall semester or by May 31 to live off campus for the spring semester, or be living with a parent or with a sibling who is at least 21 years of age.

## Conduct

Students who live off campus are expected to abide by the Student Honor Code. Living off campus is a privilege that may be revoked at the discretion of the [Office of Community Life](#). Students who repeatedly violate the Student Honor Code may be required to move back on campus immediately.

## COMMUNICATION

Liberty student e-mail accounts are the official means of communication for the Liberty University community, and students are expected to check their e-mail account on a daily basis. The university is not responsible for information that students do not receive as a result of not checking their e-mail account regularly. Students are also expected to visit the Liberty University [Splash Page](#) regularly for official announcements and information.

## STUDENT RECORDS

### Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements pertaining to the privacy of a student's education records. FERPA governs the *release* of such education records maintained by an educational institution, such as Liberty University, as well as the *access* to those education records. For detailed information on FERPA, visit the webpage for [Registrar's Office](#).

Students may inspect and review their education records, including disciplinary records, by submitting a written request to the [Office of Community Life](#). The university will comply with this request within 45 days of receiving the request. When an education record contains information pertaining to other students, the student may inspect and review only the information pertaining to the student requesting the information, and the information pertaining to other students will be redacted.