

# The Liberty Way



Division of Student Affairs  
Liberty University

## TABLE OF CONTENTS

<b><u>My School</u></b> .....	2
<b><u>My Role</u></b> .....	2
<b><u>Academic Misconduct</u></b> .....	3
<u>Computing Ethics</u> .....	5
<u>Unprofessional, Unethical, and Dangerous Behavior</u> .....	5
<b><u>General Conduct</u></b> .....	6
<u>Substance Use</u> .....	6
<u>Harassment and Discrimination</u> .....	7
<u>Dress Guidelines</u> .....	10
<u>Entertainment Guidelines</u> .....	10
<u>Sexuality and Relationships</u> .....	11
<u>Personal and Community Respect</u> .....	11
<u>Discipline Process</u> .....	11
<u>Restorative Practices</u> .....	12
<u>Point, Fine and Community Service System</u> .....	12
<u>Appeals for General Misconduct (Non-Academic)</u> .....	15
<u>Disciplinary Probation</u> .....	15
<u>Retention/Non&gt;Returns</u> .....	16
<u>Administrative Withdrawal</u> .....	16
<u>Reapplication/Readmission</u> .....	17
<u>Complaint Reporting</u> .....	17
<b><u>Self-Reporting</u></b> .....	18
<b><u>Convocation</u></b> .....	18
<b><u>Living Off Campus</u></b> .....	19
<u>Qualifications</u> .....	19
<u>Conduct</u> .....	19
<b><u>Communication</u></b> .....	19
<b><u>Student Records</u></b> .....	19
<u>Family Educational Rights and Privacy Act of 1974 (FERPA)</u> .....	19

## MY 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 you to succeed in your chosen profession and service to others as a true Champion 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 others in our community is a direct reflection of our love for God.

Liberty's community guidelines come in various forms. Some are local, state, or 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 just preferences that promote deference to one another while living in the community. However, all are important for creating the kind of university community, we seek to provide.

To this end, the Honor Code sets forth the procedures that apply when misconduct by a student is alleged to have occurred. Students are charged with notice of and are bound by this Honor Code and all students agree to comply with its terms.

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 this 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. This is our university and this is our Honor Code.

## MY ROLE

Students are responsible to know and comply with the terms of [The Liberty Way](#) (Student Honor Code). Students also are responsible to report all circumstances, which they believe constitute a major violation of the Honor Code to the [Office of Community Life](#). Intentional breach of this responsibility will be considered a violation of the Honor Code. Every student should give testimony or evidence relevant to any alleged violation of the Honor Code, if requested.

Every student is asked 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, the students, faculty and staff of Liberty University, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not."***

## ACADEMIC MISCONDUCT

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.

### *Academic Dishonesty*

During examinations, academic dishonesty includes, but is not limited to:

- Referring to information not specifically condoned by the instructor
- Receiving information from a fellow student
- Stealing, buying, receiving, selling or transmitting any portion of an examination

Outside of examinations, academic dishonesty includes, but is not limited to:

- Allowing another student to copy any portion of one's own work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

### *Plagiarism*

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill academic requirements for any course at any institution at any level, including Liberty University, without written permission from both faculty members
- Purchasing material of any kind and representing it as one's own work

### *Falsification*

Falsification of a school document includes, but is not limited to:

- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of a university document or any document to mislead the reader
- Dishonestly answering or providing information in the application process
- Failure to fully and truthfully disclose criminal history when required to do so
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material
- Including a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Inventing or intentionally distorting data or statistical result
- Communicating false information to a faculty member in connection with an academic matter
- Any student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

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

The reporting procedure is as follows:

- The instructor (or staff member, if applicable) will confront the student within one week of the discovery of the infraction
- The instructor will write a report outlining the violation, the inquiry conducted, the recommended sanction(s) and the overall rationale
- The report will be provided to the student
- The sanction must include the student receiving a grade of "F" for the course

*NOTE: The student will be allowed to appeal (See Appeal Process Below).*

- The report will be sent to the department chairperson
- A copy of the report will be sent to the Division of Student Affairs at which time the appropriate Community Life Associate Director will work with the faculty member to determine the penalty for each infraction

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

When a student has been reported for academic dishonesty involving sanctions and the student feels he or she is being unjustly accused or is being treated unfairly, he or she may choose to appeal the decision and recommendation of the faculty member. That appeal process is as follows:

- The student must submit a written appeal to the department chairperson within ten business days of receiving the instructor's report. The appeal should clearly state the reason(s) why the student believes that he or she did not violate the Student Honor Code, as well as the reason(s) why the sanction(s) imposed was inappropriate. Additionally, the student should state what sanctions he or she concludes would be appropriate.
- The chairperson will review the instructor's report and the student's written appeal, may consult with the instructor and/or student, then will notify the instructor and the student of his or her decision. In determining whether a violation has occurred, decision makers will apply a "clear and convincing" evidence standard. For determining all other matters, all decision makers will apply a "greater weight" of the evidence standard.
- If the student is not satisfied with the department chairperson's decision and desires to appeal it, he or she must submit a written appeal to the dean of the school or college (i.e., School of Business, College of Arts and Sciences, etc.) within one calendar week of receiving the chairperson's decision. The dean of the school will review the student's second appeal, as well as the faculty member's report and the student's initial appeal. When a decision has been reached, the dean will notify the department chairperson, the faculty member, and the student.
- If the student is not satisfied with the dean's decision and desires to appeal it, he or she has one calendar week from receiving the dean's decision to request a hearing before the Senate Committee on Academic and Admissions Standards. The dean will contact the registrar, who will arrange the hearing. The committee will meet with the student, review all reports, appeals and facts, and make a recommendation to the Vice President for Academic Affairs (VPAA). The VPAA will make a final decision after considering the committee's recommendation and will notify the student of that decision.
- The VPAA's decision is the final step in the appeal process. Should any appeal result in a ruling of "no violation," a report indicating such will be forwarded to all appropriate parties to expunge the student's permanent academic record, as well as remove any academic holds or academic restrictions. A decision of "no violation" will be considered final and cannot be appealed by an instructor or staff member.

## Computing Ethics

Many students will use LU's computing resources through classes that require such use or through on-campus employment. Liberty University stringently obeys copyright laws and license agreements that govern computer software. No student should ever make copies of university-owned computer software.

Liberty University has established a Code of Computing Ethics and an Academic Computing Policy. If you use the computing resources of the university, you are responsible for adhering to these policies. If the instructor or the campus employer authorizing your access to the computer resources of the university does not give you a copy, it is your responsibility to ask for one.

Violation of these standards will make a student subject to student disciplinary action by Liberty University and may lead to denial of future computing privileges. For violation of laws and license agreements, a student may also be subject to other private or public legal action under applicable Virginia or federal laws and regulations. If the violation of such laws and license agreement results in financial loss to Liberty University, damages and costs assessed to the university can in turn be assessed to the student who violated the laws/agreements.

## 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 and 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 place 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 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 extreme cases, academic suspension, or dismissal from Liberty University.

## GENERAL CONDUCT

Life outside the classroom take up 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 Liberty Way (Student Honor Code), the university has a responsibility to administer discipline with love and mercy.

### Substance Use

Liberty University prohibits the possession, use, manufacture, or distribution of alcoholic beverages, tobacco, nicotine and illegal drugs or controlled substances by its students, whether this occurs on or off campus. This includes the use or possession of prescription medications not prescribed to the student and the abuse of prescribed medication. Violations of this prohibition may result in disciplinary action, including administrative withdrawal. In addition, the possession, use, manufacture and/or distribution of illegal substances is a crime and Liberty University will cooperate with law enforcement authorities who are charged with enforcing the law.

### Education

Liberty University recognizes that substance abuse is a serious problem nationally and the education of students and employees on dangers inherent in substance abuse is an important aspect in addressing the problem. The university will incorporate educational information through academic courses, Convocation, community resources, and utilization of campus mental and health-care professionals.

### Counseling and Referral

Liberty University students who are at risk of drug or alcohol 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 responsibility of the student.

### Drug Testing Program

For the protection of its students and community, the university conducts an on-going program of mandatory random drug testing. Students agree to the following:

- To participate in and cooperate with the university's drug-testing program, which permits the 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 drug use will be responsible for covering the cost of the drug test.*

- Failure to cooperate with the university's drug testing program will itself result in disciplinary action.
- Failure to achieve a negative drug test (i.e., the absence of illegal drugs) will result in disciplinary action against a student. Such action may include administrative withdrawal from the university.
- Possession and use of illegal drugs may also require notification of law enforcement authorities.
- Any person administering a drug test may communicate the student's drug test results to the Office of Community Life, or other offices within the university, for possible disciplinary action. Such communication will not constitute a breach of any confidentiality.
- To waive all claims one might have against Liberty University or its employees as to any threatened or actual damage to reputation, privacy, mental/emotional condition resulting from the administration of the drug tests, the processing of the drug tests or the enforcement of the university's disciplinary or academic penalties.

- To waive all legal claims of any nature, such as those claims one might have against Liberty University or its employees, arising out of drug testing.
- 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 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 a drug problem may have been revealed to the university prior to, at the time of, or after enrollment.

## **Harassment & Discrimination**

Liberty University is committed to providing students and employees with an environment free of harassment. Any person or group who commits acts of harassment or discrimination based upon race, ethnicity, gender, or disability, on or off campus, will be subject to disciplinary action, which could result in dismissal from the university. Any act of harassment (i.e., physical, psychological, verbal or sexual) that is threatening, is considered a serious offense and will not be tolerated.

### ***Sexual Harassment, Discrimination, and Assault***

Liberty University is committed to providing students and employees with an environment free from all forms of sex-based discrimination, which can include acts of sexual violence, sexual misconduct, and disrespect for one another. Non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking are all prohibited at Liberty University. All members of the Liberty community are expected to treat everyone with a spirit of Christian love, mutual respect, and individual dignity.

The university provides educational and spiritual programming to promote our commitment to biblical principles of abstinence and purity. Our programming also promotes the awareness of any type of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act.

Sex-based misconduct offenses include, but are not limited to:

- Sexual harassment; sexual exploitation
- Non-consensual sexual contact (or attempts to commit same)
- Non-consensual sexual intercourse (or attempts to commit same)

Other misconduct offenses, when based on sex or gender, include, but are not limited to:

- Bullying
- Domestic violence
- Dating violence
- Stalking

### ***Reporting and Process***

Any student who believes that he or she has been the subject of sexual harassment, discrimination, or assault in any form should immediately report the incident to Liberty University's Title IX Office and/or to Liberty University Police Department (LUPD). Students who would like assistance in contacting local authorities may request such help from campus authorities.



For confidential reporting options, please contact:

- [Student Counseling Services](mailto:studentcounselingservices@liberty.edu): 434-582-2651 ([studentcounselingservices@liberty.edu](mailto:studentcounselingservices@liberty.edu))
- Sexual Assault Response Program (SARP): 434-947-7273
- [LU Shepherds Office](mailto:lushepherd@liberty.edu) (case-by-case): 434-592-5411 ([lushepherd@liberty.edu](mailto:lushepherd@liberty.edu))
- Student Health & Wellness Services: 434-200-6370

All responsible employees are required to report incidents of sexual harassment, discrimination or assault to the Title IX Office, unless designated as a confidential reporting option. The university will provide prompt, compassionate, and discreet support to victims. When a student contacts the Title IX Office, he or she will be given the opportunity to make a formal complaint with the [Title IX Office](#). The office will take immediate steps to inquire or investigate a complaint, stop the occurrence of the harassment/violence, protect and prevent reoccurrence, provide support and resources to those affected or involved, and ensure the safety of the campus/community. Interim measures and reasonable accommodations are available to affected parties. Reporting parties will review a Notification Checklist to ensure that the reporting parties are aware of resources and appropriate accommodations.

Regardless of the location of the incident, all reports will be investigated. Any reporting party may request confidentiality; however, Requests for confidentiality are considered by the [Title IX Office](#) on a case-by-case basis and the decision to approve or deny is based on student/community safety concerns. Pursuant to Virginia Code § 23-9.2:15, in a situation involving sexual violence, a student's request for confidentiality will be granted at the discretion of the Threat Assessment Team.

**In order to encourage reports of conduct prohibited under this policy, an alleged victim or cooperating witness that may have been involved in a Code of Honor violation who makes a voluntary report or gives evidence to the Title IX Office related to a Title IX investigation, will be treated similarly to a Self-Report for Honor Code purposes.** For example, if an alleged victim or cooperating witness reports a Title IX violation or gives truthful testimony in support of a Title IX investigation and that report or testimony implicates a student as having been involved with another Code of Honor violation (e.g. alcohol, immorality), the cooperating witness will not be sanctioned for that conduct. Under this provision, a cooperating witness may be asked to participate in development opportunities or educational services.

Liberty University strongly encourages that all forms of sexual harassment, discrimination, or assault be reported. If the student is not sure whether an incident qualifies as a violation of the [Policy on Sexual Harassment, Discrimination, or Assault](#), he or she should contact one of the Title IX coordinators from the list below:

Brittney Wardlaw  
Director of Title IX  
University Title IX Office  
(434) 582-8948  
[titleix@liberty.edu](mailto:titleix@liberty.edu)

Russell Monroe  
Deputy Title IX Coordinator  
Graduate & Online Community Life  
(434) 592-6488  
[onlinecommunitylife@liberty.edu](mailto:onlinecommunitylife@liberty.edu)

David Miller  
Deputy Title IX Coordinator  
School of Law  
(434) 592-3396  
[damiller1@liberty.edu](mailto:damiller1@liberty.edu)

Dr. Ray Morrison  
Deputy Title IX Coordinator  
School of Osteopathic Medicine  
(434) 592-7386  
[rlmorrison1@liberty.edu](mailto:rlmorrison1@liberty.edu)

Steve Foster  
Deputy Title IX Coordinator  
Human Resources  
(434) 592-3345  
[smfoster@liberty.edu](mailto:smfoster@liberty.edu)

Additionally, any student, faculty, or staff may contact the Liberty University Police Department or local police department for emergencies, questions, or concerns regarding an incident of sexual harassment, discrimination, or assault.

- LUPD Emergency (434) 592-3911
- LUPD Non-emergency (434) 592-7641

### ***Consequences***

Any act of sexual harassment, discrimination, assault or any other sex-based misconduct that interferes with the student-learning environment (as determined by the [Office of Community Life](#) and the [Title IX Office](#)), is a serious offense, and will not be tolerated. Any Liberty University student who violates this policy will be subject to disciplinary action, which may result in dismissal for a minimum of two semesters. In addition, any student who is dismissed from the university will be restricted from campus.

In addition, since the university takes such charges seriously, where the results of an investigation reveal a complaint of racial discrimination or harassment to be frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action. Refer to the university's [Title IX Office](#) webpage at [www.liberty.edu/titleix](http://www.liberty.edu/titleix) to view the complete Sexual Discrimination, Harassment, and Assault Policy.

### ***Racial Harassment & Discrimination***

Liberty University insists that all members of the university community are entitled to and shall be afforded an environment free of racism—whether overt or subtle. Therefore, members of the university community will not tolerate racial discrimination or harassment of any kind.

Behavior that constitutes racial discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act and is a violation of the Student Honor Code. This includes, but is not limited to, racial/ethnic slurs, coarse jesting with racial/ethnic overtones and other forms of communication resulting in disparagement or intimidation based on race or ethnicity.

### ***Reporting and Process***

- Report any incident of racial harassment or discrimination to the [Office of Community Life](#) or the [Center for Multicultural Enrichment](#).
- The [Office of Community Life](#) will review the racial discrimination/harassment policy with the complainant.
- Complainant will complete and submit an official Statement for Record.
- Complainant must decide whether to pursue a formal complaint, which may result in disciplinary action.
- The Conduct Review Committee will examine the results of the investigation and determine the best course of action.
- The [Office of Community Life](#) will conduct a final interview with complainant.

### ***Consequences***

Any Liberty University student who engages in racial discrimination or harassment is subject to disciplinary action, along with possible fines, and community service and/or possible administrative withdrawal. In addition, since the university takes such charges seriously, where the results of an investigation reveal a complaint of racial discrimination or harassment to be frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action.

## Dress Guidelines

While the university recognizes that opinions vary considerably regarding appropriate dress, the university has established simple guidelines, which 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), [Community Life](#) Associate Directors (ADs), as well as other university staff, will enforce dress guidelines and educate all students regarding these guidelines. Questions concerning the standard of dress should be addressed 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. Facial jewelry is prohibited.

- **Class Dress** is required in academic and administrative buildings before 4:30 pm on weekdays and in all classes, regardless of time. Class dress consists of shoes, long pants, and shirts. Hats or hoods should not be worn in class or Convocation.
- **Casual Dress** is acceptable in academic and administrative buildings after 4:30 pm on weekdays and in the [Reber/Thomas Dining Hall](#) for all meals. Casual dress consists of class dress or loose-fitting, modest shorts, warm ups and shoes. Swimming pool attire should be modest.

### *Women's Dress for Students*

Hairstyles and fashion should avoid extremes. Students must dress modestly and appropriately at all times.

- **Class Dress** is required in academic and administrative buildings before 4:30 pm on weekdays and in all classes, regardless of time. Class dress consists of shoes and neat clothing, skirts/dresses (no shorter than two inches above the knee), pants (including capri/cropped pants), and jeans. Shorts are not permitted for class.
- **Casual Dress** is acceptable in academic and administrative buildings after 4:30 pm on weekdays and in the [Reber/Thomas Dining Hall](#) for all meals. Casual dress consists of class dress and/or loose-fitting modest shorts, warm ups, and shoes. Earrings and plugs may be worn in ears and small studs may be worn in the nose. No other facial piercings or plugs are allowed, including tongue. Swimming pool attire on campus should consist of a modest one-piece suit.

*NOTE: Individual schools, i.e. School of Business, etc., may implement a more rigorous standard of dress for students enrolled in their school. Liberty University online students are asked 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 guidelines for practical guidance purposes for students on campus have been implemented:

- Media or entertainment that is offensive to Liberty's standards and traditions (i.e., lewd lyrics, anti-Christian message, sexual content, nudity, pornography, etc.) is not permitted.
- Resident Directors or Community Life Associate Directors (ADs) are available to give guidance and clarify areas of confusion. No student will be penalized for a first offense of non-clarified issues.

- While industry ratings systems for movies, games, and other media generally are not reliable standards, they can be helpful in identifying content. Movie content rated “X” and “NC-17” and video game content rated “A” are not permitted.
- Caution should be used in viewing movie content rated “R” and “PG-13” and video game content rated “M”.
- Personal entertainment should not disrupt the academic atmosphere of the residence hall. Noise of any kind (including music and television) in a resident room is considered too loud if it can be heard in the hallway.
- The [Division of Student Affairs](#) will continue to develop guidelines and principles related to all forms of entertainment. Activities outside of these standards and guidelines are violations of the Student Honor Code.

## **Sexuality & 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 outside of these standards and guidelines are violations of the Student Honor Code.

## **Personal & Community Respect**

Respect is an attitude and behavior that should be afforded to all members of the university community through proper acknowledgement of their personal and professional position. 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 faculty or staff members. Students are expected to exercise proper decorum in the classroom. Men must remove headwear in classrooms and academic buildings.

At Liberty University, we believe 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, in athletic competition or otherwise, with respect, and we actively encourage our male and female students, faculty and staff, and athletes to love others as Christ loves them. Proper respect should 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 hazing is prohibited. Hazing is defined as any act committed against someone in any organization that is humiliating, intimidating, or demeaning, and/or endangers the health and safety of the person, regardless of the willingness to participate, and includes active and passive participation in such activities.

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 deference to others. Conduct that disrupts the community living and educational environment is not permitted.

## **Discipline Process**

Liberty University’s discipline process is designed to help maintain an environment that supports the spiritual development and academic success of students. The process is intended to be redemptive, restorative, and carried out with love and grace.

## Restorative Practices

Restorative Practices offer a multifaceted approach to situations where conflict or disciplinary issues occur by promoting 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/or 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, and 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. While principles of restoration are utilized at every level of discipline, Restorative Conferences are best used for discipline issues that carry the consequence of 18-30 points.

*NOTE: Sexual assault offenses are not addressed through a Restorative Conference.*

## 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 to punish, but to reinforce the principles of the Student Honor Code. Sanctions are considered according to the guidelines listed below:

### *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 (+ \$10.00 Fine)*

- Absence from or disturbances in a required meeting (Convocation, etc.)
- Disturbance/non-participation during Convocation
- Dress code violation
- Failure to respond to a Student Affairs official call slip within 48 hours
- Inappropriate personal contact
- Improper sign-out
- Curfew violation

**Appeals for one-to-four point offenses** must be submitted in writing to the respective Resident Director (RD) within 48 hours of notification. Commuter students may appeal to the student court within 48 hours of notification.

**6 Points (+ \$25.00 Fine)**

- Possession and/or use of tobacco
- Use of e-cigarettes/vaping on campus
- Gambling
- Attendance at a dance
- Minor violation of the Statement on Personal & Community Respect (e.g. direct disobedience; disrespect to faculty, staff, or fellow student; noise disturbance on the hall; conduct that disrupts community or damages property; minor usage of profane language)

**Appeals** for **6-point offenses** must be submitted in writing to the respective RD or the student court within 48 hours of notification.

**12 Points (+ \$50.00 Fine)**

- Deception
- Minor violation of the Statement on Sexuality & 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)

**Appeals** for **12-point offenses** must be submitted in writing to the respective RD or the student court within 48 hours of notification. The RD or student court will uphold, dismiss, or adjust the sanction. The decision of the RD or student court will be final.

**18 Points (+ \$250 Fine & 18 Hours Disciplinary 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
- Intentional participation in a social gathering where alcohol is served (e.g. party, bar, or nightclub) or illegal drugs are used
- Obscene, profane or abusive language or behavior
- Violation of the Entertainment Guidelines (may be considered a 12-18 point violation)
- Sexual misconduct and/or any state of undress with member of opposite sex
- Threat to do bodily harm
- Hazing or violation of the Statement on Personal & Community Respect, creating a disruption to community
- Vandalism (plus financial restitution)

**Appeals** for **18-point offenses** must be submitted in writing to the Associate Dean for Community Life or student court within 48 hours of notification. A decision will be rendered in writing regarding the appeal and the decision will be final.

**30 Points (+ \$500.00 Fine, 30 Hours Disciplinary Community Service, & Possible Administrative Withdrawal)**

**NOTE:** For each accumulation of six or more points after 30, an additional \$150 fine will be assessed.

- Commission/conviction of any felony
- Violation of the [Policy on Sexual Harassment, Discrimination, and Assault](#) (up to 30 points plus possible fines, community service, and/or administrative withdrawal -- minimum two semesters out -- and transcript notation as required by Virginia law)
- Violation of the [Policy on Racial Harassment & Discrimination](#) (up to 30 points plus possible fines, community service and/or administrative withdrawal)
- Violation of the [Statement on Sexuality & Relationship](#), including immorality or spending the night with a member of the opposite sex
- Life-threatening behavior or language (possible immediate removal/exclusion from campus and a minimum of two semesters out)
- Hazing or violation of the [Statement on Personal & Community Respect](#), whereby personal harm is caused
- Non-participation in classes or extended absence from university community without notice
- Disruption to university community or violation of the [Statement on Personal & Community Respect](#)
- Non-compliance with directives of any university representative or Behavioral Plan
- Drug possession, use/distribution, or association with individuals possessing or using illegal drugs (possible minimum two semesters out)
- Possession or consumption of alcoholic beverages
- Refusal to submit to an Alco-Sensor test and/or drug test as directed by a university representative
- Procuring/financing/facilitating/obtaining an abortion
- Stealing or possession of stolen property (plus financial restitution; possible minimum two semesters out)
- Unauthorized possession/use of weapons
- Violation of the university concealed carry policy

**Appeals for 30-point offenses** (non-dismissal) must be submitted in writing to the student court or the [Dean of Students](#) at [deanofstudents@liberty.edu](mailto:deanofstudents@liberty.edu) within 48 hours of notification of sanction.

**NOTE:** As the semester ends, there may not be time for the student to complete his or her DCS. In that case, fines will be issued in lieu of DCS as follows: 18 hours = \$100 fine; 30 hours = \$150. Any student who violates disciplinary probation may not be allowed to return for the following semester.

***Vacation/Breaks***

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

***What happens if a student receives sanctions?***

Any student, who is reported for 18 or 30-point violations of the Student Honor Code, will meet with the appropriate [Community Life](#) Associate Director (AD) for a personal conference. The AD will present the alleged violation(s) to the student, and the student will be given an opportunity to present his or her position concerning the allegation(s). The AD, and possibly another Student Affairs staff member, will conduct an investigation of the alleged violation(s). If the allegations are determined to be true, the process is as follows:

- For most 18-point violations, the AD will schedule a follow up meeting with the student to notify them of the investigation outcome, applicable sanctions, and appeal process. The Resident Director may handle some 18-point violations.
- For most 30-point violations, the Conduct Review Committee (CRC) will consider the facts and relevant information concerning the violation(s), including the student’s prior disciplinary record, before voting on imposing the sanction(s). Once a decision has been reached, the student will be notified of the investigation outcome, applicable sanctions, and appeal process. Some 30-point violations may be handled by the AD.

*NOTE: During the investigative process, the student should continue attending classes.*

***What is a campus restriction?***

In the event that the matter under investigation is deemed by the Office of Community Life to pose a potential safety risk to the campus community, the alleged offender may be required to live off campus for the duration of the investigation, or until such a time as deemed fit by the Office of Community Life. The Office of Community Life may consult with the Dean of Students and/or the Liberty University Police Department in these matters. If required to submit to a campus restriction, the alleged offender will be responsible for the cost of temporary off campus housing.

**Appeals for General Misconduct (Non-Academic)**

At various points in the disciplinary process, opportunities for student appeals are provided, as outlined in the Student Honor Code point system below:

- Deadlines must be observed
- Written appeals are always required. The appeal should clearly state:
  - Reason(s) why the student believes that he or she did not violate the Honor Code
  - Reason(s) why the sanction(s) imposed were inappropriate
  - What sanctions he or she concludes would be appropriate
- Decision makers on an appeal may consider all submissions of the staff and the student from each stage in the proceeding
- Decisions are final at different stages as specified in the Honor Code point system, depending on the severity of the offense
 

For appeals resulting in a ruling of “no violation,” appropriate notification and documentation in the student’s record will occur, as necessary, as well as removal of any holds or restrictions
- There is no option to appeal a final decision

*NOTE: A decision of “no violation” will be considered final and cannot be appealed by a staff member. Title IX cases may be appealed by either an alleged offender or alleged victim.*

**Disciplinary Probation**

Disciplinary probation is a means by which the university can closely monitor a student's success when there has been a semester of discipline-related difficulties. Disciplinary probation includes any required accountability by the Office of Community Life. A student may be placed on disciplinary probation if one of the following occurs:

- Accumulation of 22+ points during any semester of attendance
- Student has been dismissed from school for the previous semester in attendance



A written notice will be recorded in the student's conduct file. Any student who accumulates 34+ points in one semester, while on disciplinary probation will be considered in violation of probation and may not be allowed to return for a period of one semester. Any single student placed on disciplinary probation may be required to live on campus for the semester of the disciplinary probation. Any student on disciplinary probation may not run for or hold an office in the Student Government Association.

*NOTE: Points are accumulated and tabulated on a per-semester basis.*

## **Retention/Non-Return**

Enrollment at Liberty University does not guarantee continuous enrollment until graduation. Any student who accumulates 34+ points for two consecutive semesters may be asked not to return to school the following semester. In addition, any student who commits a 30-point offense may be dismissed or not be allowed to return the following semester. A student will not be permitted to participate in intensives or summer school during the non-return period.

Retention/non-return decisions must be appealed in writing to the Senior Vice President for Student Affairs (SVPSA) or designee. The SVPSA or designee will render a decision regarding the appeal and the decision will be final. The student's cumulative discipline record may be reviewed as part of this process.

## **Administrative Withdrawal**

### ***What happens if the Conduct Review Committee votes for administrative withdrawal?***

If the Conduct Review Committee (CRC) decision is for administrative withdrawal, an Associate Director for Community Life will communicate the decision of administrative withdrawal directly to the student. The student has 24 hours after receiving notification of a decision of administrative withdrawal to appeal.

### ***What happens if a student decides to accept the decision of the Conduct Review Committee?***

If the student waives the appeal of a CRC decision, the student will be asked to sign a "Waiver of Appeal" and will then follow the procedures required to process an administrative withdrawal. The student typically will have 48 hours from signing the waiver to leave the university.

### ***What happens if a student decides to appeal the decision of the Conduct Review Committee?***

To appeal a decision of administrative withdrawal to a Judicial Review Board (JRB), the student must notify the Community Life Associate Director within 24 hours after receiving notification of the CRC decision of the intent to appeal. ***Failure to meet the 24-hour deadline an appeal to a JRB will result in an automatic administrative withdrawal.*** In the event an appeal is made to the JRB near the end of a semester, the Senior Vice President for Student Affairs reserves the right to decide the appeal in place of the JRB.

*NOTE: During the appeal process, the student should continue attending classes. Depending upon the nature of the violation and other circumstances, the SVPSA or designee has the option of suspending a student from classes and/or removal from campus while awaiting the appeal.*

- If the JRB upholds the administrative withdrawal, 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 considered he or she is a disruption to the campus community.
- Once administratively withdrawn, the student will not be permitted to visit the campus until student status has been reinstated.

- Reapplication is subject to administrative review after a six-month period of absence from the university.
- In the case of an administrative withdrawal for the commission of a felony (i.e., assault, drug and/or stealing offense), readmission will be considered after a minimum one-year absence from the university. Readmission is also subject to administrative review and approval.

### ***Judicial Review Board***

The Judicial Review Board (JRB) will be comprised of three faculty members approved by the Provost and two students representing the Student Government Association, which are approved by the SVPSA. The SVPSA, or designee, will chair the JRB. A JRB for a case of a violation of the [Statement on Sexual Harassment, Discrimination, and Assault](#) will be comprised solely of three or more faculty members. The chairperson is a non-voting member of the JRB. The [Office of Community Life](#) will provide the JRB a summary of the incident, along with a background report on the student's behavioral record, and will present the facts to the JRB.

- The JRB may examine the circumstances and details of the incident
- The JRB may, but is not required to, hear testimony, review evidence and call any witnesses deemed necessary

The JRB will determine whether there was sufficient evidence to constitute a violation of the Student Honor Code and whether the imposed discipline is fair and consistent with stated policies.

The JRB's decision is determined by majority vote. The JRB will vote to either uphold or overturn the previous decisions. In the case of an overturn, the JRB may recommend alternative discipline to the SVPSA or designee, which may be more or less severe. The SVPSA or designee will make the final determination for any alternate discipline. If the JRB decides to uphold the administrative withdrawal decision, the JRB may also recommend additional requirements for return or that consideration be given for early return. The appeal to the JRB is the last step in the appeal process and the JRB's decision is final, except where the JRB recommends alternative discipline and then the SVPSA's, or designee, subsequent decision is final.

An appeal to a JRB involving an alleged violation of the [Policy on Sexual Harassment, Discrimination, and Assault](#) is governed by a specific set of guidelines established by the university's Title IX Office.

*NOTE: Parents may be notified of a student's disciplinary probation, assignment of disciplinary community service, retention, or administrative withdrawal and a copy of the aforementioned action will be placed in the student's disciplinary record.*

### **Reapplication/Readmission**

A student who is administratively withdrawn or not allowed to return may submit a written request for readmission to the Dean of Students at [deanofstudents@liberty.edu](mailto:deanofstudents@liberty.edu). Before a return will be considered, the student should provide a thorough account of the actions that led to his or her dismissal or non-return and his or her strategy for successful continuance at the university. 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 guardian 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](#). This process does not guarantee readmission. If readmission is granted, the appropriate Associate Director of Community Life will notify the student and the Office of Admissions.

## 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). The complainant will be encouraged to complete an official “Statement of Record” detailing the information relevant to his or her complaint in the Dean of Students Office. The Dean of Students or 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 this is done, the university will provide discreet counsel and support to the student. This policy is intended for students seeking to acknowledge wrongdoing and make corrections.

A student has the option of self-reporting to any Liberty University community member within one week of the offense. It is then the responsibility of the community member to whom the offense was reported to accompany the student to the Dean of Students Office as soon as possible. (If an investigation has begun and there is already prior knowledge of the incident, it may not be considered a self-report.) The [Dean of Students Office](#) will work with the student in setting the necessary boundaries and accountability measures in place 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 are included in this self-report policy. The [LU Shepherds Office](#) or [Student Counseling Services](#) is available to assist students through this process.

***NOTE:** Violations of the law (serious misdemeanors or felonies) may carry sanctions up to and including administrative withdrawal even when there is a self-report.*

## 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, 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 from the world of business, politics, education, religion, and the sciences also help to make Convocation a refreshing and challenging time. All students are required to attend Convocation.

## LIVING OFF CAMPUS

### Qualifications

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

### 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](#). Any unmarried student under the age of 25, who repeatedly violates the Honor Code, may be required to move back on campus immediately or the following semester of attendance.

## COMMUNICATION

Liberty student email accounts are the official means of communication for the Liberty University community and students are expected to check their email account on a regular basis. 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 student records. FERPA governs the *release* of these records (known as education records) maintained by an educational institution, as well as the *access* to these records. For detailed information on FERPA, visit the webpage for Liberty's [Office of the Registrar](#).

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

If a student cannot commute a reasonable distance to inspect and review a record, a copy of the record (as specified by FERPA) will be provided. A fee to cover copying and postage will be assessed. Liberty University reserves the right to deny copies of official student records or transcripts if the student has an unpaid financial obligation to the university or there are unresolved disciplinary actions pertaining to the student.