



EXECUTIVE SUMMARY OF PROPOSED POLICY: Hazing Prevention and Discipline

New Policy ☒ or Substantive Revision ☐

Policy Type: Board of Visitors

Responsible Office: Division of Student Affairs, Senior Vice Provost, Human Resources, Assistant Vice President of HR, and the Office of Faculty Affairs, Senior Vice Provost

Draft Date: 01/18/2022

Initial Policy Approved: N/A – New Policy

Revision History: None – New Policy

Governance Process Tracking:

If new BOV policy, enter date and name of President (or designee) approving development of policy: 03/09/2021 – President Michael Rao

If new Administrative policy, enter date and name of President's Cabinet member approving development of policy: N/A

Integrity & Compliance Office Review: 11/18/2021

University Counsel Review: 12/20/2021

Public Comment Posting: 01/21/2022

University Council Academic Affairs and University Policy Committee Review: 02/24/2022, tentative

University Council Review: 03/03/2022, tentative

President's Cabinet Approval: 03/07/2022, tentative

Board of Visitors Approval (if applicable): 03/21/2022, tentative

1. Why is this policy being created <input checked="" type="checkbox"/> <u>or</u> revised <input type="checkbox"/>.	Per the External Review Report conducted by Dyad Strategies and issued on August 2, 2021, the first recommendation was to "update and expand [the] campus hazing policy."
2. <u>New policy</u> <input checked="" type="checkbox"/>: What are the general points or requirements covered in this policy? <u>or</u>	Consistent with the SCHEV Model Policy Regarding the Prevention of and Appropriate Disciplinary Action for Hazing, this policy clarifies for the university community that hazing prevention and discipline policy applies to all persons and groups associated with the university; the policy defines hazing and provides examples of psychological hazing, physical hazing,

Revised policy <input type="checkbox"/> : What are the substantive differences between this draft and the current policy?	and other hazing; the policy informs the university community that the policy encompasses all acts of hazing whether the acts occur on or off campus; the policy states that individuals cannot consent to being hazed; the policy describes the reporting process, the responsible investigative units, and the potential for disciplinary action up to and including expulsion or termination of employment.
3. Which stakeholder offices or personnel have provided input into this policy draft?	Athletics, Division of Student Affairs, Dean of Students, RecWell Student Activities and Commons, Student Conduct and Academic Integrity, FSL advisors, Human Resources, Employee Relations, and University Counsel.
4. Which other universities' policies or resources (e.g., laws, regulations, etc.) did you consider when preparing this draft?	SCHEV Model Policy Regarding the Prevention of and Appropriate Disciplinary Action for Hazing, GMU, JMU, Longwood University, ODU, Radford University, U of R, UVA, Virginia Tech, and W&M.
5. What is your general assessment of this policy's impact on the university community?	This policy will assist the university and the Division of Student Affairs in achieving the recommendations of the internal and external reviews. This policy makes clear to the members of the university community how we define hazing, how to report hazing, and who will investigate allegations of hazing. This policy helps to provide a framework for Hazing Prevention programming and other educational programs, as well as campus social culture change.
6. What is your plan to implement this new policy or policy revision (e.g., raise awareness and train relevant audiences and monitor for compliance)?	When first implemented TelegRAM notices will be utilized to inform the university community of the new policy, after this there will be annual notice of the policy. Training by the stakeholder areas will be encouraged and supported by the Division of Student Affairs.

[DRAFT] Hazing Prevention and Discipline

Policy Type: Board of Visitors

Responsible Offices: Division of Student Affairs, Senior Vice Provost; Human Resources, Assistant Vice President of HR; and the Office of Faculty Affairs, Senior Vice Provost

Initial Policy Approved: MM/DD/YYYY

Current Revision Approved: MM/DD/YYYY

Policy Statement and Purpose

The purpose of this policy is to prohibit and prevent hazing and to discipline hazing when it occurs. It is the responsibility of all individuals associated with Virginia Commonwealth University (“the university”) to encourage an atmosphere of learning, social responsibility, and respect for human dignity.

Hazing is an unproductive and hazardous activity that is incongruous with the mission and values of VCU and has no place at this university, either on or off campus.

This policy applies to all persons and groups associated with the university, including, but not limited to, administrators, coaches, faculty, staff, students, student organization advisors, athletic teams, bands, fraternities, sororities, and other registered student organizations.

Noncompliance with this policy may result in disciplinary action up to and including termination or expulsion. Behavior that violates this policy also may constitute a crime under the laws of the jurisdiction in which the incident occurred. VCU supports an environment free from retaliation. Retaliation against any member of the campus community who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Table of Contents

Who Should Know This Policy	2
Definitions	2
Contacts	3
Policy Specifics and Procedures	3
Forms	6
Related Documents	6
Revision History	6

Who Should Know This Policy _____

University students and employees (including administrators, faculty, and staff) are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

The Division of Student Affairs shall provide notice of this policy to administrators, coaches, faculty, organization advisors, staff, students, and all student organizations at the beginning of each academic year.

Definitions _____**Faculty**

Designated VCU employee with principal and regularly assigned responsibilities that include a significant commitment to teaching, that includes the development and delivery of the university curriculum for students enrolled at VCU, and/or significant commitment to original research and scholarship that includes the creation, dissemination, and application of new knowledge and/or artistic expression.

Hazing

Any mental or physical requirement, request, or obligation placed upon any person, through a situation created recklessly or intentionally, that could cause discomfort, pain, fright, disgrace, or injury; or that is personally degrading.

Hazing includes, but is not limited to, acts in violation of Virginia Code § 18.2-56 that recklessly or intentionally endanger the health or safety of a student or students or inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Hazing also includes, but is not limited to, the following:

- **Psychological Hazing:** Any act that is likely to (a) compromise an individual's dignity; (b) cause an individual embarrassment or shame; (c) cause an individual to be the object of malicious amusement or ridicule; or (d) cause an individual emotional distress.
- **Physical Hazing:** All forms of physical activity that are used to harass, punish, or harm an individual.

Staff

Any person with a direct employment relationship with the university, including those who work on a part-time or adjunct basis. An individual can hold a status as both a student and staff, including student workers.

Student

All persons taking courses through VCU for any type of academic credit, credit or non-credit classes

(including auditing a class or English Language Program classes), either full-time or part-time, online or in-person, single or dual enrolled, pursuing undergraduate, graduate or professional studies. “Student” also includes all persons who withdraw after allegedly violating university policy but prior to adjudication, persons who are not enrolled officially for a particular term but who have not officially withdrawn from the university, persons who have been notified of their acceptance for admissions, and persons living in VCU residence halls regardless of course enrollment. Employees of Virginia Commonwealth University or the Virginia Commonwealth University Health System may also be students.

Student Organization

Any student group registered by the university.

Contacts

The Division of Student Affairs officially interprets this policy. The Division of Student Affairs is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Senior Vice Provost, Division of Student Affairs.

Policy Specifics and Procedures

Institutional Guidelines

I. Hazing

The university is committed to promoting an environment where abusive behavior, harassment, and assault are never used as a pretext for building character, leadership skills, or group loyalty or unity.

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that may result in discipline by the university for hazing.

Under this policy, hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:

Psychological Hazing:

- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose
- Confinement, for example, in an unreasonably small, unventilated, unsanitary, unlighted, or very loud space
- Encouraging or requiring activities that disrupt a person’s normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene
- Encouraging or requiring a person to pretend to or actually violate a law
- Misleading an individual into believing that they will be hurt during an induction or initiation

- Misleading an individual in an effort to convince them that they will not become a member or otherwise participate in the activity of a student organization or other group unless they complete tasks, follow instructions, or act in a certain way
- Interrogating an individual in an intimidating or threatening manner
- Kidnapping (i.e. taking individuals to an undisclosed location)
- Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (e.g. for a scavenger hunt)
- Servitude
- Verbal abuse
- Wearing, in public, of apparel which is conspicuous and/or indecent

Physical Hazing:

- Binding or restricting an individual in any way that would prohibit them from moving on their own
- Burning, branding, or tattooing any part of the body
- Burying in any substance (i.e. snow, sand, refuse)
- Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- Exposure to uncomfortable elements
- Forcing consumption of alcohol or any other substance, legal or illegal
- Paddling
- Spraying, painting, or pelting with any substance
- Tests of endurance

Other Hazing:

- Activities that interfere with academic pursuits
- Forced or involuntary excursions or road trips
- Encouraged vandalism, or the removal or destruction of public or private property

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts; this encompasses observation of hazing activities by individuals in a position to intervene but failing to do so.

This policy is **not** intended to prohibit the following conduct:

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

II. Location

This policy encompasses all acts of hazing whether the acts occur on or off campus. An act of hazing by an individual or organization will be viewed by the university as a violation of this policy, regardless of where the act of hazing took place.

III. Consent

In accordance with Virginia law, an individual may not consent to being hazed, and a victim's voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur.

Individual & Organization Responsibility

Organizations, acting through their leadership and their membership, are expected to use good judgment to determine the abilities of individual students as they relate to organizational activities and requirements.

Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the organization. See FAQ 1, below.

Reporting:

Anyone (a victim, a bystander, a witness, a friend, or any other person) may report a violation of this policy. The university can most effectively respond to reports when they are made as promptly as possible after the conduct has occurred. However, there is no time limitation on reporting alleged violations of this policy.

Any suspected violation of this policy should be reported using the [VCU Helpline](#).

In accordance with Virginia Code § 18.2-56, the university shall report hazing that causes bodily injury to the appropriate law enforcement agency.

Investigation:

A report or complaint of hazing shall be thoroughly investigated by the VCU Police Department, Student Conduct and Academic Integrity, and the Office of Human Resources, as applicable.

Disciplinary Action by the University:

Any individual or organization found to be in violation of this policy shall be subject to the procedures set forth in the university's student or employee codes of conduct, and may be subject to appropriate disciplinary action up to and including expulsion or termination of employment.

Forms

1. [VCU Helpline](#)

Related Documents

1. [Faculty Handbook](#)
2. [Student Code of Conduct](#)
3. [Working at VCU Great Place HR Policies](#)
4. **Model Policy Regarding the Prevention of and Appropriate Disciplinary Action for Hazing at Virginia's Institutions of Higher Education** <https://www.schev.edu/docs/default-source/institution-section/GuidancePolicy/model-hazing-policy517.pdf>

Revision History

"None – New Policy"

FAQ

1. **How does the university distinguish hazing violations by individuals from hazing violations by an organization?**

The following statements will help distinguish hazing violations by individuals from hazing violations by an organization. An affirmative response is **NOT** required for every point to implicate the organization:

- A. The conduct is endorsed by the organization or any of its officers ("endorsed by" includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur and not acting to stop or report it to appropriate authorities, or helping to plan, advertise, or promote the conduct);
 - a. What knowledge did organization officers and/or advisors have of the misconduct?
 - b. What action(s) did organization officers and/or advisors take in addressing/preventing the misconduct from occurring?
- B. The conduct is committed during the course of an activity paid for by the organization, or paid for as a result of one or more members of the organization contributing personal funds in lieu of organizational funds to support the activity or conduct in question;
 - a. Did the violation arise out of an event that was sponsored, financed, planned, or otherwise endorsed by members of the organization?
- C. The conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
- D. The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
 - a. Were members of the organization acting in concert?
 - b. Did their membership in the organization serve as an impetus for the misconduct?

- E. Non-members of the organization learned of the activity through members, advertisements, or communications by the student organization, or otherwise formed a reasonable belief that the conduct or activity organized, planned, supported or endorsed by the organization;
 - a. How many members of the organization were present when the misconduct occurred or had specific knowledge of the misconduct before it occurred or while it was occurring?
- F. Members of the organization attempted to conceal the activity or protect other members who were involved.
- G. Is there a pattern of individual violations that have occurred without proper remedial action by the organization?



EXECUTIVE SUMMARY OF PROPOSED POLICY: Identity Theft Prevention Policy

New Policy ☐ or Substantive Revision ☒

Policy Type: Board of Visitors

Responsible Office: Office of Technology Services/Information Security Office

Draft Date: 10/25/2021

Initial Policy Approved: 05/15/2009

Revision History: 05/15/2009 – Identity Theft Prevention Policy

04/23/2018 - Identity Theft Prevention Policy (Interim)

Governance Process Tracking:

If new BOV policy, enter date and name of President (or designee) approving development of policy: N/A

If new Administrative policy, enter date and name of President's Cabinet member approving development of policy: N/A

Integrity & Compliance Office Review: 09/16/2021

University Counsel Review: 09/23/2021

Public Comment Posting: 10/27/2021

University Council Academic Affairs and University Policy Committee Review: MM/DD/YYYY

University Council Review: MM/DD/YYYY

President's Cabinet Approval: MM/DD/YYYY

Board of Visitors Approval (if applicable): MM/DD/YYYY

1. Why is this policy being created <input type="checkbox"/> <u>or</u> revised <input checked="" type="checkbox"/> ?	The interim policy is being moved into the final policy phase.
2. <u>New policy</u> <input type="checkbox"/> : What are the general points or requirements covered in this policy? <u>or</u> <u>Revised policy</u> <input checked="" type="checkbox"/> : What are the substantive differences between this draft and the current policy?	There are no substantive differences between the interim policy and the finalized policy. We are attempting to move this policy into its finalized form.

3. Which stakeholder offices or personnel have provided input into this policy draft?	HR, Student Accounting, VCU Card, Treasury Services, ICO, University Counsel.
4. Which other universities' policies or resources (e.g., laws, regulations, etc.) did you consider when preparing this draft?	FTC Red Flag Rule (Section 114 of the FACT Act)
5. What is your general assessment of this policy's impact on the university community?	Provides formalized detection and reporting mechanism of identity theft activities in the university. The policy defines "covered accounts" managed by the university and requires tracking and formal reporting of identity theft events.
6. What is your plan to implement this new policy or policy revision (e.g., raise awareness and train relevant audiences and monitor for compliance)?	The detection and reporting is already occurring, additional training and communications with areas responsible for covered accounts will occur.



Identity Theft Prevention Policy - Interim

Responsible Office: Technology Services, Division of Administration

Current Approved Version: TBD

Policy Type: Board of Visitors

Table of Contents

[Policy Statement and Purpose](#)

[Who Should Know This Policy](#)

[Definitions](#)

[Contacts](#)

[Policy Specifics and Procedures](#)

[Forms](#)

[Related Documents](#)

[Revision History](#)

[FAQ](#)

Policy Statement and Purpose

VCU is committed to protecting the information of its students, faculty, staff, and others who entrust their personal information to the university. In accordance with the Federal Trade Commission's (FTC) Red Flag Rule 16 CFR Part 681, which implements Section 114 of the Fair and Accurate Credit Transactions Act (FACT Act), it is the policy of Virginia Commonwealth University to establish and maintain an Identity Theft Prevention Program to detect, prevent, and mitigate identity theft in connection with new and existing covered accounts.

This policy and the documents listed in the Related Documents section constitute the primary components of VCU's Identity Theft Prevention Program.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Who Should Know This Policy

All employees (includes faculty, university and academic professionals, and staff) and students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Covered Account

1. An account that VCU offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, cell phone account, checking account, or savings account; and
2. Any other account that VCU offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of VCU from identity theft, including financial, operational, compliance, reputation, or litigation risks.

Creditor

Any entity that regularly extends, renews, or continues credit; any entity that regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit.

Customer

A person that has a covered account with VCU. For the purpose of the VCU Identity Theft Prevention Program, all students, staff, faculty, and others having a covered account with VCU will be referred to as “customer.”

Financial Institution

A state or national bank, a state or federal savings and loan association, a mutual savings bank, a state or federal credit union, or any other entity that directly or indirectly holds a transaction account belonging to a customer.

Identifying Information

Identifying information means “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any —

1. Name, Social Security number, date of birth, official State or government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number;
2. Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
3. Unique electronic identification number, address, or routing code; or
4. Telecommunication identifying information or access device (as defined in 18 U.S.C.

1029(e)).” See 16 C.F.R. ' 603.2(b).

Identity Theft

A fraud committed or attempted using the identifying information of another person without authority.

Identity Theft Prevention Program Administrator (Program Administrator)

The Identity Theft Program Administrator is the individual responsible for the development, documentation, execution, and monitoring of VCU’s Identity Theft Prevention Program.

Identity Theft Prevention Standard

The Identity Theft Prevention Standard outlines the operational requirements of the Identity Theft Prevention Program as established by the Identity Theft Prevention Policy. This standard is developed, revised, and maintained by the Technology Services' Information Security Office in consultation with the university's Technical Advisory Committee and all identified stakeholders.

Red Flag

A pattern, practice, information, or specific activity that indicates the possible occurrence of identity theft.

Contacts

The Division of Administration and the Office of the Provost and Senior Vice President for Academic Affairs officially interpret this policy and shall designate the Chief Information Security Officer to serve as the VCU Identity Theft Prevention Program Administrator. Please direct policy questions to the Identity Theft Prevention Program Administrator (itpadmin@vcu.edu).

Policy Specifics and Procedures

I. Program Adoption

VCU recognizes that some activities conducted by the university meet the definition of “creditor” and “financial institution” as defined by the Federal Trade Commission’s (FTC) Red Flag Rules, which implements Section 114 of the Fair and Accurate Credit Transactions Act (FACT Act). VCU is committed to conducting university business in compliance with federal law and to this end has established the creation and maintenance of an Identity Theft Prevention Program with an assigned Program Administrator. The Identity Theft Prevention Program includes the Identity Theft Prevention policy, Identity Theft Prevention Standard, all other associated standards and related documents. All departments having covered accounts must adopt and follow the Identity Theft Prevention Policy and its associated Identity Theft Prevention Standard and Identity Theft Prevention Program.

II. Program Content

VCU is committed to identifying “red flags” associated with identity theft and protecting the identifying information in the university’s possession. The university complies with the FTC Red Flag Rule by developing and maintaining an Identity Theft Prevention Program that includes:

A. VCU Covered Accounts

Each university department is responsible for determining whether they have use, manage, or oversee covered accounts and must identify covered accounts to the Program Administrator. Departments are also responsible for notifying the Program Administrator when they no longer have oversight for a covered account. Each department having a covered account must assign a departmental contact and provide the Program Administrator with the contact’s name, email address and phone number.

Please see the Identity Theft Prevention Standard for a list of acknowledged covered accounts at VCU.

B. Service Provider Covered Accounts

Each university department is responsible for determining whether they intend to contract with a service provider who will use, manage, or oversee covered accounts and must identify service provider covered accounts to the Program Administrator. Departments are also responsible for notifying the Program Administrator when they no longer have a contract that establishes a service provider covered account. Each department having responsibility for a service provider covered account must assign a departmental contact and provide the Program Administrator with the contact's name, email address and phone number.

Please see the Identity Theft Prevention Standard for a list of acknowledged service provider covered accounts at VCU.

C. Identification of Relevant Red Flags

Departments using, managing or overseeing covered accounts and service provider accounts are expected to develop and maintain processes in identifying relevant red flags. These processes must follow guidance provided through the Identity Theft Prevention Standard and takes the following items into consideration:

1. Risk Factors

To identify potential red flags associated with covered accounts at VCU, the following will be considered:

- a. The types of covered accounts offered by VCU;
- b. The methods provided or employed to open a covered account;
- c. How customers can access covered accounts; and
- d. Any previous experiences with identity theft.

The following information sources are used in the creation of covered accounts at VCU. Departments should evaluate this information and the methods used in collection of this information for red flags.

Common applications (admissions/loan/hr) with personally identifying information:

- a. Transcripts
- b. Official standardized test scores
- c. Letters of recommendation
- d. Application for Virginia Domicile
- e. Medical/Immunization Record
- f. Loan Application/Promissory Note
- g. Direct Deposit Form
- h. New hire Forms (including Direct Deposit, Federal and State Tax Forms, Tax Deferred Annuity, Deferred Compensation, Designation of Beneficiary, Health Benefits and Visa information).

2. Sources of Red Flags

Responsible offices must incorporate relevant red flags from the following sources:

- a. Incidents of identity theft experienced by VCU;
- b. Methods of identity theft identified by VCU that signal a change in risks;

- and;
- c. Applicable guidance.

3. Categories of Red Flags

The university has identified and documented red flags by category in its *Identity Theft Prevention Standard*. Responsible offices are expected to consult with the documented categories in the Identity Theft Prevention Standard when developing and reviewing processes for identification of red flags.

4. Detecting Red Flags

The university has listed general procedures to detect red flags in its Identity Theft Prevention Standard. Responsible offices are expected to consult with the documented categories in the Identity Theft Prevention Standard when developing and reviewing processes for identification of red flags.

D. Procedures to Mitigate Identity Theft

Responsible Offices must comply with the Identity Theft Prevention Program, including the following university general and student accounting procedures to mitigate identity theft. Responsible offices in collaboration with the Program Administrator may develop additional procedures and revise existing procedures to mitigate identity theft. All identity theft mitigation procedures must be documented in the Identity Theft Prevention Standard.

E. Respond to Red Flag Detection

In determining the possible responses to red flags associated with VCU covered accounts, factors that may increase the risk of identity theft must be considered. Based on these considerations, if red flags are detected, Responsible Offices must notify the [Program Administrator \(mailto:itppadmin@vcu.edu\)](mailto:itppadmin@vcu.edu) and take the following steps:

1. Temporarily suspend access to the covered account and require a password change from the customer.
2. Investigate transactions to covered accounts that include contacting the actual customer to notify the customer and verify if activity is fraudulent
3. Close the covered account
4. Reopen a covered account with a new account number after inactivating the existing account number
5. Do not open a new covered account for the customer
6. Notify law enforcement
7. Determine that no response is warranted under the particular circumstances

III. Program Administration, Development and

Maintenance

The Vice President for Administration and the Provost and Senior VP for Academic Affairs designate the university's Chief Information Security Officer to oversee the VCU Identity Theft Prevention Program. The Chief Information Security Officer may delegate the administration of the Identity Theft Prevention Program to a designated Program Administrator. The designated Program Administrator in collaboration with departments that use, manage, or oversee covered accounts and

service provider accounts will be responsible for the implementation of the Identity Theft Prevention Program.

In the development and maintenance of the Identity Theft Prevention Program, policies, standards, procedures, and internal controls that limit reasonably foreseeable risks to VCU's customers from identity theft must be included. The Program Administrator must identify and evaluate the covered accounts that meet the criteria specified by the FTC for inclusion as a "covered account." The Program Administrator must document the Identity Theft Prevention Program, identify stakeholder participants, establish communication with and training for stakeholder participants, and monitor program compliance in accordance with the VCU Identity Theft Prevention Program Standard. The Program Administrator is responsible for revising or eliminating any or all parts of the VCU Identity Theft Prevention Program as necessary to meet the changing needs of Virginia Commonwealth University and applicable laws and regulations.

Forms

1. [VCU Identity Theft Prevention Program Annual Report](#)
2. [VCU Identity Theft Incident Report](#)

Related Documents

- [VCU Technology Services Policies, Standards, Baselines and Guidelines](#)
- [VCU Police Identity Theft Prevention Recommendations](#)
- [CFR Title 16: Part 681 Identity Theft Rules](#)
- [Section 114 of the FACT Act](#)
- [Section 615\(e\) of the Fair Credit Reporting Act \(FCRA\)](#)
- [VCU Release of Employment and Personal Information](#)
- [State Government Data Collection and Dissemination Practices Act, § 2.2-3800](#)
- [State Policy 6.05, Personnel Records Disclosure](#)
- [State Policy 6.10, Personnel Records Management](#)

Revision History

This policy supersedes the following archived policies:

Approval/Revision Date: May 15, 2009 Title: Identity Theft
Prevention

Approval/Revision Date: April 23, 2018 Title: Identity Theft
Prevention - Interim

FAQ

What are examples of “covered accounts” at VCU?

Student Installment Payment Plan Accounts

Responsible Office - Student Accounting

Student Deferred Payment Plan Accounts

Responsible Office - Student Accounting

Student Accounts with Refund Transactions

Responsible Offices - Student Accounting/Treasury Services

Student Accounts in Collection with Payment Arrangements

Responsible Office - Treasury Services

Loan Accounts

Responsible Offices - Financial Aid/Treasury Services

VCUCard Prepaid Declining Stored - Value Accounts

Responsible Offices - Technology Services/Campus Card Service

Payroll Accounts

Responsible Office – Human Resources



VCU

EXECUTIVE SUMMARY OF PROPOSED POLICY: [Violence Prevention and Threat Assessment and Management]

New Policy ☐ or **Substantive Revision** ☒

Policy Type: Board of Visitors

Responsible Office: VCU Police, Division of Student Affairs, and Human Resources

Draft Date: 01/17/2022

Initial Policy Approved: 04/06/2004

Revision History:

04/06/2004 Threat Assessment and Violence Prevention

07/18/2012 Threat Assessment and Violence Prevention

Governance Process Tracking:

If new BOV policy, enter date and name of President (or designee) approving development of policy: MM/DD/YYYY – Name

If new Administrative policy, enter date and name of President's Cabinet member approving development of policy: MM/DD/YYYY - Name

Integrity & Compliance Office Review: 11/18/2021

University Counsel Review: 11/19/2021

Public Comment Posting: 11/22/2021

University Council Academic Affairs and University Policy Committee Review:
01/27/2022

University Council Review: 02/02/2022

President's Cabinet Approval: MM/DD/YYYY

Board of Visitors Approval (if applicable): MM/DD/YYYY

**1. Why is this policy being
created** ☐ **or** **revised** ☒?

To comply with Code of Virginia § 23.1-805

2. <u>New policy</u> <input type="checkbox"/>: What are the general points or requirements covered in this policy? <u>or</u>	<ol style="list-style-type: none"> 1. Violence prevention committee structure. 2. If TAT has determined that an individual presents an identified and articulable threat to the university community and the results of an appropriately tailored
--	---

1

Template Revised: 01/03/2017

<u>Revised policy</u> <input checked="" type="checkbox"/>: What are the substantive differences between this draft and the current policy?	<p>psychological assessment are necessary to develop a reasonable threat mitigation plan, the university may condition the individual's continued employment, enrollment or contract upon review by TAT of the results of such a psychological assessment, conducted by a qualified, licensed clinician.</p>
3. Which stakeholder offices or personnel have provided input into this policy draft?	<p>Student Affairs, VCU Police, Human Resources, University Counsel, Counseling Services</p>

2

Template Revised: 10/26/2017

<p>4. Which other universities' policies or resources (e.g., laws, regulations, etc.) did you consider when preparing this draft?</p>	<p>W&M: <u>Campus Violence and Threat Management</u> <i>The policy also fulfills the university's statutory obligations under Section 23-9.2:10 of the Code of Virginia, pursuant to which it has established a threat assessment team known as Campus Assessment and Intervention Team (CAIT).</i></p> <p>UVA: <u>HRM-028: Preventing and Addressing Threats or Acts of Violence</u> <i>This policy designates a committee responsible for coordinating the University's violence prevention efforts. The policy also creates a threat assessment team model responsible for implementing the University's assessment, intervention and action protocol in individual cases.</i></p> <p>VT: <u>Campus and Workplace Violence Prevention Policy</u> <i>In accordance with Section 23.1-805 of the Code of Virginia, this policy addresses the requirements that each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.</i></p> <p><u>University Safety and Security</u> See Definition of "Threat Assessment" on p. 12.</p> <p>JMU: <u>Violence Prevention</u> <i>This policy is to provide procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. [Last reviewed in 2010!]</i></p>
--	---

	<p>GMU: <u>Workplace Violence</u> Mentions the CAMPUS ASSESSMENT AND INTERVENTION TEAM (CAIT): <i>The University's Campus Assessment and Intervention Team (CAIT) is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and wellbeing of the campus community.</i></p> <p>CNU: <u>Campus Violence Prevention Policy</u> <i>This policy identifies members of the campus community to whom threatening behavior should be reported; describes circumstances under which students, faculty and staff are to report threatening behavior and encouraged to report concerning behavior; and establishes procedures for the assessment of and intervention with individuals engaging in such conduct.</i></p> <p>ODU: <u>Threat Assessment</u> <u>SAFETY AND SECURITY POLICY</u> Discusses the Threat Education, Assessment & Management Team. <u>WORKPLACE VIOLENCE PREVENTION POLICY</u></p> <p>Radford: <u>Threat Management Policy</u> <i>Addresses the assessment of and intervention with any person whose behavior may present a threat to self, others, or the safety of the University community.</i></p> <p>Mary Washington: <u>Violence Prevention & Threat Assessment Policy & Procedures</u></p>
--	--

In addition to the UMW Violence Prevention Team, the University has a Threat Assessment Team (TAT) composed of a multidisciplinary group of colleagues who meet regularly to implement the assessment, intervention, and action policies of the Violence Prevention Team.

Virginia State Univ.:
[Violence Prevention/Threat Assessment](#)

	<p><i>This policy addresses the university's position on the prevention, reduction and management of violence on campus in order to provide a safe environment for students, faculty, staff, contract employees and visitors.</i></p> <p>Other Virginia Resources: <u>Recommended Practices for Virginia College Threat Assessment</u></p> <p>Other Examples:</p> <p>Univ. of Vermont: <u>Personal Safety and Security</u></p> <p>Penn State: <u>Threats to Campus Safety</u></p> <p>Northwestern: <u>BEHAVIORAL CONSULTATION TEAM</u></p> <p>Univ. of South Carolina: <u>Threat Assessment and Management</u></p> <p>UT-Austin: <u>Prohibition of Campus Violence</u></p> <p>Boise State University: <u>THREAT ASSESSMENTS</u></p> <p>UNC-Greensboro: <u>Threat Assessment Policy</u></p> <p>UM-Baltimore: <u>UMB BEHAVIORAL EVALUATION AND THREAT ASSESSMENT POLICY</u></p>
--	--

5. What is your general assessment of this policy's impact on the university community?	This policy promotes a safe environment for students, employees, and visitors and encourages all members of the VCU community to exercise reasonable precautions for their own safety and the safety of others.
6. What is your plan to implement this new policy or policy revision (e.g., raise awareness and train relevant audiences and monitor for compliance)?	Include in university-wide communications to faculty, staff, and students.



[DRAFT] Violence Prevention and Threat Assessment and Management

Policy Type: Board of Visitors

Responsible Office: VCU Police, Division of Student Affairs, and Human Resources
Initial Policy Approved: 04/06/2004

Current Revision Approved: MM/DD/YYYY

Policy Statement and Purpose

The university is committed to promoting a safe environment for its students, employees and visitors. Toward this end, it encourages all members of the university community to take reasonable precautions for their own safety and for the safety of others. The university requires all employees (including faculty) to report behavior that may represent a physical threat to any member of the university community to an appropriate university official as described in this policy. The university also encourages all students and visitors to report safety concerns as set forth in this policy.

The university has designated its Threat Assessment Team and Violence Prevention Committee (TAT) to establish procedures for the prevention of violence on campus, including assessment of and intervention with individuals whose behavior poses a threat to the safety of the university community. The university has charged TAT with identifying, monitoring and coordinating the management of threats to the university community. TAT operates according to the procedures outlined in this policy.

This policy is designed to comply with the requirements of the Code of Virginia. In accordance with the university's Space Use Regulation, in the Virginia Administrative Code, entry upon and use of university property must be in accord with university policies and the Weapons Regulation. University policies that prohibit threatening or violent acts include, but are not limited to, the policy on Reservation and Use of Space (prohibiting "any threat to the health or safety of any passerby or member of the university community" on university property), the employee Code of Conduct, the Student Code of Conduct, and the Title IX Sexual Harassment Policy and Sex-Based Misconduct Policy. Any person who violates the restrictions of university policy may be excluded from university property, subject to criminal penalties for trespass, and/or subject to university action under applicable policy, such as the Student Code of Conduct or applicable employee conduct policies.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Table of Contents

Who Should Know This Policy	1
Definitions	2
Contacts	3
Policy Specifics and Procedures	3
Forms	4
Related Documents	7
Revision History	8
FAQ	8

Who Should Know This Policy

All employees (including faculty) are responsible for knowing this policy and familiarizing themselves with its contents and provisions. Students and others may find this policy a helpful resource.

Definitions

Employee

For the purpose of this policy, employee means any person who holds a full- or part-time paid position with the university including, but not limited to, university and academic professionals, classified, hourly, faculty (teaching, research, adjunct and clinical), and student workers.

Student

For the purpose of this policy, the term “Student” includes all persons taking courses through VCU for any type of academic credit; credit or non-credit classes (including auditing a class or English Language Program classes), either full-time or part-time, online or in-person, single or dual enrolled, pursuing undergraduate, graduate or professional studies. “Student” also includes all persons who withdraw after allegedly violating university policy but prior to adjudication, persons who are not enrolled officially for a particular term but who have not officially withdrawn from the university, persons who have been notified of their acceptance for admissions, and persons living in VCU residence halls regardless of course enrollment. Employees of Virginia Commonwealth

University or the Virginia Commonwealth University Health System may also be students

Threat mitigation interventions

Strategies or actions designed to reduce the risk of danger or harm in threatening situations.

Contacts

The Division of Student Affairs officially interprets this policy. The Division of Student Affairs is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Division of Student Affairs and the Senior Vice Provost for Student Affairs.

Policy Specifics and Procedures

1. Threat Assessment Team and Violence Prevention Committee (TAT)

The Senior Vice Provost for Student Affairs (or designee) and Chief of VCU Police (or designee) serve as co-chairs of TAT, and its membership includes representatives from student affairs, university police, human resources, counseling services, residence life and others as determined necessary by co-chairs.

Any TAT member may designate a substitute as needed and in coordination with a TAT co-chair. University legal counsel attends TAT meetings in an advisory capacity, as available. Other VCU officials may be asked to attend meetings on a case-by-case basis.

The TAT co-chairs and coordinator can be contacted via email at tat@vcu.edu.

TAT's charge is education on and prevention of violence on campus. It implements assessment, intervention, and action protocols in coordination with other university officials, specifically to do the following:

1. provide guidance to students and employees regarding recognition of threatening or aberrant behavior that may represent a physical threat to the community;
2. identify members of the campus community to whom threatening behavior should be reported;
3. establish policies and procedures that outline circumstances under which all employees (including faculty) are required to report behavior that may represent a physical threat to the community, consistent with state and federal law; and
4. establish procedures for (a) the assessment of individuals whose behavior may present a threat; (b) the appropriate means of intervention with such individuals;

and (c) the sufficient means of action, including interim suspension, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, as appropriate.

TAT establishes and maintains relationships with mental health agencies and local and state law enforcement agencies to expedite assessment of and intervention with individuals whose behavior may present a threat to safety.

Upon a preliminary determination that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or a need for assistance, TAT may obtain criminal history record information as provided in the Code of Virginia sections on the threat assessment teams of institutions of higher education and health records as provided in the Virginia Health Records Privacy Act. No member of TAT will redisclose any such criminal history record information or health information or otherwise use any record of an individual beyond the purpose for which such disclosure was made to TAT.

TAT maintains the confidentiality of its records to the greatest extent permitted by law and discloses sensitive personal information about students and employees only as needed for its operations.

2. Reporting Threats to Safety or Wellbeing

The university reviews and investigates reports of any potential threat to the safety of one or more members of its community. It relies on students, employees and others to report their good faith concerns for threats to safety. The university requires employees (including faculty) and encourages students and others to report information about concerns for threats to safety to the university, as follows:

- Report to **VCU Police** information about an immediate threat to physical safety of any person on university property. In addition, any student or employee who has obtained a court order of protection should notify VCU Police and provide a copy of the order to inform necessary safety planning and facilitate enforcement of the order on university property.
 - For on-campus emergencies, call 804-828-1234.
 - For off-campus emergencies, call 911.
 - For non-emergency reporting, call 804-828-1196 or use the LiveSafe app.
- Report to **TAT** information about a threat to the safety of any student, employee or campus visitor that does not require an immediate response. If immediate assistance is needed, please contact VCU Police as indicated above.
 - Complete the Incident Reporting Form by clicking on Share a Concern/Request Assistance on the university's Life Buoy website

(www.go.vcu.edu/safety) or contact the TAT Coordinator at tat@vcu.edu for assistance.

- Report to the **Dean of Students** office information about a concern for a student's health or wellbeing that does not require immediate response.
 - Complete the Incident Reporting Form by clicking on Share a Concern/Request Assistance on the university's Life Buoy website (www.go.vcu.edu/safety), email vcudean@vcu.edu, or call 804-828-8940 (during university operating hours) for assistance.
- Report to **Human Resources** information about a concern for an employee's health or wellbeing that does not require immediate response.
 - Call (804) 828-1510 during university operating hours.

When in doubt, call VCU Police, who will evaluate the report to determine the appropriate university official.

Employees who report threats or concerns to any of the above university officials should notify their manager or another administrator with oversight in their area that they have made the report within one business day of making the report. The reporting employee should also advise the official receiving the report that the reporting employee has notified the relevant authority.

Students who report threats or concerns as described above may seek supportive resources from the office of the Dean of Students in addition to those offered by the university official receiving the report.

3. Cooperating with TAT in Threat Mitigation

TAT may determine that certain threat mitigation interventions should involve other university officials, including the reporter of the threat. The university requires all employees (including faculty) to respond to requests from TAT for information or records and to assist in implementing threat mitigation interventions in accordance with TAT's guidance. TAT members are authorized to access student records because they are university officials with a legitimate educational interest in the information, as set forth by VCU's Student Privacy practices and in accordance with the federal Family Educational Rights and Privacy Act (FERPA). Any employee who has questions or concerns about implementing TAT's guidance should contact a TAT co-chair or the Associate Vice President for Public Safety.

Once TAT has reviewed a reported threat, it may advise certain university employees or departments to take specific precautions and to continue to report further information. In such situations, university employees should seek guidance and await a response from TAT before making further contact with the individual who is the subject or source of the

reported concern. Unless specifically advised by TAT to alter standard protocols, university employees should continue conducting standard duties and operations following a reported threat. Any specific interventions by TAT members with an individual identified as potential source of a threat to the university community will generally not replace the ordinary interaction with the individual by other university employees or departments. For example, TAT generally does not engage directly in a student conduct process but rather monitors the process and advises university employees throughout the process, as needed.

If TAT has determined that an individual presents an identified and articulable threat to the university community and the results of an appropriately tailored psychological assessment are necessary to develop a reasonable threat mitigation plan, the university may condition the individual's continued employment, enrollment or contract upon review by TAT of the results of such a psychological assessment, conducted by a qualified, licensed clinician.

4. University Safety Resources

In conjunction with TAT, the university provides support for students and employees in distress, including those who identify a threat against their own safety or the safety of others and those who are subject to intervention related to such threats. The following offices may provide safety resources and guidance.

- **VCU Police** provides safety and law enforcement support to foster a safe learning and working environment and respond to reports of urgent or immediately dangerous situations.
- **Human Resources Office of Employee Relations** develops and maintains a response plan for concerns about potential violence in the workplace; provides confidential assistance to university employees (including supervisors and faculty) to help resolve work-related problems; and offers information about the employee assistance program.
- The **Division of Student Affairs (DSA)** provides resources and assistance to students and to employees concerned with student wellness. It develops and implements policies and procedures regarding student mental health and wellness through its Dean of Students, University Counseling Services and University Student Health Services, consistent with the Code of Virginia section on student mental health. In addition, University Counseling Services has made crisis intervention services available to students after hours by calling 804-828-6200.
- Managers should provide employees (including faculty) regularly with violence prevention resources and training relevant to their department.

Forms

1. **Share a Concern reporting form**
2. **www.vcuhelpline.com**

Related Documents

[Related documents are critical to the development of corresponding policies and procedures. Related documents include federal regulations, state regulations, state policies and VCU policies, procedures and guidelines. **List the documents/resources in this order: (1) as referenced in the policy, (2) VCU documents/resources in alphabetical order, and (3) the rest in alphabetical order. Hyperlink to VCU documents/resources. Do not hyperlink to external documents/resources, but list their URL.]**

1. Code of Virginia Section 23.1-805 (Violence Prevention Committee; threat assessment team) <https://law.lis.virginia.gov/vacode/23.1-805/>
2. VCU's Space Use Regulation, 8 VAC 90-70-10 et seq.
(<https://law.lis.virginia.gov/admincodeexpand/title8/agency90/chapter70> and in [Policy Library](#))
3. VCU Policy: *Weapons Regulation*, 8 VAC 90-61-10 et seq.
4. VCU Policy: *Reservation and Use of Space*
5. *VCU Code of Conduct (governing employees)*
6. *VCU Policy: Student Code of Conduct Interim*
7. VCU Policy: *Title IX Sexual Harassment – Interim*
8. VCU Policy: *Sex-Based Misconduct - Interim*
9. VCU DSA *Interim Suspension Procedure*
10. Code of Virginia sections 19.2-389 and 19.2-389.1 Dissemination of Criminal Background

Record Information: <https://law.lis.virginia.gov/vacode/title19.2/chapter23/section19.2-389/>
11. Virginia Health Records Privacy Act, Va. Code section 32.1-127.1:03
<https://law.lis.virginia.gov/vacode/title32.1/chapter5/section32.1-127.1:03/>

12. Federal Family Educational Rights and Privacy Act (FERPA)
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
13. Code of Virginia section 23.1-802: Student Mental Health Policies; website resources; training <https://law.lis.virginia.gov/vacode/title23.1/chapter8/section23.1-802/>
14. VCU Policy: [*Computer and Network Resources Use*](#)
15. VCU Policy: [*Duty to Report and Protection from Retaliation*](#)
16. VCU Policy: [*Expectations of Ethical Conduct*](#)
17. DHRM Civility Policy:
<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplacepolicyDD440CEC7486.pdf?sfvrsn=0>
18. State Policy 1.60, Standards of Conduct
<https://hr.dmas.virginia.gov/media/1244/dhrm-policy-160-standards-of-conduct.pdf>

Revision History

This policy supersedes the following archived policies:

Approval/Revision Date	Title
04/06/2004	Threat Assessment and Violence Prevention
07/18/2012	Threat Assessment and Violence Prevention

FAQ

1. How do I know whether my concern is serious enough to report?

If you are not sure, report it. The university may reconcile information from your report with other information to draw conclusions about the severity of the threat and the need for any intervention.

2. What kinds of behaviors are threatening?

Trust your judgment in reporting information if it concerns you. If someone you know exhibits concerning behavior that is unusual for them, you may want to report that concern. Some types of behavior that are concerning if exhibited by any person include, but are not limited to, the following, and should be reported immediately:

- Brandishing a weapon or firearm;
- Possession of a firearm on university property;
- Intentionally injuring another person physically;

Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence, or sexual or gender-based harassment; Threatening to injure an individual or to damage property; Defacing or damaging property; Engaging in verbal or physical behavior that creates a reasonable fear of (physical) injury (to an identifiable person); Intentionally engaging in verbal or physical behavior that subjects (any individual) (an identifiable individual) to extreme emotional distress; and Engaging in threatening or violent behavior based on race, ethnicity, gender, sexual orientation, or other protected status.

3. Will I receive an update about a situation after reporting a concern?

As the reporting party, you can expect that someone from the university will contact you to confirm receipt of the report and inquire about any additional information. To protect the safety and privacy of students, employees and others, the university will treat sensitive information confidentially and may not be able to provide you a full report. But as a reporting party, you may serve an important role in the monitoring of the situation because of your interaction with the individual of concern. If you have shared a concern with TAT and continue to be concerned about the situation, please contact the TAT at tat@vcu.edu or VCU Police at (804) 828-1234.

4. Can I make an anonymous report?

You are encouraged to identify yourself because you can assist if clarification or additional information is needed. If you provide contact information, the university can contact you to let you know we are addressing your concern. Anonymous entries (such as those submitted through the VCU Helpline) will be evaluated based on the information provided.