

**POLICY MEMORANDUM NO. 222**

**TO:** All Faculty  
**FROM:** Charles W. Steger  
**DATE:** August 5, 2002  
**SUBJECT:** Changes to University Policies for Student Life

Approved by the Commission on Student Affairs: March 14, 2002  
Approved by the University Council: May 6, 2002  
Approved by the President: May 6, 2002  
Approved by the Board of Visitors: June 3, 2002  
Effective: August 21, 2002

The University Council, on recommendation of the Commission on Student Affairs, approved a resolution for changes to university policies for student life.

Following is the text of the resolution as adopted by the Board of Visitors.

I. Record Retention Policy

Whereas, current policy does not address the status of disciplinary records for those who do not graduate from Virginia Tech or officially transfer to another institution, and

Whereas, current policy is not efficient for the purpose of purging disciplinary records, and

Whereas, our peer institutions have more comprehensive record retention policies, similar to what is proposed below, therefore let it be

Resolved, that Section III.F. Student Code of Conduct, University Judicial Records, be amended as follows:

~~A copy of judicial case materials will stay on file in the Office of Judicial Affairs until approximately one year after graduation, at which time it will be destroyed.~~

*A copy of judicial case materials will stay on file in the Office of Judicial Affairs for a period of five years from the date of the incident, at which time it will be destroyed.*

## II. Misuse of ID Cards Policy

- Whereas, current survey data indicate that 30% of underage students at Virginia Tech possess an altered form of identification, and
- Whereas, the possession of a fake ID tends to facilitate the acquisition of alcohol for students not legally old enough to purchase, possess or consume alcohol, and
- Whereas, the policy change would bring Virginia Tech more in-line with Code of Virginia sections 18.2-204.1. and 18.2-204.2, and
- Whereas, the acquisition of a fake ID requires one to consciously make a number of unethical and illegal decisions, and
- Whereas, the local courts have a reputation of vigorously enforcing the fake ID laws of the Commonwealth of Virginia and the university has an obligation to seek to prevent students from running afoul of the law through every available educational means, and
- Whereas, our peer institutions have more comprehensive policies, similar to what is proposed below, concerning ID cards, therefore let it be
- Resolved, that Section II. Student Code of Conduct, 16. Misuse of Identification Cards, be amended as follows:

~~Improper use of any identification card, including knowingly altering or mutilating a university student identification card, or using the identification card of another, or allowing one's own card to be used by another is prohibited.~~

*The possession or manufacture of any false or altered form of identification, the improper use of any identification card, including knowingly altering or mutilating a university student identification card, or using the identification card of another, or allowing one's own card to be used by another, is prohibited.*

### III. Advertising on Campus: Prohibiting Literature from Being Slipped Under the Doors of Residence Hall Rooms

Whereas, many staff and students have expressed concern about the current policy, finding this practice disruptive to residents, and

Whereas, this practice contributes to excessive literature and trash, and

Whereas, this practice is unnecessary in the digital age, and

Whereas, door-to-door information distribution is not permitted by most off-campus apartments, and

Whereas, the Student Advisory Committee to Residential and Dining Programs recommended at its January 31, 2002, meeting that this practice be discontinued and the appropriate policy be changed, therefore let it be

Resolved, that Section V-b. Student Code of Conduct, Advertising on Campus, under the heading of distribution, be amended as follows:

~~Distribution of literature inside residence halls is restricted to slipping literature under doors. The collection of literature, when necessary, will be at designated central locations. Permission must be requested in writing from the Office of Residential and Dining Programs.~~

*Permission must be obtained in writing from the Office of Residential and Dining Programs for distribution inside the residence halls. The collection of literature, when necessary, will be limited to designated central locations. Slipping literature under doors inside residence halls is not permitted.*