# 2012/2013 Hawk Year Student Handbook/Planner

## *Campus Guide*
## *Policies and Regulations*

GENERAL INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____

E-mail: _____

EMERGENCY CONTACT:

Name: _____

Phone: _____

Relationship: _____

Saint Joseph's University
Office of Student Life
5600 City Avenue
Philadelphia, PA 19131-1395
www.sju.edu

# TABLE OF CONTENTS

Mission Statement ..... 3

Welcome ..... 4

Academic Undergraduate Day Calendar, Fall & Spring ..... 5

Academic Undergraduate Day Calendar, Summer ..... 6

Introduction ..... 7

Campus Map ..... 9

General Information ..... 10

University Policies, Regulations, Statements and Guidelines

..... 26

Student Planner ..... 119

Consumer Guide

Coupons ..... 224

Advertising ..... 275


To send mail to a university employee or department:
(Name of person)
(Name of department or office)
Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19131-1395

The Saint Joseph's University Phone Directory is available at www.sju.edu/directory.

University Operator: 610-660-1000
Admissions: 888-BE-A-HAWK
Snow/Emergency Hotline: 610-660-3333

# STUDENT LIFE MISSION STATEMENT

Committed to our Catholic Jesuit tradition and guided by our Ignatian values, we empower our students to create a supportive and transformative educational experience. We provide challenging opportunities for the holistic development of students so that they may become servant leaders who discern goals, focus on social justice, appreciate diversity and lead lives of faith and purpose.

## Live the Difference: Transformative Learning Goals

http://www.sju.edu/studentlife/tlg

The Student Life Division at Saint Joseph's University is committed to providing all students with a vibrant, transformative campus life experience, informed by the Jesuit tradition and Ignatian values.

This undertaking is delivered in the context of five Transformative Learning Goals;

- Develop Faith and Spiritual Awareness
- Appreciate Diversity
- Realize a Satisfying and Productive Lifestyle
- Practice Servant Leadership focused on Social Justice
- Discern Personal, Educational and Professional Goals

These goals serve to guide all of our interactions with students and inform all of our programs and services. Connected to each goal is a series of objectives and specific learning outcomes designed to enhance a student's college experience while preparing students to live a meaningful, purpose-filled life.

This handbook has been prepared for all students, administrators, faculty and staff at Saint Joseph's University and others wishing to know more about University policies, procedures, programs and activities. It is intended to be for informational purposes only, and is not a contract. Every reasonable effort has been made to make certain that the information contained herein is accurate as of the date of publication (August 2012). Saint Joseph's University, however, reserves the right, without prior notice, to correct errors and to make changes in policies, procedures, programs, and/or activities (without prior notice) as it deems appropriate and in the best interest of the University.

# WELCOME

Dear Students,

Welcome to Hawk Hill. For our first-year students, congratulations and thank you for choosing Saint Joseph's University. Of all the universities you considered, you chose to become a member of our educational community. I am delighted by your choice. Your decision and indeed your academic accomplishments make you part of an elite group of students and, upon graduation, an elite group of alumni.

To our returning students, welcome back. As a graduate of the Class of 1972, I, too, am returning to Saint Joseph's, albeit my hiatus from Hawk Hill has been a bit longer than yours. I am looking forward to joining you in helping to make Saint Joseph's an even more engaging educational community.

As a Catholic and Jesuit university, Saint Joseph's is dedicated to the pursuit of the magis, a spiritual attitude that encourages us to strive to choose the greater good, which leads to excellence in all that we do. This attitude captures the essence of Saint Joseph's. By engaging in the educational opportunities offered to you here at SJU, you will be transformed. These Jesuit ideals of liberal arts education were born more than 570 years ago and are cultivated today by some 200 Jesuit higher educational institutions throughout the globe. What's more, these Jesuit ideals are meant to be transformative as they will lead you to possess broadened perspectives of life and enriched abilities to become an engaged and contributing global citizen for the 21st century.

The intellectual challenges you will face from our accomplished faculty, the service opportunities that are offered, the athletic endeavors that await you, and the spiritual support and stretching will contribute to your personal and interpersonal transformation.

This handbook for the 2012-2013 academic year will help you to make the most of your Saint Joseph's University experiences. Become familiar with all that we have to offer so that you will enjoy your college years to their fullest. Today and throughout the rest of your life, carry these ideals with you and share them selflessly.

Best wishes for a successful and rewarding year!

Sincerely,

C. Kevin Gillespie, S.J.

Rev. C. Kevin Gillespie, S.J. '72
President

# ACADEMIC UNDERGRADUATE DAY CALENDAR

| | | |
|---|---|---|
| **FALL 2012 - Day Division** | | |
| 8/27 | Mon | First day of classes (all traditional offerings) |
| 9/3 | Mon | Labor Day Holiday - no classes |
| 9/8 | Sat | First day of weekend classes |
| 10/15-16 | Mon-Tue | Fall Break – no classes |
| 11/4 | Fri | Last day to withdraw from classes |
| 11/20-25 | Wed-Sun | Thanksgiving Break – no classes |
| 11/26 | Mon | Classes resume |
| 12/12 | Mon | Final exams begin |
| 12/18 | Sun | Final exams end |
| 12/21 | Wed | Final grades due (traditional offerings) |
| **INTERSESSION 2013** | | |
| 1/2 | Wed | First day of classes |
| 1/12 | Sat | Last day of classes |
| 1/25 | Fri | Grades due |

| | | |
|---|---|---|
| **SPRING 2013 - Day Division** | | |
| 1/14 | MOn | First day of classes (all offerings) |
| 1/21 | Mon | Martin Luther King Holiday – no classes |
| 3/4-11 | Mon-Sun | Spring Break – no classes |
| 3/29-4/1 | Fri-Mon | Easter Holiday (DAY DIVISION) (Evening/Graduate classes are off Holy Thursday and are held on Easter Monday) |
| 4/2 | Tue | Classes resume |
| 4/15 | Mon | Last day to withdraw from classes |
| 4/29 | Fri | Last day of class (Day Classes) |
| 4/30 | Tues | Constructive Day: Classes normally scheduled on Friday are held |
| 5/1 | Weds | Constructive Day: Classes normally scheduled on Friday are held |
| 5/3 | Mon | Final exams begin |
| 5/9 | Sat | Final exams end |
| 5/13 | Tues | All grades due |

| SUMMER I 2013 | | |
|---|---|---|
| 5/13 | Mon | First day of classes |
| 5/27 | Mon | Memorial Day Holiday – no classes |
| 5/31 | Fri | Make-up day for holiday (Monday classes held) |
| 6/20 | Thu | Last day of classes / exams (6-week classes) |
| 6/25 | Tue | Final grades due (6-week classes) |

| SUMMER II 2013 | | |
|---|---|---|
| 6/24 | Mon | First day of classes |
| 7/4 | Mon | Fourth of July Holiday – no classes |
| 7/5 | Fri | Make-up day for holiday (Monday classes held) |
| 8/1 | Thu | Last day of classes/exams (6-week classes) |
| 8/6 | Tue | Final grades due (6-week classes) |

**Equal Opportunity/Non-discrimination Statement**
Saint Joseph's University is committed to a policy of equal opportunity in every aspect of its operations. The University values diversity and seeks talented students, faculty, and staff from a variety of backgrounds. Accordingly, the University does not discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, marital status, or disability in the administration of its admissions, educational, financial aid, employment, athletic or recreational policies and programs.

# Introduction

## UNIVERSITY MISSION STATEMENT

Saint Joseph's University is a Catholic and Jesuit university that instills in each member of its academic community: a love of learning and of the highest intellectual and professional achievement; moral discernment reflecting Christian values; and a transforming commitment to social justice. Saint Joseph's is a private Independent and Comprehensive university.

The defining element of Saint Joseph's intellectual tradition experienced by all of its undergraduate students is its strong and integrative core curriculum in the liberal arts that informs their study of particular disciplines. While remaining trueto that humane and formative tradition, Saint Joseph's now embraces the challenge of excellence in graduate education in both the arts and sciences and in business. Our understanding of the centuries-old Jesuit educational vision of "concern for the individual student" (cura personalis) establishes effective and rigorous teaching and learning as a primary value. Since teaching and learning in the modern academic context require research at both the undergraduate and graduate level, the University cultivates, in students and faculty, generative scholarship that embodies free and open inquiry, and provokes imaginative thinking, aesthetic appreciation, and precise communication. As a necessary complement to intellectual achievement, we seek to illuminate the affective and ethical dimension in learning within the various disciplines at every level. Cura personalis also calls for the fullest development of the individual student's potential both inside and outside the classroom.

The Catholic character of Saint Joseph's University springs from its historical relationship with the Roman Catholic Church, and from its current embodiment of the great traditions of Catholic life and culture. For this University, Christ and the Church are sources of truth, guides and inspirations for life. Catholic values are normative, including: full respect for the freedom of conscience of each person, freedom in research and teaching according to one's discipline, and the continuous pursuit of truth, human rights, and the common good. We foster a lived awareness of the challenging and mutually enriching interaction between Christian faith and diverse contemporary culture; we seek to engage the full participation of the entire community in the University's intellectual, cultural, and spiritual life.The University's Ignatian identity derives from its founding by the Society of Jesus in 1851 and from the subsequent shaping of the University's development by the evolving world view of the Society. In ways consistent with its

nature as a university, Saint Joseph's espouses the educational priorities of the Society of Jesus which include: searching for God in all things, pursuit of the greater good, the service of faith together with the promotion of justice, and effective compassion for the poor and those in need.
For the University's defining institutional ideals to matter at the regional, the national, or the international level, they need to be realized and expressed within an inclusive environment marked by trust and enriched by a diversity of ideas, cultures, and religious commitments. The contemporary Ignatian vision of educating "men and women for others" assumes a Saint Joseph's University community-students, staff, and faculty that exists as a vital cultural plurality, aware of and committed to its central identity, while yet open and welcoming to all.

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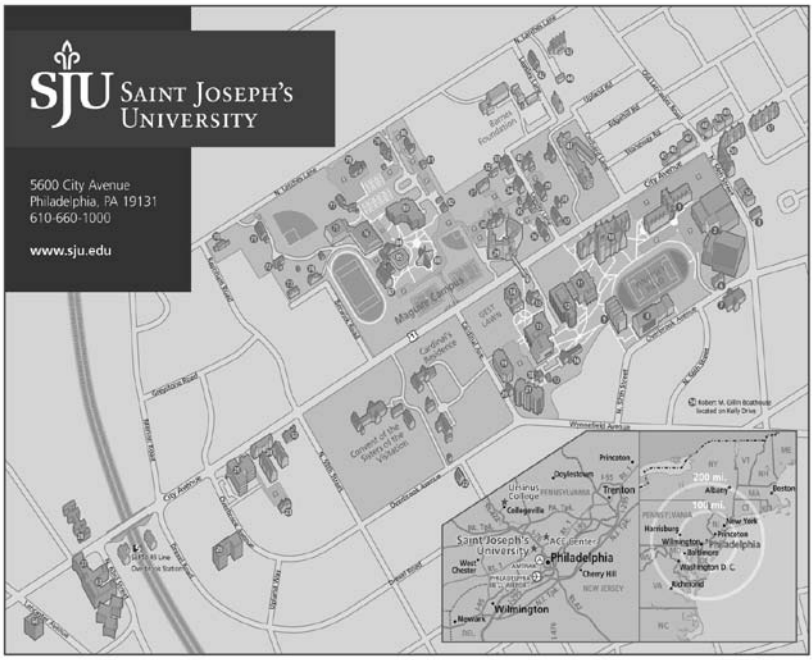
# Campus Map




**MAIN CAMPUS**

1 Mandeville Hall (Haub School of Business)
2 Michael J. Hagan '85 Arena
Ramsay Basketball Center / Athletic Center
3 AFROTC Program
6 Barry Hall
7 ELS Language Center
8 Post Hall
9 Bellarmine Hall
10 Barbelin/Lonergan Hall
(Student Service Center, Undergraduate Continuing Studies Office)
11 Francis A. Drexel Library
12 Science Center
13 Wolfington Center – Ministry Faith & Service
14 Chapel of Saint Joseph
15 Campion Student Center
16 Simpson Hall / The Perch
17 Power Plant
18 Quirk Hall
19 Sourin Residence Center
20 Tara Hall
21 LaFarge Student Residence
22 Saint Alphonsus House (Jesuit Residence)
23 Alumni House
24 Michael J. Morris Quad Townhouses
25 Moore Hall (formerly Overbrook)
26 Ashwood Hall
27 Wynnewood Hall
28 Merion Gardens
29 McShain Hall / Haub Executive Center
30 Saint Mary's Hall
31 Claver House (Honors Program)
32 Saint Albert's Annex
(Graduate Admissions Office)
33 Saint Albert's Hall
34 Xavier Hall
35 Bronstein Hall
(Undergraduate Admissions)
36 Saint Thomas Hall
(Office of Financial Assistance)
37 Regis Hall (President's Office)
38 Regis Annex
39 Boland Hall
40 Jordan Hall
41 Loyola Center and Carriage House
(Jesuit Residence)
42 Hogan Hall
43 Sullivan Hall
44 Sullivan Annex
45 University Press, Merion (Production)
46 Financial Affairs
47 Human Resources & University Communications
48 University Press, Bala Cynwyd
49 175 Bala Place (ERDLC, Govt. Relations)
50 Borgia Hall
51 Rashford Hall
52 Hawks' Landing (Cosi, Bookstore and Parking Facility)
54 Robert M. Gillin Boathouse
55 183 Bala Place (Center for Visualization, International Programs)
60 Lancaster Court
63 Pennbrook Hall

**JAMES J. MAGUIRE '58 CAMPUS**

70 Raynham Hall
71 Gabriel Hall
72 Gabriel Hall Garage
73 39 Berwick Road
74 35 Berwick Road
75 Upper Sports Complex
76 Lower Sports Complex (pool)
77 Music Studio
78 Quinn Hall (Office of Development and Alumni Relations)
79 Windrim Hall
80 Duperreault Hall (Office of Development and Alumni Relations)
81 Carriage House
82 Fine Arts East
83 Merion Hall
84 Fine Arts West
85 Cynwyd Hall
87 Auditorium / Paris Dining Hall
88 Campus Commons

## GENERAL INFORMATION

www.sju.edu/academics/catalogs

For information on grading, changing courses, absence from class, transcripts, etc., see the College of Arts and Sciences and the Erivan K. Haub School of Business catalog.

## ADULT STUDENT LIFE

Senior Director – Dr. Nancy Komada
Barbelin 122, 610-660-1074

The role of the Adult Student Life Office is to assist both undergraduate (PLS) and graduate (both College of Arts & Sciences and the Haub School of Business) on campus and online, to overcome obstacles associated with a multi-tasked lifestyle and to provide Student Life resources to foster academic success. Programs and individual coaching sessions enable these adult and off campus students to connect with University resources, explore academic options and develop strategies for meeting their goals.

## AIR FORCE ROTC, AEROSPACE STUDIES DEPARTMENT

Commander – Lt. Col. James Turnbull
AFROTC Building, 2443 N. 54th Street, 610-660-3190
www.sju.edu/afrotc

## COLLEGE OF ARTS & SCIENCES

Dean – Dr. William Madges
Barbelin 115, 610-660-1282
www.sju.edu/academics/cas

## COLLEGE OF ARTS & SCIENCES ADVISING SUPPORT CENTER

Director: Maria Beazley
Assistant Director: Celina Gray
Barbelin 122, 610-660-2631, casadvising@sju.edu
www.sju.edu/cas/advising
Hours: Mon– Fri 9 AM– 5PM
Walk-in Hours: Mon-Fri 1–4 PM

## ATHLETICS

Vice President - Dominick DiJulia
Hagan Arena, 610-660-1707
www.sjuhawks.com

## BOOKSTORE

General Manager - Ann Barlow
2461-83 North 54th Street
610-660-3170
www.sju.bkstr.com

The Bookstore supplies all course-related items including new, used and rentable textbooks and offers a wide selection of snacks, magazines, health and beauty aids, imprinted school clothing and gifts, greeting cards, newspapers, school and office supplies. The Hawk Card, cash, MasterCard, VISA, Discover, American Express and Traveler's Checks are accepted with two forms of identification.

Regular Bookstore hours during Fall and Spring semesters are:
Monday-Thursday: 9:00 a.m. - 7:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 11:00 a.m. - 5:00 p.m.
Sunday: 12:00 p.m. – 5:00 p.m.

Check the Bookstore website for special event store hours.

## ERIVAN K. HAUB SCHOOL OF BUSINESS

Dean – Dr. Joseph DiAngelo
Mandeville 342, 610-660-1645
www.sju.edu/academics/hsb

## CAMPION STUDENT CENTER, THE PERCH, SIMPSON HALL & THE CARDINAL JOHN P. FOLEY CAMPUS CENTER

The Campion Student Center offers dining services, conference areas, a theater, lounge areas, administrative offices and student offices. Some of these include the Office of Student Life, the Office of Community Standards, the Office of Multicultural Life, the Office of Student Leadership and Activities, student organization offices, the Doyle Banquet Hall, the Presidents' Lounge, the North Lounge, two Sun Rooms, the Campion Foyer, the Forum Theater, The Fish Bowl and Campion 1st Floor Conference Room. The Perch is 24/7 student programming space and features include a computer lab, wireless internet, a coffee/soda bar, pool tables, ping pong, video games and casual meeting space. In addition, commuter students have access to lockers and an office equipped with a microwave and refrigerator for their convenience. The Perch also houses the Manager of Student Life.

Simpson Hall (connected to The Perch) is home to a few student organizations, including Hand in Hand and Greek Life as well as the new Media Center which includes The Hawk, 1851 Radio and 1851 Records. Students are also encouraged to use the graphics room (located on the 2nd floor).

The Cardinal John P. Foley Campus Center is located on the Maguire Campus. The newly-renovated building is an ideal location for introducing prospective students and their

families to SJU and is used daily by the Admissions Office for their information sessions. It can be reserved after 3:00 PM for presentations and lectures.

For reservations and information about any of the spaces mentioned above please contact: campion@sju.edu.

## CAMPUS MINISTRY

Director - Thomas Sheibley
Mary Margaret Wolfington Hall, 610-660-1030
www.sju.edu/campusministry

## CAMPUS RECREATION

Director- Corey Shannon
O'Pake Recreation Center, 610-660-1703
www.sju.edu/recreation

Located in the O'Pake Recreation Center on the Maguire Campus of the University, the Department of Campus Recreation provides recreational programming and activities to the entire university community.

The O'Pake Recreation facilities include a state of the art Fitness Center, basketball courts, a swimming pool, locker room and a large multipurpose room. Additionally, the complex is surrounded by playing fields to accommodate outdoor activity.

Complex Hours:
Monday-Thursday: 7:00 a.m. - 10:00 p.m.
Friday: 7:00 a.m. - 9:00 p.m., (9:00 p.m. - 12:00 a.m.-SJU students only)
Saturday: 12:00 p.m. - 7:00 p.m., (7:00 p.m. - 12:00 a.m. -SJU students only)
Sunday: 12:00 p.m. - 9:00 p.m.
Adjusted hours are in effect during the summer and holidays.

Further, Campus Recreation coordinates student athletic competition at both the intramural and the club level. The intramural sports program consists of numerous leagues and activities conducted at SJU throughout the academic year. Competition at the club level provides the opportunity to challenge outside opponents in a competitive setting. Please see the Campus Recreation website for a full listing of club sports.

A wide range of fitness programming including fitness assessments and prescribed workout programs are available as a free service to all students. Additionally, group exercise classes such as aerobics, yoga, pilates, and bootcamp are available for a small fee.

Campus Recreation also conducts several outdoor recreation trips per semester in various outdoor pursuits. Rock climbing, whitewater rafting, canoeing, kayaking, hiking, and skiing are some of the activities planned throughout each year.
Equipment will be provided only for recreational instruction, intercollegiate athletics, and intramural activities. (Generally, individuals should supply their own equipment).

## CAREER DEVELOPMENT CENTER

610-660-3100
www.sju.edu/careers, careerhelp@sju.edu

The Career Development Center is available to assist students and alumni with all career-related needs. Services include counseling appointments on topics related to choosing a major, resume/cover letter writing, internship/job search, interviewing, graduate school, and career assessment. The CDC also offers a wide array of career-related services and programs including workshops, career panels, networking nights, career fairs, jobs and internship databases, and the on-campus intervewing program.

Main Office for Scheduled Appointments:
Monday-Friday: 8 a.m.- 5 p.m.
Early evening appointments available; please call 610-660-3100 to inquire.

Additional Hours and Drop-In Locations:
Please visit www.sju.edu/careers for the most up-to-date hours, as well as additional campus locations/hours for quick Drop-In Meetings.

## COMMUNITY STANDARDS

Director/Asst. to the Vice President for Student Life –
Kiersten (Feeney) White
Campion 238/239, 610-660-1628
www.sju.edu/communitystandards

## COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Director – Dr. Gregory Nicholls
Merion Gardens A-504, 610-660-1090
Satellite (Walk-In) Office: LaFarge 54
www.sju.edu/counseling

**Making an appointment**
Appointments can be made by calling 610-660-1090 or by stopping by A-504 Merion Gardens. Our services are confidential and free of charge to students. Office hours are Monday thru Friday 8:30 a.m. – 4:30 p.m. with some early evening times available. Brief walk-in

counseling is available every weekday in LaFarge 54. Hours to be posted.

**DEVELOPMENT & ALUMNI RELATIONS**

Vice President for Development and Alumni Relations –
Martin Farrell
Duperreault & Quinn Halls, 610-660-1231
www.sju.edu/alumni/

**DINING SERVICES**

Director - Thomas Rizzo
Campion First Floor, 610-660-1054
www.sjudining.campusdish.com

**The Campion Food Court** featuring The Hawk Wrap, Frescura, flatbreads, a grill, grab and go items, beverages, and more is located on the first floor of the Campion Student Center. The hours are as follows:

Monday-Thursday: 7:30 a.m. - 11:00 p.m.
Friday: 7:30 a.m. - 8:00 p.m.
Saturday/Sunday: 7:00 p.m. – 11:00 p.m.

**The Residential Restaurant** featuring pizza, Produce Market, desserts, grille items and home cooked favorites is located on the first floor of the Campion Student Center, and is open as follows:

Monday-Friday:
Breakfast: 7:30 a.m. - 10:30 a.m.
Lunch: 11:00 a.m. - 1:30 p.m.
Lite Lunch: 1:30 p.m. - 4:30 p.m.
Dinner: 4:30 p.m. - 8:00 p.m.
Friday Dinner: 4:30 p.m. - 7:00 p.m.
Saturday/Sunday Brunch: 11:00 a.m. – 3:00 p.m.

**Mandeville Hall** featuring coffee, snacks, convenience items, sandwiches, and beverages is open Monday-Thursday 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 2:00 p.m. .

**The Bellarmine Building** is home to a convenience store, and is open Monday - Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m., and is closed Saturday/Sunday.

**The Drexel Library Café** featuring a convenience store with coffee and snacks is open Monday- Thursday 10:00 a.m. - 8:00 p.m.

**Merion Hall POD** offering coffee, snacks, convenience items, sandwiches and beverages is open Monday-Thursday 8:00 a.mm-

8:00 p.m., Friday 8:00 a.m. – 2 p.m. and is closed Saturday/Sunday.

**The "C" Store** in Campion is open Monday-Friday 10:00 a.m. - 11:00 p.m., Saturday 12:00 p.m. - 11:00 p.m., Sunday 4:00 p.m. - 11:00 p.m. Hours are subject to change without notice.

**Cosi**
Monday- Thursday: 11:00 a.m. - 9:00 p.m.
Friday: 11:00 a.m. - 7:00 p.m.
Saturday/Sunday: 11:00 a.m. - 6:00 p.m.

**Starbucks**
Monday - Thursday: 7:00 a.m. - 7:00 p.m.
Friday: 7:00 a.m. - 3:00 p.m.
Saturday / Sunday: 8:00 a.m. - 5:00 p.m.

Service hours during the summer and University breaks will be posted in the dining center and online.

**Dining Policy**
1. Lost ID cards must be reported to Security as well as the Dining Service Office to prevent misuse of your account. Temporary dining passes are available at the Dining Service Office. First temporary-free, second-$3.00, third-$6.00, etc. Proper ID is needed.

2. China, cutlery, or any other University property (e.g. chairs, tables, etc.) may not be removed from the dining center.

3. Shoes and shirts must be worn at all times in the dining center.

4. Pets, with the exception of service animals, are not permitted in the dining center.

5. Smoking is not permitted in any dining area.

6. The throwing of food or any other object is strictly prohibited because of the potential for injury.

7. Busing of china and silverware is requested at the completion of your meal as others will be using the area.

8. Proper behavior is expected of all students, guests, and staff members.

9. All persons in the dining center are expected to cooperate fully with the Dining Service managers, security, and University staff members.

10. Violation of Dining Center rules will result in disciplinary sanctions.

## FAITH-JUSTICE INSTITUTE

Director – Virginia Goulding Johnson, Ph.D.
Mary Margaret Wolfington Hall, 610-660-1574
www.sju.edu/academics/cas/faith-justice

The Faith-Justice Institute promotes social analysis and critical thought around justice issues. Rooted in the Jesuit spirit of faith in the service of justice, the Institute offers opportunities for students and faculty to participate in education for social change. The Institute fulfills its goals through a variety of programs including faith-justice courses, a Faith-Justice Studies minor, Service-Learning Programs and outreach lecture and programs, as well as immersion experiences.

## IÑIGO FIRST YEAR EXPERIENCE

As students from across the globe come together to embark on a new journey at Saint Joseph's University, the Iñigo First Year Experience is focused on helping transform these individual undergraduates into a community of men and women with and for others. Through intentional group building initiatives designed to engage first year students with one another and with the University as a whole, the Iñigo First Year Experience is the launching pad for a successful college experience at Saint Joseph's University. The ultimate goal of the program is to create a sense of belonging for all first year students while exposing them to the time-honored ideals of the Jesuit education known around the world.

## INTEGRATED STUDENT SERVICES (HAWK CENTRAL)

Beginning in Fall 2012, Hawk Central will be your one stop for student services related to financial aid, registration, and billing. Whether you visit Hawk Central on-line or in person, our counselors will be able to help you navigate these vital services.
hawkcentral@sju.edu
610-660-2000
Barbelin 121

## OFFICE OF INSTITUTIONAL DIVERSITY

Director – Dr. Valerie Dudley
Mary Margaret Wolfington Hall, 610-660-3290
www.sju.edu/about/diversity/institutionaldiversity.html

## CENTER FOR INTERNATIONAL PROGRAMS

Director - Thomas Kesaris
183 City Avenue, 610-660-1835
www.sju.edu/cip

**THE HAWK (STUDENT NEWSPAPER)**
Perch Media Center, 610-660-1079
www.sjuhawknews.com, thehawk@sju.edu

**LAPTOP PROGRAM**
Program Manager – Jeannine Shantz
610-660-1678, www.sju.edu/laptop, laptophelp@sju.edu

**LIBRARIES**
The Post Learning Commons and Francis A. Drexel Library
Director - Evelyn Minick
610-660-1900
610-660-1904 – Information Desk
www.sju.edu/library

**The Post Learning Commons and Francis A. Drexel Library** is located near the center of campus, between Barbelin and the Science Center. An SJU Student ID card is necessary for entrance.

**Hours: (may vary during holidays, interim periods, and finals)**
Monday through Thursday: 8:30 a.m. to midnight
Friday: 8:30 a.m. - 9:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 10:00 a.m. to midnight

Reference Librarians are available to provide assistance during the following hours:
Monday through Thursday: 9:00 a.m. – 10:00 p.m.
Friday: 9:00 a.m.- 5:00 p.m.
Saturday: 10:00 a.m.-6:00 p.m.
Sunday: 2:00 p.m.- 10:00 p.m.

**The Campbell Library** Food Marketing Collection is located in Mandeville Hall.

Hours:
Monday-Thursday: 8:30 a.m. - 11:00 p.m.
Friday: 8:30 a.m. - 5:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 1:00 p.m. - 11:00 p.m.
Reference is available Monday through Friday 9:00 a.m. - 5:00 p.m.

**MAIL SERVICES**
Barbelin Ground Floor, 610-660-1180
mailroom@sju.edu
Monday-Friday 8:30 a.m. – 4:30 p.m.
Saturday: 8:30 a.m. – 12:00 p.m.

**Package Center**
Science Center 204, 610-660-1371. Email: receiving@sju.edu
www.sju.edu/packages
Monday-Friday: 8:00 a.m. - 11:00 a.m. and 3:00 p.m. - 4:30 p.m.

Students are notified by SJU e-mail if a package for them has been delivered to the Package Center. Students can pick-up packages during the above noted times. Must have valid SJU ID to pick up a package.

## OFFICE FOR MISSION

Vice President for Mission – Dr. E. Springs Steele
Mary Margaret Wolfington Hall, 610-660-3290
www.sju.edu/resources/mission/

## OFFICE OF MULTICULTURAL LIFE

Director – Dr. Shoshanna Edwards-Alexander
Campion 229, 610-660-1140
www.sju.edu/multicultural

## OFF CAMPUS & COMMUTER STUDENT LIFE

Assistant Director for Off Campus and Commuter Student Life-Denys Davis
Campion 238/239, 610-660-1003
www.sju.edu/och

## PUBLIC SAFETY AND SECURITY

Director - John Henfey
Barbelin 15, 610-660-1111
www.sju.edu/resources/security

The Department of Public Safety and Security website includes up-to-date information on the department, parking information and crime statistics. There is also a crime bulletin page where information on any problems happening in or around campus can be found.

The University's security officers are not police officers and they do not carry firearms; any criminal investigations are conducted by one of the two law enforcement agencies which are responsible for coverage at Saint Joseph's University.

Because the safety and security of the University is the shared responsibility of all who live, work and study on the campus, members of the University community are encouraged and expected to use common sense where personal safety is concerned and to report any suspicious or criminal activities to the Department of Public Safety and Security at 610-660-1111.

Emergency phones are located throughout the campus both inside and outside of campus buildings. Dialing is not required on these phones. When the receiver is lifted, the phone automatically calls Public Safety and Security.

**Escort Service**
An escort service is available for transportation between on-campus locations and nearby off campus apartment complexes not on the scheduled University shuttle system by calling 610-660-1010. Walking escorts will also be provided upon request for travel between on-campus locations after dark. Students are encouraged to use these services rather than to walk alone.

**Parking and Traffic Regulations**
Parking a motor vehicle on campus is a privilege which may be withdrawn from any individual who fails to comply with the regulations that are found at www.sju.edu/resources/security/parking.

**Student Vehicle Policy**
The general student vehicle policy at Saint Joseph's University authorizes parking opportunities for third and fourth year undergraduates who obtain permits from the Department of Public Safety. First year and second year residential students must leave vehicles at their family home. Students are prohibited from bringing their cars to campus and parking them on neighboring residential streets. The student operator of any vehicle that is found to be parked on a neighboring residential street without a valid parking permit will be considered in violation of the Student Vehicle Policy and will be referred to the Office of Community Standards.

Restrictions on student parking are necessary at Saint Joseph's University for three basic reasons: (1) first and second year students who spend the majority of their time on campus benefit by forging relationships within residence halls and involving themselves in campus activities, campus ministry, athletics, and recreation; (2) limitations on the actual number of parking spaces on campus; and (3) out of respect for quality of life issues affecting communities adjacent to Saint Joseph's University. In limited instances, the University may extend an accommodation and issue parking permits to first and second year students. For the 2012-2013 academic school year the following conditions will be considered:

1. First and second year non-residential students commuting from their family home may be issued a parking permit.

2. First and second year students who have exceptional

circumstances such as state-issued handicapped plates or placards for a personal disability, or extreme family hardships as determined by the Department of Public Safety may be issued a parking permit. Employment is not considered a hardship.

3. Certain second year residential students residing in designated University facilities with sufficiently large parking lots including the Morris Quad Townhouses, Merion Gardens, Lannon and Rashford Residence Halls may be issued parking permits specific to these lots. Where the number of second year residential students residing in a University facility exceeds the number of available parking spots, provisional eligibility and permits for those lots will be awarded by lottery.

Once purchased / issued, University Parking Permits cannot be borrowed,sold or exchanged between the permit holder (student and/or University employee) and any other person.

Violations of this policy are subject to tickets and fines issued by Saint Joseph's University Public Safety officers and will also be forwarded to the Office of Community Standards.

In addition, section 9-2804 of the Code of City of Philadelphia requires that all "students either provide the college or university with the model, make, and license number of any vehicles owned, operated or controlled by such student, and a copy of a current registration and valid insurance certificate for each such vehicle, or certify in writing that the students does not own, operate or control a vehicle.

**Identification Cards**

Identification cards will be issued to all members of the Saint Joseph's community. The card must be carried at all times on campus, and produced upon the request of a University employee. Identification cards are non-transferable and subject to confiscation, and disciplinary sanctions if used by any person other than the person to whom it was issued.

If your card is lost or stolen, contact the Office of Public Safety and Security immediately. A replacement card will be issued once for a fee of $20.

**CCTV (Closed Circuit Television) System**

The University's purpose in installing and using cameras in certain locations of the University is twofold: security and deterrence. Absent legal process, information obtained through the use of these cameras will be viewed only by authorized University personnel and will be used internally by the University primarily, but not solely, for these purposes.

## RESIDENCE LIFE

Director - John Jeffery
LaFarge Residence Center, 610-660-1060
www.sju.edu/reslife

## STUDENT EDUCATIONAL SUPPORT SERVICES

Assistant Vice President - Jacqueline Starks
Bellarmine Hall, Ground Floor, 610-660-1081
www.sju.edu/sess

SESS provides the following academic and personal support services:

**Learning Resource Center**
Bellarmine Hall, Ground Floor, 610-660-1775
www.sju.edu/lrc

The LRC offers walk-in and scheduled tutoring sessions in most entry level courses. The LRC also provides students with study strategy workshops and individual study skills assessment and practice. Supplemental Instruction, which is assigned to historically challenging courses, holds bi-weekly review sessions for students who are enrolled in the course. Students can view the LRC webpage for a full list of services as well as information regarding workshops and appointments.

**Educational Services for Student Athletes**
Bellarmine Hall, Ground Floor, 610-660-1729
www.sju.edu/assa

**Services for Students with Disabilities**
Bellarmine Hall, Ground Floor, 610-660-1774, TTY 610-660-1620
www.sju.edu/ssd

The Rehabilitation Act of 1971, Section 504, and The Americans with Disabilities Act of 1990 apply to all individuals with learning, physical, or psychiatric disabilities that substantially limit one or more major life activities. The services for Students with Disabilities Office is responsible for promoting access to facilities and programs, ensuring equal educational opportunities, acting as an informational and referral resource, providing counseling, and serving as liaison between faculty and students. Students interested in learning more about services provided at SJU are encouraged to contact the office directly.

## STUDENT HEALTH CENTER

Director – Laura Hurst, MSN, CRNP
First Floor Sourin Hall, 610-660-1175
www.sju.edu/studenthealth

The Student Health Center provides quality health care as well as health promotion that facilitates the development of the whole person. The Student Health Center is staffed by a part-time Physician, adult and women's health nurse practioners, several registered nurses, and an administrative assistant. Visit www.sju.edu/studenthealth for a complete list of health center services.

All incoming students are required to complete a health evaluation form prior to their arrival on campus. This form requires a brief health history, insurance documentation, a physical examination and a record of immunizations. The health evaluation form is available at www.sju.edu/studenthealth.

Saint Joseph's University also requires all full-time undergraduate day students and all international students to provide proof of health insurance coverage annually. Students with inadequate coverage, or who are no longer covered on a parent's policy may either purchase the University sponsored plan or another plan. Students are required to complete an insurance waiver or they will be billed for the University sponsored plan. To learn more about the University sponsored insurance plan or to enroll/waive coverage go to www.firststudent.com.

## STUDENT LEADERSHIP AND ACTIVITIES

Director – Dr. Beth Hagovsky
Campion Third Floor, 610-660-1073
The Perch and Simpson Hall, 610-660-1066
www.sju.edu/student_leadership
For a complete list of student clubs and organizations, please visit our website.

For information regarding membership or concerning Greek Life on campus, contact the Associate Director for Leadership & Greek Life in Campion Third Floor.

## STUDENT LIFE

Vice President for Student Life/Associate Provost – Dr. Cary Anderson
Campion 238/239, 610-660-1045
www.sju.edu/studentlife

## THE OFFICE OF STUDENT SUCCESS

Director – Dr. Kim Allen-Stuck
Assistant Director - Dan McDevitt
St. Thomas Hall, 610-660-1339
www.sju.edu/studentsuccess, success@sju.edu

The role of the Office of Student Success is to assist students as they face obstacles associated with college life. Workshops and

individual coaching sessions enable students to connect with University resources, explore academic options and develop strategies for meeting their goals.

Every SJU student is fully capable of earning a degree from Saint Joseph's University. At times, students experience difficulties: academic, emotional, health-related, family emergencies, disciplinary actions, and the Office of Student Success is here to help students who are facing challenges.

### STUDENT UNION BOARD

610-660-1078
sub@sju.edu
www.sju.edu/sub

### STUDENT OUTREACH & SUPPORT

Director/Case Manager – Marci Berney
Assistant Director, Wellness, Alcohol & Drug Education Program (WADE) – Katie Bean

Campion 212, 610-660-1149, www.sju.edu/sos

Student Outreach & Support works with students during difficult situations, or following critical incidents, and fosters awareness of University services and resources. The WADE program provides educational programs, individual sessions, and resources/referrals for students on wellness topics, including drug & alcohol use. The Peer Education program provides educational programs on a variety of topics upon request by contacting the office.

### TECHNOLOGY SERVICE CENTER

Science Center 129
Website: www. sju.edu/it
Email: helpdesk@sju.edu , Phone: 610-660-3070

The Office of Information Technology is responsible for the delivery and support of the University's information resources. Our goal is to provide reliable, secure, and scalable technologies in support of the educational mission of the University and we strive to provide excellent service to our faculty, staff and students.

Some common services that the TSC provides include; connectingto the SJU Network in your room, wireless connection problems, browser problems, accessing MySJU and the services within MySJU, Blackboard course questions or problems, email, spyware and virus removal, hardware diagnostics and any issues related to the telephone service in your room, etc. For more information regarding technology services : http://www.sju.edu/it and login with your SJU username and password.

In addition, students participating in the Laptop Programs will receive hardware warranty support for their laptop computers purchased through the program. Every student participating in the Laptop Program is entitled to a loaner laptop if their computer needs to be sent out for repair to Lenovo or Apple. For instructions on how to connect to our wireless network, visit: www.sju.edu/resources/it/popular-topics/wireless.html.

During the fall and spring semesters, the Technology Service Center's hours of operation are:

Monday-Thursday: 7:30 a.m. - 9:30 p.m.
Friday: 7:30 a.m. - 5:00 p.m.
Saturday: 11:00 a.m. - 5:00 p.m.
Sunday: 11:00 a.m. - 5:00 p.m.
You can like us on Facebook at www.facebook.com/SJUTSC, follow us on Twitter @SJUIT .

## TITLE IX OFFICER

Dr. Mary-Elaine Perry, mperry01@sju.edu
Campion 238/239, 610-660-1145

## UNIVERSITY COUNCIL

The University Council is the principal body for corporate participation in policy formation. Five students are members of the University Council and there are two standing committees to evaluate and review policies relevant to student life. For more information contact the Provost's Office at 610-660-1207.

## UNIVERSITY STUDENT SENATE

Campion 227B, 610-660-1075
www.sju.edu/uss, uss@sju.edu

The University Student Senate (USS) serves as the governing body for the undergraduate day students. The mission of the USS is to represent the views and opinions of Saint Joseph's University students. The USS works with the Administration to ensure the involvement of the students in the policy and decision-making processes of the University.

The officers of the USS are the Student Body President, Vice President, Treasurer, Secretary for Academics, Secretary for Communications, Secretary for Mission, and Secretary for Student Affairs. Members of the USS work individually and collectively to be a voice for students in contributing to University initiatives and addressing student concerns. The USS provides a consistent student voice on the University Council, Budget Advisory Committee, Institutional Planning Committee and many ad hoc initiatives.

# Notes

# University Policies, Regulations, Statements and Guidelines

Students must accept responsibility for their behavior and be willing to forgo some freedoms to create an environment that is conducive to the educational, social and spiritual development of all members of the University community. To guarantee the continuation of a positive, safe and educational setting, the University has adopted an array of policies and regulations. Should any member of the University community violate established policy, the University has in place processes intended to educate and in some cases discipline the violator, and thus deter further violations by that and/or other individuals. This handbook includes most policies in full, as well as some excerpts from more lengthy policies. Students having questions about any of the policies should contact the Office of the Vice President for Student Life/Associate Provost.

## COMMUNITY RELATIONS

Saint Joseph's University is strengthened as an institution by the vitality of Wynnefield, Overbrook Farms, and Merion Station neighborhoods. The campus is situated on City Avenue in a unique urban-suburban hybrid of communities. These neighborhoods contribute greatly to the diversity of the educational opportunities available to students. The University expects students to behave as exemplary citizens when in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community. For more information contact the Office of External Affairs at 610-660-1226.

## COMMUNITY STANDARDS

www.sju.edu/communitystandards

Approved by University Council: April, 2008; Revised July 2010, July 2011, July 2012

The Mission Statement of Saint Joseph's University shapes the responsibilities and privileges afforded to members of the University community. These Community Standards are designed to foster a community conducive to achieving the mission of the University. Rooted in the Catholic Jesuit tradition, Saint Joseph's University aims to create and to sustain an educational environment that facilitates students' academic, personal, and spiritual development. At the core of these values is the Ignatian tradition of "cura personalis," which affirms the goodness, the worth and the dignity of every human being. Students affirm this commitment through adherence to the standards of conduct established within our

community.
In the broadest terms, all members of the Saint Joseph's University community are expected to:

- Be honest;
- Have respect for self;
- Have respect for others, their well-being and their property; and
- Have respect for the standards of the University and the laws of the larger community.

**To Whom Do the Community Standards Apply?**

By voluntarily choosing to affiliate with Saint Joseph's University, all student members of the University are expected to uphold the standards of this community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity, at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Community Standards are also included. The Community Standards shall apply to conduct that occurs on University premises and at University sponsored events both on and off campus. The Community Standards may also apply to off campus behavior of students, including those who are participating in study abroad programs. Students who do not fully comply with the Educational Housing District Law (www.sju.edu/och) may be prohibited in participating in student clubs/organizations/teams (i.e., providing accurate off campus residential address). Students are responsible for the behavior of their guests. The Vice President for Student Life/Associate Provost (VPSL)/designee shall decide whether certain conduct will commence the application of the Community Standards based on the fact and circumstances of each case.

**What Conduct Would Violate the Community Standards?**

Any behavior that violates standards set forth in the Student Handbook, the University Catalog, approved organizational constitutions and by-laws, room/board contracts and other University bulletins, as well as behavior that fails to meet the four University Expectations outlined above may violate the Community Standards. Specifically, any student or student organization alleged to have committed or alleged to have

attempted to commit any of the following acts is subject to the Community Standards process outlined in this document. This is not an all-inclusive list.

1. Physically abusing or threatening another person, or engaging in any other conduct that threatens or endangers the health or safety of another person (e.g. stalking).
2. Committing a sexual offense (see Sexual Violence Policy).
3. Hazing (see Policy on Hazing).
4. Violating the drug policy (see Drug Policy).
5. Violating the alcohol policy (see Alcohol Policy).
6. Using, possessing, selling, or distributing fireworks, firearms, or other dangerous items (see Firearms Policy).
7. Using fire to endanger, to harm another person or to destroy property; misusing or damaging fire safety equipment; initiating a false report; and/or failing to evacuate a building during an alarm.
8. Engaging in conduct that is verbally or physically offensive and interferes with others' ability to receive educational benefits (see Policy Prohibiting Harassment).
9. Bullying another person (see Bullying Policy).
10. Destroying, damaging, or stealing private, public, or University property, or possessing stolen property.
11. Failing to comply with the directions of University personnel (e.g. Residence Life and Public Safety staff) who are acting in the performance of their duties. This includes failing to respond to a request for identification, or providing false identification.
12. Entering and/or using University premises, facilities or property without authorization; possessing, duplicating, or using keys or access cards without authority.
13. Engaging in lewd, obscene, or indecent behavior, including making lewd, obscene, or indecent gestures.
14. Using slurs or other derogatory language based on race, gender, ethnicity, religion, sexual orientation, or other discriminatory basis.
15. Violating the sexual activity policy (see Sexual Activity Policy).
16. Violating the University's computing policies (see Guidelines for the Use of Computing and Network Resources at Saint Joseph's University).
17. Making an audio or video recording of any person without that person's consent and/or prior knowledge.

18. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other university activities.
19. Substantially interfering with the right to freedom of expression.
20. Misrepresenting identity or age; forging or altering records including University identification card or parking permits.
21. Engaging in illegal gambling activities (see Statement on Illegal Gambling).
22. Failing to comply with sanctions imposed for earlier Community Standards violations or interfering with the University Community Standards process (e.g. retaliatory action).
23. Violating residence life policies, e.g., quiet hours, guest policy (see Residence Life Policies).
24. Violating the student vehicle policy (see Student Vehicle Policy).
25. Littering.
26. Smoking in unauthorized locations.
27. Violating any federal, state, or local law or any University policy, rule, or regulation.

NOTE: Violations of the University's Academic Honesty Policy are addressed according to the process set forth in the Academic Honesty Policy, rather than under the Community Standards.

**What Should Be Done if Present During a Violation?**

When a student knowingly is in the presence of a violation of Community Standards, the University expects him or her to do one or more of the following: notify University staff, ask the individual(s) to stop, or remove himself or herself from the situation immediately. All students should recognize that their presence during a violation may subject them to disciplinary action.

**What if Conduct May Also be a Violation of Law?**

University Community Standards proceedings may be instituted for conduct that potentially violates both criminal law and the University's Community Standards without regard to pending criminal arrest or prosecution. Proceedings in accordance with the Community Standards process may be carried out prior to, simultaneously with, or following criminal proceedings. Determinations made or sanctions imposed in

accordance with the Community Standards process shall not be subject to change solely because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant. The University may refer violations of the law to local law enforcement agencies.

**What Should Be Done If You or Someone You Know Needs Help?**

The welfare of each person in the Saint Joseph's University community is paramount, and SJU encourages students to offer help and assistance to others in need. Because the University understands that fear of disciplinary action may deter requests for emergency assistance, this statement was created to alleviate such concerns and reduce hesitation by SJU students to seek help.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action. In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph's University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g. bodily harm, sexual violence, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student's behavior may be considered more than a health and safety matter.

**How does the Community Standards Process Begin?**

Any member of the University community ("complainant") may file a complaint against a student(s) or student organization ("respondent") alleging violation of the Community Standards. An incident report completed by a Public Safety or Residence Life staff member or a written complaint prepared by any other member of the University community and directed to

the Office of Community Standards[1] begins the process. In the case when the University initiates an incident report, it becomes the complainant. A complaint shall be submitted as soon as possible after the event takes place, preferably within one week; however, the timeliness of a complaint shall be determined by the Vice President for Student Life/Associate Provost based on the fact and circumstances presented.

**Can there be an Interim Suspension /Conditional Attendance?**
If at any time during the Community Standards process, the Vice President for Student Life (VPSL)/Associate Provost/ designee deems a student's continued presence to be a risk to the health, safety, or welfare of anyone within the University community or to the student him or herself, that student may be placed on interim suspension (immediate separation from the University) or be given guidelines for conditional attendance (e.g. housing/class relocation) by the VPSL/designee. During this time, the student may be denied access to the residence halls, and/or to the campus (including classes), and/or all other University activities or privileges for which the student might otherwise be eligible. There is no appeal of this status, but the University shall make every effort to conduct the Community Standards process without undue delay. The student shall remain on an interim suspension or on conditional attendance until the hearing and/or appeal process determines his/her status. In addition, at any time after the filing of a complaint, the Office of Community Standards may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of a sanction. A registration hold may prevent, among other things, registration, the release of transcripts, and the awarding of a degree.

**What if the Respondent Withdraws from the University during the Community Standards Process?**
If a respondent voluntarily withdraws from the University while a complaint is pending, a registration hold shall be placed on the respondent's account and the respondent shall not be permitted to re-enroll until after the complaint has been resolved. In most cases, the Community Standards process shall continue and a decision may be rendered based

[1]The Director of Community Standards is Kiersten White. Telephone 610-660-1046 or email at kwhite@sju.edu

on available information whether or not the respondent is available. No student may be found to have violated the Community Standards solely because the student failed to appear. If the complaint cannot be resolved because the complainant, witnesses, or evidence are not available, in most cases re-enrollment shall be denied. Permission for readmission shall be granted at the discretion of the Vice President for Student Life/Associate Provost.

**What is the Community Standards Process?**

When an incident report/complaint is received, the report/complaint is assigned to an administrator within the Division of Student Life. The following options are available for case resolution (as determined by the Office of Community Standards):

1. Alternative Resolution Hearing, in most cases, with a member of the Division of Student Life.
2. Administrative Hearing, in most cases, with a member of Residence Life or Community Standards professional staff.
3. Peer Review Board Hearing with a four or five person panel consisting of students.
4. Community Standards Board Hearing with a five person panel consisting of faculty, administrators/staff, and students.

In most cases, allegations of less serious violations shall be heard by an Administrative Hearing Officer or the Peer Review Board, or addressed through alternative resolution. Generally, more serious violations including significant interpersonal conflicts/sexual offenses shall be heard by an Administrative Hearing Officer or the Community Standards Board. Mediation will not be used to resolve sexual offense complaints.

**Who is the Alternative Resolution or Administrative Hearing Officer?**

Any professional staff member of the University community may serve as a Hearing Officer to hear a complaint. In most cases, the Hearing Officer is a member of the Office of Community Standards or Office of Residence Life. The Office of Community Standards determines who shall hear a case.

**What is the Peer Review Board?**

The Peer Review Board (PRB) is a group of students who are

trained to hear specific cases. The PRB includes the following members:

**Board** –Students are selected by a committee composed of the Vice President for Student Life/Associate Provost (VPSL)/ designee, the Chairs of the PRB, and the Presidents of the University Student Senate, the Greek Council, and the Student Union Board.

**Chairpersons** – Two non-voting student members are selected annually by agreement of the President of the University Student Senate, and the VPSL/designee.

**Moderator** – The Moderator is selected from the professional staff of Student Life by the VPSL for a term of at least two semesters. The Moderator shall advise the PRB on matters such as the type of information that may help in determining if Community Standards were violated and precedents in sanctions. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

When a hearing is necessary, the moderator selects five student representatives (or four, with the agreement of the respondent and complainant) to serve on a hearing panel to hear the case. Board Members shall disqualify themselves from serving on a Peer Review Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

**What is the Community Standards Board?**

The Community Standards Board (CSB) is a group of students, faculty, and administrators/staff who are trained to hear cases that involve more serious violations of the Community Standards. The CSB includes the following members:

**Board** – The Community Standards Board is a seventeen-person board, consisting of seven students, five faculty members, and five administrators/staff. Five student members are selected from the Peer Review Board by the Peer Review Board Moderator, and two graduate student members are appointed by the Dean of each school; the five faculty members are selected by the Faculty Senate; and the five administrators/ staff are appointed by the Vice President for Student Life/

Associate Provost (VPSL). The term of membership on the Community Standards Board shall be two years for faculty and administrators/staff and one year for students, running from September to September. Terms are renewable.

**Chairperson** – The Chairperson is a voting member, who is selected by the Moderator on a case-by-case basis.

**Moderator** – The Moderator is selected from the professional staff of Student Life by the Vice President for Student Life/ Associate Provost for a term of at least two semesters. The Moderator shall advise the CSB on matters such as the type of information that may help in determining if Community Standards were violated and prior sanctions relating to similar conduct. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

When a hearing is necessary, the Moderator selects five representatives to serve on a hearing panel to hear the case. The composition of each panel shall consist of at least one faculty member, one student, and one administrator/staff. Board Members shall disqualify themselves from serving on a Community Standards Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

**What Happens Before the Hearing?**

Upon receiving notice of an alleged violation, the appropriate Hearing Officer or Moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In addition, in the case of a CSB hearing, a pre-hearing meeting will be scheduled. In order to schedule a hearing, class schedules are reviewed to find a common available time. Students are expected to attend their hearings or to forfeit the opportunity to provide information orally. The respondent's failure to attend the hearing does not limit the Hearing Officer, PRB, or CSB from making a decision based upon available information. If a student misses a hearing due to an emergency, it is the student's responsibility to contact the Hearing Officer or Moderator within 24 hours after the scheduled hearing. No student may be found to have violated

the Community Standards solely because the student failed to appear.

In matters involving allegations of sexual harassment, the respondent and complainant are entitled to equal process. Complaints will be resolved promptly, normally in no more than 60 days.

**What is a Community Standards Advisor?**

At any time during the Community Standards process, the respondent or complainant may consult with an advisor from the community. An advisor is a member of the University community who is permitted to consult with the student throughout the process, including accompanying the student at a hearing. Advisors are not to speak or ask questions on behalf of the student during the hearing. Non-University advisors, including parents and legal counsel, are not allowed to serve as advisors or attend the hearing. The Office of Community Standards has the final determination as to who may serve as an advisor. Trained advisors are listed on the Community Standards website (www.sju.edu/communitystandards), and available in the Office of Community Standards (Campion 239).

**What are the Hearing Procedures?**

The Community Standards process is designed to encourage open discussion among the participants that promotes the understanding of the facts, the individuals involved, the circumstances under which the incident occurred, and the nature of the conduct. However, during the hearing, accommodations such as providing separate facilities, to ensure the personal safety and well-being of the complainant, respondent, and/or other witnesses, may be employed. Hearings shall be private.

Community Standards proceedings are not criminal or civil proceedings, but rather, internal administrative determinations of violations of institutional policy. Civil or criminal rules of procedure and evidence do not apply. The Vice President for Student Life/Associate Provost (VPSL)/designee shall make the final determination on the appropriateness of non-institutional information (i.e. polygraph test results, drug test results). Information, including hearsay, may be considered if material to the issue, not unduly repetitious, and the sort of information

on which responsible persons are accustomed to rely in the conduct of serious affairs. After receiving information at the hearing, the Hearing Officer, Peer Review Board, or Community Standards Board shall determine, as to each respondent and as to each potential violation of the Community Standards, whether the respondent(s) is responsible for violating the Community Standards. The Hearing Officer, PRB, or CSB evaluates the information received and considers credibility of information and witnesses when determining if the Community Standards were violated. This determination shall be based upon the facts of the conduct alleged, and whether it is more likely than not that the student is responsible for the alleged violation(s). Subsequent reviewers shall not determine anew whether there was a Community Standards violation.

**What Factors are Considered in Sanctioning?**

If the Hearing Officer, PRB, or CSB determines that there was a violation of the Community Standards, a sanction(s) shall be imposed. In addition to the egregiousness of the violation itself, the following shall be considered in determining sanctions: motivation; present attitude; past record, both positive and negative; the severity of the damage, injury, harm, or disruption, or the potential for such; honesty; maturity; cooperation; willingness to make amends; and compliance with previous sanctions.

**What are Likely Sanctions for Community Standards Violations?**

A student or student organization found responsible for violating the Community Standards may expect to receive one or more of the following sanction(s).

1. **Warning**. Written or verbal notice given and kept on file.
2. **Program Attendance or Facilitation**. Expectation to attend or facilitate an educational program(s).
3. **Writing Assignment**. Requirement to complete a relevant research and/or reflection paper.
4. **Discretionary Sanctions**. Requirement to complete and/or participate in work assignments, community service, University services or programs, or other related discretionary assignments.
5. **Loss of Privileges**. Denial of specific privileges for a defined period of time (e.g. guest, computer, housing selection,

visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role).

6. **Counseling Assessments/Meetings**. Assignment to complete a number of counseling sessions including but not limited to anger management, alcohol or drug assessments, and alcohol education classes.

7. **Fines**. Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and non-alcoholic alternative programs.

8. **Restitution**. Requirement to make payment to the University, other persons, groups, or organizations for damages.

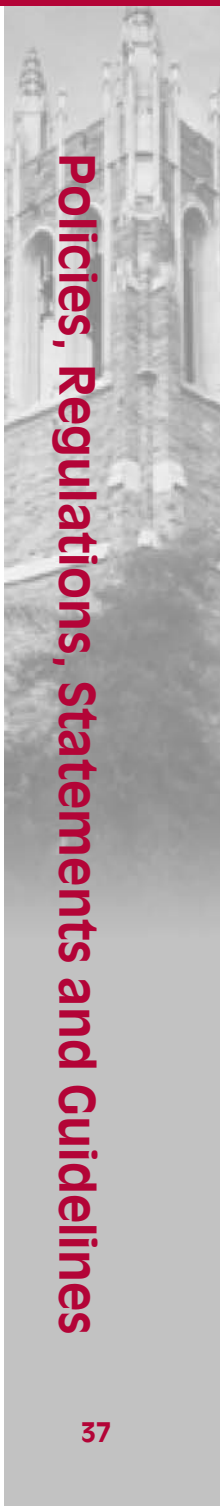
9. **Administrative Relocation in University Housing**. Requirement to be placed in an assigned or relocated space in University housing.

10. **Disciplinary Probation**. A period of fixed duration, during which the status of a student or organization at the University may be evaluated. This includes the possibility of more severe sanctions if the student or organization is found responsible for violating the Community Standards during the probationary period.

11. **Deferred Suspension**. A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Community Standards. If the student is found in violation of any University standard during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued.

12. **Removal from University Residence**. Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student shall be barred from entering all residences within the University residential community during the time of removal from campus housing.

13. **Suspension**. Separation from the University for a specified period of time. The student or student organization shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period toward a University degree. In the case of residence hall groups, this sanction may include the disbanding of



a living unit, and in the case of a student organization, this may include the removal of recognition. Reinstatement shall require the approval of the Vice President for Student Life/ Associate Provost.

14. **Expulsion**. Permanent separation from the University and University facilities.

15. **Revocation of Admission and/or Degree**. Admission to or a degree awarded from the University may be revoked at any time for fraud, misrepresentation, or another violation of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

16. **Withholding Degree**. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Community Standards, including the completion of all sanctions imposed, if any.

Failure to abide by or complete any sanction shall be considered an additional violation of the Community Standards.

For Title IX violations, the University will take specific steps to prevent reoccurences of any harassment and to correct discriminatory effects on the complainant and others, if appropriate.

**How is the Respondent Notified of the Outcome of a Hearing?**

The respondent shall be notified in writing, at a minimum in the form of an email to the official SJU student account, of the outcome of a hearing, in most cases within three business days after the hearing. The University does not disclose the results of a hearing other than to the respondent; however, it may disclose results expressly permitted by law, for example:

- The proper University authorities shall be notified of any sanction.
- Parents of students under age 21 may be informed of Community Standards violations with respect to the use or possession of alcohol or controlled substances.
- In some cases as consistent with applicable considerations, parents of dependent students may be notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student's status at the University.
- The University will notify in writing the alleged victim of a crime of violence or sexual harassment, or to the alleged

victim's next of kin (if the victim dies as a result of the crime or offense), the outcome and sanctions of the complaint related to the victim. The final results of these proceedings may also, in some cases, be disclosed to the University community.

**What is the Appeals Process?**

In cases of crimes of violence or sexual harassment, both the respondent and complainant shall have the right to appeal the decision. For all other cases, the respondent shall have the right to appeal the decision. Appeals are considered under the following criteria. Requests for appeals shall be directed in writing to the Vice President for Student Life/ Associate Provost (VPSL) within three business days of written notification of the action taken by the Hearing Officer, PRB, or CSB. The appeal should be delivered to the Vice President for Student Life/Associate Provost in Campion 238 or emailed to studentappeals@sju.edu. The appeal process is reserved only for serious cases, for example, when the outcome may have been sanctions 12 through 16 listed above. In the written appeal, evidence of one or more of the following must be clearly demonstrated:

1. A material failure to follow the procedures of the Community Standards process that affected the outcome.
2. There is new information, sufficient to alter a decision that was not reasonably available at the time of the original hearing.
3. The sanction(s) was not consistent for the violation(s) of the Community Standards. Relevant sanctions are only disclosed to the victim in cases of crimes of violence or sexual harassment.

Appeals submitted for other reasons or past the three business day time limit shall not be considered. The Vice President for Student Life/Associate Provost in concert with the Provost/designee may review all available information pertaining directly to the appeal, and in most cases shall make a decision within 5 business days of the appeal request period expiring. The VPSL and Provost/designee may 1) replace the sanction with another which may be more severe, less severe, or otherwise different; 2) remand the case for reconsideration; 3) direct the case for a new hearing. The VPSL and Provost/ designee will convey his/her decision in writing to both parties, in the case of sexual harassment. The decision made on appeal will be final. If the VPSL and Provost/designee find

no merit to the appeal, the decision of the original hearing shall stand. While an appeal is pending, sanctions are not in effect unless the VPSL imposes an interim suspension/conditional attendance as highlighted above. In cases where the VPSL and/or the Provost/designee is/are a party to the hearing, a designee(s) will hear the appeal.

**What is the Policy on Retention of Discipline Records?**

Community Standards violations and sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's educational record. Student discipline records not relating to expulsion from the University are kept for five years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student's educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of subpoena, student consent (including background checks), or as provided above.

**Interpretation and Revision**

Any question of interpretation regarding the Community Standards shall be referred to the Vice President for Student Life/Associate Provost (VPSL) for final determination. A review of the Community Standards shall be coordinated by the VPSL every three years, but may be revised when deemed appropriate.

## ACADEMIC HONESTY POLICY

*[This policy was approved by the University Council on May 20, 1982, revised by University Council April 20, 1995, and approved by the President April 27, 1995, and further amended by the University Council October 21, 2004 and March 19, 2009.]*

The University exists primarily to sustain the pursuit of knowledge. Learning, to have true value, must be linked to a sense of honesty and integrity. It is the responsibility of every person in the academic community—faculty members, students, administrators—to ensure that dishonesty is not tolerated.

Personal and communal integrity have always been

fundamental in Jesuit education, and a sense of honor must be kept alive in every activity at Saint Joseph's University. In order to recognize the essential contribution of honor to University life, an official Academic Honesty Policy has been adopted. This policy addresses violations in two categories: acts of dishonesty in formal courses and acts of dishonesty outside those courses.

**1. Acts of dishonesty in formal courses**

In all courses, except for assignments where the instructor has explicitly directed otherwise, each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity. Specific violations of this responsibility include, but are not limited to, the following:

a. cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, assigned papers, or special assignments, as in computer programming, studio work, and the like;

b. the fabrication or falsification of data, results, or sources for papers or reports, as in laboratory reports;

c. any action which destroys or alters the work of another student;

d. the multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor;

e. plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one's own to satisfy the requirements of a course.

Plagiarism thus constitutes both theft and deceit. Compositions, term papers, or computer programs acquired, either in part or in whole, from commercial sources or from other students and submitted as one's own original work shall be considered plagiarism.

All students are directed to the standard manuals of style or reference guides for discussions of plagiarism and the means by which sources are legitimately acknowledged, cited, quoted, paraphrased, and footnoted, whether presented in an oral report or in writing.

f. unauthorized collaboration.

**2. Acts of dishonesty outside formal courses**

Students have other academic responsibilities that may pertain to conduct outside formal coursework and which also

fall under the jurisdiction of the University Academic Honesty Policy. Specific violations of such responsibilities include, but are not limited to, the following:

a. the misrepresentation of one's own or another's identity;

b. the alteration or falsification of official University records;

c. the unauthorized use of University academic facilities or equipment, including computer accounts and files;

d. the unauthorized recording, sale, or use of lectures and other instructional materials;

e. the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries.

While the main purpose of the University Academic Honesty Policy is positive, to stress the importance of personal and communal integrity within an atmosphere of learning, the commission of any offense of academic dishonesty makes the violator subject to penalties determined to be justified by the University, according to the procedures which follow.

**3. Primary Responsibility**

Primary responsibility for investigating alleged infractions of the University Academic Honesty Policy under section 1, above, rests with the faculty member in whose course the infraction occurred. The faculty member also has the responsibility for determining the sanctions, specified below, for infractions under section 1. Similar primary responsibilities for infractions under section 2, above, normally rest with the Provost or his or her designee, hereinafter referred to as the Vice President. Primary responsibility for investigating infractions filed as complaints under section 5, below, and for determining the sanctions also rests with the Vice President. Whenever an infraction is alleged, the faculty member or the Vice President shall summon the student to an interview.

**4. Interview**

**a. Notice**

An attempt to notify the student by letter or phone must be made within 10 consecutive days of the discovery of the alleged infraction. An interview is to be held as soon as possible after the student is notified of the alleged infraction. However, cases in which the time frame cannot be met will not be dismissed for this reason alone.

**b. Penalties**

i. Under section 1, above: After a review of the evidence, if a student is found guilty of an infraction, depending on its

severity, the faculty member must either record a grade of zero or failure for the examination or assignment, or record a grade of failure for the course. In cases of failure for the course, withdrawal from the course is not permitted; in cases of failure or the grade of zero for an assignment or examination, withdrawal from the course must have the written approval of the responsible faculty member.

ii. Under section 2, above: After a review of the evidence, if a student is found guilty of an infraction (excepting those under section 2.e.), depending on its severity, the Vice President must either suspend or dismiss the student. If a student is found guilty under section 2.e., one or more of the following sanctions may be imposed: restitution, fine suspension, or dismissal. In cases of suspension, no credits for courses taken during the suspension will be accepted towards graduation requirements.

**c. Files.**

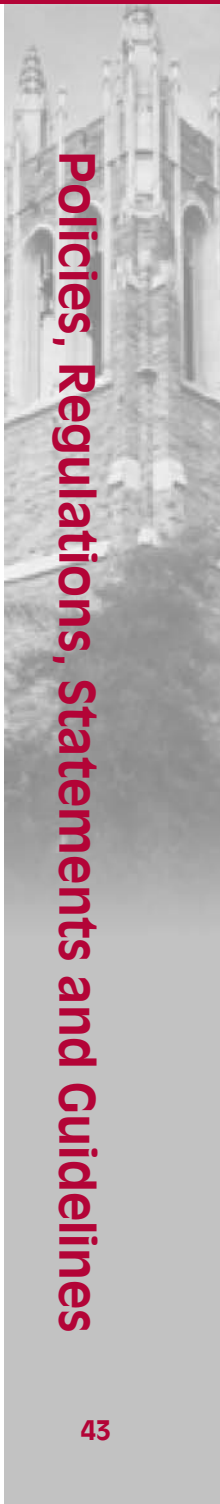
In all cases where a student is found guilty, the names of the principals, the pertinent dates, and the nature of the offense must be communicated in writing to the Office of the Registrar to be maintained in a separate, confidential file. In cases of second offenses, the Director of the Office of the Registrar shall immediately notify the Chair of the Academic Honesty Board.

**5. Complaints**

Any member of the academic community may file with the Vice President a written complaint against a student alleging that an infraction has occurred. If, after prompt investigation, the Vice President finds that the complaint may be justified, the Vice President shall investigate further, hold an interview with the student, and also notify the instructor of the course involved.

**6. Academic Honesty Board**

**a. Composition.** The Academic Honesty Board shall consist of seventeen members: a chair; eight faculty members, including two from each of the four divisions (business, humanities, social sciences, and natural sciences/math); and eight students, including two from each of the four constituencies (CA&S, HSB, College of Professional and Liberal Studies, and Graduate Programs). All members, including the chair, shall be nominated by appropriate deans or student governments and appointed by the Vice President, with consideration given to



anyone interested in serving on the Board. All members shall serve two-year terms which are renewable. In the event that the chair is temporarily unable to convene the board, he/she will designate one of the eight faculty members to act as chair until such time as the chair is again able to convene. Six Board members, including the Chair (or his/her designate) and at least one student representative, constitute a quorum in order to conduct business. Decisions of the Board shall be rendered by a simple majority of those present. The Chair (or his/her designate) shall vote only in the case of a tie.

**b. Appeals and Referrals.** An accused student may appeal to the Board in order to contest a determination of guilt if he or she believes the decision to have been unsubstantiated or procedurally unfair. The responsible faculty member or the Vice President may refer a case to the Board if he or she believes because of the severity of the offense that the penalties specified under section 4.b., above, are inadequate. All appeals and referrals must state grounds and must be made in writing to the Chair within seven days after notification of the decision.

**c. Hearings.** As soon as possible after the receipt of a written request for an appeal or a referral, the Chair (or his/her designate) shall consult a minimum of four board members, including at least one student representative, to determine whether sufficient grounds exist for conducting a formal hearing. For cases in which it is decided that there are not sufficient grounds for appeal, a letter explaining the basis for that decision shall be written and mailed to the student who made the appeal. Upon notification of a second offense, the Board must hold a hearing to decide what further action should be taken. Written notice of a formal hearing must be provided to the parties involved, normally seven days before the hearing. Present at the hearing may be the following: the accused student, the accusing person, any witnesses or advisor from the academic community called by the student or the accuser, anyone called by the Board. The decision of the Board shall be communicated in writing by the Chair to the accused student and to the responsible faculty member or the Vice President, as defined under section 3, above, usually within seven days after the hearing.

**d. Penalties.** If the Board finds a student guilty, it shall do one or more of the following: allow the original decision to stand;

suspend the student for a specified period of time; dismiss the student from the University; or impose some other penalty which the Board deems more suitable. However, the Board cannot lessen penalties imposed under section 4.b., above.

**e. Files.** The Board shall retain a confidential file on each hearing specifying the names of the principals, the pertinent dates, the nature of the charge and its final disposition. At the end of each academic year the Chair shall submit a summary report on the proceedings of the Academic Honesty Board to the Vice President.

## POLICY ON AIDS

*Approved by University Council, May 15, 1991*

AIDS is a fatal disease for which there is no cure. As a University, Saint Joseph's believes that education is essential in the prevention of AIDS. As a University in the Jesuit tradition, Saint Joseph's believes that it can express its personal care of members of its community by providing operational procedures which manifest justice and compassion in matters relating to AIDS.

AIDS is caused by HIV (Human Immunodeficiency Virus) and is spread through intimate sexual contact involving semen or vaginal secretions, exposure to blood through the sharing of needles in the injection of drugs, blood transfusions and from mother to child in the prenatal period. AIDS is not spread by casual contact or by giving blood.

The United States Public Health Service has stated that "there is no risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person." ("General Statement on Institutional Response to AIDS," American College Health Association, 1988, p. 3)

The University looks to medical and legal authorities, the American College Health Association, and the Roman Catholic bishops for guidance in its statement on AIDS. This statement should be reviewed annually by the Vice President for Student Life and changes should be proposed according to the latest available information. Young adults often feel invincible and

tend to deny the possibility of disease in their own situation. The prolonged latency period, possibly ten years, between infection with HIV and the development of full-blown AIDS adds strength to this myth of invincibility. Therefore, the University should educate members of its community about the means by which the virus is spread, including heterosexual contact.

Definition: Use of the phrase HIV infection includes students or employees with AIDS, and AIDS-related illness, or a positive test for antibody to HIV. The following procedures are based on the 1988 statement mentioned above and have been adopted for use at Saint Joseph's University.

Education: The primary response of universities to the current status of HIV infection must be education. Student Life, especially the offices of Counseling and Residence Life, will provide educational programs from time to time. Faculty, as educators, should address the issue of AIDS in appropriate courses and settings.

Handicapping Conditions: Persons with AIDS likely will be considered as Handicapped under federal and state laws and the University will take such action as is necessary to insure the protection of their legal rights.

Admissions: The confirmed presence of an HIV infection will not be considered in decisions for admitting students to the University.

Access to Facilities: Persons with HIV infection will not be denied access to any University facility.

Housing: Students with HIV infection shall be allowed to live in residential housing. However, reasonable concern for the health of such students may suggest in certain circumstances the option of providing a private room. Such a decision will be made after consultation with a physician of the student's choice. An outbreak of measles or chicken pox may demand special provisions for HIV infected students. Such students shall be exempt from any requirements for vaccinations against measles and rubella.

Care: Students and employees with the HIV infection are strongly encouraged to inform campus health authorities so that the University may alert them to special risks and to support them in their situation. The University health service is not equipped to treat HIV infected persons, but it can identify care-providers for such persons.

Testing: The University will not undertake campus-wide mandatory testing of either employees or students for the antibody to HIV. Student Health and the Counseling Center will provide information to those who seek voluntary testing, but no testing will be done by campus personnel.

Confidentiality: Health records are treated as confidential. No information about HIV infection will be provided to faculty or administrators without the expressed written consent of the patient in each case. (Of. Family Education Rights and Privacy Act of 1974). There is no medical or other reason to inform students in a residence hall or classroom or dining hall of the presence of persons with HIV infection. The University will strictly observe the public health reporting requirements and report cases of AIDS to the local public health authorities.

Conclusion: Should anyone in the University community contract HIV infection of AIDS Related Complex or AIDS, those members of the University who become aware of the situation should show great compassion and charity in their dealings with the infected person. The institution will not tolerate abusive behavior toward any members of this community who suffer from the HIV infection. Further information may be found in AIDS on the College Campus, a special 65-page report by the American College Health Association.

## ALCOHOL POLICY

Saint Joseph's policy on the use of alcohol combines observance of state law, protection of the overall community and reduction of high risk behavior by students. Consistent with our Catholic, Jesuit mission, the alcohol policy is guided by the care and concern for the individual person and the welfare of other students. It should be understood that the University in no way is a co-sponsor to off campus alcoholic events unless it has specifically stated this prior to the event. To reflect its commitment to alcohol awareness, the University

calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and to enforce policies on alcohol use:

• The Assistant Director of Student Outreach & Support coordinates alcohol education and programming as well as annual Alcohol Awareness events; and assists students with issues concerning alcohol usage.

• Members of the Division of Student Life and The Office of Public Safety and Security assist in implementing and enforcing the policy.

• The Advisory Council on Alcohol, Drug & Student Health assists the Vice President for Student Life/Associate Provost by making recommendations concerning policy.

The following two paragraphs constitute the official Alcohol Policy as approved by University Council (May 12, 1987) and the President:

In compliance with the laws of the Commonwealth of Pennsylvania, no person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages on University property or at any event sponsored by the University. No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol. No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.

Only under the conditions clearly stipulated in the University guidelines is the possession or consumption of alcoholic beverages by students twenty-one years of age and older permitted. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive behavior deriving from the use of alcoholic beverages, regardless of a person's age, to be unacceptable and subject to disciplinary action.

Examples of alcohol violations include, but are not limited to:

1. underage possession and/or consumption of alcohol;
2. knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. use of alcohol resulting in involuntary, erratic and/or abusive behavior;

4. unauthorized possession of a keg/beer ball;
5. involvement in the high risk use of alcohol;
6. exceptional number of persons observed in a residence on-campus or off campus when an open container of alcohol is present;
7. open container of alcohol in public area.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action. In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph's University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g. bodily harm, sexual violence, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student's behavior may be considered more than a health and safety matter.

## GUIDELINES FOR ALCOHOL BEVERAGE DISTRIBUTION AND CONSUMPTION

Students must secure approval for alcohol-related events. The President has appointed the Vice President for Student Life/Associate Provost to approve requests of faculty, administration, staff, alumni and off campus groups for events where alcohol will be served. This arrangement is a systematic reminder to the whole community that the University is serious about promoting responsible alcohol awareness. Guidelines pertaining to the distribution and consumption of alcohol can be found at http://www.sju.edu/resources/specialevents/. These guidelines apply to all constituents of the University including the administration, students, faculty, staff and alumni and their guests who attend events on campus that are sponsored by the University or divisions, departments, classes, teams or organizations of the University

## PENNSYLVANIA LIQUOR CONTROL BOARD

In addition to violations of University Policies, there are state and local laws, including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Brewed Beverages (Beer)); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by A Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons Under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)).

Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802 (e) (Minors); 3802(f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence).

Pennsylvania Liquor Laws: http://www.lcb.state.pa.us/

## BULLYING POLICY

Bullying behavior creates feelings of defenselessness, fear, and injustice and undermines a person's dignity. The University strictly prohibits bullying.

Bullying is severe, pervasive, or persistent actions of a person (or group of persons) directed towards another person or group of persons in a severe, pervasive, or persistent manner, which are intended to hurt, intimidate, degrade, humiliate, and/or undermine. Bullying is also engaging in any course of conduct that is likely to seriously annoy or alarm another person (or group of persons) in a severe, pervasive, or persistent manner. Bullying can take many forms, including, but not limited to, verbal (teasing, threatening, name-calling), social (spreading rumors, intentionally isolating), and physical (hitting, punching, shoving). Bullying can be in person, through actions, and/or through electronic communication.

Bullying creates a risk to the health or safety of the University community. Anyone found to engage in bullying behavior may be subject to disciplinary action.

## CONFIDENTIALITY OF STUDENT RECORDS

The University policy with respect to the confidentiality of student records conforms with the relevant state and federal regulations.

The Family Educational Rights and Privacy Act (FERPA) grants eligible students the right to inspect and review certain education records, and safeguards the student against improper or unauthorized disclosure of such education records or personally identifiable information contained therein.

A detailed statement of Saint Joseph's policy, including a description of education records kept, those eligible for disclosure, and the administrative offices responsible for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, including the right to a hearing, is available from the Office of the Registrar and at http://www.sju.edu/resources/registrar/csrpolicies.html

Discipline Records: Inter-Institutional Communication

The University may disseminate student disciplinary information to officials at other schools without prior consent if (1) prior misconduct poses a significant risk to others and (2) officials at the other institution have a "legitimate educational interest" in the behavior of the student.

Community Standards violations and sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's educational record. Student discipline records not relating to expulsion from the University are kept for five years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student's educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of a subpoena, student consent (including background checks), or as provided above, and/or outlined in the Community Standards section of this handbook.

Students have a right to file complaints concerning alleged

failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605. Student Right-to-Know Act: Graduation Rate Disclosure In conjunction with The Student Right-to-Know and Campus Security Act of 1990, the following completion or graduation rate information is being disclosed. This data represents the percentage of students who, from the time of their initial enrollment as full-time students, complete their prescribed program of studies and graduate within 150% of the normal allotted time, i.e. - 150% of a program normally taking four years is six years. For the class admitted in 2003, we determined that 78% completed the degree by the end of the summer 2009. Questions regarding any of these issues may be directed to the Registrar's Office.

## CAMPUS POSTING GUIDELINES

www.sju.edu/student_leadership

All posters and flyers must be approved and stamped before posting on campus by the Student Leadership and Activities Office, (Campion Third Floor). A detailed description of the campus posting guidelines is also available from this office.

## COMMERCIAL SOLICITATION ON CAMPUS

*Approved by College Council February 21, 1974*

Saint Joseph's University, as a private institution, may determine what persons and the circumstances under which they are permitted on campus for solicitation purposes. As a convenience to members of the University community, Saint Joseph's University accords the opportunity for invitation of representatives of commercial enterprises to campus for the purpose of discussing products and services of interest.

## DRUG POLICY

Approved by College Council, May 17, 1971

Saint Joseph's University does not condone the violations of any civil statute. The illegal possession, use or distribution of drugs is prohibited within the University. The University, however, has no intention of usurping the role of civil authority.

The University is concerned with drug use, not only because it is a violation of a civil statute, but also because it is detrimental to the achievement of institutional goals. The primary role of this community is the intellectual and emotional development of its members. It is generally recognized that the effect of drugs (e.g. lysergic acid, mescaline, methedrine, heroin, marijuana) is to alter one's judgment and level of awareness. Constant use and/or abuse of drugs can result in permanent physical damage and psychological dependence as well as an increasing inability to distinguish illusion from reality. These effects are opposed to the proper functioning of an academic community.

The University is vitally interested in the well-being of all members of its community and, therefore, wishes always to offer assistance rather than punishment. The University recognizes that chronic drug usage does not occur in isolation. Rather, it is a symptom of other difficulties that the individual is experiencing. In view of this, the University makes available to all members of its community a counseling office staffed by professionally trained personnel. The services of a qualified psychiatrist are also available. The University strongly urges its members to take advantage of these services. In addition, the Counseling Center offers a comprehensive library collection on the topic of drug use and abuse. To ensure the continuance of its academic function, the University will find it necessary to initiate disciplinary action in certain situations. Such action should not be taken without guaranteeing administrative due process to the individual involved. When, in its judgment, every other reasonable avenue of approach is exhausted, the University will take action to maintain good order, academic and social, and to prevent serious damage to the individual. It is also imperative that no member of the University community considers this campus a sanctuary from civil law, as the University accepts seriously its responsibility to cooperate with the proper authorities. In certain cases, the University may have to separate an individual from the residence system. If such separation is deemed necessary, an attempt should be made by the University to provide the individual with appropriate guidance before separation takes effect. If the University's counseling service is unable to handle a case, the individual will be referred to another competent agency. Separation from the University community may be the

result of disciplinary action, but it is considered only as a last resort.

To further clarify the drug policy that was approved by College Council on May 17, 1971, the following is provided:

The use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law is prohibited. The misuse of prescription drugs is also prohibited. Drug paraphernalia may indicate illegal drug use, and possession may result in disciplinary action.

Examples of drug violations include, but are not limited to:

1. illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. illegal or improper use of solvents, aerosols, or propellants;
3. administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action. In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph's University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g. bodily harm, sexual violence, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student's behavior may be considered more than a health and safety matter.

## FIREARMS POLICY

The carrying, or presence, of a firearm is not permitted on University property, including, but not limited to, one's vehicle,

office, residence or locker, except when the firearm is carried by a deputized law enforcement officer and/or agent who is conducting official business on University property.

The University policy concerning the prohibition against the carrying, and presence, of firearms on campus, is intended to conform to applicable statutes of the Commonwealth of Pennsylvania. Such statutes define firearms as any pistol, revolver, shotgun, or any weapon which is capable of firing a projectile.

## FRATERNITIES & SORORITIES

The Greek community promotes the growth and development of students who choose to affiliate with Greek letter organizations, and provides students with educational, social, and recreational activities, which enhance the overall programming on campus. Fraternities and sororities are expected to encourage and maintain high standards of leadership, scholarship, character and conduct as well as high standards for programs and services. Greek organizations, through their ritual and philanthropy, complement the university mission of "Men and Women for others."

Please visit www.sju.edu/student_leadership for the conditions governing fraternities and sororities or speak to the Associate Director for Leadership & Greek Life in Campion Third Floor.

## FREEDOM OF ASSEMBLY

*This Policy was approved by the College Council on March 13, 1969, and by the General Assembly on May 13, 1969*

Freedom of assembly in a college community can be understood only in the context of academic freedom and human rights. Recognizing that a healthy pluralism of ideas is essential for personal growth, Saint Joseph's University supports the freedom of members of its community to assemble peacefully on campus to discuss and demonstrate their views and feelings on matters of concern. The University will endeavor to protect the appropriate exercise of this from disruption and interference.

Since such assemblies are a supplement to existing channels of communication in the community, and since only a

segment of the University will ordinarily be involved, the rights and freedoms and normal activities of other members of the University must be acknowledged and respected. A consciousness of the social dimensions of the University community, and a recognition of the dignity of its commitment to education must also guide exercise of freedom.

Space and facilities at Saint Joseph's are limited, and the legitimate demands of the community necessitate orderly procedures for their allocation. Groups desiring use of space on campus are required to notify the office responsible for coordination of campus facilities. Depending on the needs and the size of the expected group, and in consideration of other functions and events on campus at the time of the scheduled assembly, suitable indoor or outdoor space will be noted for the group's use. Advance notice will generally insure adequate accommodation.

If the occasion for an extraordinary assembly should arise, the regular operations and special functions of the University must be no less respected. If a scheduled or unscheduled assembly becomes, by location or by its nature, disruptive of its rights and freedoms in the University community, the Vice President for Student Life or a delegate will consult with those in assembly and advise them of the necessary remedies. In most cases, maintaining of order, compliance with existing University regulations, or simple relocation will be sufficient remedy.
Deliberate interference with or disruption of the regular operations or authorized activities of the University are direct violations of academic freedom, and will not be tolerated. The use of force and promotion of fear are especially reprehensible in a community dedicated to the freedom of personal development, and the University would be promoting injustice if some of its members were allowed to transgress the rights of other members through force or intimidation. The immediate remedy for use of force or violence will be dispersal, so that in a more reasoned atmosphere the issues may be more profitably examined.

If an assembled group does not voluntarily disperse when warned that its behavior is unacceptable in the University

community, the President of the University or his delegate may request the civil authorities to take action to restore order to the University. Members of the University community must remember that certain actions, by their nature, are violations of public law and render them liable to prosecution or civil claims.

Persons not associated with the University do not share this freedom to participate in assembly within the academic community. Their presence on campus is contingent not merely on their compliance with standards maintained in the University; they may be asked to leave the campus at any time by an authorized official of the University. Failure to accept the directions of authorized University officials will render non-members of the University liable to action by public authorities.

Members of the University community are responsible for their conduct in assemblies and may be charged with misconduct for their sanctions in or direction of an assembly which violates the principles described in this statement. Precautionary suspension of members of the University community may be an immediate remedy for the deliberate transgression of rights of others, the use of force, or refusal to disperse. The appropriate judicial body will determine culpability and disciplinary action, which may include suspension or dismissal in serious cases.

## GUIDELINES FOR THE USE OF COMPUTING AND NETWORK RESOURCES

*Revised December, 2008*

Below are select highlights of the policy, for a description of the full policy please visit http://www.sju.edu/resources/it/policies/usage.html

*General Guidelines*

All members of the University community who use the University's computing and information resources must do so responsibly. Every user is responsible for the integrity of these resources. All users of University-owned or University-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual

agreements. It is the policy of Saint Joseph's University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and in the highest standard of ethics.

Computing facilities and accounts are owned by the University and are to be used for the University-related activities for which they are assigned. University computing resources are not to be used for commercial purposes or non-University-related activities without written authorization from the University. In these cases, the University may require payment of appropriate fees. This policy applies equally to all University-owned or University-leased computers. The University reserves the rights to limit, restrict, or extend computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students, guests or staff— may allow individuals other than University faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement; University policy; or any federal, state, county, or local law or ordinance.

Users and system administrators must guard against abuses that disrupt or threaten the viability of all systems, including those at the University and those on networks to which the University's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of University computing facilities, continued overuse of resources that degrades system performance, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as outlined in the Saint Joseph's University Policy Manual, and the official Student Handbook and may also be considered civil or criminal offenses.

Saint Joseph's University treats policy violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. Disciplinary action is described in the section Penalties for Misuse of Computing and Information Resource Privileges.

*User Responsibilities*

If you or your guest use the University's computing resources

or facilities, you have the following responsibilities in addition to those described in the preceding sections:

1. Use only those computer services, networks and accounts which the University has authorized for your access.

2. Use accounts only for the purpose(s) for which they have been issued.

3. Be responsible for all use of your accounts and for protecting each account's password. Users are not allowed to divulge computer account passwords. Passwords should consist of a mix of 7 or 8 alphanumeric characters, and should be changed frequently throughout each semester of use. Do not use easily identifiable personal information such as names, telephone numbers, birth dates, etc.

4. Immediately report unauthorized use of your accounts to the Office of Information Technology.

5. University communications systems (electronic mail, electronic messaging, and similar services) may not be used for unlawful purposes or purposes that violate other University policies or guidelines. The latter include, but are not limited to, sexual or other forms of harassment. Electronic communication may not be used for commercial purposes except under the direction of the University.

6. Ensure that all software that you use is properly licensed. Do not use or share unlicensed software including computer programs, music files and other digital media. The unauthorized sharing of music files and other digital media is a violation of the Digital Millennium Copyright Act and you are potentially liable for damages. Take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network, or server that you operate.

7. Cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized to access your computer files.

8. You are held responsible for the actions of your guest(s). Violations of computing resource policy committed by any guest will be attributed to that guest's sponsor.
9. You are responsible for making backup copies of your documents and personal software.

10. The use of electronic mail is to be treated as the use of postal services. Email messages are owned by the user to whom they are addressed. Do not attempt to read, delete or otherwise tamper with email belonging to another user. Do not attempt to distort or forge the "address" information of email messages. Do not send harassing or offensive email.

11. You may not attempt to gain control of any files or computers without the prior consent of the "owner" of those files. The system administrator does not give consent for users to attempt to gain control of any network servers, routers, or switches. The system administrator does not give consent for users to 'look around' the file systems on any server.

The University is not responsible for loss of information from computing misuse, malfunction of computing hardware or software, external contamination of data or programs. The staff in Information Technology units such as Network Services and all other system administrators must make every effort to ensure the integrity of the University's computer systems and the information stored thereon. However, users must be aware that no security or back-up system is 100 percent foolproof.

*Penalties for Misuse of Computing and Information Resource Privileges*
Abuse of computing resources is subject to disciplinary action. If the Office of Information Technology has a sufficiency of evidence to indicate that intentional or malicious misuse of computing resources has occurred, and if that evidence points to the computing activities or the computer files of an individual, any or all of the following steps will be pursued to protect the user community:

1. Notify the user's project director, instructor, academic advisor, or administrative officer of the investigation.

2. Refer the matter for processing through the University's Community Standards Process.

3. Suspend or restrict the user's computing privileges during the investigation, including inspecting that user's files, diskettes, and/or tapes. Disciplinary action may include the loss of computing privileges and other disciplinary sanctions up to and including non-reappointment, discharge, dismissal, and legal action. In some cases, an abuser of the University's computing resources may also be liable for civil or criminal prosecution under Title 18 PA C.S. @5742 (1990), or other appropriate legislation.

It should be understood that nothing in these guidelines precludes enforcement under the laws and regulations of the Commonwealth of Pennsylvania, any municipality or county therein, and/or the United States of America.

All computer users are urged to become familiar with the University Policy of Academic Honesty as it pertains to the use and abuse of University computer resources, as well as the Policy Governing the Computing and Network Resources at Saint Joseph's University. Any observed violations of these policies must be reported to the appropriate administrative officers and to the Office of Information Technology.

*Use of Unlicensed Software*
All software installed on the University's computer systems must be properly licensed, either by the University, or by the individual user. The University will monitor its computer systems to ensure that unlicensed software is not installed on its computers. Individuals who install software on their office computers must keep records to show that this software is properly licensed, and they must inform Information Technology that the software has been installed.

*Compliance with Copyright Laws for Text, Audio, and Video*
Nearly all written, audio and video material is protected by copyright laws, regardless of whether it is in a hard copy, in an electronic copy, or on the Internet. The exceptions to this rule are so few that users of SJU technology should assume that

all written audio and video materials in hard copy or available through the Internet are protected by copyright laws, including The Digital Millennium Copyright Act of 1998, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user to read the copyrighted material. The copyright laws do not allow a user to modify a copyrighted work, make copies of it (beyond those allowed by fair use), distribute copies of a work through the Internet, or broadcast a copy of a work (such as in the case of video) on any channel or network. As with materials from a library or other sources, the user is responsible for using materials obtained off the Internet in compliance with the copyright laws.

*Compliance with Copyright Laws for Software*

Nearly all computer software is protected by the copyright laws. The exceptions to this rule are so few that users of SJU technology should assume that all software on a SJU computer system, on third party systems, or available through the Internet is protected by copyright, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user of software to use the software, load it onto the hard drive of a computer, and retain the original disk as an archive copy. The copyright laws do not allow a user to modify the software, make more copies of it, store copies on both a home and a campus computer, or distribute the software through the Internet, unless the license agreement permits those activities. Unless a user of SJU computer systems knows that any of those activities is permitted by the applicable license agreement, users of SJU computer systems shall not copy any software, modify any software, load copies of it onto a network or on multiple hard drives, or distribute the software in any way, including through the Internet.

*Router and Wireless Access Points Policy*

Unsanctioned Wireless Access Points and routers are prohibited from connecting to the Saint Joseph's University data network. Discovery of such devices will result in confiscation of the equipment. Furthermore, a possible fine, loss of network privileges (access to the Internet, with the exception of internal websites such as my.sju.edu and blackboard.sju.edu), and disciplinary action may occur.

## ACCOMMODATION GRIEVANCE PROCEDURES FOR STUDENTS WITH DISABILITIES

*Adopted by University Council May 15, 2003, approved by President May 27, 2003*

I. *Scope*

The Office of Services for Students with Disabilities will do all that it can to accommodate qualified students with disabilities. However, there may be times when a disagreement will occur between the student and the University. The student has a right to file a grievance for complaints regarding a requested service or accommodation on the basis of a disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and University policies.

II. *Informal Complaint Procedure*

If a student decides to make an informal complaint he/she should contact the Director of Services for Students with Disabilities, who will attempt to resolve the issue with the involved parties. If an academic-related complaint cannot be resolved on this level, the Coordinator will review the matter with the academic department Chairperson. If the complaint remains unresolved at this level, the complaint will be referred to the appropriate Dean. Unresolved complaints on this level will be referred to the area Vice President. If complaints of a non-academic nature cannot be resolved, the Director of Services for Students with Disabilities will review the matter with the appropriate Supervisor, Manager, or Director. Unresolved complaints on this level will then be referred to the appropriate area Vice President for review. The Director of the Office of Services for Students with Disabilities will develop a detailed written account of the complaint and of all actions taken at each level. This record will be included in the student's file and maintained in accordance with the Policy on Confidentiality of Student Records.

If the complaint is not resolved during the Informal Complaint Procedure, the student may file a formal complaint. However, the student has the right to bypass the Informal Complaint Procedure and go directly to the Formal Complaint Procedure.

III. *Formal Complaint Procedure*

1. The complaint shall be filed, in writing, to the appropriate Resolution Officer as indicated below and shall contain:
   - The name, address and phone number of the person filing the grievance (the complainant); and
   - The name(s) of the individuals [or organization] involved; and
   - The date(s) when the action(s) occurred; and
   - The location where the action(s) took place; and
   - A brief description of the alleged action(s); and
   - The desired outcome and/or accommodation.

   2. Provide the written complaint promptly to the appropriate Resolution Officer as identified below.

2. Provide the written complaint promptly to the appropriate Resolution Officer as identified below.

| Alleged Non-Complying Party | Resolution Officer |
|---|---|
| Faculty Member | Appropriate Academic Dean |
| Administrator, Staff | Appropriate professional or area Vice President |

(Students, please consult with the Director of Services for Students with Disabilities for assistance in identifying the appropriate Vice President.)

The Resolution Officer will contact the complainant to acknowledge the formal grievance, to explain the student's rights, and to advise the student of the investigative sources including timetables.

The Resolution Officer may name a designee to conduct an adequate, reliable and impartial investigation who will then report the findings to the Resolution Officer. The designee shall have the same powers to conduct the investigation as the Resolution Officer and will use the same guidelines as indicated below. The Resolution Officer will attempt to resolve the grievance to the parties' mutual satisfaction.

3. The complaint will be investigated using the following guidelines:

   a. The investigation shall be completed as expeditiously as

possible, but not to exceed 20 business days when classes are in session and 30 business days when not in session.

b. Federal laws and University policy will be reviewed with the parties involved.

c. The Resolution Officer will act as an impartial fact finder in the matter. The Alleged Non-Complying Party will have an opportunity to review the complaint and to respond to it, in writing, forwarding the response to the Resolution Officer.

d. Both parties will be interviewed by the Resolution Officer. Both parties may provide witnesses' names (with permission) and pertinent information regarding the matter. The Resolution Officer may interview witnesses as deemed necessary. The Resolution Officer will have the authority to interview members of the University community, and to secure any relevant evidence in order to conduct a thorough investigation.

e. All members of the University community are expected to cooperate fully in the investigation.

f. Reasonable accommodation for those having a qualified disability, as defined by the ADA, will be considered and recommended when feasible and agreed to by all parties.

Saint Joseph's University will endeavor to maintain confidentiality; however, it cannot conduct an effective investigation without revealing certain information to the involved parties and witness. Saint Joseph's University retains the right to inform persons it deems to have a need to know and to use information obtained during the investigation for legitimate University purposes.

The involved parties will be notified at each phase of the Formal Complaint Procedure.

4. If the allegations are confirmed, appropriate action will be taken in an expeditious manner by the Resolution Officer.

5. The Resolution Officer will render a formal written decision to the parties involved, as soon as practicable following the conclusion of the investigation, preferably within 15 working days. The record of the formal written decision and all activities during the grievance procedures process will be filed with the Equal Employment Opportunity / Affirmative Action Officer in

Human Resources.

IV. *Appeals Process*
If, in the opinion of the involved parties, the grievance procedures were not followed or if the grievance was not satisfactorily resolved, an appeal of the decision may be submitted, in writing, to the Affirmative Action/Equal Employment Opportunity Officer in Human Resources (215 West City Avenue, 610-660-1295). Appeals must be submitted within 30 days of the Resolution Officer's decision. The Affirmative Action/Equal Employment Opportunity Officer's decision is the final recourse within the University. The record of the appeal and other reports related to the grievance will be filed with the Equal Employment Opportunity / Affirmative Action Officer in Human Resources.

V. *Non-Retaliation*
Grievance(s) filed under these procedures will not result in adverse action against the complainant and other person(s) who may have participated in the investigation process. Anyone who believes he/she has been retaliated against as a result of filing a grievance should report the matter, in writing, to the appropriate Resolution Officer. The complaint will then be investigated by the Resolution Officer and appropriate action will be taken.

## STATEMENT PROHIBITING DISCRIMINATION

*Approved by University Council February 24, 2000.*
*Signed by President May 12, 2000.*

A. *Policy*
It has been and remains the policy of Saint Joseph's University ("SJU" or "the University") to prohibit discrimination which includes discrimination on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law. All forms of discrimination are equally egregious. Discrimination is detrimental not only to the individual involved, but to the entire SJU community. SJU embraces diversity which is important in an academic community. On the other hand, allegations of discrimination are serious and can be extremely

harmful to the alleged offender. Accordingly, such allegations should only be made in good faith.

SJU is a Catholic and Jesuit university whose Catholic identity springs from its historical relationship with the Roman Catholic Church and its embodiment of the great traditions of Catholic life and culture. SJU was founded and staffed by members of the Society of Jesus and preserves its character as a religiously affiliated institution through its close relationship with the Society. Accordingly, special consideration may be given to qualified members of the Society of Jesus for faculty and administrative positions.

B. *Definitions*

1. Discrimination

Discrimination includes the denial of academic or employment opportunities, and differentiation in terms and conditions of employment based upon sex/gender, race, age of 40 and over, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, except where there is a bona fide occupational qualification which justifies a differentiation. Examples of unacceptable conduct include decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain gender, race, age, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law. The use of insulting epithets, ethnic slurs or nicknames, the display of insulting or offensive cartoons, pictures, slogans or symbols, intimidation through physical acts or threats of violence because of someone's gender, race, age, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law are likewise unacceptable.

2. Disabilities

A person is disabled if s/he has a mental or physical impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Not all medical conditions are disabilities; in addition, a person with a disability that is overcome, for example, by the use of medication, may not be

considered a disabled person under the law, depending on the circumstances. A person with a disability must be able to fulfill the requirements of his/her position at the University. A "qualified person with a disability" means an individual with a disability who, with or without a reasonable accommodation, can perform the essential functions of the position s/he holds or wishes to hold within the University.

C. *Accommodating Individuals with Disabilities*

The University will provide applicants and members of the SJU community with reasonable accommodation, except where such an accommodation would create an undue hardship. Some guidelines follow:

1. Anyone who needs an accommodation because of a disability that limits a major life activity should provide notice as soon as possible. Notice should be given by faculty to the respective Dean and the Director of Human Resources and by administrators, professionals, staff and student workers to the Director of Human Resources.
2. A dialogue will occur with the person requesting the accommodation to identify and implement an appropriate accommodation if one is possible. This may involve discussion with the individual's physician and/or a physician engaged by SJU, as well as other persons whose involvement may be necessary. The individual may be asked to present medical certification of his/her condition and any limitations. The goal of this process is to reach a solution that will enable the individual to fulfill his/her role at the University, without causing undue hardship.

D. *Grievance Procedures for Students with Disabilities*

Students with a documented disability who are dissatisfied with a decision on reasonable accommodations should contact his/her academic dean. For procedures see Accommodation Grievance Procedures for Students with Disabilities. To further clarify the "Accommodation Grievance Procedures for Students with Disabilities" that was adopted by University Council on May 15, 2003 and approved by the President on May 27, 2003, the following is provided: Saint Joseph's University is committed to providing equal access to educational opportunities, and to all programs and services of the University, for all students and visitors, regardless of disability, in accordance with Section 504

of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended. The University does not discriminate against any individual in admissions or access to any of its programs or services on account of the individual's disability. The University also provides various support services to assist qualified students with disabilities, and will provide reasonable accommodations, auxiliary aids and services, and reasonable modification of policies, procedures and practices, to qualified students and visitors in compliance with the ADA and Section 504. For inquiries regarding the University's Section 504 and ADA services and resources, to request accommodations, or to file a grievance, contact the Office of the Director of Services for Students with Disabilities (610-660-1774, voice; 610-660-1620, TTY) or visit the website at http://www.sju.edu/studentlife/studentresources/sess/ssd/index.html.

E. *Third-Party Discrimination*

SJU does not tolerate discrimination by a third-party (i.e., a non-member of the SJU community, e.g., vendors, salespeople or potential business associates). Anyone who is subject to such discrimination should report the incident promptly to the University's Equal Employment Opportunity Officer.

F. *Non-Retaliation*

There shall be no retaliation against anyone who makes a good faith complaint of discrimination or against any other person who opposes discrimination or participates in good faith in an inquiry involving a complaint of discrimination.

For further information, contact the Human Resources Office, 610-660-3309.

## EMAIL: STATEMENT ON THE EXPECTED STUDENT USE OF SJU E-MAIL ACCOUNT

*(September 18, 2003)*

When students are admitted to Saint Joseph's, a University email account is created for them. All electronic communication from the University is directed exclusively to the SJU electronic mailbox. Students are expected to access their University email account on a weekly basis, however, daily access is recommended to stay abreast of important, time-sensitive information. University departments and faculty routinely

will use e-mail to communicate important campus, academic program and course information.

Information on how to access the network and e-mail is regularly distributed to new students by our Information Technology Department. If you encounter problems accessing your email, contact the Information Technology Student Help Desk at 610-660-3070.

## STATEMENT ON ILLEGAL GAMBLING

Saint Joseph's University expects students to abide by federal and state laws prohibiting illegal gambling. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling, offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events. Students involved in illegal gambling, particularly bookmaking, risk suspension or dismissal from the University.

## POLICY PROHIBITING HARASSMENT

*Approved by University Council May 15, 2003*

I. *Purpose*

It is the purpose of this document to state Saint Joseph's University's ("SJU") Policy Prohibiting Harassment and to identify the procedures and resources available to individuals who believe they have been subjected to such harassment in violation of this policy. This policy covers harassment on the basis of race, age of 40 or over, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law (referred to in this policy as "Protected Classifications"). Students who believe they have been or are being subjected to harassment by other student(s) should refer to the policies and procedures set forth in the Student

Handbook.

II. *Policy* [2]

SJU prohibits harassment on the basis of any Protected Classification. All forms of such harassment are equally egregious and will be dealt with following the same procedures set forth in this policy. Harassment derogates another's dignity and privacy and is inconsistent with the values inherent in Jesuit teaching. If found, it may result in the offender's discipline or removal from the University. On the other hand, allegations of harassment are serious and can be extremely harmful to the alleged offender. Accordingly, these allegations should only be made in good faith.

III. *Persons Covered*

This policy prohibits harassment toward any member of the SJU community – faculty, students, administration, professional and staff, including union members. When the complainant and the respondent are both students, the existing procedures for Community Standards violations will be followed.

IV. *Definition of Harassment*

Harassment is unwelcome severe, pervasive or persistent verbal or physical conduct, directed at an individual based upon race, age of 40 or over, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, which unreasonably disrupts or interferes with another's academic or work performance, or which creates an intimidating, offensive or hostile environment. Examples of unacceptable conduct include the use of insulting epithets, racial or ethnic slurs or nicknames, the display of insulting or offensive cartoons, pictures, slogans or symbols, intimidation through physical acts or threats of violence or other conduct that is so objectively offensive as to alter the conditions of the victim's academic experience or employment.

Harassment based on sex/gender includes unwelcome sexual advances, requests for sexual favors, and other communication

[2]This policy does not apply to sex offenses. Individuals who believe they are victims of sexual assault or violence are encouraged to immediately contact the Public Safety and Security Office for assistance and information on SJU's Sex Offenses Policy.

(oral or written, including electronic mail) or physical behavior of a sexual nature when (a) submitting to that conduct is explicitly or implicitly a term or condition of employment or academic standing; (b) submitting or refusing to submit to that conduct is used as a basis for any decision affecting an individual's employment or academic standing; or (c) that conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Sexual harassment covers harassment by men toward women, women toward men, men toward men, and women toward women.

V. Report Procedures

All members of the SJU community are encouraged to report a potential violation of this policy immediately. In order to facilitate maximum use of the policy, both informal and formal procedures are available. It is not necessary to pursue the informal procedure before initiating a formal complaint. Any individual may go directly to the Formal Complaint Procedure at his or her discretion. Both the complainant and the alleged offender may have a support person from the SJU community, who may act in a support role only, and not as an advocate or spokesperson, accompany him or her during any of the procedures in this section.

A. *Informal Procedures*

1. *Consultation*

This procedure is available to members of the SJU community who wish to discuss questions or concerns about harassment on a consultative basis. A consultation may be initiated by contacting any member of the Harassment Advisory Team. Harassment Advisors are appointed by the President and are authorized only to deal with questions and concerns about this policy and to discuss such matters with those seeking consultation. Harassment Advisors do not have the power to investigate and/or mediate such matters, decide whether there has been a violation of this policy, or take any action against anyone accused under this policy. Harassment Advisors shall refer anyone seeking mediation or any other informal resolution to the Resolution Officer (identified below). Individuals can also be referred to the Formal Complaint Procedure set forth below.

The Harassment Advisory Team comprises appointees representing faculty, students, administration, professional and staff, including union members. The Executive Committee of the University Council shall appoint the chair of the Team annually. In addition, the University's Equal Employment Opportunity/ Affirmative Action Officer ("EEO/AA Officer") serves as an ex-officio member. Team members will be appointed for two-year terms in such a way as not to result in a complete turnover of the Team in any one year. The names of the Harassment Advisors can be obtained by consulting the list of committees in the fall edition of HawkEye or The Hawk, from the Office of Human Resources, and/or by accessing the SJU website, www.sju.edu/hr (under "Handbooks"). The Team will meet at least once per year to review its responsibilities and procedures and to make recommendations and reports to the President, as it deems appropriate, and as may be necessary to effectuate the purposes of this policy. The EEO/AA Officer may also convene the Team as s/he deems necessary. Records of the Harassment Advisory Team shall be kept by the EEO/AA Officer.

2. *Resolution*

Anyone may contact the applicable Resolution Officer directly to facilitate an informal resolution. The Resolution Officer may take whatever steps are deemed appropriate to resolve the matter informally and may conduct mediation with the consent of the complainant and alleged offender. Records of the Resolution Officer shall be kept by the EEO/AA Officer.

3. *Guidelines*

Several guidelines that apply to both of these informal procedures are as follows:

a. A matter brought under this section will not be regarded as the initiation of a formal complaint.

b. An individual seeking consultation from a member of the Harassment Advisory Team may choose to speak with the chair and/or any other member of the Team.

c. Harassment Advisors will advise of available resources and of the procedures set forth in this policy.

d. Since this is an informal process designed to provide consultation and/or resolution, no decision will be made as to

whether an individual(s) has violated this policy.

B. *Formal Complaint Procedure*
This procedure is designed to investigate and resolve the formal complaint. Any person can initiate a formal complaint by providing a written complaint to or contacting the appropriate Resolution Officer identified below. If the complainant is uncomfortable bringing the complaint to the Resolution Officer, then the complaint shall be reported to the EEO/AA Officer, who will appoint an alternate Resolution Officer. If appropriate reasons prevent reporting the complaint to the EEO/AA Officer, then the complaint should be reported to the Vice President/Assistant to the President, who will appoint an alternate Resolution Officer.

Except as noted above, complaints should be reported as follows:

| **Alleged Offender** | **Resolution Officer** |
|---|---|
| Faculty | Provost |
| Staff (including union members), Administrator or Professional | Director of Human Resources |
| Student[3] | VP for Student Life |

The Resolution Officer may designate a representative to conduct the investigation, who will then report his/her findings to the Resolution Officer who will make the final decision. The designee shall have the same powers to conduct the investigation as the Resolution Officer. The complaint will be promptly investigated with the following guidelines:

a. The investigation shall be completed as expeditiously as possible.
b. The current policy will be issued and explained to both parties.
c. The Resolution Officer does not represent the complainant or the alleged offender, but, rather, is an impartial fact finder in the matter. The Resolution Officer will request written statements, which may be provided to both parties. The alleged offender will have an opportunity to respond in writing to the allegations and forward it to the Resolution Officer.
d. In addition to providing written statements, both parties will

[3]When the complainant is a faculty or staff member.

be interviewed and both parties may provide witnesses' names and information regarding the matter. The Resolution Officer may interview witnesses s/he deems necessary. In appropriate situations, the Resolution Officer may attempt to resolve the issues to the parties' mutual satisfaction. The parties may be asked to sign a resolution agreement.

e. In keeping with the gravity with which the University views complaints of harassment, the Resolution Officer will have authority to interview any member of the University community, and secure any relevant physical evidence (such as notes, e-mails, pictures, etc.). All members of the University community are expected to cooperate fully in an investigation of harassment. Persons contacted for an interview by the Resolution Officer are expected, if necessary, to rearrange their schedules to the extent feasible to make themselves available for the interview.

f. After the investigation concludes, the Resolution Officer will determine whether there is sufficient evidence to support the allegations and inform the complainant and the alleged offender of his/her decision. A written decision will be made part of the record maintained by the EEO/AA Officer.

g. Although SJU will endeavor to maintain confidentiality, it cannot conduct an effective investigation without revealing certain information to the alleged harasser and witnesses. SJU retains the right to inform persons it deems to have a need to know and to utilize information obtained during the investigation for legitimate University purposes.

If a violation of this policy is found, the Resolution Officer will take immediate and appropriate action, including discipline. If the discipline against a faculty member who is covered by the Separation and Appeals Procedures in the Faculty Handbook is dismissal, the University must follow such procedures. The complainant will be informed whether discipline is recommended, but the specific disciplinary action may be kept confidential at the discretion of the Resolution Officer.

VI. *Other Rights and Responsibilities*

This policy shall not be deemed to take away any rights or responsibilities of faculty members under the Faculty Handbook, administrators and professionals under the Administrators and Professionals Handbook, staff members under the Staff Handbook and union members under their

contracts.

VII. *Records*
Records shall be maintained in confidence to the extent possible without compromising the purposes of this policy. The EEO/AA Officer will maintain records of consultations with the Harassment Advisory Team as well as records of the Resolution Officer of both informal and formal matters. Disposition of the case will become part of the record. The EEO/AA Officer shall review these records and make such reports or recommendations as may be necessary to effectuate the purpose of this policy to the President. If a report or recommendation pertains to a particular individual, then the EEO/AA Officer will first consult with the appropriate Resolution Officer. Records of formal complaints will serve as the basis for an annual statistical report prepared by the EEO/AA Officer and made public to the University community. Names will not be revealed in the annual statistical report. The report will state the number and type of complaint.

VIII. *Right to Address Claims Promptly*
SJU reserves the right to take appropriate action to address claims of harassment. Such action may be taken at any time, regardless of the status of any investigation and may include, but is not limited to, transfers, separation of the parties and suspension.

IX. *Follow-up*
For a period not to exceed one year, unless circumstances dictate otherwise, the Resolution Officer will be charged with periodically contacting the parties involved in a formal or informal complaint in order to ensure that there has been no retaliation or repeat offense.

X. *Third-Party Harassment*
SJU does not tolerate harassment by a third-party (i.e., a non-member of the SJU community, e.g., vendors, salespeople or potential business associates). Anyone who is subject to such harassment should report the incident promptly in accordance with the above procedures and the matter will be investigated and resolved in a manner similar to that set forth above.

XI. *Sanctions*
The sanctions which may be imposed for violation of this policy include, but are not limited to, one or more of the following: attendance at educational programs, awareness activities, community service, individual assessment, removal from courses, teaching assignments and extracurricular activities, disciplinary action, including suspension or dismissal.

XII. *Non-Retaliation*
Complaints made in good faith under this policy will not result in any adverse action against the complainant, and no other person who participates in good faith in an investigation will be treated adversely because of that participation.

Anyone who believes s/he has been retaliated against for invoking this policy, opposing violations of this policy or participating in an investigation should report the matter as set forth in this policy. It will be investigated and dealt with as any other complaint brought under this policy.

XIII. *Academic Freedom*
SJU strongly supports and protects the principle of academic freedom. All members of the University community have a right to use the academic forum, provided by the University, to discuss controversial subjects and to express ideas that some or most of the members of the community strongly oppose. Harassment is not about voicing unpopular ideas. It is a form of intimidation that is unprofessional and that can silence some members of the University community. As the American Association of University Professors states in its policy statement on sexual harassment:

"Intimidation and harassment are inconsistent with the maintenance of academic freedom on campus. This statement is no less germane if one is being made unwelcome because of sex, rather than unwelcome because of race, religion, politics, or professional interests." Academe, September-October 1990, pp. 42-43.

XIV. *Campus Resources*
- Harassment Advisory Team
- Fall edition of HawkEye or The Hawk; www.sju.edu

- Human Resources Office 610-660-3309
- EEO/AA Officer 610-660-3336
- Counseling Center 610-660-1090
- Public Safety and Security 610-660-1111
  (for Sex Offenses and Safety)

For further information or details of campus resources, contact the Human Resources Office at 610-660-1290 or visit the SJU website at www.sju.edu.

For students, when the complainant and the alleged offender are both students, the complaint is handled through the student disciplinary process. (See Community Standards).

When the alleged offender is a student and the complainant is faculty or staff, then the above Harassment Policy is followed and the resolution officer is the VP for Student Life.
When the alleged offender is an employee of the University, the above Harassment Policy is followed and the resolution officer is dependent upon the position of the alleged offender. When the complainant is a student and the alleged offender is a faculty member, then the resolution officer is the Provost.

When the complainant is a student and the alleged offender is staff, then the resolution officer is the Director of Human Resources.

## POLICY ON HAZING

Hazing is defined as "any action or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Saint Joseph's University prohibits all forms of hazing. The Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree. It also includes the willful destruction or removal of public or private property in its definition of hazing. Individuals found guilty of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation or disbanded. Other penalties also may be appropriately issued. Aside from the legal aspect of hazing, the University believes that hazing is contrary to the Christian teaching of human dignity and contradicts an environment of friendship, maturity

and charity within its collegiate community.

## MISSING ON-CAMPUS STUDENT POLICY

The purpose of this policy is to convey the procedures of the University's response to reports of "on-campus" missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and in particular to those residing in campus housing, including off-campus apartment units leased by the University for students.

At the beginning of each academic year Saint Joseph's University will request, via MySJU, that all students confidentially register a contact person who would be notified by the University within 24 hours if that student is determined to be missing. For non-emancipated students less than 18 years of age a custodial parent or guardian will be notified by the University within 24 hours of a student's being determined missing, in addition to any additional contact person designated by the student.

The Saint Joseph's University Office of Public Safety & Security is to be notified whenever it is suspected that a student is missing. If a member of the University community or a parent has reason to believe that a student is missing, SJU Public Safety & Security, the Office of Residence Life, or both should be notified immediately. A joint investigation will commence immediately between Public Safety & Security and Residence Life to locate the student to determine his or her state of health and well-being. These efforts will include, but are not limited to, checking the student's residence, class schedule, ID card access, location of private vehicle, friends and acquaintances and calling the student's cell phone number.

If it is determined that the student is missing for more than 24 hours, the appointed University representative will notify the individual that was designated as the student's missing person contact, or the custodial parent or guardian, as well as the University Vice Presidents for Student Life and Administrative Services. Following those notifications, the appropriate law enforcement agency (s) will be notified.

If, during the initial stages of the missing student investigation it is determined that the student is "involuntarily missing", i.e., abducted, kidnapped or endangered the local law enforcement

agencies will be contacted immediately. Under these exigent circumstances it will not be necessary to wait for 24 hours to make the required aforementioned notifications.

## POLITICAL ACTIVITIES ON CAMPUS

*This statement, originally entitled "Policy on Political Activities on Campus by Members of the University Community", was approved by the College Council on October 12, 1972, and by the President provisionally on October 24, 1972, and finally on November 10, 1972.*

As an educational institution, Saint Joseph's University has an obligation to encourage open and free discussion of political ideas. To accomplish this academic end and also to preserve its status as a tax-exempt organization under Title 26, Section 501-c-3 of the U.S. Code, the University is required in all instances to maintain a position of strict neutrality concerning political activities.

It is recommended, when University organizational co-sponsorship is undertaken, that event co-chairmen be appointed, one representing the outside organization. It follows therefore:

1. that, all members of the academic community, as citizens, are free to engage in political activities so long as these activities do not interfere with their obligations as teachers, administrators, or students or infringe upon the rights of other members of the University community;

2. that, although all members have a right to participate in the political processes, they do so only as individuals or through organizations recognized by the, but never as representatives of the University. No contributions may be solicited in the name of or collected by Saint Joseph's University for political purposes. Campus-based organizations seeking such contributions must include in such solicitations a statement to the effect that these donations are not for the use of the University and are not tax deductible. In addition, the seal of the University may not be used on literature or advertisements used for political purposes of identification for members of the University;

3. that, all members of the community are free to support candidates or issues and to invite speakers to the campus for these purposes. Any procedures required by the University before such speakers who are invited will be designed only so as to insure that facilities are properly scheduled, adequately prepared and that these events are conducted in a manner appropriate to the academic setting. Institutional control of campus facilities is not to be used as evidence of censorship. The Advisory Boards on Student Life shall have jurisdiction in the event of disagreement;

4. that, students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of the beliefs of the students or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as political activism or personal beliefs;

5. that, the University, as an institution, cannot authorize the use of its facilities, funds, or property for any activities involving political figures or issues other than those required to provide a forum for discussion of political ideas on campus. No candidates for public office or representatives of candidates are to receive any funds appropriated by the University, nor shall any member of the University community use for political purposes the University's mailing lists, bulk mailing privilege, inter-office mail system or printing facilities. Use of class and lecture rooms shall be at the regular rate;

6. that, the University cannot provide office facilities to any political organization whose primary purpose is either the election of candidates to public office or the influencing opinion beyond the limits of the campus. Office space may only be granted to those political organizations composed entirely of members of the University community;

7. that, any admission fees charged for political speakers in excess of the costs of University facilities be turned over in

their entirety to the University;

8. that, nothing in this statement is to be interpreted as amending or abrogating any policies earlier adopted by the Council.

## REQUIRED LEAVE OF ABSENCE GUIDELINES

*Approved by the President and Cabinet, September 21, 1993. Revised April, 2000.*

1. The University reserves the right to require a Leave of Absence. The Vice President for Student Life, based on reports of behavior of the student as observed by members of the University community, can require a student to undergo a diagnostic evaluation by a physician designated by the University and/or the Director of the Counseling Center or designee. The Director of the Counseling Center or the Director of Residence Life will alert the student's parent/guardian to the existence of a problem prior or subsequent to the evaluation. In keeping with the results of his/her evaluation, the physician and/or the Director of the Counseling Center may recommend a Required Leave of Absence at any time it is deemed reasonably necessary to protect the student, other students, members of the University community or the interests of the University community.

2. A Leave of Absence may be required if any of the following situations arise:

a) a student is a danger to himself or herself or others because he or she attempts or threatens suicide or engages in any behavior which threatens or could cause bodily harm to himself or herself or others.

b) a student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration.

3. Upon recommendation of a University-designated physician and/or the Director of the Counseling Center, the Vice President for Student Life consults with the appropriate academic Dean and makes the final decision regarding approval of a Required Leave of Absence. The Vice President for Student Life reviews the recommendation to ensure that procedures

set forth in these guidelines were followed and to protect the student's rights. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within seventy-two hours. If the dependent student is required to leave, a parent or guardian will also be notified.

4. The student has the right upon request to meet with the Vice President for Student Life or designee, the University-designated physician or the Director of the Counseling Center. The purpose of this meeting would be to discuss the factual basis of the incident or incidents related to Section Two. The student may be assisted at this meeting by an advisor from the University community.

5. The student has the right, upon request, to appeal to the President for a review of the processes used and to the Vice President for Student Life for an independent review/evaluation and recommendation by a mutually acceptable physician, psychologist or psychiatrist. The student may initiate an appeal, in writing, any time within seventy-two hours of the oral notification of the decision. The Vice President for Student Life will decide if the appeal will temporarily delay the implementation of the Required Leave of Absence.

6. The student may request a voluntary leave of absence in place of a required leave of absence within thirty days of the written notification of the decision.

7. When a student is given a required health leave during the course of a semester, any record of grades or registration for courses for that semester will be expunged from the student's record. Refund will be given for tuition, room, board, and fees that may have been paid for the semester and any financial aid monies awarded to the student will be returned to the appropriate University or government source.

8. When a student on required leave is ready to return to Saint Joseph's University, he or she must arrange for the health professional who has evaluated or treated him/her during the withdrawn period to forward a written report to the University

physician and/or Director of the Counseling Center. The report should provide medical and behavioral evidence that the student is ready to resume studies at the University and that his or her presence does not pose a threat to the health or safety of self or others. The student must also schedule an interview with the University physician and/or Director of the Counseling Center. The written report by the student's health professional must be received at least one week prior to the interviews. Subsequent to the evaluation, the University physician and/or Director of the Counseling Center will provide the Associate Dean of the appropriate College and the Vice President for Student Life a written statement confirming that the student is ready to resume studies at the University. The University physician or Director of the Counseling Center may make recommendations to the Vice President for Student Life regarding conditions of return. The student will receive written notification of conditions. The student's request to return will be in the form of a written statement to the Associate Dean of the appropriate College and the Vice President for Student Life. A written evaluation with recommendations from the University physician or Director of the Counseling Center will accompany the student's request. The student must submit his/her request to return to the University no later than July 1 for the fall semester or December 1 for the spring semester. The final decision regarding a student's request to return to the University is made by the Vice President for Student Life.

9. A student may be given a health leave for one semester or for two consecutive semesters. If he or she does not return to the University after that time, the status will be changed to a withdrawal.

## RESIDENTIAL LIVING POLICIES AND PROCEDURES

The development of a successful residential community depends on all members working to make the community a pleasant, fair, and enjoyable place to live. To ensure an environment that supports a diverse community of students, please familiarize yourself with the following policies, procedures and expectations governing residential living at Saint Joseph's University. Students in violation of these policies, procedures, and regulations may be subject to disciplinary action under the Community Standards. Questions concerning these policies and expectations should be directed to any

member of the Residence Life staff. These policies may be amended during the course of the academic year as needed. Please also refer to the Housing Agreement for additional policies and procedures.

**First and Second Year Residency Requirement**

Residential living is a valuable part of a student's social and educational experience; therefore, first and second year students are required to live in University housing. In cases of extraordinary financial or medical need, requests for exemptions to this requirement will be reviewed on a case-by-case basis. Students granted an exemption must live with a parent or legal guardian. Requests for an exemption must be submitted in writing to the Housing Review Committee, c/o the Office of Residence Life, with included supporting documentation. Written requests for an exemption must be received no later than April 1, prior to the start of the fall semester. Requests for the spring semester must be received no later than December 1.

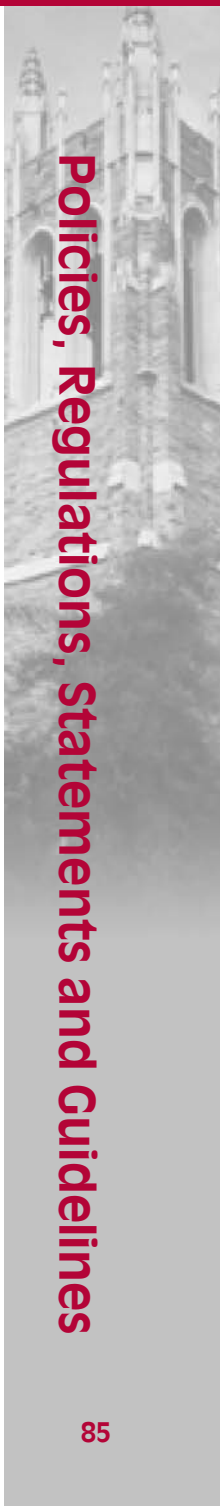
**Housing**

Assignments

Housing assignments and placements are the exclusive responsibility of the Office of Residence Life. Residence Life reserves the right to change or modify housing assignments and fill housing vacancies as necessary for reasons of health, safety, discipline, or consolidation purposes. Students may not change assignments without authorization. Attempts to manipulate the housing assignment process may result in disciplinary action.

Cancellation of Housing Agreement

If you have already signed your housing agreement and later find yourself in a situation that requires it to be considered for cancellation, you should submit your request, in writing, to the Office of Residence Life. Written requests for an agreement release must be received no later than April 1, prior to the start of the fall semester. Requests for an agreement release for the spring semester must be received no later than December 1. Students granted a release may be charged a $650 Contract Release Fee, in addition to losing their $350 non-refundable housing deposit. The University reserves the right to cancel a



housing agreement and remove a student from residence for failure to meet his/her financial obligations to the University.

Move In/Move Out

To create the smoothest flow possible with minimal disruption to SJU's neighbors and surrounding community, the Office of Residence Life establishes and regulates move-in and move-out dates, times, and procedures. Students must move-in/move-out according to these dates and times. Failure to do so may result in a $100 fine.

There are limited instances when the Office of Residence Life might permit students to access their residence hall room or apartment prior to scheduled move-in dates or remain in their room beyond scheduled move-out dates. If a student is participating in a University-sponsored event or activity, the sponsoring staff or faculty member must request, in writing, permission for the student's accommodation. In other extraordinary circumstances, students are encouraged to speak directly with their Residence Hall Manager or Residential Area Manager.

Terms of Occupancy

In signing a University Housing Agreement, students consent to move into the space they have been assigned on or after the date specified by Residence Life and to move out of their residence hall space within 24 hours of their last examination for the semester, graduation, suspension, withdrawal, leave of absence, termination of full-time student status, or by the date and time of residence hall closing. Upon move-out, students are expected to return the space to its original, clean condition. Additionally, all keys must also be returned to Residence Life within 24 hours after moving out of a space.

Vacation Periods/University Holidays

Although residence hall operations are closed when the University is not in session, Residence Life attempts to accommodate students who cannot leave campus, need to return early, or stay late during vacation periods. Depending on the length of the vacation period and the demand for housing, students may either be permitted to remain in their regular rooms or will be asked to consolidate into another

building for reasons of safety and security. All requests to remain on campus for a particular break or to return early must be submitted in accordance with the process outlined by the Office of Residence Life by the publicized due date. The dates and times the halls will close and re-open are available on the Office of Residence Life web site. Students who fail to notify Residence Life or follow proper holiday housing procedures are in violation of the Community Standards and may face sanctions and/or fines. Students who receive permission to remain on campus when the University is closed are still subject to all University Policies. Students who violate campus policy while on campus during a University holiday will be asked to find other off campus accommodations for the remainder of the break period, and may not be permitted to stay on campus during subsequent vacation periods. Students with permission to remain in the residence halls over a closed period will not be allowed to have guests during the break. Guest privileges will resume when the residence halls re-open for the general resident population.

Room Changes

Room changes are accommodated through the Open Room Change Process, which occurs after the second week of the Fall and Spring semesters. Students are not permitted to make a room change without prior approval from the Office of Residence Life. An unauthorized room change will result in a fine of $50 per student and possible disciplinary action. No student, under any circumstances, can force another student to move out of their assigned space. Any such efforts will be referred for disciplinary action. During the first weeks of each semester, the Office of Residence Life may consolidate rooms when necessary.

Room Condition

All residential students are strongly encouraged to complete a room condition report (RCR) form at move-in. The RCR form is used to compare the condition of the room at move-out to the original condition of the room. Students should note any room damages, missing furniture or discrepancies on the RCR. Students are responsible for any damage in the room that was not noted at the time the room condition report was first signed. Unless one resident accepts responsibility for

particular damage, all occupants of the room/suite/floor will share equally the cost of repair or replacement for damaged items. Upon move-in, if a room condition report is not signed and returned to the Residence Hall Manager or Residential Area Manager by the publicized due date, Residence Life will assume that the room was without damage at move-in. If damages are discovered upon move-out, the students residing in the room will be charged for all repairs. Residents who change rooms during the course of the year are reminded to sign off on their old room condition reports and to sign in on the reports for the new room. It is the responsibility of the resident who changes rooms to acquire a new room condition report from the Office of Residence Life.

Room Furniture

Students accept responsibility for all University-provided room furnishings. Room furniture (including bed frames) may not be stored, moved to another room or taken from the residence halls. If furniture is removed from the residence hall, the student moving the furniture will be fined, billed for any damage or loss, and referred to the Office of Community Standards for theft of University property. All furniture in the student's room at the time that the student moves in must remain in the room and be in the same condition upon check-out. In certain extended housing placements, lofts are provided by the University. Only these University-provided lofts are permitted in the residence halls.

Condition of Common Area and Common Area Furniture

So that all students have a common area in which to gather, the Office of Residence Life supplies common area lounge furniture. This furniture cannot be moved to individual student rooms. Students who move lounge or study furniture into their rooms from common areas will pay a $100 fine and will be required to return the furniture to its proper location. Subsequent violations will result in further disciplinary actions. The residents of a hall are responsible for the condition of University owned furnishings and property in their public areas. Damaged or missing University property will be billed to the residents of that particular suite, hall or building.

Room Cleaning

Students are required to maintain a level of cleanliness and safety in their rooms. All personal room space and private bathrooms are to be cleaned by the residents of the space. Although custodial service is provided for public areas, students are also expected to assist in keeping those areas clean. In situations where areas are excessively dirty, the residents of that space or hall will be charged for the necessary cleaning, unless the area is returned to a reasonable order by a specified time. Typically, excessive cleaning charges range from $50 to $150 per resident.

Residents are prohibited from placing their trash cans or bags outside of their room doors. All trash is to be carried to the trash room or external dumpster. Failure to adhere to these procedures will result in fines or further sanctions.

**Facilities & Maintenance**

Vandalism and Damage Billing

The cost of any repairs as a result of normal wear will be covered by the University. Repairs that are required because of vandalism will be billed to the individual responsible for the damage. In the event that the individual at fault is not identified, the building, suite, floor or hall will share the cost of repairing the damage. In order to reduce general damage charges, all students are encouraged to confront peers who damage University property and report incidents regarding same. Students will receive an e-mail when their student account is billed for any damage. The students who are billed may appeal the assessment for damages. All appeals for damage bills must be submitted in writing to the Office of Residence Life within 30 days of the date of the bill.

**Facility Repairs/Work Requests and Related Procedures**

Routine Repairs

SJU maintains a trained facilities management department, which is responsible for repairing, maintaining and assessing University equipment. If there is a non-emergency malfunction related to SJU equipment, students should contact maintenance by using one of the following:

- Phone: 610-660-3030 (24 hours a day, non-emergency)
- Log onto MySJU. Click on the SchoolDude option located in the

upper right-hand corner of the MySJU homepage.
Login using your SJU e-mail address and the initial password "newuser". Enter your work order request and save. After placing a work order request through SchoolDude a secondary password will be requested. This password is "fixit".
-Lancaster Court residents (only) should e-mail: LCRepairs@sju.edu
-Pennbrook Apartment residents (only) should e-mail: pennrepairs@sju.edu

Routine repairs that should be brought to the attention of Facilities Management personnel include but are not limited to:
- Room lighting issues
- General wear and tear of university furniture
- Improper operation of heating and air conditioning systems
- Broken washers and dryers
- Pest control issues (Facilities Management additionally provides pest control services on a regularly scheduled basis).

Telephone and data line issues should be directed to Information Technology, 610-660-3070.
Cable TV issues should be directed to the Help Desk, 610-660-2920. Students living in Lancaster Court should contact Hotwire at 610-642-9767.

Emergency Repairs
Emergency service work is that which is needed to address hazards to life, health, property or interruption of utilities (electric, water, gas, etc.), and also hazards that would cause sufficient disruption to scheduled activities. This work is normally completed the same day as it is requested. Emergency work requests are received from 7:00 a.m. to 4:30 p.m. by contacting Facilities Management at 610-660-3000 or at Room 110 Moore Hall. After-hours and holidays, emergency service may be requested through Public Safety and Security, 610-660-1111.

When a student's personal items are damaged by a building facility issue such as a flood, fire, etc., the University will cover facility-related damage in an amount not to exceed $250 per student per incident. Replacement costs for personal

item(s) exceeding this amount are expected to be covered by students' homeowner/renter's insurance.

Health and Safety Inspections

At least once a semester and at the beginning of each break period, Residence Life staff will conduct formal Health and Safety Inspections to ensure the safety of students' personal belongings and University property. Guidelines for Health and Safety Inspections will be distributed by the Residence Life Staff and are available on the Residence Life website http://ww.sju.edu/reslife. Failure of a Health and Safety Inspection can result in a fine of $25 per resident and/or other educational sanctions.

In addition to formal inspections, unannounced health, fire, safety or maintenance inspections may be made of residence halls or residence rooms by University personnel or health officials. Maintenance personnel may enter student rooms throughout the year to make necessary repairs. Upon completion of the academic year, Residence Life and Facilities Management personnel will inspect student rooms and common areas for damages.

Fines

As in many communities, SJU operates on an "honor" code. When that code is violated (as in the case of vandalism), the University may impose fines to help offset the cost of damages or repairs. The Office of Residence Life publishes and ultimately levies certain fines in order to deter students from dangerous and negative behavior in our residential communities. Fines may be imposed singularly or in conjunction with other disciplinary sanctions. All money collected from student fines is put back into the residential communities through hall improvements and community programs and initiatives.

Air Conditioning

Some residence halls and apartments are air-conditioned with either central air conditioning or window units. Students may not install any type of air conditioning in buildings that are not already equipped with university air conditioning. A full listing of residence halls with AC is available at www.sju.edu/reslife/ under the Housing Information link.

Students who have a documented need for air conditioning will be assigned to an air-conditioned residence hall or apartment. Medical conditions do not guarantee the selection of a specific room assignment, but only an assignment that meets the specific needs. The actual room assignment will be made by the Office of Residence Life.

**Community Behavior**

Living in community requires sensitivity toward and respect for the needs of others. SJU is an educational institution comprised of people from all backgrounds and belief systems, with differing expectations for community living. To protect the right of each student to a pleasant and fair living environment, civil behavior is expected by all community members. Students are encouraged to respectfully confront inappropriate or disruptive behavior and to seek out the assistance of student and professional Residence Life staff members.

Academic Atmosphere/Quiet Hours

University residences are centers for a complete living/learning experience. To facilitate this process, the residence hall environment must be a place where students have the opportunity to excel academically. Therefore, it is important to establish specific times when students can be assured of having a quiet study atmosphere. In consideration of those who wish to sleep or study, all students are expected to maintain a quiet environment between 10:00 p.m. and 9:00 a.m. Sunday through Thursday and between midnight and 9:00 a.m. on Friday and Saturday. During quiet hours, there should be no excessive noise (such as a stereo that can be heard in the hallway) in rooms, suites, or hallways. During exams, 24 hour quiet hours are in effect. Consideration hours are in effect within the residence halls 24 hours a day. Students are encouraged to speak directly with their neighbors about any noise concerns.

Disruptive Behavior

The University reserves the right to reassign or revoke on-campus housing or take other necessary action, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the

wellbeing of the individual, roommates, and/or others in the residential community.

Alcohol Policy in Residence Halls

Members of the residence hall community must abide by the University's alcohol policy. The misuse of alcohol often has a negative impact on individuals and entire communities. Through education and enforcement, the Office of Residence Life seeks to encourage resident students' adherence to the law and to University policy. The Office of Residence Life further expects students over the age of 21 who choose to drink alcohol to do so responsibly and with no disruption to the residential community.

In accordance with the law and with the University's alcohol policy, the following regulations apply to possession and/or use of alcohol in the residence halls:

- Residents who are 21 or older may possess a limited and reasonable quantity of alcoholic beverages for their own personal consumption . Amounts over this may be confiscated by University personnel.
- Residents who are 21 or older may not possess an open alcohol container or consume alcohol in the presence of anyone under 21. This includes roommates and guests.
- Possession of alcohol containers by persons under age 21 is prohibited.
- Alcohol containers cannot be displayed or used as decoration.
- Regardless of age, resident students and guests are prohibited from possessing or using drinking game paraphernalia.

* Resident students are encouraged to reference the University Alcohol Policy for a full discussion of behavioral expectations.

Drug Paraphernalia

For the health and well-being of the community, drug paraphernalia (including but not limited to bongs, pipes, hookahs, rolling papers, filter tubes, etc.) of any kind is prohibited. Any student found in violation of this policy will be subject to disciplinary action.

Fire Safety Precaution

Fires are a serious threat in a residential community, and one

that the Office of Residence Life takes very seriously. Fire safety is everyone's responsibility. Carelessness affects not only one student's safety, but, that of every resident of the building. All residents should actively avoid creating fire hazards. Resident students are not permitted to:

- Smoke anywhere in University residential buildings.
- Possess or use candles, incense or oil lamps.
- Possess a non-university issued mattress.
- Cover exterior of room door with flammable decorations.
- Use non-fire retardant window coverings.
- Hang items from fire sprinkler heads, pipes, heat detectors, or smoke detectors.
- Cover or tamper with smoke detectors.
- Hang items from lights or ceilings.
- Hang lights out of windows or over top of window coverings.
- Use Medusa lamps with plastic shades, halogen lamps, holiday/decorative lamps, (rope lighting), or electrical decorations that are not UL approved.
- Overload electrical outlets (MUST use surge protectors).
- Run electrical cords under carpets or furniture.
- Bring in live Christmas trees.
- Put anything in front of, on top of, or against heating vents or radiators.
- Store excessive trash, paper, or flammable items (paint, fuel, propane tanks, etc.).
- Have explosive devices (fireworks, firearms and weapons).
- Use open flames inside/outside the buildings (i.e. barbecue grills).
- Use toaster ovens, hot plates, sandwich makers, waffle irons, traditional coffee makers with exposed heat plates, or "George Foreman" type cooking apparatuses (not applicable in Campus Apartments).

This list is not all inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the University's Housing Agreement. Violating the aforementioned is considered a violation of the Community Standards and can carry heavy fines ranging from $50 to $200.

Fire Safety Regulations

Alarms: The University holds routine fire safety drills once

each month in accordance with Pennsylvania State Law, and all residents are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action and possible change or removal of University housing. Initiating a false fire alarm is a clear violation of Community Standards and can be sanctioned with a fine of $500.

Equipment: Tampering with or misuse of fire safety equipment (extinguishers, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community. Such behavior represents a serious violation of the Community Standards and can result in fines up to $200.

Indoor Athletic Activities

To avoid personal injury and/or damage to the halls and the sensitive sprinkler systems, playing of athletic games is prohibited within the residence halls.

Solicitation

Any group which is not affiliated with the University and seeks to solicit in residence halls must be approved by the Director of Residence Life. Any campus organization or residence hall group wishing to sell items for fund raising purposes must also have the approval of the Office of Residence Life. Students may not use their residence hall rooms as a principal place of business. Any student who suspects that an individual or a group is soliciting illegally should contact a Residence Life staff member immediately and/or contact Public Safety and Security at 610-660-1111.

Posting Policy

Any flyers or advertisements to be hung in the residence halls must be approved by the Residence Hall Manager or Residential Area Manager and must bear the Student Leadership and Activities stamp per the University posting policy. Advertisements must be posted by the Resident Assistant staff on bulletin boards and cannot be posted on windows, doors, elevators, etc. If an individual or a group posts information improperly, the advertisement will be removed

and the individual or group will be charged to repair any damage to the building surfaces. Flyers advertising alcohol or flyers that are in any way offensive will not be permitted.

Release of Information Policy

Periodically, individuals and companies contact the Office of Residence Life seeking the addresses and telephone numbers of resident students. The Office of Residence Life will not release the campus addresses and telephone numbers or the home addresses and telephone numbers of any resident student except for room/roommate assignment purposes.

Pet Policy

Due to health concerns associated with animals living in the residence halls, the only pets that are permitted are fish kept in tanks less than 10 gallons. With the exception of animals trained to assist persons with documented disabilities may qualify as service animals and may be permitted to live in the residence hall when authorized by the Office of Services for Students with Disabilities. Violation of this policy will result in a $50 fine per student in addition to cleaning fees and any other costs associated with damages (i.e. pest control if necessary), for the first violation. A second infraction of this nature will result in an increased fine, and further disciplinary actions.

Residence Hall Security

The Residence Life staff and Public Safety and Security work constantly to ensure the safety of all residents. The most secure facilities, however, are those in which residents exercise common sense and have a genuine concern for other residents.

For the safety and security of all residents and their personal property, Saint Joseph's University stations an attendant at the front lobby desk of each residence center and apartment building. All students are required to carry their SJU identification card on their person and must manually swipe their card at the entrance and at the security desk of their residence hall. Only authorized individuals are permitted in the University's residence halls. Students are expected to report any unauthorized persons to the Office of Public Safety and Security (610-660-1111) and/or a Residence Life staff member.

Public Safety officers and student Resident Assistants will make regular rounds through all residence halls. For security reasons, exterior and suite doors are designed to lock automatically upon closing. Residents may not prop open fire exit doors or hallway/suite doors and may not loan keys so that others may gain access to the buildings. These safety violations may result in fines of $5 per resident per occurrence.

Room Keys

Each student receives a key to his/her room at the time of check-in to the residence halls. Students may not duplicate their room key under any circumstances, and all students are reminded to lock their doors at all times and to carry their keys on their person. When keys are lost or stolen, students should request a new key or lock change immediately to ensure personal safety and security of belongings. Lost keys will be billed at a charge of $75 for the first core and $25 for each additional core. Please note most lock changes necessitate more than one core change (i.e. room door, mailbox and/or apartment door)

Should a key break off in a lock or stop working, the student will not be charged for a new key. The student must, however, bring the pieces of the key (or the inoperative key) to the Office of Residence Life. Otherwise, the student will be billed for a lost or stolen key. Students must return their keys to the Office of Residence Life prior to leaving the campus at the end of the school year, when changing rooms or when leaving the institution permanently. Students will be billed for a key at check-out if no key is turned in.

Loan Key

In emergencies, loan keys are available for students who are locked out of their own room. All Lancaster Court residents can contact Public Safety (610-660-1111) for all lock-out assistance. All other resident students should refer to the following procedure:

- Weekday hours of 9:00 a.m. - 5:00 p.m.: students must come to the Office of Residence Life on the ground floor of LaFarge Residence Center in order to check-out a loaner key
- Weekday hours of 5:00 p.m. – 7:00 p.m.: students can contact

Public Safety for assistance (610-660-1111)
- Weekday hours of 7:00 p.m. – 12midnight: students can contact the RA on duty in their area for lockout assistance
- Weekday hours of midnight – 9:00 a.m.: students can contact Public Safety
- Weekend hours 7:00 p.m. – 2:00 a.m.: students can contact the RA on duty in their area
- Weekend hours 2:00 a.m. – 7:00 p.m.: students can contact Public Safety

Process: Resident students who come to the Office of Residence Life must show picture identification or provide their student I.D. number. Only residents of the room will be permitted to check-out a loan key. The student will sign the loan key log acknowledging receipt of key and consequences for non-return of loan key. All loan keys must be returned the same day by 4:00 p.m. A $25 fee will be automatically assessed to the student's account if a key is not returned by this time. If the key is not returned by noon the following day, in addition to the $25 fee, a lock change will be initiated. Note: Loss of a loan key will result in an automatic core charge ($55 per core) and the $25 fee. When a loan key is returned, the student must show his/her room key to verify possession. Note: Once a core charge has been placed on a student account, it is not reversible.

Guests and Visitation
The University's policies on guests and visitation are anchored in a concern for residence hall security, the privacy rights of roommates and building residents, and the maintenance of an atmosphere conducive to academic achievement. The philosophy of the University, given its Jesuit heritage and tradition, dictates that students will adhere to all norms and values associated with Catholic teachings. In the proper context, hosting guests is a privilege that can facilitate personal and social development and enhance the quality of life on campus. The University has set the following policies concerning registering guests and visitation hours. A guest is a person who is not an occupant of the room in which he/she is present.

Guest and Sign-in Policy

Any guest who is not a resident of the facility that he/she has entered must be signed in by a resident of that facility. Children 12 years and younger are not permitted to sign into a University residence hall without a parent/legal guardian and are not permitted to stay in University residence halls overnight. Guests who are between the ages of 13 and 16 years of age must be a resident student's sibling or otherwise have a legally recognized relationship with the resident student. A resident student wishing to host a guest who is under 18 years of age must complete and submit the Minor Guest Application process indicated at www.sju.edu/reslife. Failure to satisfy this process prohibits any resident student from signing in a minor guest.

Any student who is not a resident of the facility that he/she has entered must be signed in by a resident of that facility. The nonresident must surrender his/her identification card to the desk officer who will, in turn, provide the guest with a color-coded guest pass. Any guest who is not a member of the Saint Joseph's community must provide photo identification to receive a guest pass and be signed into the residence facility. In most circumstances, guests who do not have photo identification (such as a driver's license or student identification from another college or university) cannot be signed into the facility as a guest. The pass is only valid in the building in which it was signed out and is limited to a 48 hour period. Each time a guest leaves the host's building, the guest must return his or her pass and sign out.

Male guests may be hosted overnight only in rooms reserved for men; female guests may be hosted overnight only in rooms reserved for women. Permission of the room's other occupant(s) must be obtained by the hosting student for an overnight guest. The hosting of guests in individual rooms must not interfere with the roommates' use of the room, and may not span more than two consecutive days per month. Residents are responsible for their guests' behavior and observance of the University rules in rooms and throughout the residence halls and on campus. A resident may lose his/her guest privileges (and/or residence status) if a guest is involved in a violation of University policy.

Freshman and Sophomore Guest Policy

Each resident student is permitted to sign-in two guests (visitors who are not building residents). In order to facilitate this privilege, the Security Desks in each of the Residence Centers have initiated the following procedures:

1) The pass is only valid in the building in which it was signed out, not in any other campus residence facility.
2) The guest must be with the host at all times.
3) The guest can retrieve his/her photo identification by returning the pass to the security desk.
4) The guest and sign-in policy does not allow for in and out privileges. All non-residents must sign-out and turn in their guest pass every time they leave the building and sign in again if they return. (See "Residence Hall Security")

It is the responsibility of the host to ensure that guests return their guest passes when their visit is over. Loss of a guest pass will result in a fee of $10. Abuse of the guest pass policy will result in disciplinary action. Violation of the guest policy will render students subject to disciplinary action ranging from loss of privileges for a specific time up to and including suspension or dismissal from the residential community, depending on the seriousness of the infraction. Residence Life suspends guest privileges during University break periods, even if the residence hall is housing students during the break period. The University reserves the right to remove from campus a guest who has violated University regulations. Guests who have been removed from campus and return are viewed as trespassers and are subject to arrest. Students who have questions or concerns about the above information should contact a Residence Life Staff member for clarification.

Junior and Senior Exclusive Housing (Merion Gardens, Townhouses, and Rashford 5th Floor) Guest Policies

Notably, Junior and Senior Exclusive Housing offers additional flexibility and privileges to those students living in Merion Gardens, Townhouse Community, and Rashford 5th floor. Each apartment is entitled to two guests per resident count in the unit (for example a two-person apartment in Merion Gardens is able to have four guests at any one time). In order to facilitate this privilege, the Security Desks in each of the Residence Centers have initiated the following procedures:

1) Student guests with a valid SJU ID do not need to be given a

guest pass. Rather, they may swipe their SJU ID at the security desk and be escorted by their host through the building.
2) The guest must be with the host at all times.
4) To check-out of the building, the guest should swipe their SJU ID card at the security desk before vacating the building.
5) Non-SJU guests must follow the guest pass check-out procedures listed for freshmen and sophomore buildings.
6.) 24 hour visitation privileges for all guests will be granted to residents in the Junior and Senior Exclusive communities with the understanding that they abide with the Junior and Senior Exclusive Housing Guest and Sign-in Policy.

Visitation for First Year Residents
The University has an obligation to assist new students in their transition from living at home to living in a campus residential community. Accordingly, visitation hours for first year residence halls (i.e. LaFarge, McShain, Sourin & Villiger Halls) are established as follows:
Same Gender Guests: 24 hour visitation privileges for same gender guests will be granted to first year residents with the understanding that they have signed in their guest consistent with the Guest and Sign-in Policy.

Opposite Gender Guests: Guests of the opposite gender are permitted in first year resident rooms and suites only during visitation hours. Visitation hours are 8:00 a.m. to 12:00 a.m. on Sunday-Thursday, and 8:00 a.m. to 2:00 a.m. on Friday-Saturday.

Within LaFarge, Sourin, McShain or Villiger Halls, guests of the opposite gender are permitted in designated building lounges or in main lobby areas outside of the posted visitation hours, provided that they are accompanied by a current resident of that building and that their presence is not disruptive to the residential community. For Campus Houses, the visitation hours apply to the entire house, not just resident rooms.

Visitation for Upper Class Residents
24 hour visitation privileges for all guests will be granted to upper class residents with the understanding that they abide with the Guest and Sign-in Policy.

Room Access/Search Policy

To assure individuals of reasonable privacy and to protect the well being of the community, the Office of Residence Life has adopted the following procedures regarding access/search of University rooms occupied by students:

Room Access: In all emergency situations which could affect the health and welfare of an individual or the community, or if there is a reasonable suspicion of an illegal act, rooms may be entered by Security and/or Residence Life staff. Rooms may be entered for maintenance, repairs or safety inspections. No room will be entered unannounced. Discovery of any contraband by University personnel while conducting maintenance or safety inspections may be cause for Disciplinary Action. Any illegal substance or material will be turned over to the police.

Room Searches: If there is a reasonable suspicion of illegal activity, rooms may be searched by a team of Security and Residence Life supervisors. Searches must be requested by the Director of Public Safety and Security or the Director of Residence Life (or their designees). These searches must be authorized by the Vice President for Student Life or his/her designee. A reasonable attempt shall be made to notify the student of the search and to have the student present for the search.

Personal Medical and Property Insurance

The University cannot and does not assume responsibility for personal accident, injury, or illness sustained by residents, guest or visitors nor for any damage, theft, fire or loss of any property belonging to residents, guests, visitors or others. The University does not provide or endorse the sale of any insurance products; however, we recommend that students secure adequate insurance through their parents' medical policy, and homeowners insurance policies or similar products.

## SEXUAL ACTIVITY POLICY

Passed by University Council, April 15, 1992

Saint Joseph's University must insist that the environment in the residence community be one that supports individual rights and fosters mutual respect. Non-marital sexual intercourse, on campus at anytime, is behavior unacceptable

to the University. Students involved in activity of this nature will be subject to disciplinary action and/or counseling.

## SEXUAL VIOLENCE POLICY

Approved by University Council on March 16, 2006 and approved by the President on May 25, 2006.

Please Note: Due to recent guidance from the Office for Civil Rights, the process for *Student on Student* Sexual Offense violations will follow the Community Standards process and **not** the process stated below. An update to the entire policy is forthcoming.

A. *Purpose*

It is the purpose of this document to state Saint Joseph's University's (SJU) policy on sexual offenses and to identify and describe procedures and resources available to those individuals who believe they have been a victim or victims of a sexual offense, and to identify the possible sanctions for violations of this policy, the appeals procedures and educational programs.

B. *Policy*

Saint Joseph's University will not tolerate sexual offenses, whether forcible or non-forcible, on its campus or at University-sponsored events, by any member of the SJU community (faculty, students, administrators, and staff including union members). A definition of sexual offenses is contained in C below. The University also reserves the right, in its sole discretion, to take action under this Policy for off-campus behavior. Sexual offenses are not only a violation of law and reprehensible in any context, but are a matter of particular concern in an academic community in which students, faculty and staff are related by strong bonds of dependence and trust.

A member of the Saint Joseph's community charged with a sexual offense may be prosecuted under applicable criminal statutes of the location where the offense occurred, and may, whether or not criminal charges are filed, be subject to internal University disciplinary proceedings.

An individual who believes that he or she has been a victim of a

sexual offense is encouraged to report the matter immediately to the Office of Public Safety and Security (610-660-1111), and/or the local police (911). Evidence including clothing, drinks, glasses, bed linens, etc. should be preserved. In order to preserve evidence of body hairs and fluids, a victim should be medically examined as soon as possible and before any showering, bathing or other clean up occurs. Support is available as set forth later in this policy under Section H. These support services are also available for individuals who are not sure if they are victims of a sexual offense.
While it is best to report the offense immediately, it can be reported at any time.

C. *Sexual Offenses*
The Federal Uniform Crime Reporting Program defines a forcible sexual offense as any sexual act directed against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent. Non-forcible sexual offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Certain conduct that may be a violation of the University's Sexual Offense Policy may also be considered crimes under Pennsylvania law (See, among other websites, http://www.pitt.edu/~weinberg/sexual.htm. Such potential crimes include, but are not limited to:

1. Rape. Sexual intercourse obtained through force or threat of force or without the victim's consent. Sexual intercourse includes vaginal, anal, or oral sex. Ejaculation is not necessary, but there must be some penetration, however slight.

2. Involuntary deviate sexual intercourse. Oral or anal sexual intercourse obtained through force or threat of force or without the victim's consent.
3. Sexual assault. Sexual intercourse or deviate sexual intercourse without the victim's consent.

4. Aggravated indecent assault. The penetration, however slight, of the genitals or anus by a part of the offender's body for any purpose other than good faith medical, hygienic or law enforcement procedures, by force or threat of force or without the victim's consent.

5. Indecent assault. Any touching of the intimate parts of a person, by force or threat of force or without the victim's consent.

6. Indecent exposure. Exposure of genitals in any public place or any place where the conduct is likely to offend, affront or alarm.

There are situations when a person may be considered incapable of giving consent such as, if he/she is: asleep, unconscious and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs. A verbal "no" even if it may sound indecisive or insincere, constitutes lack of consent. Further, it is not necessary that an individual resist an attack or otherwise affirmatively express lack of consent.

Use of alcohol and/or other drugs shall not diminish one's responsibility to obtain consent. Being in an on-going relationship does not preclude the possibility of sexual misconduct occurring within that relationship.

D. *Report Procedures*

1. Office of Public Safety and Security (610-660-1111). A report of a sexual offense should be made to the Office of Public Safety and Security. This can be done by calling (610) 660-1111. The Office of Public Safety and Security will provide information about filing criminal charges. If the person making the report of a sexual offense so desires, the Office of Public Safety and Security will assist her or him in contacting the local police. This office will also provide information for contacting a member of REPP (Rape Education and Prevention Program; beeper number 610-733-9650, available 24 hours a day) if she or he so desires.

2. Police. The matter may be reported directly to the police in the location where the offense occurs. Nine-one-one (911) may be called for both the Philadelphia and Lower Merion police. If the police are handling the matter, the Office of Public Safety and Security may defer or postpone its investigation.

3. Reports to Campus Security Authorities. Any University

"campus security authority" as defined by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, who receives a report of a sexual offense, must report the offense to the Office of Public Safety and Security. A "campus security authority" is defined as: (1) a campus police or security department; (2) any other individual who has responsibility for campus security, e.g., an individual who is responsible for monitoring entrance into the University's property; or (3) an official of an institution who has significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings.

Specifically exempted from the definition of campus security authorities are pastoral or professional counselors when acting in that capacity. A pastoral counselor is defined as "a person associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of recognition as a pastoral counselor." A professional counselor is defined as "a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification."

Examples in the federal regulations of persons with "significant responsibility for student and campus activities" include an administrator who oversees student housing, a student center, or student extra-curricular activities; a director of athletics or team coach; or a faculty advisor to a student group. The federal regulations further provide: "A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities."

Student resident assistants or other persons with significant responsibility for student and campus activities who receive a

report of a sexual offense must report the offense to the Office of Public Safety and Security within twenty-four (24) hours of receiving report of the alleged offense.

E. *University Response When There is a Report of a Sexual Offense*

1. Immediate medical and/or psychological assistance will be made available to the person making the report of a sexual offense. Security will provide transportation to a hospital that specializes in rape treatment, if appropriate, and the University Counseling Center staff member on duty will be notified, if requested.

2. The Office of Public Safety and Security will provide guidance to the individual concerning the preservation of relevant evidence.

3. The Director of Residence Life, in consultation with other offices, as necessary, will make changes in the academic, living and/or employment situation of a student who has reported a sexual offense if such changes are reasonably feasible. The appropriate Administrative Officer (defined in E8) will make changes in the academic or employment situation of an employee or faculty member who has reported a sexual offense if such changes are reasonably feasible.

4. Any member of the University community who is charged with a violation of this policy may be placed on immediate suspension, and/or barred from University property, pending the outcome of the process, if that individual poses a threat to the health, safety or welfare of the University community, as determined by the Administrative Officer (or in the case of a student, by the Vice-President for Student Life) with the authorization of the President. In the case of an employee or faculty member, the Administrative Officer shall also determine whether such suspension is to be with or without pay.

5. The Office of Public Safety and Security will conduct a prompt and thorough investigation and prepare a factual report that will be conveyed to the Administrative Officer (defined below in E8) and/or if the alleged offender is a student, to the Student Life Administrator, as defined by the Community Standards set

forth in the Student Handbook.

6. Student Process. When the alleged offender is a student, the offense will be handled under the Community Standards and Disciplinary Process as a violation, along with any other alleged violations of the Community Standards in connection with the incident. In most cases, allegations of a sexual offense shall be heard by the Community Standards Board, consistent with published Community Standards processes. Both parties (the accused and the alleged victim) may have a support person from the SJU community who may accompany him/her during the hearing. The support person may only speak to the respective accused/alleged victim and/or respond to questions put directly to him/her from the administrator during the hearing. Either party shall have the right to appeal the decision.

7. Non-Student Process. When the alleged offender is a faculty member or non-faculty employee, the following shall occur:

a. The investigative report from the Office of Public Safety and Security will be made available to the appropriate Administrative Officer (defined below in E8) in preparation for administrative review. Both formal and informal administrative review procedures will be available and are specified below according to whether the accused is a non-faculty employee or faculty member. Both parties (the accused and the alleged victim) may have a support person from the SJU community accompany him/her during any of the procedures of this policy. The support person may only speak to the respective accused/alleged victim and/or respond to questions put directly to him/her from the administrator during the hearing.

b. The appropriate Administrative Officer will promptly review the facts developed by the investigation and make a determination as to whether there is reason to believe that a violation of this policy has occurred, that is, s/he will determine that either an offense may have occurred, did occur, or that there is insufficient evidence to substantiate the allegation(s) of an offense. If the Administrative Officer finds such reason, s/he may attempt to bring about an informal resolution between the person making the report of a sexual offense and the accused. However, the person

making the report of a sexual offense shall not be pressured or required to enter into any such informal resolution.

c. In the event that an informal resolution is not reached, the following procedures will be pursued:

(i) When the accused is a non-faculty employee (including union members):

The Administrative Officer will conduct a hearing and/or meet with all parties involved. The Administrative Officer will prepare a written report, including findings and recommended sanction(s) and convey it to both parties. The Administrative Officer shall implement the sanction(s) in consultation with the Vice President overseeing the employee's department.

(ii) When the accused is a member of the faculty:

The Administrative Officer will prepare a written report, including findings and recommended sanction(s) and convey it to both parties. The Administrative Officer shall implement the sanction(s) in consultation with the University's Chief Academic Officer. If dismissal is recommended, the procedures outlined in the Faculty Handbook regarding Separation and Appeals Procedures shall be followed.

d. Either party has the right to appeal as set forth below (Section G). The outcome of the appeal process will be final.

8. Administrative Officer. The administrative officers are:

| Alleged Offender | Administrative Officer |
|---|---|
| Faculty | Faculty Member's Dean |
| Non-Faculty Employees (including union members) | Director of Human Resources |

The Administrative Officer may designate another individual to act in his or her place. In a situation where the President concludes that the participation of any of these individuals would compromise the impartiality of the process or have the appearance of partiality, the President may designate another individual to act as the Administrative Officer. The alleged offender may appeal this appointment in writing directly to the President, giving reasonable and specific cause for his/her appeal of the President's appointment. Should the President deny that appeal, the alleged offender may appeal the President's appointment through established University grievance procedures.

F. *Sanctions*
A sanction will be imposed for violation of this policy. The University has wide discretion as to the sanctions that may be imposed.

Faculty and Non-Faculty Employees (including Union Members). The sanctions that will be imposed for violation of this policy may include discipline, suspension and/or dismissal. If the sanction is suspension, then the applicable Administrative Officer shall identify whether it is with or without pay.

Students. The sanctions that may be imposed for violation of this policy include, but are not limited to, removal from the residence community, removal from participation in extracurricular activities, suspension from the University and/or expulsion from the University. Appropriate sanctions may also be imposed upon groups or organizations found to have violated this policy. Both the accuser and accused shall be informed of the University's final determination in a disciplinary proceeding and any sanction imposed against the accused.

G. *Appeal Procedures*
1. Students. Appeals shall be heard by the Vice President for Student Life and Provost in accordance with the procedures set forth in the Student Handbook, provided that either the alleged offender or alleged victim may appeal a decision of the Student Life Administrator.

2. Non-Faculty Employees (including Union Employees). Either party may appeal a decision by the Administrative Officer by notifying the Appeals Officer identified below in writing within 5 business days of the decision of the Administrative Officer. The Appeals officer will convey his/her decision in writing to both parties. The decision made on appeal will be final, subject to any further rights of appeal under an applicable collective bargaining contract.

| Alleged Offender | Appeals Officer |
|---|---|
| Non-Faculty Employees | Vice President for Financial Affairs |
| Union Employees | Vice President for Administrative Services |

3. Faculty. Either party may appeal a decision by the

Administrative Officer to the University's Chief Academic Officer, by written notice of appeal within 5 business days of the decision of the Administrative Officer. With respect to any sanction, faculty shall have such appeals rights as are set forth in the Faculty Handbook.

H. *Resources*

Saint Joseph's University has developed a Rape Education and Prevention Program (REPP) and trained teams to assist an individual who has reported a sexual offense. The team will consist of at least two community members who have received training in rape crisis counseling. One person will be designated as the advocate who will stay with the individual throughout all examinations and questioning, if desired. The role of the advocate will be to provide support, inform the individual of all options and rights, advise regularly about the status of the case and accompany the individual throughout disciplinary, administrative or criminal proceedings, as needed.

REPP's web site, http://www.sju.edu/cas/sociology/rape_education/index.html contains information about reporting sexual offenses, medical treatment, victims' rights, criminal and disciplinary proceedings, the need for professional counseling, campus personnel and services available for victim assistance, information about testifying in court, feelings and reactions experienced by most victims and ways to deal with feelings. The purpose of this information and the advocate is to enable the individual who reports a sexual offense to make informed choices, NOT to pressure or convince her/him to take any particular course of action.

The Counseling Center (610-660-1090) offers confidential counseling to students for a wide variety of concerns, including the psychological effects of sexual offenses. Referral for in-patient or outpatient psychiatric care is also available to students, faculty and staff.

| **Resources** | **Phone Numbers** |
|---|---|
| • Security | 610-660-1111 |
| • REPP | 610-733-9650 |
| • Counseling Center | 610-660-1090 |
| • Human Resources | 610-660-3309 |

I. *Education*

Rape education and prevention resources are available on the University web site at http://www.sju.edu/academics/cas/sociology/rape_ education/index.html The Office of Public Safety and Security annually publishes campus security reports that include statistics on campus crimes and arrests for certain specified categories of offenses. The report also describes policies related to campus security. The reports are distributed electronically to all current students and employees and, upon request, to applicants for enrollment or employment, and are available on the University's web site at http://www.sju.edu/security/annual_report.htm The student newspaper regularly publishes "incidents of crime" on and around campus. These periodic reports are supplied by the Office of Public Safety and Security on a weekly basis during the fall and spring semesters. In addition, the Office of Public Safety and Security conducts an annual security presentation to incoming first year students and transfer students at Orientation. This presentation includes information about how to develop personal protection plans, including protection against rape. The distribution of the Student Handbook which contains the Sexual Offense Policy, and additional programming during new student orientation and during the first few weeks of the semester continues this educational effort.

During the course of the academic year, Student Life sponsors or co-sponsors at least one program each semester on acquaintance rape and/or gender issues.

J. *Consultation regarding this Policy, Sexual Offenses, and Sexual Harassment*

A sexual offense differs from sexual harassment. Examples of sexual offenses are identified in Section C of this document. Sexual harassment is defined in Section IV of the Policy Prohibiting Harassment. This latter policy can be found on the University web site at http://www.sju.edu/resources/humanresources/harassment.html and in the faculty, staff, and student handbooks.

Any member of the Saint Joseph's university community may contact the Chair or any member of the Harassment Advisory Team if s/he feels that s/he is the victim of sexual harassment. (http://www.sju.edu/resources/humanresources/harassment.html)

K. *Records*

Records of reported sexual offenses shall be maintained by the Office of Public Safety and Security and will be included in campus security reports. The investigative report by the Office of Public Safety and Security will be kept on file in the Office of Public Safety and Security and kept confidential except for the access afforded to the appropriate administrators outlined in this policy, others in the University Administration with a need to know, and/ or as required by law.

## SMOKING POLICY

### Background and Purpose

It is the intent of this policy to promote a healthier environment for all members of the Saint Joseph's University community, and to protect the health of non-smokers. Medical evidence clearly shows that smoking is harmful to the health of smokers and non-smokers alike. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers.

### Definition

The definition of smoking includes the inhaling and carrying of any lit cigarettes, cigars, or pipes.

## SNOW/UNIVERSITY CLOSING POLICY

The policy governing cancellation of classes and closing of administrative offices is as follows: Classes will be conducted as usual unless an announcement to the contrary is made by means of the closing number for Saint Joseph's University being announced on local radio stations among those schools to be closed on a given day. The closing number for the College of Arts and Sciences, the Erivan K. Haub School of Business, and administrative offices is 216. This number applies only to these colleges and to administrative offices. The closing number for the University College and graduate courses is 2104. This number applies only to University College and graduate courses. The radio station participating in the school announcements program is: KYW 1060 AM.

## Inclement Weather Hot Line

Saint Joseph's has established an inclement weather hot line for information on school closure. The number is (610) 660-3333.

## STUDENT GROUPS & ORGANIZATIONS

Approved by College Council, December 21, 1972.

During the college experience, students develop a variety of interests and concerns which find expression through a diversity of volunteer student associations on campus. While the University aims to provide student associations with the freedom to operate independently, the University does work to insure the orderly conduct of student organizational affairs, and to provide that its personnel, physical and budgetary resources are allocated in support of those extracurricular student endeavors which extend opportunities for wider intellectual and social development.

The Student Government and the Office of Student Life are charged with responsibility for developing and implementing specific policies and procedures, for granting and withdrawing organizational status for all student groups, for the conducting of orderly student organizational affairs, for allocating University resources in support of organizational activity and for adjudicating intra- and inter-organizational disputes. Such policy and procedure must be in accordance with the aims and the objectives of the University.

For information about the policies and guidelines governing the creation and activities of student organizations, please visit www.sju.edu/student_leadership.

## STUDENT SPONSORSHIP OF SPEAKERS ON CAMPUS

Approved by College Council January 25, 1976

Saint Joseph's University is committed to the discussion of issues which are of interest to the University community. One way in which the University's educational objectives can be attained is through student-initiated opportunities to hear speakers from outside the University.

Therefore, it follows that: students and student organizations have the right to invite persons of their choice to speak on campus. If the speaker is invited by a University organization, however, his/her topic must be germane to the aims of the organization as stated in its constitution. Sponsorship of guest speakers does not imply University approval endorsement of the views expressed. Students have the right to assemble and to hear speakers provided that the assembly does not violate civil law, does not interfere with the processes of the University, does not infringe upon the rights of others, and is conducted

in a manner appropriate to an academic community.
The University reserves the right to prohibit assemblies having in its judgment the clear likelihood of failing to meet one or more of these conditions.
The procedures established for the orderly scheduling of facilities and adequate preparation for the event, including notification of the appropriate student personnel administrator, are to be followed, but the institutional control of campus facilities may not be used as a device of censorship.
Students must recognize their right to uphold the right of free speech and to permit invited speakers to appear and speak without inappropriate interruption or demonstration. In case of controversial issues, the opportunity to hear dissenting viewpoints is encouraged.
Only those events sponsored by a recognized University organization or residence hall may require a donation from participants. If a donation is required, proceeds in excess of costs and overhead may be retained by the sponsoring University organization for use within the stated aims of the organization and the parameters of the University budget policy.
In case of joint sponsorship by an outside group and a University organization, proceeds in excess of costs and overhead may be divided according to the provisions of the joint sponsorship.
Responsibility for any financial losses must be assumed by the outside group.
Nothing in articles (7) and (8) of this statement is to be interpreted as amending or abrogating the Policy on Political Activities on campus by members of the University community (adopted by the College Council on October 12, 1972).
Appeals from any decision limiting the right of students to hear speakers may be appealed to the Advisory Boards on campus by members of the University community (adopted by the College Council on October 12, 1972).
Appeals from any decision limiting the right of students to hear speakers may be appealed to the Advisory Boards on Student Life.

## USE OF UNIVERSITY FA CILITIES BY OUTSIDE ORGANIZATIONS

Approved by College Council October 1971 and January 1973
An institution whose charter sets forth its purposes, as education, Saint Joseph's University does not normally undertake rental of its facilities. Consistent with its purposes; however, the University may accommodate the activity of responsible outside organizations when such activity is judged to be educationally or culturally valid, or directly productive in terms of institutional advancement.

## LIABILITY DISCLAIMER

Saint Joseph's University assumes no responsibility for the

loss, destruction or theft of students' personal possessions. Students are encouraged to inventory their personal possessions periodically, affix their names on all personal possessions, and/or record and maintain in a safe place, the serial numbers of personal possessions. Moreover, students are encouraged to obtain personal property insurance for their personal possessions, in that the University's insurance program covers only University property and does not extend to the personal property of students. Students participating in University athletic or other activities do so at their own risk. The University provides reasonable supervision for these activities, but assumes no responsibility for accident, loss, injury, or death resulting from such activity.

# INDEX


Academic Honesty Policy .....40
Academic Policies .....26
Adult Student Life.....10
AIDS, Policy on .....45
Air Force ROTC.....10
Alcohol,
Policy and Sanctions on .....47
Guidelines for Alcohol Beverage Distribution and Consumption.....49
Pennsylvania Liquor Control Board.....50
Arts & Sciences, College of .....10
Arts & Sciences Advising Support Center, College of .....10
Athletics.....10
Bookstore.....10
Business, Erivan K. Haub School of.....11
Calendar, Academic Undergraduate, Fall & Spring .....5
Calendar, Academic Undergraduate, Summer .....6
Campion Student Center .....11
Campus Ministry .....12
Campus Posting Guidelines.....54
Campus Recreation .....12
Career Development Center .....13
Commercial Solicitation on Campus.....56
Community Relations .....26
Community Standards.....26
Computing and Network Resources, Guidelines for the Use of.....57
Development & Alumni Relations.....13
Dining Services.....14
Disabilities, Students with, Accommodation Grievance Procedures .....62
Discrimination, Statement Prohibiting.....66
Drugs, Policy and Sanctions on .....51
Email: Statement on the Expected Student Use of SJU Email Account .....69
Faith-Justice Institute.....15
Financial Assistance..... 16
Fraternities & Sororities .....69
Freedom of Assembly.....53
Gambling, Statement on Illegal.....70
Harassment, Policy Prohibiting .....70
The Hawk, Student Newspaper .....16
Hazing, Policy on.....78
Institutional Diversity, Office of .....16
International Programs, Center for.....16
Laptop Program .....16
Leave of Absence, Guidelines.....81
Libraries .....16
Mail Services.....17
Mission, Office for .....17
Mission Statement, Student Life .....3
Mission Statement, University .....7
Multicultural Life, Office of .....17
Off-Campus Housing .....17
Political Activities on Campus.....79
Public Safety and Security.....17
Residence Life.....21
Residential Living Policies & Procedures .....84
Sexual Activity Policy.....102
Sexual Offense Policy .....102
Smoking Policy.....113
Speakers on Campus, Student Sponsorship of.....80
Student Educational Support Services.....21
Student Health Center.....21
Student Leadership & Activities.....22
Student Outreach & Support.....25
Student Service Center.....23
Student Success.....23
Student Technology Center.....23
Student Union Board .....24
University Council.....24
University Student Senate .....24
Welcome.....4

117

# Notes

# Notes

# Notes