



# Student Handbook 2016-17

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## Mission Statement

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates men and women to search for truth, to think critically, to communicate effectively and to serve wisely and compassionately in support of human dignity and the common good.

*Approved October 20, 2005*



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## Core Values

The Saint Xavier University community commits itself to practicing eight core values as it engages in a search for truth and knowledge, both for personal enhancement and to understand and improve our world.

**Respect** moves us to understand the gifts and unique contributions of every person in the University community and to value diverse perspectives.

**Excellence** commits us to challenge ourselves to utilize our God-given gifts: intellectual, social, physical, spiritual, and ethical.

**Compassion** compels us to stand with and embrace others in their suffering that, together, we may experience God's liberating and healing presence.

**Service** calls us to use our gifts, talents, and abilities to advance the genuine well-being of our community and those we encounter.

**Hospitality** draws us to do our daily work with a spirit of graciousness that welcomes new ideas and people of all backgrounds and beliefs.

**Integrity** gives us the ability to realize the greater good in our actions and programs, and challenges us to look at our work and ourselves holistically and as one united with others across the globe.

**Diversity** builds a community that fosters a climate that is open and welcoming to diverse people, ideas, and perspectives; that promotes a constructive discourse on the nature of diversity; and that engages faculty, staff and students in activities that promote the University's core values.

**Learning for Life**, in the liberal arts tradition, encourages us to pursue knowledge and truth throughout our lives in ways that improve our communities and ourselves and that strengthen our understanding of each other.



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## Vision of our Catholic and Mercy Identity

Saint Xavier University, founded and sponsored by the Sisters of Mercy, extends the teaching ministry of Jesus Christ to those seeking higher education. As an officially recognized ministry of the Catholic Church [1], the University grounds its core activities of teaching, learning, scholarship, and service in Catholic theological principles that affirm the goodness and value of all creation and posit a view of human persons as created in the image of God and thus free, rational, relational, and endowed with inherent dignity.

As a Catholic university, Saint Xavier University challenges all the members of its community to search for truth, especially religious truth, and to engage in a dialogue between faith and reason that ultimately leads toward the contemplation of God's creation and social action for the common good. This search for truth demands careful observation, critical analysis, vigorous debate, personal and communal theological reflection, and ethical and engaged decision-making leading toward a life that respects both the inherent dignity of another and the worth of all creation. Setting the context for the search for truth, the University encourages its community, especially its students, to become familiar with the richness of the Catholic intellectual tradition and the imperatives of Catholic social teaching. Respecting academic freedom, the University strives to be a place where the vigorous discussion of ideas can occur, especially as they relate to its mission as a Catholic university. In the spirit of respectful and critical discourse, the University welcomes the breadth of the Catholic tradition as well as the voices of other religious and non-religious communities.

As a Mercy university, Saint Xavier University challenges its community members to teach, learn, research, and act not only for themselves but also for others. Thus, a seminal characteristic of the University is its commitment to service. Ideally, such service, whether direct or through the University's efforts to understand and remediate unjust systems, reflects the spirituality of Catherine McAuley, the founder of the Sisters of Mercy. This spirituality is grounded in the theology of the Incarnation, animated by the life, death, and resurrection of Jesus, and expressed through acts of compassion that embody the spiritual and corporal works of mercy. In particular, the University community expresses special concern for those who are economically poor, especially women and children. In so doing, the University goes beyond simply passive expressions of heartfelt concern, and even the willingness to stand with those who suffer. It seeks to right what is wrong and restore what is broken, thereby promoting human dignity, justice, and the common good.

Saint Xavier University signifies and celebrates its Catholic and Mercy heritage in its symbolic, sacramental, and liturgical expressions, and in its communal and collegial ethos. The University offers many opportunities to reflect, pray, worship, and access the sacraments. It symbolizes its rich faith tradition through the appropriate placement of religious symbols and artwork. Further, it observes liturgical seasons and feasts central to its Catholic and Mercy heritage, and provides orientation and mentoring programs that educate the community about this identity.

Recognizing that the search for God and the celebration of God's presence is ubiquitous, the University provides opportunities for those of other faith traditions and those on a personal journey of faith to study, to express, to worship, to celebrate, and to discuss their religious beliefs in a climate that is respectful, hospitable, and open to all.

To summarize, offering the opportunity for higher education within a Catholic and Mercy context, Saint Xavier University honors Jesus Christ whom it recognizes as "the Way, the Truth, and the Life," the motto of the University inscribed on its coat of arms.

*Approved, May 14, 2008*

[1] In its governance, Saint Xavier University is a Catholic and Mercy institution because its sponsors, the Sisters of Mercy, hold certain "reserved powers" consonant with their canonical (Church) and civil responsibilities for the University. These "reserved powers" are outlined in the University's articles and bylaws and, with limited exceptions, are exercised on behalf of

the Sisters of Mercy by the Conference for Mercy Higher Education. It is through this governance relationship with the Sisters of Mercy that Saint Xavier University is recognized by the Roman Catholic Church as a Catholic institution and ministry.



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## Philosophy Statement

Saint Xavier University continues to build upon the ideals of its founders and sponsors, the Sisters of Mercy who in 1846, inspired by their Catholic faith and its mandate of union and charity, established an academy defined by intellectual rigor in the tradition of the liberal arts; the encouragement of religious faith; and action in solidarity with the economically poor of the world, especially women and children.

Consistent with this tradition, the University offers challenging undergraduate, graduate, and professional programs, characterized by a collegial alliance of faculty, students, staff, administration and community members who are committed to providing coursework, resources, activities and instructional facilities that support excellence in teaching and learning. While chiefly concerned with students' intellectual development, the University also supports their moral and spiritual growth and enhances their capacity for leadership through co-curricular programs.

At the heart of the academic mission is the University's commitment to a strong general education program that introduces students to college life and learning, broadens their knowledge of the arts and sciences, helps them integrate learning and community concerns and prepares them for success in their major fields of study and life after graduation. In all programs of study, the University encourages the examination of fundamental questions of human concern, respectful dialogue in the context of diverse points of view and experience, and the search for truth and justice.

In an atmosphere of intellectual rigor made possible by academic freedom, University faculty develop and teach courses in their areas of advanced study, extend research in their disciplines, produce scholarly and creative work, and serve the University and community. Faculty are also responsible for academic policies and the design and content of the University curriculum. In teaching, scholarship and service, faculty represent one of the most visible examples of the intellectual life of the University.

Students at Saint Xavier encounter a wide range of course work, co-curricular activities, community experiences, and support services designed to enhance their learning at all levels, and to help them develop more fully as confident, contributing citizen leaders of an increasingly complex and global community. The University seeks students of diverse talents, experiences, knowledge, interests and cultures who are willing and prepared to learn, and to seek excellence in themselves and others.

Vital to the success of teaching and learning are the dedicated members of variously skilled academic support services and the administrative leadership charged with fostering strategic planning, institutional assessment and effective stewardship and deployment of University resources.

The enduring fellowship of alumni, emeriti faculty, Sisters of Mercy sponsors, trustees and other friends and contributors in the community at large demonstrates their continuing faith in the central mission of Saint Xavier through various acts of giving, prayer and support.

Infusing this community of shared concern are the distinctive qualities and values of Saint Xavier University, including the belief that faith and reason can interact in mutually fruitful ways. Therefore, the University community encourages a full search for truth, including religious truth, while respecting freedom of personal expression. It also promotes a vigorous and compassionate dialogue among the various faith traditions, and between them and the academic disciplines. At their foundation, teaching and learning at Saint Xavier are premised upon and committed to the fundamental dignity and unique worth of each human person.

*Approved May 25, 2006*





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# Chronology of Saint Xavier University

## Chicago, Illinois

1831 Mother Catherine McAuley establishes the Sisters of Mercy in Dublin, Ireland.

1837 Chicago incorporates as a city.

1844 Reverend William Quarter becomes the first Roman Catholic bishop of Chicago.

1846 At the request of Bishop Quarter, five Sisters of Mercy arrive from Pittsburgh to begin the work of Catholic education in Chicago. To honor their leader, Mother Frances Xavier Warde, they give the name of her patron, St. Francis Xavier, to their original academy. Saint Francis Xavier Academy for Females opens at Madison Street and Michigan Avenue in downtown Chicago on October 12, 1846.

1847 Saint Xavier Academy's charter from the State of Illinois empowers it to confer "academic or honorary degrees." This charter establishes Saint Xavier's claim as the oldest Mercy institution of higher education in the world, as the oldest Catholic educational institution still present in Chicago and as one of the oldest continuously operating educational institutions in the metropolitan area.

1871 The Great Chicago Fire reduces Saint Xavier Academy to ruins.

1873 Saint Xavier Academy opens at 29th Street and Wabash Avenue.

1901 Saint Xavier Academy opens in new quarters at 49th Street and Cottage Grove Avenue.

1912 Saint Francis Xavier College for Women, with plans to expand to the college level, receives a collegiate certificate of incorporation from the State of Illinois.

1915 Saint Francis Xavier College for Women opens with five students.

1919 Saint Xavier College holds its first commencement for a graduating class of two students.

1935 Saint Xavier College opens the first collegiate nursing program in the State of Illinois.

1953 Saint Xavier College offers its first graduate program (theology).

1954 Saint Xavier College establishes its Center for Liberal Studies in Education.

1956 Saint Xavier College moves to its current location at 103rd Street and Central Park Avenue.

1959 Saint Xavier College confers its first master's degrees (education).

1966 The College opens its Continuing Education program for degree-seeking adults. The School of Nursing receives formal recognition as an entity within the College having the rights and responsibilities usually associated with academic designation as a "School."

1969 Saint Xavier College becomes coeducational (February).

1978 The Weekend College program welcomes its first students.

1983 The College establishes the Graham School of Management.

1989 The College reorganizes its Education Center (department) as the School of Education.

1990 The College establishes the School of Arts and Sciences.

1992 Saint Xavier College becomes Saint Xavier University.

1995 Andrew Conference Center opens.

- 1996 Saint Xavier celebrates 150 years of educational service in and beyond Chicago.
- 1997 Saint Xavier University organizes its Adult College, establishes a Center for Off-Campus and International Program Development, and opens a suburban campus in Tinley Park, Illinois.
- 1999 Shannon Center opens.
- 2000 McDonough Chapel and Mercy Ministry Center open.
- 2001 McCarthy Hall opens.
- 2002 Morris Hall opens.
- 2003 Orland Park campus opens.
- 2004 Gilhooley's and Driehaus Center open. Saint Xavier University establishes the Office for Mission and Heritage.
- 2006 Rubloff Hall opens, later designated first LEED Gold higher education building in Illinois. Saint Xavier celebrates 160 years of educational service in and beyond Chicago.
- 2007 The School of Arts and Sciences becomes the College of Arts and Sciences.
- 2008 O'Brien Hall opens as the second LEED Gold certified residence hall.



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# Saint Xavier University Fight Song: "We are Saint Xavier"

**Verse 1:** We are Saint Xavier  
Let our voices sound  
We are Saint Xavier  
For victory we're bound  
U-RA-RA  
Cougars, Go Cougars  
Pride is our battle cry  
The City  
The Spirit  
We are Saint Xavier

**Verse 2:** We are Saint Xavier  
On Mercy we began  
We are Saint Xavier  
For loyalty we stand  
U-RA-RA  
Since 1847 from Chicago to the world  
The City  
The Spirit  
We are Saint Xavier

**Rap:** If you see a Cougar coming  
You'd better run and hide  
Cause a lot of people didn't  
And a lot of people cried  
Sing it out!

Saint Xavier Cougars  
Shout it!  
We are Saint Xavier

**Reprise:** We are Saint Xavier  
Let our voices sound  
We are Saint Xavier  
For Victory we're bound  
U-RA-RA  
Cougars, Go Cougars  
Pride is our battle cry  
The City  
The Spirit  
We are Saint Xavier

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## Rights Reserved

The President and Officers of Saint Xavier University reserve the right to change the policies and procedures announced in the Handbook, and to change the schedules, fees charged and regulations affecting students. It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in the Student Handbook.

Please read the Student Handbook carefully. You are accountable for its contents. Students who violate the conduct policies and procedures described in the handbook may be subject to a conduct hearing or to other disciplinary action as outlined in the [Conduct section](#).



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## Frequently Contacted Offices

Regular business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. See office web pages for additional information.

**Athletics:** Shannon Center, Room 209, 773-298-3101

**Bookstore:** Shannon Center, 773-298-3115

**Bursar's Office:** Warde Academic Center, Room A-105, 773-298-3046

**Campus Ministry:** Mercy Ministry Center, 773-298-3900

**Career Services:** Modular Unit, Lot 3, 773-298-3131

**Counseling Center:** Modular Unit, Lot 3, 773-298-3131

**Dean of Students:** Warde Academic Center, L-103, 773-341-5060

**Dining Services:** Warde Academic Center, A-106C, 773-298-3265

**Financial Aid:** Warde Academic Center, A-216, 773-298-3070

**Health Center:** Chicago Campus, (NW corner in tan modular building,) 773-298-3712

**Information Desk:** 773-298-3000

**Learning Center and Disability Services:** Warde Academic Center, L-108, 773-298-3956

**Library:** Warde Academic Center, L-228, 773-298-3352

**Media Services:** Rooms L-301, L-303, L-305, L-307, 773-298-3412

**Orland Park Campus:** 18230 Orland Parkway, 708-802-6200

**Public Safety:** Campus Service Center, Chicago Campus, CSC-201,

- Non-emergency: 773-298-3541
- Emergency: 773-298-3911
- Available 24 hours

**Records and Advising,** Warde Academic Center, A-202, 773-298-3501

**Residence Life:** Rubloff Hall, Room 110, 773-298-3977

**School of Education and Office of Teacher Education:** Warde Academic Center, Room G-200, 773-298-3200

**Shannon Athletic Center:** Room 149, 773-298-3597

**Student Activities Board (SAB):** Warde Academic Center, L-109b, 773-298-3138

**Student Affairs:** Warde Academic Center, Room L-208, 773-298-3121

**Student Life:** Warde Academic Center, L-103, 773-341-5060

**Saint Xavier Council (SXC):** Warde Academic Center, L-109b, 773-298-3967

**Student Success Program (SSP):** Warde Academic Center, L-111, 773-298-3342



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# Information Sources

## Written:

Refer to this *Student Handbook* for **services and policies**.

Refer to *Saint Xavier University Academic Catalog* for course descriptions and other University policies.

Refer to the *Saint Xavier University public website* for a wide range of information about the University and its policies.

*The Xavierite*, the student newspaper, is published weekly on Wednesdays during the fall and spring semesters.

## Places:

The Office for Student Affairs (L-208) can readily put students in contact with individuals, organizations and offices throughout the campus.



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## Administrative Information

### President, WAC A-305

Christine M. Wiseman, J.D.

The **president** is responsible for all operations of the University. The president provides the vision and leadership for the institution and reports to the **Board of Trustees**.

### Interim Provost, WAC A-219

Kathleen Alaimo, Ph.D.

The provost administers all academic programs and services offered by the University's schools and college, the Orland Park campus and the Center for the Advancement of Teaching and Learning.

## The President's Cabinet

The members of the **The President's Cabinet** include: the president, secretary of the corporation, and the vice presidents. The President's Cabinet helps to shape and evaluate University policies and procedures, to ensure University operations and to guarantee that the well-being and concerns of all members of the University community are effectively served.

### Executive Vice President and CFO, WAC A-106B

Robert H. Fisher, MBA

### Vice President for University Mission and Ministry, MMC 114

Graziano Marcheschi, M.A.,D.Min.

### Interim Vice President for Student Affairs, WAC L-208

Anthony Campbell, Ph.D.

### Associate Vice President for University Advancement, O'Grady

John R. Bass

### Associate Vice President for Marketing and Communications, O'Grady 203

Deb Rapacz

### Associate Vice President of University and Community Relations, O'Grady 226

Joan Knox

## Deans' Council

The Deans' Council functions as the planning and advisory team to the provost. The council meets regularly to discuss, review and act on matters pertaining to students, faculty, programs and other items of importance to the integrity of academic offerings at Saint Xavier University. Membership includes:

- Kathleen Alaimo, Ph.D., - Interim Provost
- Becky Copper-Glenz, Ed.D., - Dean, Graduate and Continuing Education
- Gregg Coutts, Ph.D., - Acting Dean, College of Arts and Sciences
- Michael Hardy, Ph.D., - Assistant Provost

Gloria Jacobson, RN, Ph.D., - Dean, School of Nursing

- E. Suzanne Lee, Ph.D., - Dean, School of Education
- Asghar Sabbaghi, Ph.D., - Dean, Graham School of Management
- David Stern, M.L.S., - Robert and Mary Rita Stump Library
- Rick Venneri, Ph.D., - Associate Provost
- Maureen Wogan, M.A., - Associate Provost for Records and Registration
- Chris Zakrzewski, Ph.D., - Assistant Provost for Technology & Instructional Innovation

The University also sponsors enrichment opportunities, including international education, religion and public discourse, campus program development and several on-campus clinics. Through these collective academic offerings, Saint Xavier University strives to provide its learning community with a solid foundation in liberal arts and professional education, establishing well-rounded members of society.



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## Services to Students

### Office of Records and Advising

<http://www.sxu.edu/academics/resources/records-advising/>

### Office of Alumni Relations

<http://www.sxu.edu/alumni/>

### Athletic Department, Shannon Center

<http://www.sxucougars.com/>

### Bookstore

<http://bookstore.sxu.edu/>

### Campus Alert System

<http://www.sxu.edu/student-life/publicsafety/alert.asp>

### Campus Police and Public Safety

<http://www.sxu.edu/student-life/publicsafety/index.asp>

### Center for International Education

<http://www.sxu.edu/academics/resources/cie/opportunities.asp>

### Center for Religion and Public Discourse

<http://sxu.edu/student-life/ministry/crpd>

### Career Services

<http://www.sxu.edu/student-life/career/>

### Counseling Center

<http://www.sxu.edu/student-life/counseling/>

### Dean of Students

<http://www.sxu.edu/student-life/studentaffairs/dean.asp>

### Financial Aid

[http://www.sxu.edu/admissions/financial\\_aid/](http://www.sxu.edu/admissions/financial_aid/)

**Health Center**

<http://www.sxu.edu/student-life/health/index.asp>

**Health Insurance**

<http://www.saintxavierinsurance.com/>

**Information Technology**

<http://www.sxu.edu/information-technology/>

**International Student Services**

<http://sxu.edu/admissions/international/>

**Learning Center and Disability Services**

<http://sxu.edu/academics/resources/lcds/index.asp>

**Library (The Robert and Mary Rita Murphy Stump Library)**

<http://lib.sxu.edu/welcome>

**Lockers**

Lockers may be obtained through the Office for Student Affairs (L-208). Rental fee: \$10 per year.

**Lost and Found**

<https://www.sxu.edu/student-life/publicsafety/lostandfound/index.asp>

**MercyCare**

<http://www.sxu.edu/student-life/ministry/mercyare.asp>

**Mercy Volunteer Corps**

[http://www.sxu.edu/student-life/ministry/campusministry/mercy\\_volunterr\\_corps.asp](http://www.sxu.edu/student-life/ministry/campusministry/mercy_volunterr_corps.asp)

**Orland Park Campus, 18230 Orland Parkway, Orland Park, IL 60467**

<http://sxu.edu/student-life/orland/>

**Residence Life**

<http://www.sxu.edu/student-life/residencelife/>

**Shannon Center, Athletic Office**

<http://www.sxu.edu/student-life/shannon/index.asp>

**Student Affairs**

<http://www.sxu.edu/student-life/studentaffairs/>

**Student Employment**

<http://www.sxu.edu/student-life/career/employment/>

**Student Life**

<http://sxu.edu/student-life/>

**Student Media**

<http://sxustudentmedia.com/>

## Student Success Program

<http://www.sxu.edu/academics/resources/ssp/>

## University Ministry

<http://www.sxu.edu/student-life/ministry/campusministry/>



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## Access to Student Information

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. S1232g, commonly referred to as the Buckley Amendment, establishes rights for eligible students and their parents with respect to records maintained by the University. Basic among those rights are: (a) the right to inspect and review covered educational records maintained by Saint Xavier University; (b) the right to privacy regarding those same records; and (c) the right to amend records believed to contain inaccurate or misleading statements, or other statements infringing on the student's rights. The student may not, however, withhold this information from the University.

This notice is issued pursuant to the Buckley Act and its implementing regulation (41 F.R. 24662 et seq.) to officially advise the student of those rights. By this statement, the University also wishes to notify students of its commitment to the principle of student rights underlying the legislation and its intent to comply fully with its provisions. The complete text of the Buckley Amendment and regulations and copies of the University policy implementing the law are available to you through the Office for Student Affairs (L-208) and the University library. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of Directory Information listed below:

- Category 1** Name, dates of attendance, class, email address.
- Category 2** Previous institution(s) attended, major field of study, awards, honors, (includes Dean's List), degree(s) conferred including dates.
- Category 3** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth of athletes.

Consideration should be given to the consequences of any decision to withhold any category of Directory Information. Informing the institution not to release any or all of this Directory Information means that any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor student requests to withhold any of the categories listed above but cannot assume responsibility to contact students for subsequent permission to release them. Regardless of the effect, the institution assumes no liability for honoring your instructions that such information be withheld.

Any questions concerning rights under this law should be directed to the Director of Records and Registration, Room A-203, Warde Academic Center, 773-298-3501, [registrar@sxu.edu](mailto:registrar@sxu.edu).



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# Notice of Nondiscriminatory Policy to Students

Saint Xavier University admits students without regard to their race, religion, color, sex, age or national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to students at the school. Saint Xavier University does not discriminate on the basis of race, religion, color, sex, age or national or ethnic origin, or disability in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs. Otherwise qualified students are not subject to discrimination on the basis of handicap. If you believe you have been discriminated against because of race, religion, color, sex, age, national or ethnic origin or disability, please contact the Office of the Dean of Students.

Title IX of the Educational Amendments requires nondiscrimination on the basis of sex. Questions regarding Title IX should be referred to the vice president for Student Affairs, Title IX coordinator, or the dean of students, deputy Title IX coordinator. The Office for Civil Rights of the Department of Education is also a resource for students. See the [Title IX web page](#) for more information.



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## Title IX of the Education Amendments of 1972

This portion of the Educational Amendments of 1972 requires that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." (Source: *Title IX Grievance Procedures: An Introductory Manual* published by U.S. Office of Education.)

A grievance procedure has been established for members of the University community who wish to make a formal notification to the University of violations of Title IX regulations. Information about those procedures is available from the Title IX coordinator for the University: Dr. Anthony Campbell, interim vice president for Student Affairs, Room L-208, Warde Academic Center, 773-298-3121, [studentaffairs@sxu.edu](mailto:studentaffairs@sxu.edu).



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# Students with Disabilities

Saint Xavier University's policies comply with Section 504 of the Rehabilitation Act of 1973, which states that "no otherwise qualified individual with a disability in the United States ... shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Saint Xavier University also complies with the Americans with Disabilities Act of 1990, which guarantees that "all persons, able and disabled, have the right to ... full and equal enjoyment of the goods, services, facilities, privileges, advantages and accommodations of any place of public accommodation."

Saint Xavier University is committed to providing equal access to programs for our diverse student body. For students with documented disabilities, the University assures that reasonable accommodations, modifications and auxiliary aids are provided. Students with disabilities who wish to request accommodations should contact Learning Center and Disability Services in L-108 or at 773-298-3308.

A grievance procedure has been established for members of the University community who believe an individual has been subjected to discrimination solely because of disability. Information about those procedures is available from the Learning Center and Disability Services in L-108 or the 504 Compliance Office (Vice President for Student Affairs) in L-208.



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# Acceptable Use of SXU Information Technologies

## Policies and Expectations

Access to Saint Xavier University information technologies and communications facilities is provided for the University-related activities of learning, instruction, enrichment, dissemination of scholarly information and administration. An individual's right of access to information technologies and facilities should not be denied or in any way limited because of race, creed, color, age, national origin, gender, sexual orientation or disability. Acceptable use is an application of the core values of the University: respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life.

The University community is encouraged to make innovative and creative use of information technologies and communications facilities in support of multiple learning experiences. These technologies and facilities are limited and should be used wisely and carefully with consideration for the needs of others. The University reserves its right to eliminate the access to and the services of its information and communications systems when an individual separates from the community.

It is inappropriate to interfere with or compromise access to information technologies and communications facilities by others for these purposes. It is University policy to educate users about how they could inadvertently interfere with this access, to warn users when they interfere with access and to remove access from those who continue to interfere with the access of others. While the University expects to remove individual access only after due process and careful consideration, in those situations in which interference is general or continuous, Information Services will react immediately to provide and guarantee general access. In all cases, Information Technology will collect evidence indicating interference, will present it to the area vice president or to the appropriate supervisor and will notify the suspected offender. In situations in which an individual may inadvertently interfere with the access of others, that individual is expected to identify, learn to avoid and stop the interfering behavior when it is brought to their attention by an affected user or by Information Services staff.

The following is a (necessarily incomplete) list of expectations of acceptable use:

- **Respect the need for others to use systems to do work.**
  - Allow others to have normal response times and sufficient resources from the network, servers, printers and other multi-user systems.
  - Never inadvertently or intentionally waste or usurp resources or access to resources such as storage space, processor time, network bandwidth, access ports, or printers and other peripherals. Such waste includes excessive storage for mail messages; excessive processes and excessive network messages, such as chain letters; broadcasts; downloads; and file sharing.
  - Conscientiously limit your use of paper and other printing resource.
- **Respect the work of others.**
  - Never copy or modify information belonging to others without explicit authorization. This includes personal information, programs authored for sale and material authored for presentation in class or elsewhere. Unauthorized duplication may constitute plagiarism, cheating, theft and/or violations of copyright. The University respects software copyrights. Unauthorized modification includes generating and transmitting viruses and other destructive programs.

- Never place files in folders for which you do not have explicit authorization.
- Check your files and folders for viruses regularly. The spread of viruses damages everyone's personal and system files and folders.
- Update and patch your software regularly to remove vulnerabilities.
- **Respect the sensitivities of others.**
  - Never share a username and password to access information. A username should be associated with a single individual or position.
  - Never use the identity of another or other methods to evade security to gain access to systems and information.
  - Never conceal or misrepresent your identity or affiliation in communication.
  - Never choose a password that is anyway associated with you or your name or that is in a dictionary or similar list. This information is too easy to search or generate with a program and to use to break into a system with your username.
  - Never choose a simple password. Replace your password with some string of uppercase and lowercase letters and numbers.
  - Never write your password alongside your username. The first letters of a five or six-word phrase that you can remember with a digit thrown in make a good and memorable password. For instance, "To be or not to be" might be used to remember "Tb0nTb" where zero is used for "or."
  - Never leave an unsecured station unattended.
  - Never attempt to discover the identities, passwords and encryption keys of others.
  - Never intercept or alter network packets.
- **Respect the equipment.**
  - Keep trash, smoking, eating or drinking away from hardware.
  - Never damage equipment through acts of vandalism, spite, anger, negligence or overuse.
- **Respect the law.**
  - Never use systems for any purpose that violates federal or state laws.
  - Never use systems for commercial purposes without explicit authorization.

- **Use and maintain you University electronic mailbox.**

The University provides each student and each member of the faculty and the staff with an electronic mailbox (@sxu.edu for staff and faculty; @mymail.sxu.edu for students) that is used as an official means of communication by and with the University. Members of the University community are responsible for the information that is sent to their University electronic mailbox and are expected to:

- Maintain their mailbox so there is sufficient space for the receipt of University announcements.
- Examine frequently the messages in their mailbox for University announcements and requests for information.
- Respond in a timely fashion to requests for information.

Members of the community should also recognize that these announcements will often point to [University Web pages](#) for additional information and instructions. The University regularly distributes announcements through the [SXU News](#) and the [University Portal](#).

Members of the community who send messages to large groups of recipients should limit their messages to short announcements that point to Web pages with further information and instructions. This will conserve resources by not sending and storing multiple large documents and by providing a lasting copy for those who lost or did not initially get the information and instructions. All members of the community should post their announcements to SXU News.

The University recognizes that members of its community can and may wish to forward messages from their

University mailbox to another more convenient, personal mailbox. Nevertheless, it is the responsibility of the student or the member of the faculty or staff to assure that official messages are received by and examined in that external mailbox.

The University recognizes that individuals should be allowed to access, present and communicate information representing a variety of views on current and historical issues for the interest, information and enlightenment of the University community and within the concept of academic freedom. Nevertheless, because anything published through electronic resources of the University may appear to represent the views of the University and not just an individual author, it is important to explicitly recognize where the views are the individual's and not the University's. When presenting a product of the University, such as institutional Web pages and email messages, the appropriate and established language and style should be identified and used.

## For Your own Protection

For your own protection, you should recognize that:

- The security of your information, while seriously attempted, cannot be guaranteed.
- The University is the owner of these systems and, therefore, of the information stored there.
- The University could, if required to substantiate instances of interference, duplicate and examine information stored on these systems.
- The nature of email, unlike other conversational media, is to record all interactions. If you don't want personal, or otherwise compromising, information found on a system, inadvertently or intentionally, don't leave it there.
- Do not send passwords with usernames or confidential and otherwise sensitive information in email messages. Use the message to point to a secure web page where the information can be released only to the authenticated recipient. Email is, by nature, insecure.
- Do not open attachments in messages from senders you do not know.
- Do not expect that the sender in a message or a reply is actually the authentic sender of the message. E-mail addresses easily can be co-opted.
- Do not respond to messages that request information you normally would keep confidential, that create an urgent sense of loss, and that request an urgent reply.
- The University cannot protect individuals against the existence or receipt of text or images that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive.
- Those who make information about themselves available on the Internet (through email or some other means) should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.
- While the University provides resources in its buildings and on its campuses, this should not be interpreted as the University sanctioning the materials developed or propagated by the individuals using those resources.
- The inappropriate access to and use of information and communications systems can in many cases result in criminal prosecution and civil litigation.

Should you have any questions or comments about these expectations and policies, please contact the Department of Information Technology.



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# Alcohol Policy

Saint Xavier University students are expected to abide by Illinois State laws concerning the drinking age. When some members and/or guests of a student group, club or organization are under the legal drinking age at an off-campus event, the members of the organization and their guests are responsible for conducting themselves in accordance with University policy and with state laws. Students are responsible for following the Alcohol Risk Management Procedures for the Student-Sponsored Events at which Alcohol is Served policy.

With the exception of Gilhooley's Grande Saloon or University sponsored events, students and/or their guests may not possess, sell or consume alcoholic beverages on University property. Students may not purchase alcoholic beverages with University-approved student fees or with any other student funds that are collected and administered by a student organization or club. Violation of this policy may result in disciplinary action.

On rare occasions, students and their guests who are 21 years of age or older may apply for permission to possess or consume alcoholic beverages at an approved University function. Those who wish to obtain such permission must consult with the Office of the Dean of Students no later than two weeks prior to the date of the event. Permission will be granted only when a series of stringent precautionary and control measures have been arranged so that those attendees who are under 21 years of age will not be served alcoholic beverages. At no time may students and/or their guests sell or effect the commercial delivery of alcoholic beverages on University property.

Saint Xavier University assumes no responsibility for any liability incurred as the result of a department's, club's or organization's violation of these rules or of any state or city law governing the use and consumption of alcoholic beverages.



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## Assistance Animals Policy

Saint Xavier University is committed to providing reasonable accommodations to its policies, practices, or procedures as required by law to afford people with disabilities an equal opportunity to access programs, services and activities.

### Assistance Animals

Assistance animal is a broad term to include animals classified as service animals by the Americans with Disabilities Act (ADA) and emotional support animals as defined by the Fair Housing Act (FHA).

Pets are not considered assistance animals.

### Service Animals

The ADA, as amended, defines a service animal as "dogs that are individually trained to do work or perform tasks for people with disabilities. . . . Service animals are working animals, not pets. The work or task a dog [and in some cases a miniature horse] has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA."\*

Service animals are allowed to accompany a person with a disability in all places that students and members of the public are permitted to go, except where animals are specifically prohibited due to a safety or health hazard.

In order for an individual to qualify for having a service animal on campus: 1) the student must have a qualifying disability as defined by the ADA and 2) the accompanying animal must be trained to do tasks or work for the qualifying student.

Saint Xavier staff and faculty may not ask about the nature or extent of the person's disability nor request documentation (such as proof that the animal has been trained or licensed). However, when it is not readily apparent that a dog is a service animal, the following two inquiries are allowed: 1) Is the dog required because of a disability? 2) What work or task has the dog been trained to perform?

While not a requirement to bring a service animal on campus, Saint Xavier University recommends students contact Disability Services prior to attending classes to ensure smooth access and rectify any potential conflicts (e.g., instructor allergies or science lab hazards) before a semester begins.

### Emotional Support Animals

In certain circumstances, per the Fair Housing Act, Saint Xavier University provides reasonable accommodations for a student with a disability to have an emotional support animal in University Housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy University Housing because the animal ameliorates one or more identified symptoms or effects of the student's disability. There must exist a documented link between the animal and a disability.

Emotional support animals are approved only for University Housing.

### Approval Process for a Service or Emotional Support Animal in Housing

1. Students who seek to have a service or support animal in housing must notify the Office of Residence Life as soon as possible, ideally at least 45 days before move-in.
2. The student must submit the appropriate housing accommodation form to Residence Life.

3. The student must fully complete an assistance animal agreement and comply with its rules.
4. Approval is granted by the Office of the Dean of Students.
5. Animals may **not** move into housing before formal approval is granted. Moving an animal in prior to approval will be considered a violation of the Student Code of Conduct and the student may face disciplinary action.

## Care and Control

The student with the assistance animal, i.e., the person with a disability accompanied by the animal, is responsible for the cost, care and supervision of the animal. The student is responsible to comply with the same University rules regarding safety, noise, disruption, and cleanliness as other students. If the animal's behavior is disruptive, aggressive or destructive, or if the student does not clean up after the animal or provide a clean living environment for the animal, the student will be held responsible and may be asked to remove the animal from campus.

General guidelines for animals include:

- Animals must be in good health. Animals must be properly vaccinated and/or licensed as required by Cook County and/or the City of Chicago.
- Animals must be on a leash or in an appropriate cage at all times when the animal is not in the student's room or apartment.
- Animals must be controlled by the student or handler at all times.
- Dogs and other animals not in a cage must be housebroken.
- For animals in cages, cages must be cleaned once a week.
- Dog waste needs to be cleaned up immediately.
- Animal waste, cat litter, and small animal bedding may only be disposed of outdoors in appropriate receptacles.
- Dogs are not to be left alone more than 8 hours. Other animals are not to be left unattended for more than 24 hours.
- Saint Xavier University will not charge any deposits or fees for assistance animals. However, a person with a disability may be charged for any damage caused by an assistance animal, to the same extent that the University would normally charge a student for damage incurred.
- Animals that pose a threat of harm to humans will not be approved.

## Allergies and other conflicts

In the case of allergies with roommates, faculty, staff or other students, or other conflicts that might arise such as fear of the animal, the final determination will be made on a case-by-case basis with a full attempt made to accommodate the needs of all individuals involved.

## Appeal

If a requested accommodation is not approved, or a student is required to remove the assistance animal due to a violation of the Assistance Animal Agreement, the student may contact the Dean of Students to seek informal resolution to the complaint. If the informal process is unsuccessful, a formal grievance may be initiated. All formal grievances should be submitted to the Office of Student Affairs, L-208 in the Warde Academic Center, or [studentaffairs@sxu.edu](mailto:studentaffairs@sxu.edu).

\*[http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)

*Approved: May 2016*





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## Athletic Policies

The Athletic Code of Conduct as described in the Athletic Department [Student-Athlete Handbook](#) is in effect for all athletes and their guests and visitors. All athletes are responsible for knowing this Athletic Code of Conduct and are not to violate it in any way.

Saint Xavier University athletes may have their athletic aid contracts terminated immediately if they do not adhere to a specific code of conduct and behavior. This code of conduct requires that the athlete remain in good standing with the University, the Office of the Dean of Students, Residence Life and the Athletic Department. Saint Xavier University athletes must abide by the policies of their coaches and the Athletic Department. Athletes are also bound by the discretion and policies of all Saint Xavier University administrative units.



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## Campus Lake

Lake Marion on the Saint Xavier campus serves as an attractive focal point and as an oasis in a heavily populated area. Swimming, boating, ice skating, fishing or entering Lake Marion at any time is strictly prohibited.

Please cooperate in keeping the campus beautiful by not littering. Help us keep Lake Marion clean and the entire campus a pleasant place to be.



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## Cougar Card/Identification Card

A University issued identification card (Cougar Card) is required for all students taking credit courses. Cougar Cards are issued in the Office for Student Affairs, L-208. The Cougar Card is an official University identification card and should be carried at all times. Students are required to present this card to any official or authorized representative of the University on request. Failure to do so may result in disciplinary action. The Cougar Card is non-transferable. In addition, the possession, production or distribution of any false or altered ID cards will result in disciplinary action. Report a lost or stolen card on line at [Cougar Card GET Funds](#) or stop in the [Office for Student Affairs](#) during regular business hours. The replacement fee is \$10.

Cougar Cards are used to gain entry to campus events, make purchases on or around campus, gain appropriate access to buildings and technology labs, borrow materials or check them out online at the University Library, use of Shannon Center, copiers and laundry machines.

Hats or other head coverings, except those for religious purposes, may not be worn in the Cougar Card photo. Found cards may be turned-in to the Office for Student Affairs, L-208.



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# Counseling and Treatment for Drug and Alcohol Problems

Drugs and alcohol are dangerous substances that can lead to serious physical problems with all major organs. Even a single abuse of these substances can endanger lives and cause irreparable harm to self and others.

Students who may have been, or are, using drugs and desire counseling may request counseling on campus or a referral to outside agencies. If a student enters into a counseling relationship, it will be regarded as privileged information and be treated in a confidential manner.

A list of drug and alcohol counseling treatment options is available to students through the SXU Counseling Center, or by calling the Illinois Department of Alcoholism and Substance Abuse at 312-917-3840.

The above information is provided in cooperation with the United States Government's Drug Free Schools and Workplace Act (1989).

Members of the Saint Xavier University community are strongly encouraged to report all suspected illegal drug activity on or around the University's property to the Campus Police or the Chicago Police Department immediately. Suspected drug activity can also be reported anonymously to the Cook County State's Attorney's Narcotics Nuisance Abatement Hotline at 773-869-DOPE.



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## Demonstration Policy

The Philosophy Statement of Saint Xavier University states that "the University membership encourages a full search for truth "while respecting freedom of personal expression." The University community also recognizes that the search for truth, the debate of ideas and the process of thinking critically might, at times, lead individuals or groups to wish to express their views through dissent or forms of public demonstration. As an academic institution committed to the free expression of ideas, Saint Xavier University supports the freedom of individuals and groups to engage in public demonstration as a form of discourse.

At the same time, the University must balance this freedom of expression with the mission of the institution and the rights of its members to pursue their academic and vocational objectives without unreasonable obstruction or hindrance. The University expects that those who enjoy freedom of expression must also accept responsibility for order and discipline by demonstrating in a peaceful and non-disruptive manner.

Rooted in the University's core value of respect, permissible demonstrations do not include unlawful activity, activity that threatens or endangers the safety of any person or persons, the destruction of property, or obstruction of the normal operations of the University. In addition, expression that is indecent, obscene, graphically violent or grossly offensive on matters such as race, age, ethnicity, religion, gender, sexual orientation, disability or any other characteristic protected by applicable law is inconsistent with the accepted norms of conduct at the University and will not be tolerated.

The use of the University forum does not apply acceptance or endorsement by the University of the views expressed.

### Guidelines for Demonstrations

Students planning a demonstration should complete a Demonstration Registration form (available in the Office of the Dean of Students) and arrange for a meeting with the dean of students to discuss the arrangements for the event. Students are expected to abide by the agreed upon arrangements during the course of the demonstration.

Participants are not permitted to:

- physically or psychologically hinder access to, use of, or egress from University facilities
- assemble or congregate in any manner that disrupts the University's normal functions
- create a volume of noise that prevents members of the University community from carrying on its normal activities
- use obscene or graphically violent images or language
- employ force or violence, or constitute an immediate threat of force or violence against persons or property
- fail to observe established closing hours of buildings
- possess or use firearms, ammunition, fireworks, explosives, dangerous chemicals or weapons of any kind
- post or distribute flyers in classrooms

### Procedures for Handling Disruptive Demonstrations

The dean of students, or other University person in authority, will determine the point at which the normal operations of the University are disrupted, or that the demonstration has passed proper bounds. The dean, or person in authority, will then require that the demonstration be modified on stated conditions or immediately terminated. Failure to observe such a



declaration may subject any student to full disciplinary action, which may include suspension or expulsion from the University pending a judicial hearing at a later date.

The University reserves the right to ask for the assistance of Campus Police and/or local law enforcement. Any student participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted and may be suspended pending action consistent with the University judicial system.

Saint Xavier University is private property; therefore, any person not officially associated with the University who is participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted for criminal trespass.



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# Drug Policy

Members of the University community are subject to federal, state and local laws. Illinois law prohibits the possession or use of marijuana, narcotics and hallucinogenic drugs, either in the refined or crude form, except under the direction of a licensed physician or dentist. The possession, use, intention to distribute, sale or distribution of illegal drugs, controlled substances, narcotics, drug paraphernalia, or any hallucinogen without a medical prescription or appropriate authority are prohibited. Violations of these regulations may result in disciplinary action, ranging from a written statement of an official warning up to legal civil actions and expulsion from the University. Individuals convicted of unlawfully possessing or distributing illicit drugs and alcohol may face misdemeanor or felony charges, which are punishable by sanctions up to and including imprisonment.



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## Email and Electronic Communications to Students

Students are required to have and use a University email account. All formal business with students is to be conducted only through their University email account. Students are responsible for reading their University email and for the content within it. This includes, but is not limited to, financial matters, classes and course scheduling, communication from instructors, and the student conduct system.



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# Emergency Procedures 773-298-3911 or 911

The following procedures are designed to ensure prompt and consistent response to all medical emergencies and minor injuries:

- In the event of a serious illness or injury, call **911** to secure an ambulance; proceed to notify Public Safety through extension **773-298-3911 or 3911** from a campus phone. Remain at the scene.
- In cases of minor illness or injury, call Saint Xavier University Office of Public Safety, emergency extension **773-298-3911**. Give the nature of the injury and the location.
- Remain at the scene until appropriate personnel arrive.
- In the event of a minor injury, the Public Safety officers shall advise the injured party of the closest medical treatment facility.
- An incident report shall be completed by Public Safety.

If there is any question as to the seriousness of the injury or illness, **911** should be called immediately, followed by Public Safety at **773-298-3911**.

## Persons with Disabilities

In the event of an evacuation, Public Safety will consult the list of locations of people with disabilities who may require special assistance, which is provided every semester by the Learning Center and Disability Services.

Faculty and staff members are requested to assist individuals with disabilities to the extent possible. If it is not possible to safely evacuate a person with a disability using the ground level exit or stairwell, immediately call **773-298-3911**. If a disabled individual on the second or third floors is physically unable to use the stairs to exit the building, he or she should be assisted to the nearest smoke-free stairwell, enter the landing and wait inside on the stairwell landing with the door closed.

If danger is imminent, or if ground level stairway or stairwell evacuations are not practical, the person with the disability should remain in a smoke-free room with exterior windows, a telephone, and a solid or fire resistant door. A piece of clothing should be hung out of the window to alert fire department personnel to the person's location.



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## Fire Alarm Procedures/Regulations

Fire alarm procedures and regulations are posted in each room. Using the nearest exit, all persons must evacuate the building immediately upon hearing the fire alarm. You may be directed by authorized personnel to proceed to a safe designated area away from the building. You will be authorized to re-enter the building once the all-clear has been issued.

Any person caught pulling false alarms or tampering with fire-control devices will face severe disciplinary consequences and legal prosecution; tampering with fire safety equipment is a felony. All fire regulations are to be strictly observed.



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# Immunization Policy

## Purpose

The College Student Immunization Act (110 ILCS 20) requires Illinois colleges and universities to provide proof that their students have been immunized against the spread of vaccine-preventable diseases around campus and to the surrounding community. (See, 77 Ill. Admin Code 694). Saint Xavier University is committed to ongoing compliance with this law. As a result, **it is the responsibility of all students who desire to attend the University, and to whom the law pertains, are to abide by the immunization requirements identified below prior to registration and enrollment.**

## Requirements for Domestic Students

Undergraduate and graduate students who are enrolled, or who are scheduled to enroll, in **more than six credit hours per semester** must show compliance with both of the following:

1. Proof of two MMR (measles, mumps, rubella) vaccines on or after the age of 12 months, which were administered at least 28 days apart

*OR*

Proof of two measles vaccinations, one mumps vaccination and one rubella vaccination (if measles, mumps and rubella vaccinations were not given as part of a combined MMR vaccine), *and*

2. Proof of Tetanus (Td or Tdap) vaccine administered within the last 10 years.

**In order for a student to be considered in compliance, proof of these vaccinations must be clearly documented on a Certificate of Immunity form and be on file at the SXU Health Center prior to the student's ability to attend classes.**

## Requirements for International Students

International students who are enrolled, or who are scheduled to enroll, must show proof of compliance with the following requirements required vaccines and tuberculosis screening within 10 days of arrival on campus. These requirements are:

1. Proof of two MMR (measles, mumps, rubella) vaccines on or after the age of 12 months, which were administered at least 28 days apart,

*OR*

Proof of two measles vaccinations, one mumps vaccination and one rubella vaccination (if measles, mumps and rubella vaccination was not given as part of a combined MMR vaccine), as well as proof of a tuberculosis screening; *and*

2. Proof of any combination of THREE OR MORE doses of Diphtheria, Tetanus and Pertussis (DTP or DTaP); pediatric Diphtheria and Tetanus (DT); or adult Tetanus, Diphtheria and/or Pertussis vaccine (Td or Tdap). The most recent dose must have been received within the last 10 years.

Note: Tuberculosis screening must be completed at the SXU Health Center within 10 days of a student's arrival on campus. If the SXU Health Center clinical staff determines that the student is at high-risk for the contraction of tuberculosis, the student will need to undergo appropriate testing for tuberculosis exposure and disease. This may include, but is not limited

to, tuberculosis skin testing, interferon-gamma release assay laboratory testing and a chest x-ray. In addition, until and unless the student is determined to be non-infectious, he/she will be restricted from attending classes and campus activities.

**In order for a student to be considered in compliance, proof of these vaccinations need to be clearly documented on a Certificate of Immunity form and be on file at the SXU Health Center prior to the student's ability to attend classes.**

## Statutorily Authorized Exceptions

Illinois law has permitted the following exceptions:

1. **Students born before January 1, 1957**, have a presumed immunity to measles, mumps, and rubella and therefore do not need to provide proof of these vaccinations. **However, these students are still required to show proof of a Tetanus (Td or Tdap) vaccine in the last 10 years.**
2. **Students taking six or less credit hours per semester and/or students not attending any classes on campus (i.e. all internet-based classes)** do NOT need to provide proof of immunity. However, if at any time a student registers for more than 6 credit hours in one semester and/or begins attending class on campus, they will need to show proof of immunity.
3. Students may request a medical or **religious exemption** to vaccine requirements. These students will be excluded from campus and class during any outbreak of measles, mumps, rubella, tetanus or diphtheria due to potential health risks. Contact the SXU Health Center for more information what is required for such exemption.

## Consequences of Noncompliance

Failure to comply with immunization and TB screening requirements will prevent students from attending, adding or dropping classes during the current semester, and/or registering for classes during subsequent semesters. Once a valid Certificate of Immunity is reviewed and approved by clinical staff at the SXU Health Center, the block on registration and/or attendance will be lifted from your account.



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## Lactation Policy

Student Affairs provides a designated lactation room in the Warde Academic Center. For more information or to reserve the space, contact Student Affairs at room L-208, 773-298-3121 or [studentaffairs@sxu.edu](mailto:studentaffairs@sxu.edu).



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## Medical Transport

Students may request transportation vouchers for an urgent medical appointment or other urgent medical needs from the McNamara Cab Company located in Oak Lawn. Vouchers must be pre-approved by the Office for Student Affairs or by an appropriate staff member from the Health Center, Residence Life, Counseling Center or Public Safety. If approved, the vouchers will be given to the cab driver upon pick-up, and the costs will be assumed by the Office for Student Affairs.

For non-emergency transport, a cab voucher may be requested through the Office for Student Affairs and billed to the student's account.



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# Mental Health Emergency Contact Policy

In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (HB3599), students are to be provided with the opportunity to designate an adult to be contacted if it is determined that a student is experiencing a mental health emergency. The mental health emergency contact will be used when an SXU mental health professional determines the student poses a clear, imminent risk of serious injury or death to self or others. Contact information will be registered confidentially and only accessed by authorized campus officials.

Please log into [Self-Service](#) and fill out the emergency contact information, checking mental health emergency contact. The missing person contact and mental health emergency contact do NOT have to be the same individual. Contact information can be updated at any time through [Self-Service](#). Students are not required to designate a mental health emergency contact.



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## Missing Student Policy

In accordance with HEA Title IV, Section 485(j), students have the option to identify an individual to be contacted by Saint Xavier University if it is determined that student is missing. Please log into [Self-Service](#) and fill out the emergency contact information. This contact can be updated at any time through [Self-Service](#).

Contact information will be registered confidentially and only accessed by authorized campus officials.

If a student who resides in an on-campus student housing facility is determined to be missing, the University will:

- notify the student's contact person, if the student has designated such a person through [Self-Service](#);
- notify the parent/guardian if the student is under the age of 18;
- inform local law enforcement that the student is missing, unless the law enforcement agency was the entity that made the determination that a student is missing.



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## Mobile Phones and Technology

Mobile phones and other devices are required to be silenced in classes and in the library. Use of technology in the classroom is at the discretion of the instructor.



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## Records Retention

Non-academic records maintained by the Office of the Dean of Students, including conduct records, will be purged after five years.



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## Sales, Advertisements and Solicitation

The sale or solicitation of merchandise or services of any kind on the Saint Xavier University grounds, or within the buildings of this institution, is prohibited at all times, except through authorized channels. This includes making personal contacts, distributing literature in University buildings, and posting advertising materials on bulletin boards and in prominent locations. This applies to faculty, staff members and students acting for themselves or on behalf of any department or organization, as well as outside sales people or solicitors.

Arrangement for sales or solicitation through regular channels must be made with the Office for Business and Finance or the dean of students (if a student group is petitioning). Where such authorization is granted, the general policy is to require the payment of some amount to the University for the privileges accorded.

Any sale or solicitation in progress that is suspected to be unauthorized should be referred to the above offices and, if necessary, reported directly to the Office of Public Safety. Buildings and Grounds personnel will remove signs that may constitute a safety hazard or cause property damage. Individuals are responsible for any property damage resulting from the posting of signs. They also are required to remove all signs posted by the individual(s), or in their behalf, when they become outdated.



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## Sexual Violence Policy

Saint Xavier University is committed to a community that respects the dignity and worth of each person. In accordance with the University's Catholic, Mercy values and its role as an educational institution, Saint Xavier is committed to eliminating sexual violence in all its forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Saint Xavier University provides reporting options, an investigative and disciplinary process, and resources for support.

The University, in consultation with the complainant, will pursue strong disciplinary action against students found to be in violation of University policy as outlined in the Student Handbook. Non-student members of the Saint Xavier community who have engaged in behavior that violates the sexual violence policy are subject to discipline under the University policies and procedures that apply to them. Acts of sexual violence may also constitute violations of criminal or civil law.

Saint Xavier University has designated Dr. Anthony Campbell, interim vice president for Student Affairs, as the Title IX coordinator, responsible for oversight of complaints of sexual violence. Room L-208, 773-298-3121, [campbell@sxu.edu](mailto:campbell@sxu.edu).

### Procedures for Reporting and Responding to Sexual Violence

Saint Xavier encourages the reporting of all incidents of sexual violence. Reports can be made at any time, but complainants are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding. Complainants of sexual violence may contact appropriate University personnel for assistance or to report incidents. These include:

**Public Safety:** Campus Services Center or Rubloff Hall (after hours), 773-298-3911 (24 hours)

**Dean of Students:** Dr. Anthony Campbell, Room L-208, 773-298-3121, [campbell@sxu.edu](mailto:campbell@sxu.edu)

**Residence Life:** Rubloff Hall, 773-298-3977 or any member of the staff

**Counseling Center:** Modular Unit west of Pacelli Hall, 773-298-3131

**Health Center:** Modular Unit north of Regina Hall, 773-298-3712

**Please note that the Counseling Center and the Health Center are designated as confidential reporting personnel. They are not required to inform other personnel at the University of a sexual violence report, unless there is deemed an imminent threat of harm to self or others.**

Students may also submit written reports of sexual violence incidents through the [Student Affairs Incident Report](#). (Please note that written reports may not be read until the next business day).

After reporting, the staff member will advise the student of her/his rights and options as a complainant, These include:

- Where and how to obtain medical assistance;
- Where and how to report incidents of sexual violence to SXU Public Safety, Chicago Police Department or other appropriate law enforcement agency;
- Resources for on and off-campus counseling and other support services;
- The right to file criminal charges;
- The right to a prompt and fair response from University officials;
- The right to pursue and participate in a formal disciplinary process at the University;



- That, at a sexual violence complainant's request, the University may take action to prevent unwanted contact with the alleged assailant, including but not limited to transfer of the complainant and/or the respondent to alternative classes or to alternative University-owned housing, if such alternatives are available and feasible.

The University reserves the discretion to place a student or staff member on administrative leave or take other temporary measures in order to investigate complaints of sexual violence in an appropriate and timely manner.

## Definition Related to Sexual Violence

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**Battery.** A person commits battery if he or she intentionally or knowingly, without legal justification and by any means, causes bodily harm to an individual; or makes physical contact of an insulting or provoking nature.

**Sexual Conduct.** Any intentional or knowing touching or fondling of the victim by the accused, either directly or through clothing, of the sex organs, anus or breast.

**Criminal Sexual Abuse.** An individual commits the crime of criminal sexual abuse if he or she commits an act of sexual conduct by the use of force or threat of force; or commits an act of sexual conduct and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.

**Aggravated Criminal Sexual Abuse.** An individual commits the crime of aggravated criminal sexual abuse if he or she commits criminal sexual abuse and any of the following aggravating circumstances existed during the commission of the offense:

- the accused displayed, threatened to use or used a dangerous weapon or any object fashioned or utilized in such a manner as to lead the victim under the circumstances to reasonably believe it to be a dangerous weapon; or
- the accused caused bodily harm to the victim; or
- the victim was a physically handicapped person; or
- the accused acted in such a manner as to threaten or endanger the life of the victim or another person; or
- the accused delivered (by injection, inhalation, ingestion, transfer of possession or any other means) to the victim without his or her consent, or by threat or deception, any controlled substance.

**Criminal Sexual Assault.** An individual commits criminal sexual assault if he or she:

- commits an act of sexual penetration by the use of force or threat of force; or
- commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.

**Aggravated Criminal Sexual Assault.** An individual commits aggravated criminal sexual assault if he or she commits criminal sexual assault and any of the following aggravating circumstances existed during the commission of the offense:

- the accused displayed, threatened to use, or used a dangerous weapon, other than a firearm, or any object fashioned or utilized in such a manner as to lead the victim under the circumstances to reasonably believe it to be a dangerous weapon; or
- the accused caused bodily harm to the victim; or
- the accused acted in such a manner as to threaten or endanger the life of the victim or any other person; or
- the victim was a physically handicapped person; or
- the accused delivered (by injection, inhalation, ingestion, transfer of possession or any other means) to the victim without his or her consent, or by threat or deception, any controlled substance.

**Consent.** Consent is informed, freely given and mutually understood. If coercion, intimidation, threats and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent and past consent of sexual activities does not imply ongoing future consent.

## Retaliation

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Retaliation against anyone who makes or corroborates a complaint of sexual violence is *strictly prohibited*. Actions by a student intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

## False reports

Saint Xavier University takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during an investigation of such a complaint or report may be subject to discipline. Complaints of conduct that are not found to violate policy are not assumed to be false.

## Written Report to the University

If an individual student decides to file a formal charge, an **incident report** should be completed online. The University will pursue strong disciplinary action against students found in violation of the sexual violence policy, up to suspension or expulsion from the University.

## Investigation

The University will investigate the complaint in accordance with applicable federal and state laws and regulations including those relating to privacy. Investigation of a complaint will include interviews, documentation, and other appropriate means. Even if the complainant does not wish to pursue a formal conduct charge, the University may still have the obligation to conduct an investigation and/or hold a conduct hearing for the student alleged to have violated this policy. The complainant may choose the manner and to what extent he or she will participate in the investigation and/or conduct hearing.

## Legal Recourse

A victim of sexual violence has legal recourse outside the University. Certain sexual conduct has serious legal consequences. If civil or criminal suit is filed, the University reserves the right to conduct its own investigation and proceedings regardless of the status or resolution of any civil or criminal litigation.

## Medical Attention

It is important to receive medical attention, whether or not you plan to report the crime to police or file a campus complaint. All services for sexual assault victims are provided free of cost at emergency rooms in the State of Illinois. These services include options for an examination, collection of evidence, test for STDs and needed medical care. Any and all of these services may be accepted or refused by the victim. Christ Hospital and Little Company of Mary Hospital are both close to campus. The contact information and locations are listed below.

A victim may choose to have a medical examination at the Saint Xavier University Health Center if a police report is not filed. This exam would not collect evidence, but would examine the victim for any health risks or injuries that may have been encountered during the sexual assault.

The following off-campus victim support services are available to assist the victim:

<b>Advocate Christ Medical Center</b> 4500 W. 95th Street Oak Lawn, IL 708-684-8000	<b>Little Company of Mary</b> 2800 W. 95th Street Evergreen Park, IL 708-422-6200
<b>Rape Victim Advocates</b> 228 S. Wabash, Suite 240 Chicago, IL 312-663-6303	<b>Pillars Community Service</b> 333 North LaGrange Rd., Suite One LaGrange Park, IL 708-698-5500 24 Hour Hotline: 708-482-9600

**National Sexual Assault Hotline** 1-800-656-HOPE

Saint Xavier University reserves the right to amend this policy and its procedures.



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# Sexual Harassment Policy

## Purpose

The purpose of this policy statement is to reaffirm the University's commitment to provide a positive and harassment-free environment for study and work, and to specify the procedures for appropriate action when allegations of sexual harassment are made.

## Policy

Saint Xavier University is dedicated to the pursuit of academic excellence in a context of respect, caring and justice. It is the policy of Saint Xavier University that all employees and students shall be able to work and learn in an environment free from sexual harassment. The University does not condone, nor will it tolerate, sexual harassment under any circumstances by any student, employee, vendor or contractor.

## Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature when any of the following criteria are met:

- submission to or rejection of such conduct is made, explicitly or implicitly, a term or condition of status in a course, program, activity, academic evaluation or admission decision; or
- submission to or rejection of such conduct is made, explicitly or implicitly, a term or condition of a person's employment, or is used as a basis for any employment decision affecting an individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance by creating an intimidating, hostile or offensive environment.

Sexual harassment, as defined above, may include, but is not limited to:

- suggesting or demanding sexual involvement of another person.
- unwelcome touching.
- displaying sexually explicit objects, photographs or drawings (except when warranted for legitimate academic purposes).
- making graphic or suggestive comments, propositions, sexual gestures, obscene jokes or demeaning sexual innuendos.

It is not harassment of any sort for those in positions of authority to enforce job performance, standards of conduct and educational requirements in a fair and consistent manner.

## Administrative Procedures

Saint Xavier University has designated Dr. Anthony Campbell, interim vice president for student affairs and dean of students, as the Title IX coordinator, responsible for oversight of complaints of sexual harassment and violence. Room L-208, 773-298-3121, [campbell@sxu.edu](mailto:campbell@sxu.edu).

A student who believes he or she has been subjected to sexual harassment and wishing to make a complaint (complainant) should contact the Title IX coordinator as soon as possible after the incident or act that gave rise to the complaint. The complainant should describe the act(s) to be investigated (e.g., behavior, location, names, dates, times, circumstances, witnesses or other evidence). The complainant may also choose to submit a written **incident report** online.

Anyone in a supervisory capacity who has reason to believe sexual harassment may be occurring is required to report the conduct to one of the individuals named above; failure to report may subject the supervisor to discipline.

When prompted by a complaint, Title IX coordinator or his/her designee shall:

- promptly and impartially investigate the complaint by reasonable means, including but not limited to, a conference with the complainant to discuss the complaint and, when appropriate, to explore options to resolve the matter.
- take corrective action, if warranted.
- inform the complainant and the respondent(s) of actions taken.

The complainant and/or the respondent may use existing grievance procedures to contest actions taken as a result of the complaint.

Confidentiality of the complainant and the respondent will be respected to the extent possible consistent with the University's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action.

A substantiated charge of sexual harassment against a student will subject the respondent to disciplinary action, as outlined in the Student Code of Conduct, the Staff Handbook, and the Faculty Handbook.

## Retaliation

Retaliation against anyone who makes or corroborates a complaint of harassment is strictly prohibited. Actions by a student intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action. Reporting sexual harassment or participating in an investigation will not reflect adversely upon an individual's employment or academic status.

## False statements

Saint Xavier University takes allegations of sexual harassment very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual harassment or during an investigation of such a complaint or report may be subject to discipline. Complaints of conduct that are not found to violate policy are not assumed to be false.

## Withdrawn Complaint

If a complainant no longer desires to pursue a complaint through Saint Xavier University's proceeding, the University reserves the right to investigate and resolve the complaint as it deems appropriate.

These procedures apply to internal complaints of sexual harassment. Different procedures may apply if an external administrative charge or civil lawsuit is filed.

Saint Xavier University reserves the right to amend this policy and its procedures.



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# Sex Offenders

In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within three days of attendance or employment at a college by reporting in person to the SXU Department of Public Safety.

Registered sex offenders may not live in University housing.

In compliance with the Campus Sex Crimes Prevention Act of 2000, information on registered sex offenders is available upon request through the Department of Public Safety at 773-298-3541 or by visiting the [Illinois Sex Offender Information website](#).

The Family Educational Rights and Privacy Act (FERPA) of 1974 does not prevent disclosure of sex offender information to campus communities.



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## Smoking Policy

Saint Xavier University establishes the following for all facilities and vehicles in which University functions or services are carried out or offered, regardless of location. This includes all on-campus and off-campus facilities, whether owned or leased by the University. All University workspace and classroom areas under the University's control will be smoking-restricted, even if the building owners or lessors do not prohibit smoking.

As used herein, *smoking* means the carrying or holding of a lighted cigarette, cigar, pipe or any other lighted smoking equipment or the inhalation/exhalation of smoke from any lighted smoking instrument.

- Smoking is prohibited in all buildings containing classrooms, study areas, offices and other indoor work areas.
- Smoking is prohibited in all areas where any food products are prepared, sold and/or consumed.
- Smoking is prohibited in all University vehicles, including maintenance vehicles, automobiles, security vehicles and public carriers.
- Smoking is prohibited in all housing areas.
- Smoking is not permitted in any spectator or practice areas, including all athletic facilities (both indoors and outdoors). Smoking is permitted in outdoor spectator or practice facilities when events/practices are not scheduled. During an event, smoking is permitted in designated areas within the confines of the outdoor venue, but out of the spectator area.
- Smoking will be permitted outside of University buildings, in designated areas that are at least 25 feet away from University buildings. Receptacles will be placed at those areas.

Designated smoking areas are as follows:

- Old Gym entrance of the Warde Academic Center
- Andrew Conference Center entrance
- Outdoor Sports Center side entrance near restrooms
- Shannon Center north and south entrances
- Graham School of Management south parking entrance
- McCarthy Hall entrance
- Morris Hall entrance
- Radio Station non-handicapped entrance
- Pacelli Hall entrance/patio
- Regina Hall entrance/patio

Designated smoke-free zones are as follows:

- Main entrance of the Warde Academic Center
- McGuire entrance of the Warde Academic Center



- O'MalleyQuad
- Mary's Circle and the West Quad
- Alumni Inn (except in designated guest rooms)
- North handicapped entrance/G-Wing of the Warde Academic Center
- East entrance A-Wing of the Warde Academic Center
- School of Nursing entrance E-Wing of Warde Academic Center
- Loading dock N-Wing of the Warde Academic Center
- S-Wing breezeway entrance (nearest dock area) of the Warde Academic Center
- Radio Station handicapped entrance
- Science Wing Center entrance Warde Academic Center
- Outdoor Sports Center front entrance
- Graham School of Management front entrance
- Graham School of Management handicapped entrance
- All residence halls

Conspicuous signs will be posted in all buildings, vehicles and areas where smoking is prohibited.

The University may provide assistance through Human Resources to those who need help with smoking cessation.

The University shall prohibit the sale of all tobacco products on campus and shall prohibit the advertising and distribution of all tobacco products on campus.

The University shall deny the use of the school logo on smoking paraphernalia, such as cigarette lighters and ashtrays.

The University joins with students to create and nourish an atmosphere conducive to good health and well-being.

This policy shall apply equally to visitors, students, faculty and staff.

Enforcement of this smoking policy will be the responsibility of supervisors for faculty and staff compliance. The Office of Residence Life will enforce the policy in residence halls and apartments. Student smoking violations will be reported to Student Affairs. Visitor violations will be referred to the Saint Xavier University Office of Public Safety.

Violation of this policy will result in reasonable sanctions, which should stress education and treatment, but may include disciplinary action. Violators may be subject to civil fines of \$25 for the first violation and not more that \$100 for the second or subsequent violation as provided by City of Chicago Ordinance 7-32, sections 030 to 070.

Questions relative to this policy should by submitted to the director of Human Resources.



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# Student Employment

Students interested in on-campus employment should register at [cougarjobs.com](http://cougarjobs.com). Career Services can assist students with searching and applying for jobs on campus. Preference is given to students who have been awarded Federal Work Study.

All timecards are submitted and approved electronically. Students' paychecks must be direct deposited into an account or applied to their tuition bill.



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# Traffic and Motor Vehicle Regulations

The Saint Xavier University parking and traffic regulations are intended to ensure safe and orderly parking on campus. The purchase of a parking permit is not a guarantee for a parking space on campus. The University reserves the right to amend the regulations as may be deemed necessary. During special events, certain areas may be designated as reserve areas.

## Parking Assignment Regulations

The following is a list of all parking assignment regulations:

- Parking regulations are in effect 24 hours a day throughout the entire calendar year.
- Handicapped parking is available only for use by individuals holding a valid temporary permit or special license plate issued by the Illinois Secretary of State, Department of Drivers Services. Applications and information sheets are available in the Public Safety office. The department can also issue a three-day, temporary permit for on-campus use only.
- Loading dock parking spaces are for service personnel only.
- Visitors' permits may be used only by the designated person and for the time period issued. Visitors' permits may be obtained for guests by contacting Public Safety (CSC-100). Guests staying at residence halls must register their vehicle with the resident hall Public Safety desk officers after their stay has been approved by an RA. All unauthorized vehicles left on campus after 2 a.m. are subject to tow at the owner's expense. Vehicles are prohibited from parking overnight in Lot 2 (Bookstore).
- All vehicles must be parked within designated parking space lines.
- Vehicles shall not be parked as to obstruct building or parking lot entrances, fire hydrants, sidewalks or roadways. Vehicles found in violation are subject to ticketing and may be towed.
- Motor vehicles shall be driven only on established roadways or parking areas.
- No person shall drive any motor vehicle on campus in a reckless, careless or unsafe manner as to endanger pedestrians or the safe operation of other vehicles.
- Vehicular traffic shall move in the indicated one-way direction on all paved areas.
- Every driver of a vehicle shall stop the vehicle at posted stop signs, except when directed by any Public Safety officer to do otherwise.
- The driver of any vehicle shall obey the directions and commands of any uniformed or properly identified member of the Saint Xavier University Office of Public Safety or Chicago Police Department.
- Parking is not permitted on the streets surrounding the Visual Arts Center on Spaulding Avenue. Students parking on these streets while attending class or other University activities can be ticketed and are subject to disciplinary action.

## Parking Violations

A list of of current violations and associated fines is available from the Office of Public Safety.

## Unpaid Citations

The Bursar's Office will place a hold on the records of any student with unpaid parking tickets.

## Past Due

Ticket not paid within the stated time frame are subject to late penalties.

## Payment of Fines

Fines may be paid at the Bursar's Office or by mail addressed to:

Office of Public Safety (CSC-100)  
Saint Xavier University  
3700 West 103rd Street  
Chicago, IL 60655

Fines also may be paid in the Office of Public Safety (CSC-100) Monday through Friday, 8:30 a.m. to 4:30 p.m.

## Vehicle Damage or Theft

Saint Xavier University is not responsible for any vehicle damage or theft while parked on the campus.



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# Student Organizations

There are over 40 student organizations registered by the Office of Student Life. All organizations are assigned a category upon registration: academic/honorary; cultural/ethnic; government/programming; media; service/spiritual; political/social-issue; or hobby/special-interest. A current roster of active organizations and directory contact information for members is available from Student Life. Student Life can also provide information on Student Organization policies and procedures.

All organizations are registered through a process (outlined below), which takes place when the organization is founded. Organizations must update each semester with the Office of Student Life thereafter:

- **Application.** Complete the Student Organization Application Packet, which includes descriptions of the organization; its mission; and directory/contact information for officers, members and advisors. A constitution, which describes the organization's structure and governance, officers, meetings, and other rules and regulations of operation, is required; changes in the constitution must be reported to Student Life.
- **Notification.** After meeting with a Student Life staff member, the organization's main contact person will receive a letter, which describes the organization's status ("fully registered," "emerging," etc.), and/or any further details which should be addressed before the organization begins operating on campus.

Only student organizations that gain full registration through this process are entitled to the following: permission to reserve space and equipment, hold meetings and recruit membership on campus; the use of the University's name in its title, publications or other activities; the ability to request financial support from the Student Activity Fund (SAF); the use of University resources, space (including an official mailbox in the Student Organization Center [SOC]) and supplies; and other privileges as specified by Student Life.



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## Student Leadership Eligibility

The Student Leadership Eligibility policy refers to all officer positions outlined in a student organization’s constitution and all students employed or appointed to a position by a University department or office. All student leaders must be in good academic standing as well as good disciplinary status with the University, maintain a minimum 2.0 cumulative GPA for student organization leadership or a 2.6 cumulative GPA for paid Student Leadership positions, and be enrolled for at least six credit hours each semester during their term. Failure to meet these standards may result in removal of the individual’s leadership role.

The director of Student Life or his or her designee may verify student academic or disciplinary status. The Office of Student Life may conduct periodic review of students in leadership positions. Students who hold a known leadership role who are ineligible will receive written notification from the Office of Student Life. Students who fail to comply with notification to cease their leadership role in the student organization may be subject to discipline under the Code of Student Conduct. Decisions may be appealed at the discretion of the director of Student Life. When the student making the appeal is advised by the director, an alternate representative from Student Affairs shall hear the appeal.



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# Student Organization Manual

All registered Student Clubs or Organizations should obtain a copy of the Student Organization Manual (available in the Office of Student Life, L-103). The manual contains information on the following topics: policies for maintaining Student Organization status, budgets and the Student Activity Fund process, event-planning protocol, and all Student Organization policies and procedures.



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## Council of Student Organizations

Council of Student Organizations meetings are coordinated by the Office of Student Life and are held once per month. The purpose of the meetings is for organizations to learn methods to improve the way their group functions, to share information and ideas about programs or policies that affect student organization life on campus, allow for reports on happenings in each organization, and for organizations to voice questions and concerns (a more specific focus may be determined, if necessary).

Each student organization is required to send one representative to each COSO meeting, and each organization is allowed one vote when voting is necessary. Failure to send a representative may cause the organization to lose its SAF funding privileges and/or its status as an active, registered organization for that semester. Failure to attend more than once COSO meeting per semester will be documented in the student organization's file and may result in the organization's budget being frozen.



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## Student Organization Center (SOC)

The Student Organization Center (SOC) is home to the Student Government Association (SGA) office, the Student Activities Board (SAB) office, supply storage, project workspace and the official campus mailboxes of registered student organizations. It is located in the lower level of the Warde Academic Center (L-109b).

Student organizations may reserve the Student Life conference room for meetings or other functions. Reservations may be made in the Student Life office (L-103) prior to the date of use.



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## Community Service Opportunities

"Service to others" is a unique hallmark of a Saint Xavier education. In recognition of this, and to continue the traditions of service and hospitality of the Sisters of Mercy, all registered student organizations are expected to make community service part of each semester's schedule of programs and activities. Student organization service opportunities will be open to and advertised among the entire student body, and Student Life or Campus Ministry may be consulted to help identify, plan and implement each opportunity.



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## Student Activity Fund (SAF)

Each student at Saint Xavier University pays a Student Activity Fee each semester. These fees contribute to the Student Activity Fund (SAF), which financially supports the campus programs and activities sponsored by various student organizations and the Division of Student Affairs. The purpose of the Student Activity Fund is to provide co-curricular learning opportunities for all students at Saint Xavier University in an active and vibrant campus community. Because all students contribute to the SAF, all events and activities sponsored or made possible by it must be open and available to all students. Student Organizations wishing to apply for funds from the SAF must apply in the regular funding cycle coordinated by the Office of Student Life and the Student Government Association Allocation Committee. Funds for the fall semester are requested near the end of the previous spring semester. Funds for the spring semester are requested near the end of the previous fall semester. Student Life may consider requests for funds outside of the regular funding cycle process. Past allocation decisions do not guarantee future funding allocations.

The Office of Student Life reserves the right to determine appropriate fund utilization. The SGA Allocation Committee will not consider requests for student travel and/or conferences. Requests for travel/conference funds must be made directly to the Office of Student Life. As student activity fees are collected each semester, student organizations are expected to use allocated funds in that semester. Funds may not carry over to the next semester. Student organizations may not keep funds in off-campus bank accounts. All allocated funds and monies obtained through fund-raising are managed at the discretion of the Office of Student Life in the organization's on-campus budget. All purchases, expenditures, purchase orders, check requisitions, and petty cash advances or reimbursements, in any amount, must be approved in advance by Student Life.



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# Student Organization Event Protocol

The following regulations apply to student organization events:

- Events that have not been properly approved by the Office of Student Life are subject cancellation. Event approval requires a two-week advance notice via submission of an Event Permit form and any other request materials.
- At events where non-SXU guests are invited, all guests must be 18 years or older. IDs are to be checked by members of the sponsoring organization. The organization and the host students are responsible for the behaviors of their guests. The organization may request assistance from Public Safety.
- One guest is allowed per SXU student. Students are responsible for the actions of their guests.
- Catering for events must be provided by SXU Dining Services.
- Public Safety may be required to attend events at the discretion of the Office of Student Life. The sponsoring organization will be responsible for the costs incurred in utilizing Public Safety.
- No events may be hosted in University housing facilities, including Residence Hall Lounges, the Res Center or Starbucks without the written permission of the director of Residence Life.



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## Guest Speakers

Speakers and artists are welcomed at Saint Xavier University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. While at times the issues raised may be controversial in nature, the University has continually stressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression.

The University acknowledges its responsibilities to ensure as much as possible the respect for persons invited to campus for the purposes of learning, leisure and/or worship. Groups or persons not invited by the University, but who use the University for various specified purposes agreed upon by means of a contract or lease of University space, should be assured a similar degree of respect.

The following guidelines ensure that proper respect is afforded guests of the University or a sponsoring group within the University:

- Guest speakers from off campus invited by student organizations must be approved by the director of Student Life. An Event Permit/Speaker Clearance form is available in the Office of Student Life and must be submitted at least two weeks prior to the anticipated date of engagement. Speakers who have not received appropriate approval may be canceled.
- Individual students wishing to sponsor a speaker or artist must work with an existing student organization or through Auxiliary Services.
- The University seeks to preserve a forum open to all. Freedom of inquiry takes precedence over freedom of public demonstration.
- In order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the University may prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance, and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
- There must be adequate and accurate publicity regarding the sponsorship of the event.
- The University neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support. Students wishing to demonstrate on campus or at any University activity must complete a Demonstration form with the dean of Students Office and comply with demonstration guidelines. See [Demonstration Policy](#).
- The University wishes to make it clear that outsiders, those who are not members of the University community and who seek to intervene or agitate on University property, will be treated as trespassers.
- The sponsoring organization must provide for adequate dissemination of the following disclaimer: "Sponsorship of this event by the faculty, staff or student organization should in no way be construed as an endorsement by Saint Xavier University [or the Office of Student Life of Saint Xavier University]."





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## Publicity

### Flyers, Posters and Printed Materials

Student organizations will be held accountable to adhere to all guidelines as they appear in the "Policies and Procedures Manual, Graphic Standards and Style Guide" published by the Office for University Relations. To ensure quality, accuracy and consistency, all University publications, posters, flyers, brochures (any public relations or publicity materials) must be submitted to the Office of Student Life. Materials intended for a wider audience, or intended to be viewed off-campus, must also have the approval of University Relations before printing or copying. Publications for which design and copy are completely prepared will be reviewed and returned to the originator with approval or modifications within three business days.

Assistance in design, writing and/or printing will be provided by University Relations as requested. Time required for this service varies according to the nature of the publication; to ensure sufficient time, the University Relations staff should be consulted early in the event-planning process.

### Posting Policy

Sponsoring student organizations and University offices are encouraged to publicize events with posters and flyers. All promotional material distributed by students and student organizations must be approved by the Office of Student Life in advance of posting. Unapproved flyers will be removed.

The University reserves the right to regulate locations on campus where posting or distribution of materials can occur. Individual students or groups that do not comply with the campus posting policy will be subject to disciplinary action which could include the removal of posting privileges and/or other conduct sanctions.

### Guidelines for Posting Flyers/Signs/Posters

#### Step One: Content

1. All materials must include the following:

- Name of the sponsoring registered student organization. A direct relationship must exist between the organizations/departments general function and the event being advertised.
- Date, time and location for the event
- Contact information (phone number/email) for where the organization can be contacted with questions
- Events sponsored by The Student Activity Fund must include the statement, "Sponsored by the SAF" or "Sponsored by the Student Activity Fund".
- For campus concerts, dances and special events, the promotional material must include the statement "Current Cougar Card Required" or "Current College ID Required."
- All materials written in a foreign language must include the equivalent English translation.

2. Materials will not be approved if they contain:

- The SXU logo/seal; Student organizations who wish to use the official Saint Xavier University logotype must obtain permission from University Relations, facilitating their request through the Office of Student Life.



- Any reference to illegal substances.
- Offensive language or images and/or graphic illustrations.
- Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin and/or disability.
- Any information which would violate local, state or federal law or University policies.

## Step Two: Approval

Prior to duplicating or posting, all materials must be approved by the Office of Student Life (L-103). Materials that are not approved or properly posted will be removed.

## Step Three: Posting Guidelines

1. Posters and flyers may not exceed 11"x 17".
2. Only masking tape may be used when posting on hallway walls.
3. Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
4. Approved posting locations include the following:
  - Warde Academic Center
    - On designated bulletin boards and in the Student Activities hallway between the Student Lounge and the handicap accessible entrance on the first floor (north side of the S-wing). (No more than 5 flyers)
    - One flyer on the bulletin board on the south wall and at the west end of the SXU Diner
    - One flyer on the main bulletin board in the lower level L wing (between the restroom and CCS)
  - Graham School of Management
    - Up to two flyers on the approved bulletin boards in the building; no posting allowed on walls, glass, etc.
  - Residence Life
    - A maximum of 12 (two per building) flyers may be turned into the Office of Residence Life for posting.
  - Shannon Center
    - On the two main bulletin boards; A maximum of two flyers may be turned into the desk for posting.
  - In addition, schools, offices and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations.
5. Posters and flyers may not be placed on any other walls, doors or glass.

## Step Four: Removal and Violations

1. All signs posted must be removed in a timely manner when they become outdated.
2. Individuals or organizations that do not comply with the posting guidelines will be sent a warning letter. Subsequent violations may result in the loss of posting privileges. Flyers cannot be distributed at the entrances, in the dining rooms or during classes at any time. Flyers should not be posted in non-designated areas. Posting in these areas may result in the loss of posting privileges. Materials may not be placed on car windshields. Students may not deface or remove the posted materials of any organizations other than their own.

## Guidelines for Other Forms of Publicity

### Table Reservations

1. All diner tables must be reserved through Student Life. Only registered student organizations, teams and University departments are permitted to reserve a Diner table. Student organizations may not reserve a table on behalf of a vendor or individual students.
2. Tables can be reserved to display literature, disseminate information, raise money, sell tickets, sponsor an event and for

other forms of expression. Each table must have a sign that identifies the student organization sponsoring the table.

3. All organizations/departments must submit a **Promotion and Meeting Reservation form** to reserve their preferred space.
4. Reservations are active from 10 a.m. - 2 p.m. on your confirmed date.
5. There are seven tables in the diner. A 4-foot table and two chairs are provided when you reserve this space.
6. Any paper taped to these tables must be done with masking tape. The organization sponsoring the table is responsible for cleaning up any litter at the end of each day.

## Banner Reservations

1. Approval of banners for posting in the Student Activities hallway and the Butler/Diner stairwell is done by Student Life. Only registered student organizations and University departments are permitted to reserve banner space. Student organizations may not post banners on behalf of individual students (e.g. student government elections, etc.) Banners will be hung on Mondays and will remain posted for the duration of the reservation (1-2 weeks maximum).
2. Students must complete a Promotion and Meeting Reservation form to reserve their preferred space.
3. There are five banner spaces for the Butler/Diner stairwell (1-5) and six banner spaces for in the Student Activities Hallway (6-11).
4. Please note that banners must be the correct dimensions to be hung. Hallway banners should measure 3 feet by 6 feet and will be hung in landscape orientation. Stairway banners must be 3 feet by 7 feet tall (leaving 1 foot at the top for proper hanging) and will be hung in portrait orientation.
5. Banners must be dropped off on the Friday before the banner reservation begins. If the banner is not dropped off by the deadline, Student Life staff reserves the right to forfeit the reservation.
6. Groups wishing to have their banner saved for use at a future time should notify Student Life at the time that the banner space is being reserved.

## Digital Signage

Registered student organizations are encouraged to communicate their activities, services and ideas to the campus community through the Saint Xavier Digital Signage Network. The screens display University wide news, activities and upcoming events that are sponsored by SXU departments and registered student organizations.

1. Only advertising of campus or student organization sponsored events and organizational promotion will be approved for posting.
2. There are two types of slides: event and information.
3. Event slides are submitted through the Event Permit, which must be received three weeks prior to the event date
  - Event slides are posted on Mondays and Thursdays and will be up on the signage for 5-7 days prior to the event.
  - Event slides must include the following: event name and short description, event date, event time, event location, sponsoring organization, contact information and any pictures/logos you would like included on the slide, if any.
4. Information slides are submitted through the **Promotion and Meeting Reservation form**, which must be received at least **three weeks** in advance of the beginning post time.
  - Information slides are posted on Monday and will be hosted on the signage for one week. Information slides may be repeated only after two weeks have passed from the previous announcement. Announcements can run a maximum of three times.
  - Information slides must include the name of the sponsoring organization. They can be used to share regular meeting times, a finals/end of the year message, etc.

## Web Pages

Please consult the Office of Student Life for guidelines on how to create and link an organization web page to the main University Web site. All organizational web pages should conform to the standard University layout and design scheme.

## Meeting Reservations

1. All student organization meetings held on campus must be reserved through Student Life. Only registered student organizations are permitted to reserve rooms for meetings. Student organizations may not reserve a room on behalf of a vendor.
2. The organization sponsoring the meeting is responsible for cleaning up any litter and resetting the room at the end of the meeting.



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## Political Activity

Saint Xavier University, an institution of higher education with a strong liberal arts tradition, supports open dialogue on political issues. The University reserves the right to support or oppose issues that affect its values, welfare, the University itself and/or the values and welfare of higher education. The University encourages its faculty, staff, trustees, students and registered campus organizations to actively participate in political activities on an individual basis. The policies of Saint Xavier University do not restrict the rights and privileges of faculty, staff, students and registered campus organizations to express their opinions freely, and the University is committed to preserving and encouraging a diversity of point-of-view and political opinion.

To preserve the integrity of Saint Xavier University and to protect the neutrality of the University in political contests, the following guidelines shall apply (the provost is responsible for monitoring the guidelines).

### Guidelines

1. In order to preserve its not-for-profit (501c-3) status, the law requires that the University not participate in or intervene in any political campaign on behalf of any candidate for public office;
2. The University shall not endorse any candidate for political office;
3. Faculty, staff and registered campus organizations are encouraged to conduct candidate forums prior to elections. Plans for candidate forums must be approved by the provost prior to the event. The provost's decision to approve a forum shall be guided by the principles of equal opportunity for participation and equal opportunity for presentation of opposing points-of-view;
4. The list of addresses used by the University are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mailroom facilities are not to be used for addressing or distributing political materials;
5. No campaign posters shall be posted in or on any of the Saint Xavier University buildings or on campus grounds prior to or during election times, with the exception of those used for historical displays or education purposes. Information tables shall be available for campaign literature for all candidates; and
6. The University buildings and grounds shall not be rented or used for political fund-raising.
7. University leadership retains the right to determine the appropriateness, time and placement of the above.



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# Room Reservations and Calendar Clearance

Student clubs and organizations wishing to reserve meeting space must do so in advance by submitting their requests through the Office of Student Life located in the Warde Academic Center (L-103). All campus spaces including outdoor locations, must be reserved through this process. The request is not considered confirmed until the Office of Auxiliary Services verifies availability and confirms the online reservation request. The status of the reservation request is normally available within 24 hours. At that time, a copy of the fully executed request may be obtained from the Office of Student Life. This copy will act as proof of a confirmed room reservation and will be needed to place any support service orders such as food service, media service, housekeeping etc. If the event is canceled, the Office of Student Life and the Office of Auxiliary Services must be notified immediately. Failure to notify Student Life of event cancellation in a timely manner will be documented in the student organization's file and may result in disciplinary procedures.

Because of issues of security, parking, insurance liability and the limited availability of resources, it is imperative that every event be listed on the Master University Calendar. Room setup requests must be received no later than seven days before an event. Chartwells is the sole provider of food service at Saint Xavier University. Outside catering/food is not permitted. Organizations are responsible for ensuring that campus facilities are utilized appropriately and left in a clean and orderly manner after the event. Room cleanup is the responsibility of the sponsoring student organization. Charges will be incurred for organizations who damage or dirty any facility.



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## Off-Campus Events

Saint Xavier University encourages learning to take place in all aspects of Student Life. With respect to student organizations, the University supports co-curricular learning through the sponsorship of events and programs designed to enhance Student Life and create a more vibrant campus atmosphere. The Student Activity Fund (SAF) supports events to this end for the benefit of all students.

In order to maintain a fair and equitable opportunity to enjoy events on campus, support for off-campus events held by student organizations will be very limited and requests for sponsorship of off-campus activities will be very critically reviewed. Please see the section about "Student Organization Budgets and Finances" for further information.

### Alcohol Risk Management Procedures for Student-Sponsored Events at which Alcohol is Served

The following procedures were developed by an ad-hoc committee of students and staff convened by the vice president for Student Affairs. The purpose of these procedures is to regularize and clearly communicate to students procedures for managing the risk associated with events at which alcohol is served. These guidelines apply to events sponsored by student organizations for which a contract is signed and for which tickets are distributed and at which alcohol is served.

Student sponsors are responsible for full knowledge, understanding and compliance with the Alcohol Policy (see the [Alcohol Policy](#) section of the Student Handbook), and with the following procedures. Student Affairs staff members will assist in interpreting these procedures upon request.

1. Admission at the door is restricted to Saint Xavier University students.
2. Non-SXU guests of Saint Xavier University students must hold a pre-sale ticket in order to be admitted. One guest will be allowed per SXU student.
3. Events will conclude by 12:30 a.m. Exceptions must be approved in advance by the director of Student Life.
4. Responsibilities of sponsoring student group:
  1. Notify the Offices of Student Life and Public Safety of the event before the contract is signed.
  2. Get a commitment in advance from your advisor and one Student Affairs staff member to attend the event.
  3. Present a contract for signature by the director of Student Life. Contract will include hours of operation and that the bar is responsible for carding patrons and for enforcing a two-drink limit during any one cash transaction at the bar.
  4. Advertising for the event must be approved by the Office of Student Life and will not include alcohol as a part of advertising, except for the following notice "Cash Bar: ID Required." Advertising will also state, "Non-SXU students admitted with a pre-sale ticket only."
  5. Check the hall before and after the event for possible damages. Notify the Offices of Student Life and Public Safety of anything found.
  6. Staff the table at the door where tickets are collected and check ID's of those entering the event. Notify the Office of Public Safety of any problem.
  7. Post signs at the door "You must be 21 to be served alcohol - Illinois State law" and "No drinks may be carried

from the hall."

8. Exclude from admission anyone who is intoxicated, notify the Office of Public Safety for assistance.
  9. Provide free soft drinks for anyone attending the event who wishes to have an alternative to alcohol.
5. Student Life and/or the dean of students reserves the right to require additional stipulations depending on the nature of the event.



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## Fundraising

Registered student organizations may participate in on-campus fundraising activities for educational or public services or programs. However, any funds that are to be solicited off-campus from any source, public or private, must have advance approval from the director of Student Life and the Office of Advancement. Funds raised cannot be used in any way for the personal or individual gain of members of the sponsoring organization. Collection of membership dues is permitted upon the approval of the director of Student Life. The fundraising activities should be designed to support the organization's purpose as stated in its constitution. Funds raised must be utilized or donated in the current semester and may not be carried forward to the next term, unless advance permission is obtained from the director of Student Life.

Charitable organizations as well as individual members of the student community and student organizations who wish to solicit funds for charitable donations must have advance permission from the vice president for Student Affairs.



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## Gambling

In accordance with applicable Illinois and federal gambling laws, Saint Xavier University prohibits gambling or any form of illegal wagering, bookmaking, or unauthorized games or contests of chance, including raffles, on University premises, including, but not limited to, University residence halls and/or any University-sponsored functions. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.



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## Sales and Solicitation

All sales or solicitation by student organizations, or at a student organization event, must have prior authorization by the director of Student Life. Solicitation for the support of scholarships is not allowed without the advance permission of the vice president for Student Affairs and the Office of Advancement. Any off-campus individuals or groups wishing to solicit on campus must be sponsored by a registered student organization or University department. The dean of students reserves the right to cancel solicitation activities if appropriate University policies and procedures are not followed. Residence halls are restricted areas and may not be used for sale and solicitation of goods and services. Exceptions to this must receive the written approval of the dean of students.



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## Student Ethos Statement

The Division of Student Affairs complements the University's mission by sponsoring programs, services and activities that assist students in developing intellectually, spiritually, socially, physically, psychologically and personally. In partnership with students, faculty and staff, Student Affairs helps to create an educational climate consistent with principles rooted in its Catholic, Mercy tradition.

These principles challenge students to adopt the qualities of Mercy: respect, excellence and integrity. Saint Xavier strives to create an environment that is characterized by excellence, service to others, the integration of classroom and out-of-classroom learning, and the full development of each student. To achieve these ideals, all students are expected to contribute through their words, actions and commitments to the development and sustenance of a community characterized by respect, caring and justice. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. To maintain a vibrant learning community, students are expected to contribute to this community. This expectation calls for behavior that demonstrates the four principles of the Code of Student Conduct: personal integrity, respect for others, respect for property and respect for authority.

### Personal Integrity

Saint Xavier University's educational mission reflects a commitment to the development of the whole student and respect for self. Therefore, it is appropriate for the University to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and engage in self-enhancing behaviors. In addition, students are expected to conduct their lives in accordance with the policies of the University community, and to follow local, state and federal laws. This principle requires students to demonstrate the personal characteristics of honesty and integrity both inside and outside the classroom.

### Respect for Others

It is expected that students will be open to diversity and learning, including learning about and respecting persons and cultures different from their own. Saint Xavier expects all members of the University community to act toward one another with sensitivity, consideration, understanding, appreciation, tolerance, civility and an active concern for the welfare of others. The University is particularly concerned that its members show respect for others regardless of race, ethnicity, creed, religion, sex, disability, age, sexual orientation or nationality, and refrain from all forms of harassing or offensive behaviors that demean the inherent dignity of others.

### Respect for Property

The responsible use of property involves respect for real estate, buildings and tangible personal or University property. Demonstrating a respect for property fosters a well-maintained environment and a sense of security. This principle requires students to respect both personal and institutional property, both inside and outside the Saint Xavier University community.

### Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Saint Xavier, that authority especially resides in the officers of the University, its faculty, administrators, staff and student employees. Each of these individuals has been charged with responsibilities essential to the orderly operation of the University. The successful exercise

of authority depends in part on the respect it enjoys from the community it serves.

These four principles of the Student Ethos serve as the basis for the Saint Xavier University Code of Student Conduct. They provide a framework for a conduct system that seeks to educate students about their role as responsible members of the University community.



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# Student Conduct System - General Information

## Responsibility and Authority

From time to time instances and grievances arise that require members of the University community to evaluate individual or group conduct and to establish and maintain justice within this setting. The president of the University has delegated the immediate responsibility and authority in matters of student conduct to the vice president for Student Affairs, who has assigned the dean of students with the responsibility for the student conduct system.

## University Student Conduct and Public Law

Students may be accountable to both civil and criminal authorities and to the University for acts that constitute violations of federal, state or municipal law and written University rules, regulations and policies. The University may proceed with disciplinary action whether or not civil or criminal proceedings have been instituted against the student. The University disciplinary proceedings may not be abated or subject to challenge solely on the ground that the criminal charges have been dismissed or reduced.

## Off-Campus Cases

The University reserves the right to investigate and subsequently take University action for behavior of Saint Xavier students in off-campus situations when such behavior is believed to have an impact on the Saint Xavier community, including alleged instances of harassment or assault of a University person; criminal activity involving a student, whether as an individual student or as a member of a University-registered organization; violations of city ordinances, such as public intoxication, noise and vandalism; and student conduct violations in organized group-living situations. The decision to take action in such cases will be determined by the Office of the Dean of Students in consultation with appropriate University officials.

## Off-Campus Housing

Students in University-sponsored Off-Campus Housing are responsible for the Code of Student Conduct and Renters Agreement as outlined in this Handbook.

## Confidentiality

The conduct process is confidential. Confidentiality applies to the charged students, the complainants/victims, witnesses, advisers, staff, hearing officers and members of the University Conduct Board. These individuals are expected to keep information regarding the student conduct process confidential. All proceedings are private, and electronic recording (for example, using audio recorders, video recorders, computers and/or personal electronic devices) is not permitted. Stenography machines are also not permitted. Notes may be taken by hand and must be filed with the case reports or destroyed after proceedings. The University reserves the right to share information regarding the case with other appropriate parties on a need-to-know basis.

## Disciplinary Actions

The disciplinary actions that follow are intended to inform students of the possible consequences of violating the Code of Student Conduct. Disciplinary actions are determined based on the seriousness of the incident, the student's level of responsibility and past disciplinary history.

## Retention of Records

Student conduct files are maintained by the Office of the Dean of Students for five years from the date of the incident. Students have the right to inspect and review their conduct records.

## Student Responsibility

The University expects students to assume responsibility for their role in the conduct process. Students are expected to appear for hearings. If students fail to appear, the hearing may proceed in their absence. Sanctions may be imposed upon students for refusing to appear or cooperate. Throughout the conduct process, students have the responsibility to present truthful information. Students found to have willfully presented false or misleading information will be subject to sanction. Students are expected to complete the sanctions issued at any level in the conduct process in the specified time frame. Failure to do so may result in further disciplinary action.

## Good Disciplinary Standing

Students who are not in good disciplinary standing, e.g. non-compliant with the disciplinary process or imposed sanctions, may be subject to additional sanctions by the dean of students without a hearing, including but not limited to: removal from housing, holds on course registration or housing renewal, or matriculation in a given semester.

## Student Organization Responsibility

Student organizations are expected to adhere to all applicable institutional policies. The University reserves the right to determine the appropriate time, place, content and manner for conducting activities, and the posting and distribution of materials on any of its campuses. Consequently, the University may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being initiated against the organization; consequently, policies, procedures and sanctions set forth within the Student Handbook apply to student organizations collectively, as well as to individual students. Officers of student organizations are responsible for assuring compliance with regulations and for representing the organization when disciplinary proceedings are initiated.

## Notification/Electronic Communication

Notification of conduct proceedings will be sent to the student's official SXU email account via our software provider, *Maxient*. It is the student's responsibility to access email in order to receive communications regarding conduct proceedings. Students will need to enter their 7-digit ID number to access letters in the system. In addition to notifying the student, the student's parents or guardians may be notified. The University also reserves the right to inform parents/guardians of violations of alcohol and drug use policies. (See [Parental Notification Policy](#).)



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# Student Rights and Responsibilities in the Conduct System

## Student Rights and Responsibilities

Students have the following rights in the conduct system:

- To have prior knowledge of the charges and have the charges explained clearly and fully at every level of the conduct process.
- To be present throughout the hearing, but not during the deliberation process of the hearing officers or the University Conduct Board.
- To hear testimony and/or see all written statements concerning the charges.
- To refute oral and/or written statements made by witnesses.
- To remain silent and not testify against themselves, understanding that if silence is maintained, the case will be determined on the evidence presented.
- To receive written, timely notification of the outcome of the hearing.
- To be treated with respect and dignity throughout the hearing process.
- To be advised of the appropriate appeal process.

Students have the following responsibilities in the conduct system:

- To appear for hearings. If a student fails to appear, the hearing may proceed in his/her absence. Sanctions may be imposed upon students for refusing to appear or cooperate.
- To present truthful information. Students found to have willfully presented false or misleading information will be subject to sanction.
- To complete the sanctions issued at any level in the conduct process in the specified time frame. Failure to do so may result in further disciplinary action.





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## Good Disciplinary Standing

A students will be deemed "not in good disciplinary standing" if one or more of the following criteria are met: the student is currently sanctioned with disciplinary probation; the student has failed to attend required disciplinary hearings or meetings; or the student has outstanding sanctions that have not been completed. Failing to be in good disciplinary standing can result in administrative removal from the University housing and/or a hold on course registration, as well as ineligibility to participate in the following: study abroad, sponsored student activities, athletic practice or competition, student employment or holding office in a registered student organization.



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# Temporary Sanctions

The vice president for Students Affairs or designee shall have the authority to impose temporary sanctions prior to the start of the Student Conduct Process.

Temporary sanctions may be imposed:

1. To ensure the safety and well-being of the University, its members and its property;
2. To ensure the student's own physical and/or emotional safety and well-being;
3. When it is believed that the presence of the student poses an ongoing threat of disruption or interference with normal operations of Saint Xavier University, including but not limited to the conduct investigation and process.

Temporary sanctions may include:

1. Immediate suspension or administrative leave from the University
2. Restrictions on class attendance
3. Removal from or restrictions regarding access to University Housing
4. Administrative move within University Housing
5. Restrictions of activities
6. Restrictions on use of University facilities
7. Other sanctions appropriate to the allegations

The student will be notified in writing of the temporary sanctions electronically via the Maxient system. A hearing will be scheduled in a timely manner and the student will receive written notifications of the charges and alleged code violations. Parents/guardians, academic deans, public safety, residence life and other personnel may also be notified of the sanctions.

Unless otherwise approved by the vice president for Student Affairs or designee, temporary sanctions will remain in effect pending completion of the conduct process. Temporary sanctions cannot be appealed.



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# Joint Responsibility

A student in a University Housing apartment, suite, room, outdoor area or a personal vehicle may be held responsible for violations of the Code of Conduct that are occurring, even if the student is not directly participating in the behavior. Therefore, if a student is present or enters an area where a violation is occurring, the student should immediately leave and report the violation. Otherwise, by choosing to remain or not to report the behavior, the student participates in the violation due to his/her presence and/or acquiescence. As such, students who are present in any area of the University where University policies are being violated may be subject to the same code violations.

Students are responsible for what happens in their room, vehicle or, area under their control. If a student is a resident of a room, suite, apartment, or the owner or operator of a vehicle, the student may be held responsible for the behavior regardless of his or her presence unless it is clearly demonstrated that the student had no knowledge of nor contributed to or condoned the behavior.

Members of the campus community are responsible at all times for their guests and/or non-SXU students' actions, conduct, and compliance with the Code of Conduct and other policies. Students may be subject to disciplinary action for failure of their guests to abide by University policies.

Student Organizations are responsible for the activities of their members when an event, gathering, or situation appears to be directly related to the Student Organization either due to the number of members present or affiliation of the event to the Student Organization.



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# Responsible Action Protocol

## Persons in Need of Medical Attention

When the health or safety of another member of the SXU community or one of its guests is at-risk, students are expected and encouraged to seek immediate assistance by calling 911 or contacting SXU Public Safety.

In such situations, students who:

1. Call emergency or University officials on behalf of an impaired, ill, or injured individual, or themselves; and
2. Remain with the individual(s) needing emergency treatment; and
3. Cooperate with emergency responders, University officials, and/or local law enforcement may be exempt from incurring a student conduct record through the Office of the Dean of Students for violations of the University alcohol or drug policy.

However, students involved may be required to attend a student conduct hearing and may be required to complete educational outcomes as a result of the incident.

This protocol does not protect against repeated, flagrant, or serious violations of the Student Code of Conduct, including physical or sexual assault, violence, hazing, harassment, theft, or vandalism.

## Victims of a Crime

Additionally, the University will not pursue conduct charges against a student who is the victim of a violent crime and/or sexual assault, or a witness to such an incident, for his or her improper use of alcohol or drugs at the time of the incident. A student who is a victim of a violent crime or sexual assault is entitled to University and community assistance and encouraged to seek help. See the [Sexual Assault Section](#) of the Student Handbook for more information.



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## Investigation Timelines

In the event that the Dean of Students Office starts a formal investigation into an alleged violation of the Code of Conduct and/or University policy, such as with sexual misconduct cases, the following timeline will be followed, unless the investigation and/or conduct proceedings are able to be completed earlier. In the event that the timeline needs to be adjusted due to unforeseen circumstances, the Dean of Students or designee will communicate to the parties involved the reason for the delay and the adjusted timeline.

### Days 1-7

Initial reporting, discussion of options with complainant, and assignment of investigators.

### Days 8-21

Interviewing involved parties and witnesses and gathering appropriate information and evidence.

### Days 22-28

Assessment of investigation and interviewing additional witnesses, or re-interviewing parties or witnesses. Meetings with parties to review and request amendment (if desired) of statements. Compilation of the investigative report.

### Days 29-35

Investigative report is sent to the Title IX Coordinator for review and a decision regarding filing formal charges is made.

### Days 36-42

If formal charges are filed, a Conduct Board is scheduled.

### Days 43-50

Conduct Board hearing.

### Days 50-60

Appeal submission(s) and decision.



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## Code of Student Conduct

The policies of the Student Code of Conduct are applicable to conduct on-campus and off-campus conduct that can affect on-campus behavior and expectations. See [Student Conduct System -- General Information](#) for more details.

Students and Registered Student Organizations are expected to follow all applicable policies in University documents and publications.

### Academic Dishonesty

The Code of Student Conduct does not apply to instances of academic dishonesty. For instances of academic dishonesty, refer to the appropriate Academic Affairs policies and procedures that govern academic dishonesty, as published in the the [Academic Catalog](#).

Unacceptable conduct includes, but is not limited to, the following:

### Personal Integrity

A. Sale, possession, consumption and service of alcoholic beverages by any person under the age of 21 is prohibited in accordance with Illinois State Law. Students under the age of 21 who are under the influence of alcohol while on campus may be subject to disciplinary action. Possession, consumption and service of alcoholic beverages on campus by individuals 21 years of age or older may be allowed under specified circumstances and in designated locations. Possession by any individual of alcoholic beverages in residence halls, or otherwise in violation of University policy, is prohibited. Providing alcohol to minors under the age of 21 is prohibited. Alcohol paraphernalia, including but not limited to empty alcohol bottles and items used for drinking games, is not allowed on campus or in the residence halls. Students not consuming but in the presence of alcohol are also subject to disciplinary action.

B. Possession, use, intention to distribute, sale, or distribution of illegal drugs, controlled substances, narcotics, drug paraphernalia, or any hallucinogen without a medical prescription or appropriate authority; improper use of prescribed medication. Students may not be under the influence of drugs while on campus. Students not consuming but in the presence of drugs are also subject to disciplinary action.

C. Use of tobacco, in any form, in those areas that have been identified as prohibiting such use. Use of tobacco is not permitted in classrooms, hallways, residence halls, lecture halls and laboratories, and is restricted to designated areas.

D. Engaging in forgery, alteration, unauthorized use, or fraud involving University records, documents or instruments of identification. Falsification of information (written or oral) submitted to any University office, department, proceeding or individuals acting in their official capacity. Intentional misrepresentation or falsification of one's identity.

E. Engaging in illegal and/or unethical activities, whether or not legal charges are filed.

F. Violations of University policies, regulations or rules, including the terms of any disciplinary sanction properly imposed and/or retaliation related to any formal or informal judicial proceedings; residence life policies; parking rules; and motor vehicle regulations. Failure to act in accordance with University or national charters/constitutions of student organizations.

G. Threat or action of endangering one's self.

## Respect for Others

H. Interfering with the health and/or safety of a member of the University or surrounding community. Can include physical abuse, verbal abuse, dating violence, and domestic violence.

I. Hazing, harassment, racist behavior, defamation, retaliation, obscene language or actions, coercion, threats, endangering the safety of others, physical or psychological abuse or intimidation, and stalking behavior, either in person or through electronic means.

J. Inappropriate, disruptive or disrespectful behaviors that evidence poor adjustment to the community.

K. Any form of coercive and/or unwelcome sexual behavior, including but not limited to sexual assault, sexual abuse, sexual harassment, or sexual exploitation such as video recording, photographing, voyeurism, or other behavior that takes sexual advantage of another person without consent or in an abusive manner.

L. Engaging in disruptive behaviors 1) on campus, on line, or on property contiguous to; 2) off-campus while involved in University sponsored activities or events; or 3) off-campus but wherein actions may directly affect campus conduct expectations.

M. Possession, display or use of firearms, weapons (including look-a-like or collector weapons), fireworks, explosives or ammunition (including empty shells or casings) or the abuse or intended misuse of flammable substances. Employees of government law enforcement agencies, who are required to carry firearms at all times, are exempt from the University's policy prohibiting the possession of firearms on campus.

N. Actions of one's guest(s) that violate University policies. It is the responsibility of each student to inform his/her guest(s) of University policies and community expectations for behavior. Hosts will be held responsible for the actions of their guests.

## Respect for Property

O. Engaging in arson, the irresponsible use of fire and/or fire exit doors, and/or tampering with fire information and/or safety equipment, or failing to follow fire drill or other emergency procedures.

P. Tampering with University property or equipment or causing damage to personal or University property. Removal of windows or screens from University buildings.

Q. Unauthorized access to, presence in, or use of University facilities or grounds; failure to properly show ID and swipe into restricted buildings, such as residence halls; unauthorized access to the roof of any University building or structure.

R. The duplication or unauthorized possession of a key or access card (Cougar Card) to University property.

S. Theft of personal or University property and the sale, receipt or possession of stolen articles. Theft, misuse or misappropriation of equipment, funds, products of a non-University contractor, or University services (including but not limited to telephone, dining and print services).

T. Theft, misuse or misappropriation of library, computer or research materials and/or information. Inappropriate use of University email and Internet services.

U. Unauthorized use of or attempt to use University property or the University name or credit in a manner inconsistent with its designated educational objectives.

## Respect for Authority

V. Failing to comply with the directions of any University official (including but not limited to Public Safety officers or Residence Life staff members) acting in the performance of his/her duties, including refusing to show or surrender a University identification card.

W. Interference with or obstruction of instruction, activities, research, conduct proceedings or University administration; failure to observe the established closing hours of a building; obstruction of authorized access

to, use of, or egress from University facilities. Determination of whether a student is being disruptive in class is left to the discretion of the faculty member leading the class.

X. Gambling in any non-legal form; sponsoring illegal lotteries or raffles on University property; unauthorized selling, soliciting, canvassing or advertising.



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## Sanctions - Individual

Imposing sanctions as a disciplinary action is designed to redirect student behavior to an acceptable pattern that benefits the student and the University. The determination of which sanction is applied as a disciplinary action is at the discretion of the hearing officer(s) or the University Conduct Board. Whenever possible, sanctions are designed to be educational in nature.

### 1. University Warning

A University Warning is an official warning that the student's behavior is inappropriate and violates the Code of Student Conduct of Saint Xavier University. A copy of the letter of warning is placed in the student's file and serves as notification that further misconduct could result in additional disciplinary action.

### 2. Educational Activities

Educational Activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational Activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate and to educate other students so they do not find themselves in similar circumstances. This type of disciplinary action may include, but is not limited to, engaging in a campus or community service project, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone, or engaging in some type of personal assessment, mediation or counseling.

### 3. Restitution and Fines

Restitution is compensation required of students who engage in the theft, misuse, damage or destruction of institutional, group or private property. For some violations, fines may be imposed. The amount, form and method of payment for restitution and fines will be determined by the hearing officer(s).

### 4. Modification of Guest Privileges

This action would restrict or remove guest and/or visitation privileges in University housing, in campus facilities or on campus grounds for a specified period of time.

### 5. University Housing Probation

University Housing Probation is a formal notice that the student's behavior is unacceptable in University housing, and that continued misconduct could result in further disciplinary action. University Housing Probation is for a specified period of time, typically not less than one semester. During the probationary period, the student must demonstrate willingness and ability to act in accordance with acceptable standards of community living. The student may be required to resign any residence hall office or committee appointment, and/or may be subject to restricted participation in Residence Life programs.

### 6. Administrative Move

The student will be required to move to another room assignment within University housing. Billing may be adjusted at the discretion of the hearing officer(s) or the Office for Student Affairs.

### 7. Suspension from University Housing

The student will be required to vacate University housing for a given time, with the understanding the student may

return at a designated day/time. During this time, the student may not enter any University housing. The student must surrender his/her key and key card access for the time of suspension of residency. Financial credit is not granted during the suspension.

## **8. Termination of Housing Contract**

Termination of the housing contract will result in the immediate removal of the student from University housing, forfeiture of fees, and loss of visitation privileges. In addition, this action could affect a student's future housing contract status with Residence Life. A signed contract for future terms could be rescinded, or a refusal to accept any future housing contract for a designated time period could be imposed.

## **9. Limitations on University Activities and Access**

Limitations on University activities and/or access are imposed to restrict or suspend a student's use of University facilities and services, participation in University programs, and access to members of the University community when it has been determined to be in the best interest of the student and/or the University. These limitations are imposed for a specified period of time and may include, but are not limited to: ineligibility for service as an officer or member of any University organization or committee; restricted participation in any co-curricular or intercollegiate activity; ineligibility to receive or maintain any award from the University; prohibition from attendance at social events; restricted access to designated University building(s); and restricted contact or total disassociation from a member or members of the University community.

## **10. Registration Hold**

A registration hold prohibits registration for classes for future terms as a result of expulsion, suspension, emergency administrative action, or failure to comply with sanctions. With the exception of expulsion, registration holds are for a set period of time and/or until certain conditions are met.

## **11. Psychological and/or Alcohol and Drug Assessment**

A required psychological or alcohol/drug assessment conducted by a licensed counselor at the University for the purposes of counseling only. The University reserves the right to request a formal diagnosis from a physician or other external provider, at the student's expense, and the ability to consult with external providers.

## **12. Disciplinary Probation**

Disciplinary Probation is a formal notice, affecting the non-academic status of the student, that the student's behavior is unacceptable. Disciplinary Probation requires that during the probation period the student behaves in a manner that does not violate the University's Code of Student Conduct. Disciplinary Probation lasts for a designated period of time, typically not less than one semester. This action could make the student ineligible to hold office in any organization or represent the University in any official capacity. In some cases, co-curricular activities and/or access to campus grounds and facilities may be restricted. Students on disciplinary probation are subject to a loss of priority for housing renewal, and may not be permitted to request housing during the University breaks. It is further understood that any further violation, even of a minor nature, could warrant immediate suspension or expulsion from the University. Notification of disciplinary probation may include parents, academic deans, Public Safety or other appropriate personnel at the discretion of the Office for Student Affairs or the Conduct Board.

## **13. Postponement of Activity Participation and Conferring of Honors and Degrees**

The University reserves the right to delay or postpone the involvement of a student in any University-related activity, or delay or postpone the conferring of any honor or degree, pending the outcome of any of the student conduct procedures or actions.

## **14. Suspension from the University**

Suspension from the University involves the temporary removal of the student from the University for a specified period of time. Suspension from the University further involves the following: the action of suspension will be documented on the student's disciplinary record; the student will be withdrawn from all enrolled courses; the student shall forfeit fees; the student must refrain from visiting the University premises except when engaged in official business approved in writing by the Office for Student Affairs. Persons notified of the suspension may include parents, academic deans, Public Safety or other appropriate personnel at the discretion of the Office for Student Affairs.

Reinstatement from Suspension: When a student has concluded the suspension period and completed the conditions

accompanying the suspension, the student must submit a letter to the Office for Student Affairs requesting reinstatement and providing evidence that the terms of the suspension have been met. The student may return to the University only after an affirmative decision has been made by the Office for Student Affairs.

## 15. Expulsion from the University

Expulsion is the most serious University disciplinary action and involves the permanent exclusion of the student from the University. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student, the academic deans, and his/her parents or guardian if the student is a dependent; permanent notation of the expulsion on the student's academic and disciplinary records; withdrawal from all courses; and forfeiture of tuition and fees. Any student expelled from the University must refrain from visiting the University premises except when engaged in official business with prior written approval from the Office for Student Affairs.



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## Student Organization Sanctions

The actions of student organizations are expected to be consistent with the Ethos Statement and the Code of Student Conduct. If a violation occurs, disciplinary action may be taken against the group as a whole, its officers or individual members. Student organization disciplinary sanctions may include, but are not limited to, the following:

1. All sanctions previously described.
2. Written or verbal notification to national organization representatives, officers or advisors.
3. Organizational Probation  
Probationary status for a specified period of time, typically not less than one semester, during which time the organization may be required to fulfill specific conditions prior to reinstatement to good standing.
4. Social Probation  
Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside of its own membership.
5. Organizational Suspension  
For a specified period of time, typically not less than one semester, organizational suspension means the group has no authority for operating on campus or at off-campus sponsored University events. Suspension involves the loss of all rights and privileges of student organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization. Probationary Status may be assigned for one year following the completion of the suspension period.
6. Termination of the Student Organization  
Termination of a student organization is the most serious University disciplinary action for a student organization. Termination is the total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University-associated events that can in any way promote the goals, purposes, identity, programs or activities of the organization. Termination involves the loss of all rights and privileges of student organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization.
7. All decisions about and actions imposed on student organizations or groups will be kept on file by the Office for Student Affairs and in student organization files with the Office of Student Life for five years. Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be taken into account when determining an appropriate disciplinary action.



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## Terms Defined

### **Incident Report**

Incident Reports are used to notify University officials about a potential violation of the University's Code of Student Conduct. Any member of the University community or off-campus individuals can submit an Incident Report. The Incident Report contains the date, time, location, names of individuals involved, and details of the incident. Incident Reports are submitted to the Office of the Dean of Students and are reviewed by the dean or associate dean, and a determination is made regarding how the case will proceed.

### **Respondent**

A student who has been charged with one of more violations of the Code of Student Conduct.

### **Complainant**

Anyone who brings forth a complaint about a student's alleged behavior.

### **Letter of Allegation**

For every hearing, a Letter of Allegation is prepared as written notification of the alleged violation(s) of the Code of Student Conduct and the type of hearing, along with the date, time, location and other pertinent information.

### **Correspondence**

All correspondence regarding all aspects of the Code of Student Conduct is prepared by the Office of the Dean of Students. The primary avenue of communication is through the student's SXU email account, using third-party software, Maxient. It is the student's responsibility to make sure an up-to-date address is on file with the University. Every reasonable attempt will be made to correspond with the student throughout the conduct process. Forms of correspondence include, but are not limited to, U.S. mail, the student's SXU email account, hand delivery and certified mail.

### **Letter of Notification**

The outcome of a hearing will be communicated to the respondent student through a Letter of Notification that lists the charges, violations, findings and sanctions.

### **Complainant Notification**

Complainants will be notified of the hearing findings and sanctions that are directly relative to the complainant.

### **Student Organization**

A student organization is any group of students given recognition by the Department of Student Life. References to *student* in the Code of Student Conduct may be understood to include student organizations.

### **Witness**

Witness means a person reasonably identified as having information regarding any relevant aspects of the allegation. Character witnesses are generally not permitted at hearings.

## Hearing Coordinator

The hearing coordinator is a member of the Office of the Dean of Students staff. The hearing coordinator will conduct the pre-hearing with the student, makes all arrangements for the University Conduct Board proceedings, prepares all correspondence to the student and participates in the University Conduct Board hearing as a non-voting member.

## Advisor

Advisor means a person identified by the accused as someone to provide support and assistance during the conduct proceedings.

## Case

A case is created when incident reports are compiled and assigned a case number. Case documentation is maintained in the Office of the Dean of Students, and all related correspondence contains the case number. Cases are handled on the basis of severity of the alleged violation and the potential sanctions. A case can be dismissed and charges dropped, assigned as an informal meeting or judicial hearing, or referred to the University Conduct Board. At times when the University is not in session a case may be handled administratively by the Office of the Dean of Students.

## Conduct File

A student's conduct file contains all written correspondence, including incident reports, letters of allegation and notification, witness notification, hearing notes, and appeal decisions. A copy of a student's conduct file is made available to the student for inspection if a request is made in writing to the Office of the Dean of Students. The conduct file is confidential and may be reviewed by designated Office of the Dean of Students' staff.

## Hearing Officer

Hearing officers include staff members in the Office of the Dean of Students. Hearing officer(s) conduct a hearing by reviewing the evidence and interviewing the accused student(s) and, if necessary, appropriate witnesses. The hearing officer(s) will deliberate in private and make a decision about the student's involvement in the alleged misconduct and issue appropriate sanctions.

## Informal Meeting

Based on the details of a case, the Office of the Dean of Students staff may choose to contact the student to discuss the details of incident report(s) to determine if formal proceedings are necessary, or as general follow-up to an incident.

## Safety Agreement

A Safety Agreement is issued by the Office of the Dean of Students when a student's behavior poses a significant disruption to the community, threat to self or others or follows a psychiatric evaluation as described in the Mandatory Medical and/or Psychological Withdrawal Policy. A Safety Agreement is an agreement by the student to adhere to specified conditions. Failure to comply with the Safety Agreement may result in disciplinary or administrative proceedings.

## Student

A student is anyone who has enrolled at the University and/or has commenced classes, including student-at-large status. The term does not include an individual who has applied for admission to, but has not enrolled in classes at the University, nor does it include alumni status.

## University Community

University refers to Saint Xavier University, which includes the physical plant, the total education program, students, faculty, employees, officers and trustees.





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# Hearings

There are three types of hearings, which are described below.

## 1) Administrative Hearing

An administrative hearing is a formal hearing conducted by one or more hearing officer(s). Normally, the disciplinary actions that can be taken at the administrative hearing level, with the exception of the Vice President for Student Affairs, are sanctions 1-13. If the incident occurs outside of the normal academic year, defined as the Fall Semester or the Spring Semester, all sanctions are available in the administrative hearing. Additionally, if a student is currently sanctioned with disciplinary probation, or is otherwise not in good standing with the Office of the Dean of Students, all sanctions, including suspension and expulsion from the University, are available to the administrative hearing officers.

## 2) University Conduct Board Hearing

Incidents that could result in suspension or expulsion from the University or may be of a controversial or sensitive nature are referred to the University Conduct Board by the Office of the Dean of Students. When the University Conduct Board is not in session (semester breaks, exam periods or summer recess), cases may be heard as administrative hearings. In these instances, the hearing officer(s) have the authority to impose the full range of sanctions available to the University Conduct Board, sanctions 1-15.

The University Conduct Board is comprised of a chair, and a minimum of four representatives from the faculty, staff and student body. The Office of the Dean of Students will make every effort to exhaust the list of appointed University Conduct Board members to ensure that at least one member from each group is present. The members of the University Conduct Board are appointed by the vice president for Student Affairs from a pool of faculty, staff and students. The members of the University Conduct Board will be appointed at the beginning of the academic year and normally serve for one academic year. The chair of the University Conduct Board (board chair) is appointed by the vice president for Student Affairs from the members appointed to serve on the University Conduct Board. If necessary, an alternate chair will be appointed by the vice president for Student Affairs from the appointed members of the University Conduct Board.

A hearing before the University Conduct Board will include the board chair and a minimum of four members of the board, the accused student(s), the complainant(s), witnesses and advisers. The deliberations by the board will be conducted in private. A quorum consists of five voting members. The outcome of the case is communicated to the student verbally and in writing.

### University Conduct Board Pre-Hearing

All cases referred to the University Conduct Board must have a pre-hearing for the charged student at least one day prior to the hearing. Advisors are permitted at the pre-hearing. Witnesses are not permitted at the pre-hearing. The pre-hearing provides an opportunity for the student charged with violations of the Code of Conduct (hereby referred to as the charged student) to review all written reports about the allegations and make an initial response to them. The hearing coordinator will compile a summary of the student's response for presentation at the University Conduct Board. During the pre-hearing, there will be a full explanation of:

- The hearing coordinator's role;
- Student rights in the conduct process;
- Review of the charges;
- Examination of the reports;

- University Conduct Board procedures;
- Opportunity to state case/respond to reports
- The date and time of the University Conduct Board hearing.
- Disclosure of board members assigned to the hearing and an opportunity to request a substitution based on a conflict of interest

### **Pre-hearing for Complainant**

Student complainants involved in a case that is referred to the University Conduct Board will be offered the opportunity to participate in a pre-hearing at least one day prior to the hearing. A member of the dean of students' staff will act in an advisory capacity and conduct the pre-hearing with the complainant.

- Student rights
- Review of the charges
- Examination of the reports
- University Conduct Board procedures
- Review of the charged student's statement
- Opportunity to ask questions/respond to reports
- Disclosure of board members assigned to the hearing and an opportunity to request a substitution based on a conflict of interest.

### **University Conduct Board Hearing Format**

1. At the beginning of the hearing, the charged student will be introduced by the hearing coordinator to others who are present.
2. The student's understanding of his/her rights in the conduct process will be reviewed by the Board Chair.
3. The charged student will be informed of the alleged violations of the Code of Student Conduct.
4. Incident Reports and supporting documentation will be reviewed.
5. All communication between the charged student, complainant, and witnesses will be directed to the Board Chair.
6. The complainant will be asked to describe what happened.
7. The charged student will have an opportunity to respond.
8. Witnesses will be asked to describe what happened, and the charged student will have a chance to respond.
9. The Board Chair may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying.
10. The Board Chair will decide the order of witnesses and when the complainant and witnesses will be in the hearing room.
11. The Board Chair and/or members of the University Conduct Board may ask questions of any charged student, complainant, victim or witness during the hearing.
12. At the conclusion of the hearing, the charged student, complainant, victim, advisors and witnesses will be excused. These individuals will not be present during the deliberations of the University Conduct Board.
13. After the deliberations, the decision will be communicated to the charged student, including information on the appeal process and to the complainant (separately).

### **Substitution of Members**

If members of the University Conduct Board believe they are not qualified to serve on the board for personal or official reasons, they may release themselves. A student whose case is before the University Conduct Board may not object to the membership of the University Conduct Board except for reasons of official or personal conflict of interest, and this should be

noted at the time of the pre-hearing. The dean of students, or designee, will determine the validity of request for substitution. If the objection is first raised at the time of the hearing, the board chair will make the determination.

### 3) Student Organization Hearing

A student organization hearing is a hearing conducted by one or more hearing officers or, in serious cases, the University Conduct Board. A case is considered serious when it is possible that the student organization could be suspended or terminated. The hearing officer(s)/Board Chair will review all of the evidence and interview the appropriate members of the organization, and, if necessary, appropriate witnesses. The hearing officers will deliberate in private and make a decision about the organization's responsibility for the alleged misconduct and issue appropriate sanctions. An organizational hearing differs from an administrative hearing/University Conduct Board hearing in that (1) the organization's advisor is invited to attend the hearing and participate in the proceedings; (2) the organization's president and executive officers usually will officially represent the organization at the hearing, although additional officers and/or members of the organization may be invited to the hearing; (3) the organization will be asked to submit a written statement about the incident and its involvement that will be used during the hearing; and (4) the hearing officer(s) will determine sanctioning organizationally or individually as appropriate. The disciplinary actions that can be taken by hearing officer(s) as a result of a student organization hearing are the same sanctions outlined above.

### Waiving the Right to a Hearing

In some cases, the coordinator may choose to offer a student the opportunity to waive the right to a hearing. In this instance, the student admits responsibility for the violations for which he/she has been charged and waives the right to a formal hearing. The hearing coordinator will meet with the student informally to discuss the incident and determine appropriate sanctions.

## Procedures and Attendance

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### Witness Procedures

Witnesses are permitted at hearings. Students involved in simultaneous, related conduct proceedings cannot serve as witnesses for each other. It is the responsibility of the student charged to contact the witnesses, request their attendance at the hearing and notify the hearing officer(s) of the witnesses' names at least 24 hours prior to the hearing date. Victims, complainants and the hearing officer may also invite witnesses to appear at the hearing. If a witness is unable to attend the hearing, the witness may provide a written statement, including but not limited to sworn testimony, and discuss the statement with the hearing officer before the scheduled hearing, or participate in the hearing via telephone. The hearing may proceed even if all witnesses are not present. The hearing officer may limit the number of witnesses permitted to attend the hearing. Character witnesses are normally not permitted, but in any cases that they are approved by the dean of students, student complainants and charged students will both be allowed to present character witnesses.

### Advisor Procedures

Advisors are permitted at pre-hearings and hearings, and any other procedural meetings. Students have the right to have one advisor present, with the exception in which the student would like both parents/guardians to attend. The respondent and the complainant have the same right to an advisor. Advisors can be Saint Xavier faculty, staff, students, family members, or any other community member not involved with the investigation. A witness or potential witness in the case may be excluded from serving in the role of advisor due to potential conflicts. The advisor serves as a support person and is intended to provide direct assistance to the student before and during the hearing. The advisor may not speak for the student, nor address the hearing officer(s) or the University Conduct Board. The advisor may not function as legal counsel. Attorneys or individuals with juris doctorates are not permitted at the hearings, with the exception of parents or guardians. The student must inform the hearing officer of the name of the advisor(s) 24 hours prior to the hearing date.

### Attendance

Conduct hearings will be closed to everyone except those persons specified in this procedure, or persons whose presence at the hearing is authorized by the Office of the Dean of Students.

A student who cannot attend the hearing scheduled for consideration of the case must submit a written statement to the Office of the Dean of Students stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Office of the Dean of Students at least 24 hours prior to the hearing, with the exception of hearings that necessitate a more timely decision. At the discretion of the Office of the Dean of Students, the hearing may be rescheduled. Only one change of hearing date and time may be granted. The final decision on the hearing date and location of a delayed hearing will be decided by the dean of students or a designee.

If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the charged student. Such an

absence will not be considered grounds for an appeal.

Where two or more cases involving common occurrences or the same student(s) are pending simultaneously, the dean of students may decide to consolidate the hearing of such cases or hear them separately.

## Complainant Notification of Findings

Student complainants in an SXU conduct case will be notified of the outcome of disciplinary procedures as well as any relevant sanctions through the Office of the Dean of Students. This notification is to be made at the same time as notification to the respondent. Complainants who are the victims of any crime of violence or a non-forcible sex offense are entitled by law to the findings. If the complainant is deceased as the result of the crime, disclosure can be made to the next of kin.



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## Appeals

Students found responsible for violations of the Code of Conduct, as well as complainants within the conduct process, have a right to appeal. The appeal must be in writing and must be delivered to the Office of the Dean of Students electronically or in hard copy within three (3) business days of the date on which the Letter of Notification is sent.

Appeals are not re-hearings, and they are not granted on the basis of disagreement with the original decision. The Office of the Dean of Students will review appeal requests to determine if the appeal has sufficient merit and to decide on appropriate action.

Appeals will be considered based only on the following reasons:

- **New Evidence of a Substantive Nature:** New, significant, or relevant evidence sufficient to alter a decision or other relevant facts. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original hearing.
- **Substantive Procedural Error:** The procedures outlined in the *Student Code of Conduct* were not followed.
- **Severity of Sanctions:** Sanctions imposed are not appropriate and/or proportionate to the violation(s) and the conduct history of the student.
- **Preponderance Standard Not Followed:** The conduct officer(s) did not correctly apply the preponderance standard - "more likely than not" -- which affected the outcome.
- **Hardship Consideration:** Student accepts responsibility for the violation(s) of the Code of Conduct, but sanctions issued pose an undue hardship for which the student requests special consideration.

### Appeal Procedure:

The Dean of Students or designee will consider all information related to the appeal and take one of the following actions:

- Determine the appeal lacks sufficient merit and uphold the original decision.
- Reverse or modify the finding or adjust sanctions on the basis of the information from the case and the written appeal.
- Assign an appeal officer and refer the matter to an appeal hearing. The appeal officer will determine the outcome of the appeal after the hearing is complete, either upholding the original decision or reversing or modifying decisions and/or sanctions.
- Order the original case to be re-heard, in whole or in part, and assign hearing officer(s) to the case.

### Appeals for Complainants

Student complainants have the right to appeal based on the same above criteria.

### Notification of Parties

In the event that there are two or more parties in a case -- complainant(s) and respondent(s) -- the other party will be notified at the time of appeal and given the opportunity to respond or provide information relevant to the appeal.



## Timeline

A student has three (3) business days (a business day is defined as a day University offices are open) after written notice of a disciplinary decision is issued to file an appeal request with the Office of the Dean of Students. Failure to request an appeal within the 3-day working period waives the right to request an appeal. Special considerations can be brought to the attention of the Dean of Students. Implementation of sanctions during the appeal process is left to the discretion of the Dean of Students, or designee. Deadlines for assignments due will be adjusted to reflect the time it takes to process the appeal.

## Request for Appeal

The appeal must be typewritten and submitted with a Request for Appeal Form, which will be attached to the Letter of Notification. In completing the form, the student is asked to make a statement explaining in detail why an appeal should be considered. Copies of any documents that will substantiate or clarify the appeal should be attached. The completed form is to be submitted to the Office of the Dean of Students in hard copy or electronically to [deanofstudents@sxu.edu](mailto:deanofstudents@sxu.edu).

References to the Office of the Dean of Students in the conduct process shall be understood to also refer to the Vice President for Student Affairs or the Vice President's designee.

In all appeal cases, the disposition of the case by the Vice President for Student Affairs is final.



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# Parental/Guardian Notification of Alcohol and Other Drug Violations

Like other colleges and universities throughout the United States, Saint Xavier is concerned about the use and abuse of alcohol and other drugs by our students. Consistent with our mission of enhancing lifelong learning, fostering personal growth and developing leadership qualities, we believe it is our duty to foster a campus environment that is free of alcohol abuse and illegal drug use.

We recognize that achieving this goal will require the commitment and collaboration of many constituencies, both on the campus and in the community. We are asking parents/guardians to help us address the abuse of alcohol and other drugs by college students.

The Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform parents/guardians of students under 21 years of age when their student has been found in violation of University alcohol and drug policies. In line with the law, the Parental Notification Policy will enable SXU to partner with parents/guardians to assist students in making healthy and responsible decisions regarding drug and alcohol use and deterring irresponsible drinking and all drug use.

The University maintains the following policy:

The Office of the Dean of Students may notify parents/guardians of students under 21 years of age when a student is found responsible for (1) any violation of the drug policy, (2) a second violation of the alcohol policy, and (3) a first violation of the alcohol policy when one or more of the following occurs:

- The student demonstrates a reckless disregard for his/her personal safety or the safety of others
- Medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior;
- There is property damage;
- The student operates a motor vehicle under the influence of alcohol;
- The incident involves another serious violation; and/or
- The student's alcohol-related behavior negatively impacts the learning environment.



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## Mandatory Medical and/or Psychological Withdrawal

When, in the judgment of the University, an individual's behavior is disruptive to the educational and living environment that the University seeks to maintain, the student may be required to receive a psychological and/or psychiatric evaluation and/or participate in a hearing for mandatory medical withdrawal from the University.

A mandatory medical withdrawal may be required for mental and/or physical conditions that interfere with a student's ability to participate in campus life, in situations where there is reason to believe that a student is a threat to him/herself or the University community, or a potential disruption to the educational process of the institution. The Office of the Dean of Students may require immediate leave and/or withdrawal from the University and/or University housing if there appears to be a substantial foreseeable threat.

The University may remove a student from housing, from class attendance or from the campus pending the outcome of a psychological and/or psychiatric evaluation and/or hearing for medical withdrawal if the student poses a risk to self, others or property. Additionally, the student may be charged with violations of the Student Code of Conduct.

The Office of the Dean of Students may request that the student be evaluated at the student's expense by a physician, psychologist or psychiatrist. A student required to receive an evaluation will be notified in writing by the Office of the Dean of Students. This letter may be a confirmation of a verbal directive previously given to the student. The student must inform the Office of the Dean of Students, in writing, of the name and address of the licensed, independent evaluator within 48 hours of receiving the letter. The Office of the Dean of Students will provide the evaluator with information regarding precipitating events and issues that need to be addressed through the psychological/psychiatric or medical evaluation.

The student must receive the evaluation as soon as possible. This evaluation must be scheduled within five business days from the date of the letter informing the student of the mandatory evaluation. The evaluator must forward to the Office of the Dean of Students a written report of findings. If a psychological/psychiatric or medical evaluation is required and the student does not comply within the required time, or refuses to comply, the Office of the Dean of Students may automatically withdraw the student from the University without a hearing.

If a student is cleared by a medical professional to return to campus, the student may be required to enter into a Safety Agreement as outlined in the Student Handbook. Should a student fail to comply with the terms of the Safety Agreement, the Office of the Dean of Students may authorize a mandatory medical withdrawal from housing or the University without a hearing.

A student required to participate in a mandatory withdrawal hearing in the Office of the Dean of Students will be notified of the hearing in writing.

The hearing may be informal or may follow a formal hearing process if violations of the Code of Conduct have been alleged. If the student fails to attend the hearing for any reason, the hearing may be held in the student's absence, and the student may be subject to disciplinary action. The student and relevant staff members will have the opportunity to present information to the Office of the Dean of Students. The Office of the Dean of Students shall arrive at a final determination of disposition in a timely fashion and notify the student in writing.

In the event that mandatory withdrawal is ordered, the student may appeal to the vice president for Student Affairs. A request for an appeal must be filed in writing within three business days of receipt of notification of mandatory withdrawal. The student must state the basis of the appeal in the appeal letter. If the vice president for Student Affairs (or designee) judges

the appeal to have merit, he/she may meet with the student and/or staff members as part of the appeal process. The vice president's (or designee's) decision is final.

Reasonable deviations from these procedures will not invalidate a decision or proceedings. At any point in the process, the student may voluntarily withdraw from the University or housing. If a student withdraws, the case would be reviewed before a student was allowed to re-enroll.

Mandatory withdrawals shall be for a minimum of one semester, or the remaining portion thereof.

Both the health of the student and the ability to resume academic responsibilities are central to the determination of whether a student may return from a medical withdrawal. Up-to-date medical documentation must accompany requests to return from medical withdrawal. Students are expected to actively engage in taking the necessary steps to seek treatment consistent with the mental or physical condition. In such cases, compliance with recommendations will be considered and student may be required to enter into a Safety Agreement as a condition of return.



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