



Saint Xavier  
UNIVERSITY



# STUDENT HANDBOOK

## 2021-2022

The contents of the 2021–2022  
Saint Xavier University Student Handbook  
are subject to change without notification. Policies are subject to  
change within an academic year due to requirements and policies  
changing at the federal level. Students  
are encouraged to regularly visit the online resource for  
up-to-date information.

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## I. Mission Statement

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates persons 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*

*Approved by Saint Xavier University Board of Trustees, October 12, 2005, and by the Members of the Corporation, the Sisters of Mercy, on October 20, 2005. Reaffirmed by the Saint Xavier University Board of Trustees, September 11, 2017. Updated by the Saint Xavier University Board of Trustees, September 30, 2020.*

## II. 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.

## III. 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 re mediate 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 simple, 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 seal.

*Approved, March 30, 2008 Reaffirmed by the Board of Trustees - September 11, 2017*

[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.

#### **IV. 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.

*Accepted by Faculty Senate, March 28, 2006*

*Approved by the Board of Trustees, May 10, 2006*

*Approved by the Corporate Member, May 25, 2006*

*Reaffirmed by the Board of Trustees, September 11, 2017*

## **V. Significant Moments in SXU History**

### **2020**

Saint Xavier University achieves an enrollment milestone in welcoming its largest freshman class in the institution's nearly 175-year history, despite challenges posed by COVID-19.

Saint Xavier University introduces the Center for Inclusive Excellence, designed to serve as a catalyst for ongoing diversity, equity and inclusion initiatives.

Saint Xavier University partners with City Colleges for a Guaranteed Admission Agreement, creating a clear path to a bachelor's degree for eligible transfer students.

Saint Xavier University becomes a Military Friendly® School, considered an institution whose commitment to serving the military and veteran community creates sustainable and meaningful opportunities for them.

### **2019**

Saint Xavier University is awarded a \$3 million grant from the U.S. Department of Education under its Developing Hispanic-Serving Institutions Title V Program to create clear and integrated academic and career pathways for students to reach their educational and career goals.

### **2018**

Saint Xavier University was awarded a \$1.46 million grant from the National Science Foundation (NSF) to support classroom research and work-readiness programs for science, technology, engineering and mathematics (STEM) students as part of the NSF's Improving Undergraduate STEM Education: Hispanic Serving Institutions program.

Saint Xavier University welcomed its largest enrolled freshman class in its 172-year history.

In July, the Saint Xavier University Health Center moved to 3925 W. 103rd Street to provide easier access to members of the SXU community and those of the surrounding neighborhood. The Health Center is now part of SXU's renovated Driehaus Center, which includes Gilhooley's, Copy Cats and the Counseling Center, which also moved to its new location in July.

The School of Nursing expands to the School of Nursing and Health Sciences. The school expands to include communication sciences and disorders, gerontology, exercise science and physical education.

### **2017**

Laurie M. Joyner, Ph.D., becomes the 20th president of Saint Xavier University.

### **2016**

Saint Xavier celebrates 170 years of educational service in and beyond Chicago. WXAV 88.3 FM celebrates 25 years on the airwaves

### **2014**

Saint Xavier University's Chicago campus opened a Student Veteran Resource Center. Chicago's Mayor Emanuel announced a long-term partnership between Saint Xavier University and Morgan Park High School. The high school will now be able to offer students access to a dual enrollment and credit program. Saint Xavier University's Graham School of Management earned accreditation from the Association to Advance Collegiate Schools of Business (AACSB) International.

### **2013**

Saint Xavier University's School of Nursing is awarded more than \$600,000 for nursing scholarships.

### **2011**

Saint Xavier University wins first-ever Russell Athletic-NAIA National Football Championship. Saint Xavier University celebrates grand re-opening of newly renovated Robert and Mary Rita Murphy Stump Library.

### **2010**

Christine M. Wiseman, J.D. becomes the 19th president of Saint Xavier University.

Saint Xavier University is awarded \$5 million for capital improvements to the Robert and Mary Rita Murphy Stump Library.

### **2009**

The 49th Street Gateway Arch replica is installed at the 103rd Street campus, at the entry to the Morris-Schmitt Quad. Saint Xavier announces the naming of the Robert and Mary Rita Murphy Stump Library. The University expands to two new locations in former neighborhood church buildings -- one renovated to house the Art Department and the other, to be known as the Sister Mary Denis O'Grady Center, designed as a one-stop marketing communications, media relations and fundraising center housing the Office of University Relations and the Office of University Advancement.

### **2008**

O'Brien Hall opens; it is SXU's second LEED Gold-certified residence building.

**2007**

The School of Nursing is recognized as a Center of Excellence in Nursing Education by the National League for Nursing. After three years of study and design by an interdisciplinary faculty task force, University faculty members approve a new general education program. The School of Arts and Sciences becomes the College of Arts and Sciences. An affiliation agreement between Saint Xavier University and the Conference for Mercy Higher Education (CMHE) transfers the University's Mercy sponsorship from the Regional Community of Chicago to CMHE, the newly created sponsorship entity for 16 Mercy-founded colleges and universities in the United States.

**2006**

The Office for Mission and Heritage launches its Catholic Colloquium Lecture Series to explore the responsibilities of a Catholic university as a resource for examining contemporary civic and social questions and for developing healthy, active spiritual lives. Speakers in the series include Peter Steinfels, R. Scott Appleby, Sister Mary Aquin O'Neill, R.S.M., Rev. Robert E. Barron, Rev. Otis Moss, III, and Lawrence Cunningham. Saint Xavier celebrates 160 years of educational service in and beyond Chicago. Saint Xavier's Rubloff Hall becomes the first LEED Gold-certified student residence building in Chicagoland and the second such facility in Illinois.

**2004**

Saint Xavier University establishes the Office for Mission and Heritage.

**2003**

Saint Xavier builds a state-of-the-art facility and creates the new Orland Park Campus on a generously donated 35-acre site near Interstate 80 in Orland Park.

**2002**

Morris Hall opens, continuing to expand the opportunity for students to live on campus.

**2001**

McCarthy Hall, a new student residence, opens. Saint Xavier University establishes the Center for Religion and Public Discourse to advance thoughtful and respectful discussion and scholarship, relating academic disciplines and contemporary concerns to ethical, spiritual and religious perspectives. The Center inaugurates the Squeaky Weal Lecture Series, attracting such guest speakers as poets W.S. Merwin and Lisel Mueller, journal Rancic and Kathleen Kennedy Townsend.

**2000**

The McDonough Chapel and the Mercy Ministry Center open, realizing a long-deferred dream of a free-standing

chapel and associated ministry space.

**1999**

The University completes construction of the Shannon Convocation and Athletic Center, making it possible to host athletic contests and special events, including graduation, in a facility that seats up to 3,200 persons. Saint Xavier University inaugurates an Honors Program that provides an intensive, four-year, interdisciplinary program for qualifying students.

**1997**

Saint Xavier establishes a Center for Off-Campus and International Program Development. Saint Xavier University organizes its Adult College.

**1996**

Saint Xavier celebrates 150 years of educational service to Chicagoland.

**1995**

Andrew Conference Center opens.

**1992**

Saint Xavier College becomes Saint Xavier University.

**1990**

The Renaissance Academy, organized under Saint Xavier sponsorship, heightens the inter-generational character of the campus community. The College establishes the School of Arts and Sciences.

**1989**

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

**1985**

Saint Xavier first extends its campus across 103rd Street, opening the Graham School of Management in a renovated public school building.

**1984**

In partnership with the then Illinois Renewal Institute, Saint Xavier's School of Education begins offering graduate courses at sites across Illinois. Eventually, this partnership evolves into the off campus master's degree programs.

**1983**

SXC's Department of Business Administration becomes the Graham School of Management and inaugurates its MBA program.

**1978**

Saint Xavier launches its Weekend College with four baccalaureate programs -- business administration, criminal justice, humanities and nursing.

**1975**

Saint Xavier establishes a Campus Ministry program and selects a lay person as the program's first director.

**1969**

After considerable discussion, Saint Xavier becomes coeducational, enrolling its first undergraduate males for January 1969.

**1968**

Using a Science Department telephone and teletype link to the Illinois Institute of Technology, Saint Xavier gains its first access to computers.

**1966**

Saint Xavier organizes a Continuing Education Program designed to help adult women reenter the academic world and complete interrupted studies toward a degree.

Saint Xavier first names lay persons to its Board of Trustees.

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."

Despite initial opposition by then Archbishop John Cody, Saint Xavier hosts the John XXIII Theological Symposium, drawing over 4,000 participants to hear the major theologians of the Second Vatican Council discuss what that Council would mean for the future of the Catholic Church.

**1965**

Saint Xavier faculty members approve their first set of faculty bylaws subsequently affirmed by the Board of Trustees. A faculty handbook follows in the same year.

**1963**

Saint Xavier's School of Nursing initiates its first graduate degree program, a master of science in psychiatric nursing.

**1962**

As a "center of excellence," Saint Xavier College is named as the only Catholic women's college and one of 35 private liberal arts colleges in the United States to receive a Ford Foundation Special Program in Education grant. It's an unrestricted matching grant of \$1.5 million; to meet the match, SXC raises \$3 million before June 30, 1965.

**1961**

Saint Xavier College confers its first master's degrees -- in theology and in education.

**1959**

Pacelli Hall, Saint Xavier's first free-standing residence hall, opens.

**1956**

Saint Xavier College moves to a new campus at 103rd Street and Central Park Avenue. Coincident with the move, the College and the Academy separate and the Academy becomes McAuley Liberal Arts High School.

**1954**

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

**1953**

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

With grants from Ford Foundation's Fund for the Advancement of Education, Saint Xavier launches "The Saint Xavier Plan for the Liberal Education of the Christian Person," a grammar school through college curriculum centered in the liberal arts and grounded in philosophy and theology.

**1949**

Saint Xavier College abandons the quarter system in favor of a semester-based academic calendar.

**1948**

Saint Xavier introduces a summer program in theology for sisters and faces controversy over the propriety of teaching theology to non-clergy. Undaunted, the summer program expands to degree status in 1951 and opens to lay persons in 1957.

**1937**

Saint Xavier College achieves accreditation from the then North Central Association of Secondary Schools and Colleges.

**1935**

Saint Xavier and Mercy Hospital (Chicago) launch the first integrated baccalaureate nursing program in Illinois by melding the general education program with hospital-based laboratory courses and clinical practice hours to create an intensive four-year collegiate nursing program.



### **1934**

The College announces a rigorous new general education curriculum modeled on its neighbor, the University of Chicago. Sister Camillus Byrne, one of its chief architects, later noted that "opposition arose ... but without vision, there can be no progress."

### **1919**

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

### **1915**

Saint Francis Xavier College for Women opens, welcoming five students and offering a classical program anchored in religion, languages, mathematics and history.

### **1912**

The Sisters of Mercy apply for and receive a certificate of incorporation "to establish, maintain and conduct one or more colleges and ... a university in which may be taught all branches of higher learning." This action marks the sisters' determination to open a Catholic college for women.

### **1901**

Saint Xavier moves into elegant and expanded new facilities at 49th Street and Cottage Grove Avenue. Among the features worthy of note -- a telephone!

### **1873**

After an interim period in temporary quarters, Saint Xavier Academy takes possession of an entirely new building at 2834 S. Wabash Avenue in the residential section of Chicago favored by the Pullmans, Armours, Marshall Fields and other dignitaries

### **1871**

The Great Chicago Fire sweeps through the city, and though no lives were lost among students or sisters, Saint Xavier is reduced to ruins.

### **1865**

The Academy expands, adding a five-story building at its Wabash Avenue location.

### **1847**

In the fall, the Academy moves to a newly constructed brick facility on Wabash Avenue near Madison Street in the heart of the city. The Sisters of Mercy seek and receive an expansive state charter for the Academy, making it a corporation empowered to confer degrees, "appoint a president or principal ... and all such professors or teachers ... as may be necessary ... and prescribe and direct the course of studies to be pursued in said institution." 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.

### **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.

### **1844**

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

### **1837**

Chicago incorporates as a city.

### **1831**

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

## **VI. Saint Xavier University Fight Song**

### **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

*Copyright: Jim Brandmeier, 1990*

## VII. 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 (<https://handbook.sxu.edu/student/Code-Conduct/conduct-system.html>).

## VIII. 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 208, 773-298-3101

**Bursar's Office:** Warde Academic Center, Room A-227, 773-298-3046

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

**Center for Accessibility Resources:** Warde Academic Center, L-108, 773-298-3956

**Center for SUCCESS:** Warde Academic Center, L-208, 773-298-3131

**Counseling Center:** Driehaus Center, 773-298-4045

**Dean of Students:** Warde Academic Center, L-103, 773-298-3121

**Dining Services:** Warde Academic Center, A-106C, 773-298-3268

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

**Health Center:** Driehaus Center, 773-298-3712

**The HUB:** (Client Services): Warde Academic Center, L-121, 773-298-HELP (4357)

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

**Learning Center/Writing Studio:** Warde Academic Center, L-108, 773-298-3956

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

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

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

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

**Residence Life:** Warde Academic Center, L-103, 773-298-3977

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

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

**Student Activities:** Warde Academic Center, L-109b, 773-298-5114

**Saint Xavier Council (SXC):** Warde Academic Center, L-109b, 773-298-5114

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

## IX. Information Sources

### Written:

Refer to this Student Handbook for services and policies (<https://handbook.sxu.edu/student/Rights-Policies/acceptable-use.html>).

Refer to Saint Xavier University Academic Catalog (<https://www.sxu.edu/catalog/index.asp>) for course descriptions and other University policies.

Refer to the Saint Xavier University public website (<https://www.sxu.edu>) for a wide range of information about the University and its policies.

The Xavierite (<http://sxustudentmedia.com/>), the student newspaper, is published weekly on Wednesdays during the fall and spring semesters.

### **Places:**

The Office of the Dean of Students (WAC L-103) can readily put students in contact with individuals, organizations and offices throughout the campus.

## **X. Administrative Information**

### **President, MMC-116**

Laurie M. Joyner, Ph.D. (2017)

The president (<https://www.sxu.edu/about/leadership-vision/president/index.aspx>) 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 (<https://www.sxu.edu/about/leadership-vision/trustees.aspx>).

### **Senior Leadership Team**

The Senior Leadership Team (<https://www.sxu.edu/about/leadership-vision/leadership.aspx>) 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.

### **Interim Provost, MMC 117**

Michael T. Marsden, Ph.D. (2021)

The interim provost administers all academic programs and services offered by the University's schools and college, and the Center for International Design and Academic Technology..

### **Vice President for Finance and Administration/CFO, WAC A-106B**

Daniel P. Klotzbach, MBA (2017)

### **Executive Director, Institutional Research and Special Assistant to the President, WAC S-409**

Kathleen Carlson, Ph.D. (1997)

### **Executive Director for Mission and Heritage, MMC 114**

Jenny DeVivo, Ph.D. (2018)

### **Chief of Staff, MMC 115**

Maggie Eaheart (1992)

### **Assistant Vice President for Strategic Enrollment Management**

Brian Hotzfield, MBA (2002)

### **Director of Athletics, Shannon Center 211**

Allison Kern, B.A. (2019)

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

Erin Mueller, M.A. (2016)

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

Deb Rapacz, M.S. (2009)

### **Dean of Students, WAC L-103**

Katy Thompson, M.A. (1999)

## **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, educational experience, faculty work, academic programs and other items of importance to the integrity of academic offerings at Saint Xavier University. Membership includes:

- Michael T. Marsden, Interim Provost
- Bindhu Alappat, Ph.D., Interim Dean, College of Arts and Sciences
- Gwendolyn George, DNP, APRN, FNP-BC, Dean, School of Nursing and Health Sciences
- Mark Rosenbaum, Ph.D., Dean, Graham School of Management
- David Stern, M.L.S., Robert and Mary Rita Stump Library
- Rick Venneri, Ph.D., Associate Provost, Academic Affairs

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.

## **XI. Services to Students**

### **Alumni Relations**

<https://www.sxu.edu/about/offices/alumni/index.aspx>

### **Bookstore**

<https://sxu.textbookx.com/institutional/index.php>

### **Campus Alert System**

<https://www.sxu.edu/student-life/campus-safety/alert.aspx>

### **Campus Ministry**

<https://www.sxu.edu/student-life/spirituality/ministry/campus-ministry/index.aspx>

### **Campus Police and Public Safety**

<https://www.sxu.edu/student-life/campus-safety/index.aspx>

### **Center for Accessibility Resources**

<https://www.sxu.edu/academics/guidance/accessibility-resources/index.aspx>

### **Center for International Education**

<https://www.sxu.edu/academics/center-international-education/index.aspx>

### Center for SUCCESS

<https://www.sxu.edu/academics/guidance/center-success/index.aspx>

### Counseling Center

<https://www.sxu.edu/student-life/health-wellness/counseling/>

### Dean of Students

<https://www.sxu.edu/student-life/dean-students/index.aspx>

### Financial Aid

<https://www.sxu.edu/tuition-aid/financial-aid/index.aspx>

### Health Center

<https://www.sxu.edu/student-life/health-wellness/health-center/index.aspx>

### Information Technology

<https://www.sxu.edu/about/offices/information-technology/index.aspx>

### International Student Admission

<https://www.sxu.edu/admission/international/index.aspx>

### Learning Center/Writing Studio

<https://www.sxu.edu/academics/guidance/learning-center/index.aspx>

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

<https://lib.sxu.edu/home>

### Lockers

*Available in the Warde Academic Center managed by the Dean of Students Office (WAC L-103) with request for locker usage made through The Den.*

### Lost and Found

<https://www.sxu.edu/student-life/campus-safety/lost-found.aspx>

### Mercy Volunteer Corps

<https://www.sxu.edu/student-life/spirituality/ministry/campus-ministry/volunteer.aspx>

### Records and Registration

<https://www.sxu.edu/academics/guidance/records/index.aspx>

### Residence Life

<https://www.sxu.edu/student-life/residence-life/index.aspx>

### Shannon Center (Athletic Office)

<https://www.sxu.edu/student-life/health-wellness/fitness/index.aspx>

### Student Employment

<https://www.sxu.edu/academics/guidance/center-success/employment.aspx>

### Student Life

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

### Student Media

<http://sxustudentmedia.com/>

### Student Success Program

<https://www.sxu.edu/academics/guidance/student-success-program/index.aspx>

## XII. Student Rights, Policies, Procedures and Services

### i. Access to Student Information

#### Student Privacy and Education Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- **The right to inspect and review the student's education records** within 45 days after the day the University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request an amendment of the education record** that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - If University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The University discloses education records without a student's prior-written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official typically includes:



- A person employed in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff).
- A person serving on the board of trustees or a student serving on an official committee, such as a disciplinary or grievance committee.
- A person who serves as a volunteer or contractor outside of the University and who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, collection agent or a student volunteering to assist another school official in performing his or her tasks.
- A University official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the school also discloses education records without consent to officials of another educational institution in which a student seeks or intends to enroll. FERPA requires the University to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

• **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance, Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to University officials (as defined above), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The University may disclose PII from the education records without obtaining prior written consent of an eligible student.

- To other University officials whom the University has determined to have legitimate educational interests, as described. This includes contractors, consultants, volunteers, or other parties to whom the University has

outsourced institutional services or functions, provided that certain conditions are met. (§99.31(a.1))

- To officials of another university where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 99.34. (§99.31(a.2))
- To authorized representatives of the S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§99.31(a.3) and §99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the (§99.31(a.4))
- To certain state and local officials or authorities when authorized by state statute in certain (§99.31(a.5))
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate or administer predictive tests; (b) administer student-aid programs; or (c) improve (§99.31(a.6))
- To accrediting organizations to carry out their accrediting (§99.31(a.7))
- To parents of an eligible student if the student is a dependent for IRS tax (§99.31(a.8))
- To comply with a judicial order or lawfully issued (§99.31(a.9))
- To appropriate officials in connection with a health or safety emergency, subject to 99.36. (§99.31(a.10))
- When it is information the University has designated as "directory information" under 99.37. (§99.31(a.11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only

include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a.13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies with respect to the allegation made against him or her. (§99.31(a.14))
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of (§99.31(a.15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994

### Directory Information

Institutions may disclose a student's directory information without their consent and without violating FERPA if the student has not restricted their personal information.

The University considers the following to be directory information:

- Student's name
- Chosen name
- Address
- Date and place of birth
- Major
- Honors
- Awards
- Participation in recognized activities and sports
- Height and weight of athletes
- Class level
- Dates of enrollment
- Degrees conferred and dates of conferral
- Institutions attended immediately prior to admission
- SXU Email address
- Photo ID

### Request to Restrict Directory Information

While attending Saint Xavier University, students may request to restrict the release of their directory

information except to university officials with a legitimate educational interest. In order to restrict all information, a signed and dated request must be made in writing to the Office of the Registrar. Should a student graduate or otherwise leave the University, this restriction will remain in place until the student requests for it to be removed.

**Please Note** Once a student's record has been made confidential, no information can be shared about the individual without the student's written consent. In such a case, problems may occur thereafter when potential employers or other parties make inquiries about the student.

Please review the policy and procedures carefully. If you have any questions, please direct them to the Office of Records and Registration.

### ii. Notice of Nondiscriminatory Policy to Students

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. The Mission of the University is inherently and expressly committed, therefore, to the admission of students without regard to their race, religion, color, sex, gender, age, disability, sexual orientation, military status, national or ethnic origin. Nor does Saint Xavier University discriminate in the administration of its educational policies, scholarship and loan programs, athletic, extracurricular and other school-administered programs. If you have reason to believe that you have been subjected to any form of discrimination, please contact the Office of the Vice President for Student Affairs as soon as possible so as to enable timely support and an investigation of your concern.

### iii. Title IX of the Education Amendments of 1972

Saint Xavier University adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Saint Xavier University does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender.

As a recipient of federal financial assistance for education activities, Saint Xavier University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or

parenting status]. Saint Xavier University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Saint Xavier University policy.

Sex discrimination, as prohibited by Title IX of the Education Amendments of 1972, provides 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.

Sexual harassment also is prohibited under Title VII of the Civil Rights Act of 1964, Illinois State law and other applicable statutes.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Saint Xavier University community on the basis of sex is in violation of the Sexual Harassment and Misconduct Policy.

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. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email to the Title IX coordinator for the University: Keith O'Neill, associate dean of students, Warde Academic Center, L-103, 773-298-3123, [koneill@sxu.edu](mailto:koneill@sxu.edu) or by contacting Public Safety at 773-298-3911.

To view the Sexual Misconduct and Harassment Policy in its entirety, please view the Title IX web page. (<https://www.sxu.edu/student-life/campus-safety/sexual-misconduct/index.aspx>)

*Policies are subject to change within an academic year due to requirements and policies changing at the federal level.*

#### **iv. Students with Disabilities**

The mission of the Center for Accessibility Resources at Saint Xavier University is to ensure that qualified individuals with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services and activities of the University through identification and enactment of reasonable modifications to institutional policies and procedures, the provision of effective auxiliary aids and services and to educational services.

In accordance with the provisions of section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), Saint Xavier University determines and provides reasonable accommodations on a case-by-case basis for qualified students who have demonstrated a need for these services. Students with disabilities who wish to request accommodations should contact the Center for Accessibility Resources in WAC 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 a disability. Information about these procedures are available from the Center for Accessibility Resources, WAC L-108, or the Student Affairs Dean of Students Office, WAC L-103.

#### **v. Acceptable Use of SXU Information Technologies**

Information Resources are strategic assets of Saint Xavier University that must be managed as valuable University resources. Accordingly, this policy is established to protect University students, staff, faculty, partners and the University from illegal or damaging actions by individuals, either knowingly or unknowingly.

Acceptable Use is an application of the core values of the University: respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life.

##### **Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at the University. These rules are in place to protect the employee and the University. Inappropriate use exposes the University to risks including virus attacks, compromise of network systems and services, and legal issues.

##### **Scope**

The Acceptable Use Policy applies to all information resources owned, leased, administered or otherwise under the custody and control of the University.

##### **Audience**

The Acceptable Use Policy applies equally to all individuals granted access privileges to any Saint Xavier University information resource.

##### **Ownership of Electronic Files**

Electronic files created, sent, received or stored on information resources owned, leased, administered or otherwise under the custody and control of Saint Xavier University are the property of the University.

##### **Privacy of Electronic Files**

Electronic files created, sent, received or stored on information resources owned, leased, administered or otherwise under the custody and control of the University are not private and may be accessed by

University IT employees at any time without knowledge of the Information Resources user or owner.

### **Acceptable Use Policy**

- Users must report any weaknesses in University computer security, any incidents of possible misuse or violation of this agreement by contacting the appropriate management by emailing SecureIT@sxu.edu.
- Users must not attempt to access any data or programs contained on University systems for which they do not have authorization or explicit consent.
- Users must not share their University account(s), passwords, personal identification numbers (PIN), ID cards or similar information or devices used for identification and authorization purposes. Users must not make unauthorized copies of copyrighted software.
- Users must not use non-standard shareware or freeware software without University Information Resources & Technologies management approval unless it is on the University standard software list.
- Users must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of Information Resources; deprive an authorized University user access to a University resource; obtain extra resources beyond those allocated; or circumvent University computer security measures.
- Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, University users must not run password cracking programs, packet sniffers or port scanners or any other non-approved programs on University Information Resources.
- University Information Resources must not be used for personal benefit.
- Users must not intentionally access, create, store or transmit material which University may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the University official processes for dealing with academic ethical issues).
- Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs or malicious malware.
- All PCs, laptops and workstations must be shut down, locked, logged off of and put to sleep before being left unattended and must require a password to start up or wake-up. (To lock, use <ctrl> <alt> <delete> or <Windows>, <L> on a PC; Apple menu or power button on a Mac.)

- Users must not otherwise engage in acts against the aims and purposes of the University as specified in its governing documents or in rules, regulations and procedures adopted from time to time.

### **Incidental Use Guidelines**

As a convenience to the University user community, incidental use of Information Resources is permitted. The following restrictions apply:

- Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, etc., is restricted to University approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to the University.
- Incidental use must not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal action against or embarrassment to the University.
- Storage of personal email messages, voice messages, files and documents within University's Information Resources must be nominal.
- All messages, files and documents -- including personal messages, files and documents -- located on University Information Resources are owned by the University, may be subject to open records requests and may be accessed in accordance with this policy.

### **Violations**

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of University Information Resources access privileges, civil and criminal prosecution.

### **Contact**

Direct comments and questions to Information Technology by email to SecureIT@sxu.edu.

### **Information Resources (IR)**

Any and all computer printouts, online display devices, magnetic storage media and all computer-related activities involving any device capable of receiving email, browsing websites or otherwise capable of receiving, storing, managing or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network



environments, telephones, fax machines, printers and services. Additionally, it is the procedures, equipment, facilities, software and data that are designed, built, operated and maintained to create, collect, record, process, store, retrieve, display and transmit information.

## **vi. 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.

## **vii. 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 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 eight 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 Dean of Students Office, WAC L-103 or [deanofstudents@sxu.edu](mailto:deanofstudents@sxu.edu).

\*ADA Requirements for Service Animals ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm))

*Approved: May 2016*

## viii. Athletic Policies

The Athletics Code of Conduct as described in the Athletics Department Student-Athlete Handbook ([http://www.sxucougars.com/f/Student-Athlete\\_Handbook.php](http://www.sxucougars.com/f/Student-Athlete_Handbook.php)) is in effect for all student athletes and their guests and visitors. All student-athletes are responsible for knowing this Athletics Code of Conduct and are not to violate it in any way.

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

## ix. 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.

## x. Chosen Name and Personal Pronoun

## Policy

Saint Xavier University ("University") strives to create a climate that is open and welcoming to diverse people, ideas and perspectives. We recognize that members of our community use names other than their legal first names or particular pronouns to identify themselves and that it is important for the University to establish mechanisms to acknowledge and support individuals' self-identification. Subject to the parameters set forth below, individuals can be identified in Saint Xavier University administrative systems by the chosen name and personal pronouns that they have designated in accordance with this policy.

Individuals can request to use their chosen name whether or not they have legally changed their name, and SXU will make every effort to ensure that this name appears in the user profile wherever feasible to do so, consistent with applicable laws, regulations and policies and within the capabilities of the University administrative systems. This may include individuals who prefer to use:

- a middle name instead of a first name;
- a shortened derivative of a name;
- an anglicized name;
- a name that better represents the individual's gender identity; or
- a name to which the individual is in the process of legally changing.

In addition to the chosen first name, students, faculty and staff may select their personal pronoun from the list provided in their directory preferences. If no pronoun has been selected, "not set" will be displayed.

An individual may not have more than one chosen name at any one time.

In the event of an official legal name change, individuals may process official legal name changes or corrections through the University. A change of legal name requires an official document or court order verifying the correct information at the time the request is made.

## Procedure

An individual seeking to adopt a chosen name that is different from that individual's legal name must certify that the chosen name is or will be actually used to identify that individual. Only the first name may be designated to appear as a chosen name in University administrative systems which can accommodate it.

The University reserves the right to deny or remove any chosen name for misuse, including but not limited to misidentification, misrepresentation, fraud, attempting to avoid legal obligation; the use of derogatory names; the use of symbols, numbers or any database character

not supported by University administrative systems; or, in any other manner in violation of University, local, state or federal policy, law, rules or regulations, with or without notice, in the University's sole judgment. The Dean of Students Office will determine if a student's chosen first name is appropriate under these criteria. The Office of Human Resources will determine if an employee's chosen first name is appropriate.

Individuals who wish to add a chosen name that differs from their legal first name to their record will visit mySXU (<https://my.sxu.edu/>) in Self-Service in the lower left corner:

**Faculty/Staff/Students:** User Account, User Profile (NEW): Enter the name as you would like it to appear and/or select your personal pronouns.

## Students

It is the responsibility of each student who designates a chosen name to ensure that their professors or instructors are able to identify their work for grading purposes.

A chosen name is for use within the University community; however, any use of such chosen name does not apply in situations where one's legal name is required. For example, with F-1 or J-1 student visa status, the legal name is required on I-20s and DS-2019s.

Under the Family Rights and Privacy Act (FERPA), a student's name, including chosen and legal name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure. To revoke the disclosure of directory information, a student has the option of requesting privacy through the Office of Records and Registration. (<https://www.sxu.edu/academics/guidance/records/ferpa.aspx>)

## Scope

This policy applies to all employees and students of Saint Xavier University.

Individuals are required to provide and use their legal name in certain instances. Examples in which a legal name will be used for individuals, even when a chosen name has been identified, include but are not limited to: billing, verification of enrollment, payroll (W-2s), benefits and other employment documents, enrollment and degree verification processes, financial aid documents and processes, official transcripts, diplomas, communication with external authorities (such as state or federal agencies), or as otherwise required by the University or by law.

## Definitions

**Legal Name:** The first, middle and last name of an individual that is recorded on the individual's birth certificate, driver's license, passport or other legal

documents.

**Chosen name:** An alternative to the individual's legal first name as designated by the individual in University systems.

**Personal Pronouns** (for the purposes of this policy):

He/Him/His; She/Her/Hers; They/Them/Theirs (Singular); Ze/Hir/Hirs; Use my name as my pronoun.

### **Implementation**

Students and employees are expected to use a person's chosen name and encouraged to use a person's chosen personal pronouns.

An individual's chosen name will be reflected in SXU internal systems including class rosters, Canvas, The Den, Cougar Cards, and in email directory listings.

**Cougar Card/Identification Card:** An individual's chosen name will be printed on that individual's Cougar Card. Individuals who are issued cards with a chosen name that is different from their legal names should be cautioned that such cards are issued for the purpose of University business only, and that identification cards issued by the University are not considered government-issued identification for purposes such as air travel.

### **Reservation of University Rights**

Please note that the University reserves the right to remove chosen names for misuse as set forth above and to suspend the individual's privilege to update a chosen name.

## **xi. Cougar Card/Identification Card**

A University-issued identification card (Cougar Card) is required for all students taking credit courses. Cougar Cards are issued at the Hub Cougar Card Office in L-131. 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.

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 from the University Library, and use the Shannon Center, and copiers.

A Cougar Card may have monetary value if connected to a meal plan or Cougar Cash. Funds balance can be accessed through Cougar Card GET Funds. (<https://get.cbord.com/sxu/full/login.php>)

Students who have lost their Cougar Cards should put in a Hub request to receive a replacement and call public safety at 773-298-4400 to have the lost card disabled; the replacement fee is \$10.

Hats or other head coverings, except those for religious purposes, may not be worn in the Cougar Card photo.

## **xii. 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.

#### **xiv. COVID-19 Policy and Protocols**

COVID-19 guidelines include important information about student access to, or return to, campus in light of the COVID-19 public health crisis. This policy describes the rights and responsibilities of all campus community representatives, including students, as we work together to manage the challenge of the COVID-19 pandemic.

These materials supersede all other documents or representations unless amended, supplemented or modified by a document in writing and signed by the Vice President for Finance and Administration/Chief Financial Officer. Please direct any questions to Dean of Students Office (deanofstudents@sxu.edu).

The information set forth is subject to being updated to reflect changing conditions and public health guidance.

The University campus community recognizes that the novel coronavirus, COVID-19, creates challenges and poses risks to the health and safety of everyone in our community. Consistent with its mission and core values, Saint Xavier University seeks first and foremost to help protect the well-being of our community and the community at large, including our students, faculty, staff, families, visitors, and the public with which we interact.

Our understanding of COVID-19 is evolving, and so are the measures we will need to take to protect ourselves and each other. We understand that COVID-19 is a highly infectious disease that has been declared a worldwide pandemic by the World Health Organization. It is believed to spread mainly from person-to-person contact. It continues to be the subject of national, state, and local government emergency orders and was responsible for the temporary alteration of on campus operations during spring semester of 2020 at Saint Xavier University (as part of the general shutdown of businesses and public services deemed essential to address the rapid spread of the virus throughout the United States since March of 2020).

The following Policy language, reflected in the University's Informed Consent and University Guidelines, describes the roles that the University will play and the responsibilities that it will undertake in doing its best to reduce, monitor, and respond to potential spread of this disease. These will be continuing and evolving obligations -- as the spread of the virus, evolving public health guidance, and our tools for managing this challenge will necessarily change over time. This policy also describes the general and specific responsibilities of students in the common effort of taking steps to help protect the community's safety.

#### **University Roles and Responsibilities**

University Guidelines, and the measures that we use, are all subject to update as public health guidance changes and more is learned about effective management of the COVID-19 risk.

Specifically, the University plans to do the following:

- Continue to monitor national, state, and local laws, rules and guidelines, including CDC guidance, and adjust University practices, expectations, and communications accordingly;
- Communicate with our campus community about any changes to our practices and expectations or about the impact of COVID-19 on our campus;
- Listen to feedback from members of our campus community about any areas of campus life requiring attention in the COVID-19 environment;
- Continue to develop, review, and modify University policies and procedures that reflect the most up-to-date guidelines for mitigating COVID-19-related risks and modify such policies and procedures as needed;
- Instruct and expect all faculty, staff, students and visitors to adhere to the University's guidelines (including guidelines for social distancing, personal hygiene, wearing of face coverings, cleaning and disinfecting of spaces, self-isolating as necessary, and self-monitoring for symptoms) and enforce those guidelines through discipline when necessary;
- Notify all faculty, staff, and students of any updates to the policy based upon changed or refined public health guidelines; updates to the policy will take effect upon notice to the campus community;
- Update visitor policies and expectations to conform to the University Policy;
- Clean and disinfect campus regularly to limit contagion;
- Appropriately limit large gatherings and crowds on campus or in connection with University activities, including potentially limiting the sizes, locations, or frequency of classes, activities, extracurricular activities, services, and ceremonies;
- Promptly respond to any reports of probable or confirmed cases of COVID-19 on campus, including implementing one or more of the following measures:
  - Closing off and/or cleaning areas known to have been visited by the infected person;
  - Identifying and notifying others who have had close contact with the infected person to the extent possible;
  - Advising the infected person to follow all CDC and state health guidelines for isolation and recovery;
  - Complying with CDC and local public health

recommendations and requirements, including providing appropriate notification to public health authorities; and

- Determining whether and how to communicate information about the infected person to the community; and
- Shift coursework, workplace, and other activities to remote delivery, postpone or cancel clinical assignments or campus activities, restrict or close access to residence halls or food service, move residents to different residence halls or locations, or employees to different locations, in order to implement isolation protocols, or close campus, in part or in full, as the University deems necessary or appropriate.

### **Student Roles and Responsibilities**

Students also play a critical, ongoing role in promoting the safety of our campus environment and in protecting themselves and each other from exposure to COVID-19.

The University directs and expects all incoming and returning Saint Xavier University students to do the following:

- Fully comply with all policies, procedures, and guidelines outlined in the Student Handbook, on signs posted on campus, and as stated in instructions given verbally by University faculty or staff (including, but not limited to, guidelines for physical distancing, personal hygiene, wearing of face coverings, cleaning and disinfecting of spaces, self-isolating as necessary, and self-monitoring for symptoms);
- Monitor themselves for COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other symptoms as updated from time to time by the CDC every day prior to reporting for work, including checking their temperature. (Updated symptoms can be found on the Illinois Department of Public Health's COVID-19 web page.);
- Request accommodations if the student feels they are needed for the student to be able to fully participate in the University's programs or activities; Report to a primary care provider and to the University Health Center if believed or confirmed to have COVID-19;
- Adhere to all state and local health department guidelines regarding domestic and international travel, following all Chicago Department of Public Health, the Illinois Centers for Disease Control and Prevention and the US Centers for Disease Control and Prevention recommendations regarding their return from travel;

- Limit visits from those outside of the Saint Xavier community; and
- Remain flexible and acknowledge the need for flexibility and adjustment of plans and schedules, in case the University must close part or all of campus or otherwise change the mode of delivery of its academic or other programs or activities, as set forth below, due to COVID-19 or any other reason.

It is a shared responsibility of all members of the Saint Xavier community, including the University administration, faculty, staff, and students, to make our campus as safe and healthy as possible in the midst of the COVID-19 pandemic.

The University reserves the right to take corrective action against individuals who fail to fulfill these responsibilities or comply with a reasonable health and safety directive from the University.

Circumstances like COVID-19 (e.g. COVID-19, personnel interruptions, etc.) may require the University to change or alter its programs or services in the best interests of students, employees, and other members of the University community. These changes may appropriately include, but are not limited to: (1) change, postpone, or eliminate academic course offerings, program requirements, services, or access to facilities; (2) changes or adjustments to the method and timing of delivering course content or services, including conversion of some or all coursework to remote instruction; (3) assignment or reassignment of faculty and staff to particular coursework, advisory functions, or other work with students; (4) modification of semester schedules, examination schedules, clinical assignments, grading protocols, or other academic policies or practices; or (5) other adjustments to the academic or other policies, procedures, and standards of the University deemed to be in the best interests of students and the campus community. Tuition and fees are in exchange for learning, academic credit, and certain non-academic services that will be provided whether remotely, in a hybrid environment, or entirely remotely.

The University will continue to communicate frequently with the entire campus community, including students, as circumstances change, and the University reserves the right to modify these directives or the information set forth in the Informed Consent and University Guidelines to address changing circumstances.

### **xiv. Demonstration Policy**

The Philosophy Statement of Saint Xavier University is intended to be complementary to its Mission Statement. Both Statements address how the University seeks to fulfill its educational mission in the context of its Catholic identity and Mercy heritage.

More specifically, the "University continues to build

upon the ideals of its founders and sponsors, the Sisters of Mercy, who...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." Further, "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, as well as the search for truth and justice."

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 also must 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 imply the acceptance or endorsement of the views expressed by the University.

### **Guidelines for Demonstrations**

Students planning a demonstration should complete a Demonstration Registration form (available through The Den) (<https://theden.sxu.edu/>) and arrange for a meeting with the Dean of Students to discuss the proposed event. Students are expected to abide by the agreed upon arrangements throughout the course of the demonstration.

### **Leadership and Prior Approval**

A member of the Saint Xavier University community (student, faculty or staff member) must be designated Organizer/Liaison for each protest/demonstration (the

"Event"). The Organizer/Liaison must meet with the Dean of Students or designee to coordinate the planned Event and is encouraged to schedule this meeting well in advance. To schedule this meeting, the organizer must contact the Dean of Students office. If the Organizer/Liaison is planning the Event on behalf of a registered student organization, the advisor of the RSO is strongly encouraged to attend this meeting as well.

The Dean of Students/designee will meet with the organizer (and advisor, if relevant) within one business day of receipt of the event request. The proposed Event may be scheduled no fewer than two business days after this meeting is held. This two-day period may be extended at the discretion of the university if additional planning or preparation time is needed. Organizers should therefore plan accordingly and submit proposals as early as possible before the anticipated Event date. The meeting with the Dean/designee will be to review the details of the proposed Event including proposed time, place, manner (such as walk, sit in, coordinated attire, etc.) and planned size of the event. Accordingly, expectations, rights, responsibilities, and logistical considerations will be discussed. In conjunction with this meeting, the Organizer/Liaison will submit a "Demonstration Proposal" form. Following this meeting, if all parties are in agreement regarding the substance of the proposed Event and the institutional expectations, the

Event will be approved and the Proposal Form will be shared with relevant campus offices.

Reservation of campus space for any Event will be contingent upon availability. Space cannot be reserved without prior approval.

### **Measures to ensure safety and security**

All students who are members of the university community have the right to peaceful demonstration (including, but not limited to, rallies, gatherings, protests, parades, and processions) on campus. However, disruptive demonstration, here defined as any demonstration that unreasonably interferes with the rights or safety of others, is strictly prohibited.

In order to avoid any misunderstanding of what is a peaceful demonstration (permitted) and what is a disruptive or unsafe demonstration (prohibited), the following non-exhaustive list of characteristics is provided.

A demonstration is disruptive or unsafe if it includes any activity that:

- Denies or unreasonably interferes with the rights of other students, faculty or staff of the university, including the rights of others to demonstrate

- Occurs in a way that blocks entrances, exits, or passageways from or to any university building or vehicle traffic on or to the campus.
- Occurs inside university buildings other than in designated spaces in the Warde Academic Center. The approved Event cannot interfere with the daily business, traffic flow, ingress/egress patterns or scheduled events in any facility. The approved Event must cease in the event of an emergency or building evacuation.
- Violates any ordinance or law.
- Creates a volume of noise that prevents members of the university community from carrying on their normal activities; the use of any amplified sound devices must receive detailed pre-approval.
- Places the health or safety of any member of the university community at risk.
- Employs force or violence or threatens force or violence against any persons or property.
- Congregates or assembles in any university building or on university property in ways that disrupt the university's normal functions or results in damage to property.
- Fails to observe established closing hours of buildings.
- Fails to comply with any other university policy or any other lawful directive, including a directive to cease the Event. Disruptive demonstrations must be suspended or stopped immediately at the direction of Saint Xavier University Police or the Dean of Students or designee. The university may also seek the assistance of law enforcement, such as the Chicago Police Department, to disband unlawful or unauthorized demonstrations. Any student who participates in or assists in facilitating a disruptive demonstration may face disciplinary action, up to and including suspension or expulsion.

### **Rules Governing Demonstrations**

- No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.
- Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the Chicago Fire Department or of the university. Clear and unimpeded passageways must be maintained at all times.
- The Code of Student Conduct and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. Accordingly, expression that is indecent, grossly obscene or grossly offensive on matters such

as race, age, ethnicity, religion, gender, disability, sexual orientation or other legally protected bases is inconsistent with accepted norms of conduct at the university and will not be tolerated.

- The Organizer/Liaison is expected to communicate the parameters that have been set for the event by the Dean of Students and the Department of Public Safety to all participants prior to the event, to take reasonable measures to ensure the safety of participants and will act as the primary liaison with the Dean of Students and/or other university officials during the event itself.
- Space may be occupied only when assigned through established university procedures.
- In order to use space on the campus for the purpose of peaceful demonstration, students or groups who organize a demonstration must also comply with the following:

### **Maintain Peace and Order**

- The responsibility of maintaining peace and order rests at all times with the individual(s) or group(s) who organized the Event. This includes the responsibility to explain to other organizational members, guests, or other demonstrators the implications for failing to comply with the university's expectations. Demonstrating guests are expected to follow the Code of Student Conduct. Individuals or groups who organized the Event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of university policy incurred by their guests.
- During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counter-demonstrators or passersby. In all circumstances the right of others to personal expression must not be denied. Organizers should be aware that other demonstrations may also be approved that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression.

### **Presence of University Officials**

When demonstrations are scheduled, organizers should expect university personnel (typically, Student Life staff and/or Saint Xavier University Police officers) to be present for all or part of the Event. This presence is often necessary to ensure organizers' own rights are protected and the university's regular operations and activities are not interrupted. Accordingly, university representatives may film, photograph or record elements of the event. The presence of university personnel should not be viewed as an effort to deter or otherwise interfere with properly approved demonstrations.



## **Responsibly Conclude the Demonstration**

- The length of any given demonstration may vary. Demonstrations will usually be permitted to continue until and unless university officials determine that university operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings
- At the conclusion of any demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the Event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to university administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs and replacement of property to the organization or individuals involved or both.

## **xv. Drug Policy**

As a recipient of federal aid and federal grants, the University must certify under the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989, that it will take certain steps to provide a drug-free workplace.

The possession, use, consumption, sale, dispensation, distribution or manufacture of alcohol or controlled substances is prohibited on University property, while conducting University business or as a part of University activities, except on occasions when the consumption of alcoholic beverages in a social setting is authorized and sponsored by the University.

Students who violate this policy will be subject to appropriate disciplinary action under the Student Conduct Code and consistent with applicable local, state and federal law.

Illegal drugs are those drugs or controlled substances the possession of which is unlawful under federal, state or local law, and include prescription drugs obtained without a lawful prescription, or are used in a manner inconsistent with prescription directions.

A number of states, including Illinois, have passed laws that make the use of marijuana for some medical conditions legitimate under the law of that state. However, the possession or use of marijuana remains an offense under the federal Drug-Free Schools and Communities Act Amendments, which mandates campus communities be free of controlled substances (including marijuana). Therefore, SXU will continue to enforce the drug policy for any and all incidents involving marijuana.

The University, in furtherance of its commitment to a safe workplace and a safe learning environment,

reserves the right to require testing of students for alcohol (including medications containing alcohol) or illegal or controlled substances on the basis of reasonable suspicion.

Separate and apart from applicable legal requirements, the University is concerned with the health and well-being of all members of the University community. Students may contact the Office of the Dean of Students in confidence, at 773-298-3121 for referrals or information regarding available and appropriate substance counseling, treatment or rehabilitation programs.

## **xvi. Email and Electronic Communication 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.

## **xvii. Emergency Procedures (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 **773-298-3911** or **3911** from a campus phone. Remain at the scene.
- In cases of minor illness or injury, call Saint Xavier University Public Safety, emergency number **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 Center for Accessibility Resources.

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.

### **xviii. 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.

### **xix. 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, to abide by the immunization requirements identified below prior to registration and enrollment. All required immunizations are part of the CDC recommended vaccine schedule and all are required for high school attendance in the state of Illinois.

#### **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 all of the following:

#### **Measles, Mumps and Rubella**

- Proof of two MMR (measles, mumps and rubella) vaccines administered on or after the age of

12 months, and at least 28 days apart, **OR**

- Proof of two measles vaccinations, two mumps vaccinations and two rubella vaccinations (if measles, mumps and rubella vaccinations were given separately and not as part of a combined MMR vaccine), administered on or after the age of 12 months and at least 28 days apart, **OR**

- proof of immunity to measles (rubeola), mumps and rubella through a blood test (titers).

#### **Tetanus**

- Proof of any combination of three or more doses of tetanus, diphtheria and pertussis. This may include DTP/DTaP (generally given in infancy), Td (adult tetanus vaccine) or Tdap (adult tetanus vaccine with pertussis). The most recent dose must have been received within the last 10 years. One of the three tetanus vaccines must be a Tdap.

#### **Meningitis**

- Proof of meningitis conjugate vaccine. This is only required for students **less than 22 years of age** at time of admission. The meningitis conjugate vaccine **MUST** be given on or after the 16th birthday. Please note that the Meningitis B vaccine does not count towards this requirement.

#### **Requirements for International Students**

International students who are enrolled, or who are scheduled to enroll, must show proof of compliance with all of the immunization requirements for domestic students (see above) and a tuberculosis screening within 10 days of arrival on campus.

A tuberculosis screening questionnaire 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 high-risk for 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 (Quantiferon gold) 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.

#### **Compliance**

In order for a student to be considered in compliance with these requirements, proof of immunizations must be clearly documented on an official immunization record in English (physician's record, school record, military record, etc.) or on a signed SXU Certificate of Immunity form that can be found on the SXU Health Center web page (<http://www.sxu.edu/student-life/health/index.asp>). Once a clinical staff member of the SXU Health Center approves the immunization record, the student will be considered in compliance with the requirement.

## **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 comply with tetanus requirement (see above).
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 six credit hours in one semester and/or begins attending class on campus, they will need to show proof of immunizations.
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, diphtheria or meningitis due to potential health risks. Contact the SXU Health Center for more information regarding what is required for such exemption.

## **Consequences of Noncompliance**

Failure to comply with immunization and TB screening requirements will prevent students from adding or dropping classes during the current semester, and registering for classes for subsequent semesters. Once an official immunization record is approved by a clinician at the SXU Health Center, the registration block will be lifted from the student's account.

## **xx. Lactation Policy**

The Dean of Students Office provides a designated lactation room in the Warde Academic Center. For more information or to reserve the space, contact Student Life Staff in room L-103, 773-298-3123 or [studentlife@sxu.edu](mailto:studentlife@sxu.edu).

## **xxi. Medical Transport**

Students may request transportation vouchers for a medical appointment or other urgent medical needs from Student Life/ Dean of Students Office.

Lux Cab Company located in Oak Lawn accepts the voucher. Vouchers must be pre-approved by the Dean of Students 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 Public Safety and/or Dean of Students Office.

For other non-emergency transport issues, a cab voucher may be requested through the Dean of

Students Office and billed to the student's account.

## **xxii. Mental Health Optional 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.

Students have the option to provide this information through the Disclosure of Private Mental Health Information Contact Form.

Students are given the option to rescind their authorization at any time and may also change their designated person at any time through accessing the online form. Students who want to make changes to their authorization must revisit and complete the online form with the updated information. Saint Xavier University will reserve the right under certain circumstances as allowed by law to contact parents/guardians or the proper authorities in the event of an emergency that will protect the student's life or the lives of others.

The authorization form will be stored in Maxient, a secure record keeping system. It will be password protected and only accessibly by a Saint Xavier University counselor, or other qualified examiner. Any contact with a designated person regarding a students' mental health emergency will also be documented in Maxient and will be accessible by Saint Xavier University counselors or other qualified examiners.

## **xxiii. 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 ([my.sxu.edu](http://my.sxu.edu)) and fill out the emergency contact information. This contact can be updated at any time through Self-Service ([my.sxu.edu](http://my.sxu.edu)).

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 ([my.sxu.edu](http://my.sxu.edu));

- 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.

#### **xxiv. 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. Some instructors may encourage the use of some technologies, like laptops or tablets, during class to provide supplemental material or resources.

#### **xxv. Records Retention**

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

All official academic records are maintained permanently by the Office of Records and Registration.

#### **xxvi. Sales, Advertisements and Solicitation**

The sale or solicitation of merchandise or services of any kind on 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 vice president of Student Affairs (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 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.

#### **xxvii. Sex Offenders**

Saint Xavier University is committed to compliance with all federal and state laws and regulations regarding the registration and disclosure requirements that pertain to

the employment and/or enrollment of a registered sex offender.

An individual who is otherwise eligible to enroll or work at the University has the obligation to register within three days of his/her attendance or employment at the University by reporting in person to SXU's Public Safety. The nature of an individual's registration will determine both the nature of the work one may be eligible to perform, whether an individual is eligible to take classes online or in person, and if an individual enrolled as a student is eligible to live in any form of University-owned housing.

In compliance with the Campus Sex Crimes Prevention Act of 2000, information on registered sex offenders is available upon request through Public Safety at 773-298-3541 or by visiting the Illinois Sex Offender Information website (<http://www.isp.state.il.us/sor/> ).

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

#### **xxviii. Tobacco-Free Campus Policy**

The University is committed to providing a safe and healthy living/learning/working environment for the students, faculty, staff and visitors by minimizing the negative effects of secondhand smoke, improving fire safety and encouraging a more sustainable environment.

The negative health effects of tobacco use have been well documented over the last 50 years since the original Surgeon General's report in 1964. Those negative effects pose public health concerns in a school environment as well. The U.S government's Healthy People 2020 also lists tobacco-related illness as a top health determinant that negatively affects the lives of citizens.

Tobacco use is prohibited on all University property, both indoors and outdoors, and in university-owned vehicles. The Tobacco-Free Campus Policy applies to all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes and smokeless tobacco products. The policy is applicable 24 hours a day, 7 days a week. Accordingly:

- This policy applies to any individual on University property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, guests and members of the public.
- The policy applies to all University facilities, property and vehicles, owned or leased, regardless of location.



- Tobacco use will not be permitted in any enclosed place, including but not limited to: all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within University housing.
- Tobacco use will be prohibited outdoors on all University campus property, including but not limited to: loading docks, university-owned streets and sidewalks, parking lots, parking garages, shuttle bus stops, paths, fields, sports/recreational areas and stadiums.
- In further recognition of the incompatibility of the University's educational mission and the promotion of tobacco products, no tobacco-related advertising or sponsorship will be permitted on University property, at University-sponsored events, or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by the University and which is lawfully sold, bought or distributed on University property.
- Cigarettes, including electronic cigarettes, cigars and pipes, including hookah pipes, shall not be sold or distributed as samples on University grounds, either in vending machines, the student union or any area on campus.
- Littering of remains of tobacco products or any other related waste product on campus property is further prohibited.

## Definitions

- For the purposes of this policy, "Tobacco Related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to, similar to or identifiable with those used for any brand of tobacco products or company which manufactures tobacco products.
- "E-cigarette" means any electronic device, such as one composed of a heating element, battery and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which stimulates smoking. The term also includes a reference to any such device, whether manufactured, distributed, marketed or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen or under any other product name or descriptor.
- "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or any other lighted or heated tobacco or plant product intended for inhalation, including water pipes, bongs, hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor,

in any manner or in any form, or the use of any oral-smoking device for the purpose of circumventing the prohibition of smoking in this Article.

- "Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, cigarillos, beedies, kreteks, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes or any other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

## Exceptions

- **Ceremonial Smoking:** Individuals or groups interested in smoking as part of a ceremony in or on University property must seek advance approval from the provost by submitting a request for approval through the Tobacco-Free Campus website (<https://www.sxu.edu/student-life/health-wellness/tobacco-free-campus/index.aspx>).
- **Tobacco Use in Research:** Tobacco use may be allowed in an enclosed area on campus property for a medical, scientific or research program, provided that tobacco use is an integral part of such program and received prior approval from the provost for the inclusion of tobacco use in the program pursuant to the applicable procedures for such medical, scientific or research program.

## Communications

Copies of this policy will be distributed to all faculty and staff and will be included with information given to all admitted students. Announcements also will be included in campus newspapers to insure that everyone understands the policy. Tobacco-free signs will be posted at all points of entry to on University property and at all University building entrances.

*Please Note:* This policy applies to all University property whether or not such notices are posted. No ashtrays shall be provided at any location on campus.

Organizers of and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events and non-University events held on campus property must abide by this policy. Organizers of such events are responsible for informing attendees of this policy.

**Support:** On-site tobacco-cessation programs will be made available to assist and encourage individuals who wish to quit using tobacco. Questions and problems regarding this policy should be handled through

existing departmental administrative channels and administrative procedures.

**Enforcement:** The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All students, faculty, staff and visitors share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

An individual may inform someone using tobacco on campus property of this policy and request that the tobacco user complies with the policy. Noncompliant individuals who are perceived as threatening or violent may be referred to Public Safety. Individuals also may report policy violations through the online form found on the Tobacco-Free Campus website (<https://www.sxu.edu/student-life/health-wellness/tobacco-free-campus/index.aspx>).

Individuals found to be noncompliant will be subject to existing campus disciplinary measures:

- For students, such noncompliance will be referred to the Dean of Students.
- For employees, noncompliance will be referred to the employee's supervisor and/or the Office of Human Resources.
- For contractors and subcontractors, noncompliance will be referred to the campus unit responsible for monitoring performance of the applicable contract.
- Visitors and members of the public who refuse to comply with this policy may be asked to leave campus.

## **xxix. Student Employment**

Students interested in on-campus employment should register through the Student Employment page on the SXU website. (<https://www.sxu.edu/academics/guidance/center-success/employment.aspx>)

The Center for SUCCESS 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 directly deposited into an account or applied to their tuition bill.

## **xxx. Traffic and Motor Vehicle Regulations**

The Saint Xavier University parking and traffic regulations are intended to ensure safe and orderly parking 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 (<https://www.cyberdriveillinois.com/>). Applications and information can be found on Secretary of State website. Public Safety can also issue a three-day, temporary permit for on-campus use only.
- Loading dock parking spaces are for service personnel only.
- 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 Public Safety or Chicago Police Department.
- Parking is not permitted on the streets surrounding the Visual Arts Center.

## **Parking Violations**

A list of current violations and associated fines can be found on Public Safety's Citations Fines web page (<https://www.sxu.edu/student-life/getting-to-campus/parking/citations.aspx>).

### **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, 9 a.m. to 4 p.m.

### **Vehicle Damage or Theft**

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

### **xxxi. Weapons and Firearms Policy**

The University is committed to providing a reasonably safe, secure, learning and working environment for students, faculty, staff and visitors on all campus properties. The use, possession and storage of all firearms, dangerous weapons, explosives or other dangerous articles are prohibited on all properties owned, leased or otherwise controlled by the University.

In 2013, the state of Illinois passed the Illinois Firearm Concealed Carry Act (430 ILCS 66 et seq.) which allows qualified people to carry a concealed firearm in Illinois. However, the state's concealed carry legislation prohibits the carrying of firearms on college campuses, including SXU. State Certified Police officers including police officers assigned to the Office of Public Safety by state law are exempt.

Possession, display or use of firearms, weapons (including look-a-like or collector weapons), or ammunition (including empty shells or casings) or the abuse or intended misuse of flammable substances are violations of university policy. A weapon is defined as any device or object designed or used for inflicting bodily harm or physical damage including but not limited to air guns, airsoft products, ammunition, clubs, electrical weapons, explosives, firearms, fireworks, nun-chucks, knives, swords, tasers and throwing stars on University property.

Knives or other bladed instruments with blades three inches or longer (with the exception of knives intended for kitchen use) are considered weapons and are prohibited. Any person violating this policy will be subject to disciplinary action.

Student violations will be dealt with through the Dean of Students Office. Staff and faculty violations should be

reported to the Office of Public Safety and the Director of Human Resources. Visitor violations should be reported to the Office of Public Safety. When in doubt if the person is a student, faculty, staff or visitor contact the Office of Public Safety.

Please call Public Safety at 773-298-3911.

## **XIII. Student Clubs/Organizations**

### **i. Student Organizations**

There are over 40 student organizations registered by the Office of Student Activities. All organizations are assigned a category upon registration: academic, cultural, government, special interest, service/social justice, spiritual, or honorary/professional. A current roster of active organizations and directory contact information for members is available online on The Den. (<https://theden.sxu.edu/>) Student Activities 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 re-register each academic year through the proper process via The Den as outlined by the Office of Student Activities thereafter:

- **Application.** Go to The Den (<https://theden.sxu.edu/>) and click on "Register New Organization" which will require the following information; descriptions of the organization; its mission; and directory/contact information for officers, members and staff and/or faculty 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 Activities.

- All registered student organizations are required to have at least one advisor. An RSO advisor must be a full-time exempt staff member, adjunct faculty member, or full-time faculty member at Saint Xavier University. A non-exempt, hourly staff member may only serve as an advisor if it is deemed an essential responsibility as a part of their job function and approved by their supervisor. If the RSO advisor is on sabbatical, they cannot serve as the primary advisor and it is up to the RSO to find another primary advisor within one month of the beginning of the sabbatical.

- **Notification.** After completing the registration process for a new RSO, a Student Activities staff member will send an approval notification along with one time start up funding to be used in the academic year in which the RSO was founded.

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 the Student Organization Center [SOC]) and supplies; and other privileges as specified by Student Activities.

## ii. 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 (unless specific position requires higher GPA), 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 Campus Life or their designee may verify student academic or disciplinary status. The Dean of Students Office 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 Dean of Students Office or Campus 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 Campus Life. When the student making the appeal is advised by the director, an alternate representative from the Dean of Students Office shall hear the appeal.

## iii. Student Organization Manual

All registered student organizations (RSOs) are encouraged to review the **RSO Manual** under "Campus Links" on the home page of The Den. (<https://theden.sxu.edu/>) The manual contains information on the following topics: policies for maintaining Student Organization active status, budgets and the Student Activity Fund process, event-planning protocol, and all Student Organization policies and procedures. All RSO officers are responsible for following the procedures and processes outlined in this manual.

All registered student organizations (RSOs) and their advisor(s) are encouraged to review the **RSO Advisor Manual** under "Campus Links" on the home page of The Den. (<https://theden.sxu.edu/>) This manual has been created to assist RSO advisors by providing a guide, resources, tips, expectations and suggestions to help with your transition into an RSO advisor role.

## iv. CLIMB Meetings for Registered Student Organizations

Cougar Leaders Impact, Motivate and Build (CLIMB) meetings are held online through monthly Canvas modules and are coordinated by Campus Life. CLIMB Modules have different themes and learning outcomes and must be completed by all RSO Leaders. The purpose of these modules is to create an opportunity for registered student organization leadership development, topics will help both individuals and organizations. Within these modules we will 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.

Each student organization is required to have **ALL** executive board/officers/RSO leaders representatives complete each CLIMB module and each organization is allowed one vote when voting is necessary. Failure to have all representatives complete the modules may cause the organization to lose its SAF funding privileges and/or its status as an active, registered organization for that semester. Failure to complete more than one CLIMB module per semester will be documented in the RSO's file and may result in the organization's budget being frozen and/or the organization not being able to submit a budget for the following semester. CLIMB completion deadlines are taken into consideration by Student Government Association during the budget determination process. Failure to complete required CLIMB modules within the declared deadline will affect the overall score the RSO has on their budget worksheet.

## v. Student Organization Center (SOC)

The Student Organization Center (SOC) is home to the Saint Xavier Council office, Student Activities, supply storage, project workspace and the official space for registered student organizations (RSOs). It is located in the lower level of the Warde Academic Center (L-109B).

This space is for use by registered student organizations. It is unable to be reserved and instead maintains an open use for meetings, projects and other RSO needs.

## vi. 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. RSO 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.



## **vii. 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 registered student organizations (RSO) and the Office of Campus Life.

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.

The Student Activity Fund (SAF) is available to eligible Saint Xavier University Registered Student Organizations (RSOs) to plan and provide a wide range of programs and services open to the SXU community. Student Government Association (SGA) and the Office of Campus Life have specific responsibilities with regard to the SAF. SGA allocates and manages funds. The dispersion authority of the funds is controlled by the Office of Campus Life after allocations have been made by SGA.

RSOs wishing to apply for funds from the SAF must apply in the regular funding cycle coordinated by the Office of Campus Life and Student Government Association. Funds for the following year are requested near the end of the previous spring semester (Annual Budget Request). Funds for a new event to be held during the current semester can be requested weekly throughout the fall and spring semesters (Special Funding Request). Past allocation decisions do not guarantee future funding allocations. The Office of Campus Life reserves the right to determine appropriate fund utilization. All disbursement options (purchase requests) and funding requests can be submitted through The Den. (<https://theden.sxu.edu/>)

As student activity fees are collected each semester, RSOs are expected to use allocated funds in that semester for which they were requested. RSOs 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 Campus Life in the requisitions and petty cash advances or reimbursements must be approved in advance by the Office of Campus Life.

## **viii. Student Organization Event Protocol**

The following regulations apply to student organization events:

- Events that have not been properly approved by the Office of Student Activities are subject to cancellation. Event approval requires a three-week advance notice via submission of an Event Request Form and any other request materials.

- Diner tables may not be used for solicitation, to promote special interest or politically charged information, to market goods or services of external vendors, or as a demonstration event (see Demonstration Policy).

- At events where non-SXU guests are invited, all guests must have a college ID. IDs are to be checked by members of the sponsoring organization. One guest is allowed per SXU student. Students are responsible for the actions of their guests.

- The organization may request assistance from Public Safety.

- Catering for events must be provided by Country House Food Service.

- 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 Loftus Conference Room, etc. without the permission of the associate director of Residence Life.

## **ix. 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 Campus Life. An Event Permit/Speaker Clearance Form is available in the Office of Student Activities and online through The Den (<https://theden.sxu.edu/>) -- 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 Office of the Dean of Students and comply with demonstration guidelines. See Demonstration Policy. (<https://handbook.sxu.edu/student/Rights-Policies/demonstrations.html>)
- 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]."

## **x. Publicity**

### **Flyers, Posters and Printed Materials**

Student organizations will be held accountable to adhere to all guidelines as they appear in the "Web Policies and Procedures," "Graphic Standards Style Guide," "Social Media Guidelines" and the "Content Style Guide," which are published by the Office of University Relations (<https://www.sxu.edu/about/offices/university-relations/index.aspx>). 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 for use off-campus must also have the approval of University Relations before printing or copying. Publications where 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 and is outlined the "Project Timelines" guide; 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 Student Activities office 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 organization's/department's 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 Activities.
- 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 submitted to and approved by the Office of Student Activities (L-109B). Materials that are not approved or properly posted will be removed.

### Step Three: Posting Guidelines

- Posters and flyers may not exceed 11"x 17"
- Only masking tape may be used when posting on hallway walls.
- Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
- Approved posting locations include the following:
  - Warde Academic Center
    - On designated bulletin boards
    - On designated "Posting Zones" labeled throughout the building
  - 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.

*Posters and flyers may not be placed on any other walls, doors or glass.*

### Step Four: Removal and Violations

- All signs posted must be removed in a timely manner when they become outdated.
- 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. Tables may not be reserved 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 Registered Student Organizations must submit an Event on The Den (<https://theden.sxu.edu/>) to reserve their preferred space, including diner tables. In the event location, list "Diner Table" and once the event is approved, this will reserve your spot. Reservations are available from 10 a.m. to 2 p.m. on your confirmed date. Tables will be reserved on a first come, first served basis. If there are no more tables available for your requested date, the event will be denied so that it can be re-submitted with a new proposed date.
4. All Campus Departments who wish to reserve a diner table must send the request to [studentlife@sxu.edu](mailto:studentlife@sxu.edu) and include the preferred date and time. Tables will be reserved on a first come, first served basis. Student Life will confirm your reservation depending on table availability.
5. There are seven tables in the Diner. A four-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 Activities. Only registered student organizations and University departments are permitted to reserve banner space. Student organizations may not post banners on behalf of individual students. Banners will be hung on Mondays and will remain posted for the duration of the reservation (1-2 weeks maximum).
2. 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.
3. Banners must be dropped off on the Friday before the banner reservation begins. If the banner is not dropped off by the deadline, Student Activities staff reserves the right to forfeit the reservation.

4. Groups wishing to have their banner saved for use at a future time should notify Student Activities 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 and the mySXU portal. The screens display University wide news, activities and upcoming events that are sponsored by SXU departments and registered student organizations. Events and posts will be submitted, reviewed and approved at the discretion of Student Activities and University Relations.

### Web Pages

Please consult the Office of Student Activities for guidelines on how to create and link an organization web page to the main University website. All organizational web pages should conform to the standard University layout and design scheme. Registered student organizations are encouraged to utilize their organization page on The Den (<https://theden.sxu.edu>) for events, communication and news posts.

### Meeting Reservations

1. All student organization meetings held on campus must be reserved through Student Activities. Only registered student organizations are permitted to reserve rooms for meetings. Student organizations may not reserve a room on behalf of a vendor.
2. To request a meeting and reserve a space for a student organization meeting, registered student organizations need to create an event on The Den (<https://theden.sxu.edu>) and list the date, time and desired location for the meeting and follow other form instructions.
3. The organization sponsoring the meeting is responsible for cleaning up any litter and resetting the room at the end of the meeting.

## xi. Political Activity

The Philosophy Statement of Saint Xavier University is intended to be complementary to its Mission Statement. Both Statements address how the University seeks to fulfill its educational mission in the context of its Catholic identity and Mercy heritage.

More specifically, the "University continues to build upon the ideals of its founders and sponsors, the Sisters of Mercy, who...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." Further, "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."

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, forms of public demonstration or dialogue. 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.

Further, as a nonprofit, private institution of higher education, the University's activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code ("IRS"). This means that the University is prohibited from participating in political campaigns for candidates or ballot initiatives. The University is further prohibited from conducting lobbying activities. A violation of IRS regulations by the University could have serious consequences, including but not limited to the loss of its tax-exempt status. The University does not therefore, directly or indirectly endorse any political candidate or ballot initiative. Nor does the University solicit funds for any candidate or ballot initiative.

As a result, students will be expected to adhere to the following guidelines:

- Campus-based student organizations may participate in a political campaign for a ballot initiative or candidate for any public office as long as each organization abides by applicable University policies and procedures.
- Any student organization that chooses to advocate for a particular political candidate or ballot initiative may **not** receive funding from the University that applies to such advocacy.
- Student organizations that advocate for a political candidate or ballot initiative may not use University facilities as a venue for fundraising.
- Campaigning and/or the solicitation of funds may not occur in University-owned housing.
- University facilities may not be used for any activities restricted under these guidelines, including, but not limited to:
  - The use of the Mail Box or Copy Cats.
  - The provision of office supplies, computers, telephones, fax machines, copiers and other University-owned equipment.

On occasion, the University will host certain nonpartisan political activities or presentations for educational and/



or informational purposes. In order to comply with IRS requirements, the University must ensure that:

- The event has a nonpartisan atmosphere.
- Any political candidates (or their representatives) must be prepared to speak in a non-candidate capacity.
- The event is opened first to the University community in support of the educational purpose before it is opened to the general public.

## **xii. Room Reservations and Calendar Clearance**

Registered student organizations (RSOs) wishing to reserve a meeting space must do so at least three weeks in advance by submitting their requests by creating an event through The Den (<https://theden.sxu.edu/>). All campus spaces including outdoor locations, must be reserved through this process. The request is not considered confirmed until Student Activities verifies availability and confirms the online reservation request. The status of the reservation request is normally available within 72 hours via The Den. If the event is marked "approved" by the associate director of Student Activities, the event has been approved; the RSO may move forward to request disbursement of any budget funds, and place support services orders such as media equipment through The HUB, housekeeping, etc. If the event is canceled, the Office of Student Activities must be notified immediately. Failure to notify Student Activities 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 through the university reservation system and Auxiliary Services. All events approved through The Den have already been added to the university reservation system and approved by Auxiliary Services.

Any facility use by external affiliates must be reviewed and approved by Auxiliary Services in conjunction with RSO policy and procedures. Facility use includes, but is not limited to diner tables, outdoor spaces, rooms for meetings, venues for conferences, performances or use of institutional technology.

Room setup requests must be detailed in The Den event request in order to be submitted to Housekeeping through Auxiliary Services; late requests for room set ups are not permitted. Country House 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 RSO. Charges will be incurred for organizations who damage or dirty any facility.

## **xiii. Scheduling Off-Campus Events**

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

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

As a recipient of federal aid and federal grants, the University must certify that it will take certain steps to provide a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. The possession, use, consumption, sale, dispensation, distribution or manufacture of alcohol or controlled substances is prohibited on University property while conducting University business or as part of University-sponsored activities, except on those occasions when the moderate consumption of alcoholic beverages in a social setting is authorized and sponsored by the University.

All members of the University community are responsible to be aware of applicable Illinois law and Chicago ordinances that pertain to the serving, consumption and sale of alcohol. In particular, Illinois law prohibits the consumption or possession of alcohol by individuals under the age of 21, as well as the supplying of alcohol to any individual under the age of 21. Further, alcoholic beverages will not be served at any University-sponsored event at which undergraduates are present unless prior written approval has been obtained from the vice president for Student Affairs or other appropriate University official. Student organizations that seek authorization to serve alcoholic beverages at University-sponsored events must work with the Office of Student Affairs to ensure that those assigned to serve alcohol have been authorized by the University to do so.

Those individuals and/or student organizations found to be in violation of this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law and in accordance with University-approved sanctions.

The following guidelines apply to all University-sponsored events, no matter if they occur on or off campus.

- Events will conclude by 12:30 a.m. Exceptions must be approved in advance by the vice president for Student Affairs.
- Admission to the sponsored event is restricted to Saint Xavier University students.
- 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.
- Responsibilities of University-sponsored student group:
  - Ensure that the director of Campus Life has approved all on- and off-campus events. In addition, the director of Campus Life must approve any/all contracts that relate to on-or off-campus events.
  - Ensure that Public Safety is notified of all events scheduled to occur on campus.
  - Advertising for all student events must be approved by Campus Life and may not include the fact that alcohol will be served as a part of advertising, except for the following notice "Cash Bar: ID Required." Advertising also must state, "Non-SXU students admitted with a pre-sale ticket only."
  - Ensure that the event venue is reviewed with a representative Campus Life to identify any issues or possible damage. When damage is identified at a campus-based event, the director of Campus Life and Public Safety must be notified. When damage is identified at an off-campus event, the director of Campus Life must be notified immediately.
  - Ensure that appropriate staff are located at the entrance(s) to an event for the purpose of collecting tickets and screening the IDs of those attending. A representative of Public Safety should be present to manage any problems at on-campus events. At off-campus events, problems should be managed in concert with venue liaisons and, as needed, with local law enforcement authorities.
  - The following notices must be posted at all University-sponsored events, on and off-campus, when alcohol is being served: "Under Illinois law, You must be 21 to be served alcohol" and "No alcoholic beverages may be carried from the event site"
  - No one who is intoxicated will be admitted to a University-sponsored event. Public Safety and/or local law enforcement authorities will make a determination regarding intoxication.

- Ensure that free soft drinks are made available to those who wish to have an alternative to alcohol.
- The University, through Campus Life, reserves the right to modify or add additional requirements depending on the nature of the event.

#### **xiv. 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 Campus Life. 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 Campus Life and the RSO Advisor. The fundraising activities should be designed to support the organization's purpose as stated in its constitution. Funds raised must be deposited into the RSO account at SXU by the director of Campus Life and can carry over to future academic years if the RSO does not use all the funds in the current academic year.

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 Dean of Students.

Student clubs and organizations who wish to conduct a raffle must fill out the Event Request form on The Den (<https://theden.sxu.edu>) to complete a raffle licensing request form which is then approved by the director of Campus Life and the Dean of Students.

#### **xv. Gambling**

In accordance with applicable Illinois and federal gambling laws, Saint Xavier University prohibits student 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.

Student clubs and organizations who wish to conduct a raffle must fill out the Event Request form on The Den (<https://theden.sxu.edu/>) to complete a raffle licensing request form which is then approved by the director of Campus Life and the Dean of Students.

#### **xvi. Sales and Solicitation**

All sales or solicitation by student organizations or at a student organization event must have prior authorization by the director of Campus Life. Solicitation

for the support of scholarships is not allowed without the advance permission of the Dean of Students and University 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.

## **XIV. Student Code of Conduct**

### **i. Student Ethos Statement**

The Office of the Dean of Students 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, the Dean of Students 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, the University sets 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.

### **ii. 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 Office of the Dean of Students.

#### **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.

### **Confidentiality**

The conduct process is confidential. Confidentiality applies to the charged students, the reporting/responding parties, witnesses, advisers, staff, hearing officers and members of the University Conduct Board, who are expected to keep information regarding the student conduct process confidential. All proceedings are private. 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 seven-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. (<https://handbook.sxu.edu/student/code-conduct/parent-notification.html>))

## **iii. Student Rights and Responsibilities in the Conduct System**

### **Student Rights and Responsibilities**

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. 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.

### **Student Rights in the Conduct Process**

Students may expect the following:

- To be treated with respect and dignity throughout the hearing process.
- To have prior knowledge of the charges and have the charges explained clearly and fully at every level of the conduct process.
- To have an advisor of your choice to accompany and assist you in all meetings and/or interviews associated with the resolution process, such as a parent or faculty member.
- To be present throughout the hearing, but not during the deliberation process of the hearing officers or the University Conduct Board.
- To know who the hearing officers or members of the University Conduct Board will be and to request a substitution if an individual poses a conflict of interest.
- To hear testimony and/or see all written statements concerning the charges.
- To refute oral and/or written statements made by witnesses.
- To provide or present information, materials and/or witnesses on your behalf during the complaint resolution procedure outside the presence of the other student.
- 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 notification of the outcome of the hearing within seven days after the decision has been reached.
- To be advised of the appropriate appeal process.

## **iv. Terms Defined**

### **Advisor**

Advisor is a person chosen by both the reporting party and responding party who is permitted to accompany the reporting party and responding party respectively to any meeting or disciplinary proceeding (including, but not limited to, fact finding investigations, formal or informal meetings, hearings and/or mediation sessions). An advisor is an individual (friend, parent, professor, attorney or anyone else) who provides the reporting party and responding party respectively with support, guidance or advice. The advisor is not permitted to be

an active participant in meetings or disciplinary 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.

### **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.

### **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.

### **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.

### **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, who determine how the case will proceed.

### **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.

### **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.

### **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.

### **Registered Student Organization (RSO)**

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

### **Responding Party**

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

### **Reporting Party**

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

### **Reporting Party Notification**

Reporting parties will be notified of the hearing findings and sanctions that are directly relative to the complaint.

### **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.

### **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.

### **v. 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 or is 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.

**Registered Student organizations (RSO)** are responsible for the activities of their members when an event, gathering or situation appears to be directly related to the RSO either due to the number of members present or affiliation of the event to the RSO.

### **vi. 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's Public Safety. In such situations, students should:

- Call emergency or University officials on behalf of an impaired, ill or injured individual or themselves; Remain with the individual(s) needing emergency

treatment;

- Remain with the individual(s) needing emergency treatment;
- Cooperate with emergency responders, University officials and/or local law enforcement and may then 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 Title IX Section (<http://handbook.sxu.edu/Student/Rights-Policies/title-ix.html>) of the Student Handbook for more information.

### **vii. Good Disciplinary Standing**

Students in good disciplinary standing have been duly enrolled in the University and are eligible to participate in all activities of the University. A student is presumed to be in good standing unless the student forfeits that status by established misconduct.

A student 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.
- the student has outstanding sanctions that have not been completed.

Failing to be in good disciplinary standing can result in administrative removal from 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.

### **viii. Code of Student Conduct**

The policies of the Student Code of Conduct are applicable to on- and off-campus conduct that can affect on-campus behavior and expectations. See Student Conduct System -- General Information (<https://handbook.sxu.edu/Student/Code-Conduct/conduct-system.html>) 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 Academic Catalog (<https://www.sxu.edu/catalog/index.asp>).

Unacceptable conduct includes but is not limited to the following:

### **Personal Integrity**

**A. Alcohol** - The following conduct is expressly prohibited regardless of age, except where otherwise specified:

- The State of Illinois prohibits the sale, use, distribution, manufacture, or possession of all forms of alcoholic beverages by persons under 21 years of age. Students under 21 years of age may not sell, use, distribute, manufacture, or possess all forms of alcoholic beverages anywhere on campus.
- Providing or distributing alcohol to individuals under the age of 21 is prohibited.
- Possession by any individual of alcoholic beverages in the residence halls, or otherwise in violation of University policy, is prohibited.
- Students not consuming, but in the presence of alcohol, are also subject to disciplinary action.
- 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.
- Disruptive activity due to intoxication is prohibited.
- Public intoxication on University property or at University-sponsored events is prohibited.
- Alcohol consumption that creates a risk of harm to self, including requiring a transport to the hospital for intoxication is also prohibited.

**B. Drugs** 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 or improper use of prescribed medication is prohibited. 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.

A number of states, including Illinois, have passed laws that make the use of marijuana for some medical conditions legitimate under the law of that state. However, the possession or use of marijuana remains an offense under the federal Drug-Free Schools and Communities Act Amendments, which mandates campus communities be free of controlled substances (including marijuana). Therefore, SXU will continue to enforce the drug policy for any and all incidents involving marijuana.

**C. Tobacco** Tobacco use is prohibited on all University property, both indoors and outdoors, and in university-owned vehicles. The Tobacco-Free Campus Policy applies to all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes and smokeless tobacco products.

**D. Fraud** 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. Illegal/Unethical Activities** Engaging in illegal and/or unethical activities, whether or not legal charges are filed.

**F. General Violation** 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. Harm to Self** Threat or action of endangering one's self.

## Respect for Others

**H. Harm to Others** Interfering with the health and/or safety of a member of the University or surrounding community. Conduct that violates this policy includes, but is not limited to:

- Physically harming another person, either intentionally or by taking actions that create a substantial risk of physical harm or compromised health to another person.
- Threatening to physically harm another person.
- Intentional conduct that inflicts, or attempts to inflict harm upon any person (bullying, failing to follow established community health protocols and/or social distance guidelines, etc.)

- Behaving in a manner that a reasonable person would find alarming or intimidating.

**I. Harassment/Hazing** 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 Behavior** Inappropriate, disruptive or disrespectful behaviors that evidence poor adjustment to the community.

**K. Sexual Misconduct** Any form of coercive and/or unwelcome sexual behavior including, but not limited to prohibited conduct as outlined in the Sexual Misconduct Policy, or other behavior that takes sexual advantage of another person without consent or in an abusive manner.

**L. Disruptive Behavior** Disruption or obstruction of teaching, instructional, research, disciplinary, administrative, public safety, student activities or other University business 1) on campus, online 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. Firearms and Weapons** 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. Guest Behavior** 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. Fire/Safety Equipment** 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. Damage to Property** 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** 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. Misuse of Keys** The duplication or unauthorized possession of a key or access card (Cougar Card) to University property.

**S. Theft/Misappropriation of Goods/Services** 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/Misappropriation of Library/Digital** Theft, misuse or misappropriation of library, computer or research materials and/or information. Inappropriate use of University email and Internet services.

**U. Unauthorized Use** 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. Failure to Comply** 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** 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/Unauthorized Soliciting** Gambling in any non-legal form; sponsoring illegal lotteries or raffles on University property; unauthorized selling, soliciting, canvassing or advertising.

## ix. Supportive Measures

Saint Xavier University will offer and implement non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Saint Xavier University's education program or activity, including measures designed to protect the safety of all parties or Saint Xavier University's educational environment, and/or deter sexual harassment and/or retaliation.

Saint Xavier University will maintain the privacy of the supportive measures, provided that privacy does not impair Saint Xavier University's ability to provide the supportive measures. Saint Xavier University will act to ensure as minimal an academic/occupational impact on the parties as possible.

Saint Xavier University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other health care services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees.
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact directives) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## x. Hearings

The Office of the Dean of Students may refer allegations of violations of the Code of Student Conduct to one of the following options for resolution. Additional information, policies, and procedures for each of these hearing types is expanded in individual sections to follow.

*\*Any and all hearing types may be conducted virtually, via Zoom. When scheduling hearings, we will consider your class schedule. Your Letter of Allegation and/or meeting request will contain details and instructions on how to access Zoom.*

## Non-Disciplinary

### Mediation

Mediation is an informal, voluntary process that allows the reporting party and responding party involved in an

alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the reporting party and responding party are students at SXU. If either student is less than 18 years of age, the University may require that the minor student's parent consent in writing to the student's participation in the mediation. Mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

## **Disciplinary**

### **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 are sanctions D-P. 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 Dean of Students, all sanctions, including suspension and expulsion from the University, are available to the administrative hearing officers.

### **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 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 A-P. The University Conduct Board is comprised of a board convener and two additional representatives from the faculty and staff. The members of the University Conduct Board are appointed at the beginning of the academic year and normally serve for three academic years.

The Convener of the University Conduct Board is appointed by the Dean of Students from the members appointed to serve on the University Conduct Board. A hearing before the University Conduct Board will include the hearing coordinator, board convener and two additional members of the board, the reporting party, the responding party, witnesses and advisers. The deliberations by the board will be conducted in private. The outcome of the case is communicated to the student in writing.

### **Registered Student Organization (RSO) 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.

## **i. Mediation**

Mediation is an informal, voluntary process that allows the reporting party and responding party involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the reporting party and responding party are students at SXU. If either student is less than 18 years of age, the University may require that the minor student's parent consent in writing to the student's participation in the mediation. Mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

### **Confidentiality of the Mediation Process**

In order to promote honest, direct communication and a resolution through mediation, information disclosed in Mediation must remain confidential, except where disclosure may be required as set forth in this Policy, under law or as may be authorized by the Dean of Students (or designee) in connection with responsibilities of the University.

## Mediation Process

The mediation process will proceed as follows:

- **Initiating Mediation:** In cases where Mediation is appropriate, the Dean of Students (or designee) will discuss with the reporting party and responding party whether or not they are willing to participate in Mediation. In addition, the mediation process can be initiated any time prior to the formal adjudication of the case. Both the reporting party and responding party must agree to the Mediation in writing.
- **Assignment of a Mediator:** Once the reporting party and responding party have agreed to Mediation in writing, the Dean of Students (or designee) will appoint a trained and impartial mediator (the "Mediator") who will mediate the case. The Mediator will be appointed within fourteen (14) calendar days of the agreement of the reporting party and responding party to participate in Mediation. The Mediator will contact the reporting party and responding party to set the date, time, and location of the mediation session(s).

## Mediation Procedures

Typically only the Mediator and the reporting party and responding party will be participants in the mediation session(s) however, others may be included as necessary at the discretion of the mediator. The reporting party and responding party may have an advisor of their choice be present at the mediation session(s) and any related meetings. The advisor may not be an active participant in the mediation session(s). The University may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

## Mediation Process

During the mediation process, the Mediator normally will: ask the reporting party and responding party to give their versions of the incident, including both factual information and their feelings; (2) identify key issues; (3) seek the agreement of both the reporting party and responding party on the issues; (4) facilitate discussion; and (5) work with both the reporting party and responding party to develop a written document that will include a statement of agreement. The Mediator will not draft the document. The agreement information will be provided to the hearing officer who will prepare the final agreement for signature by both parties. No offers of apology or concessions are required to be made during the mediation.

## Mediation Outcomes

**Mediation Resolution:** Any statement of resolution by mediation will be incorporated into an agreement (the "Mediation Agreement"), to be signed by both the reporting party and responding party, and will be approved by the Dean of Students (or designee) before it takes effect. Any activity or behavior, or prohibition thereof, to which either the reporting party or

responding party has agreed in the mediation will be included in the Mediation Agreement. Since an individual's entry into a Mediation Agreement is voluntary, there is no right to appeal by either the reporting party or responding party from the terms of the Mediation Agreement once it has been signed by the reporting party and responding party, and approved by the Dean of Students (or designee). The approval of the Mediation Agreement constitutes a directive of the Dean of Students requiring both the reporting party and responding party to fully comply with all the terms of the Mediation Agreement. The Mediation Agreement will be kept on record with the corresponding case file in Maxient, the student conduct database. If either the reporting party or responding party believes the terms of the Mediation Agreement have not been met by the other individual, they may contact the hearing c, who will ask the Mediator or other designated person to investigate the allegation of noncompliance. The Dean of Students (or designee) may take such action as deemed appropriate in response to the investigation of noncompliance with the Mediation Agreement, or at their sole discretion, the matter may be referred to an Investigator, followed by a hearing before a Board, if such further investigation and/or sanctions are warranted.

## Non-Resolution and Referral to Formal

**Adjudication:** If either the reporting party or responding party is dissatisfied with the mediation process at any time prior to the signing of a Mediation Agreement, that party may request that the mediation process cease. In such a case, absent an express determination to the contrary by the Dean of Students (whose discretion in such determination is exclusive and final), Formal Adjudication may only be pursued if the request is initiated within one (1) calendar year of the termination of the mediation process provided, however, that for good cause shown as determined in the sole discretion of the Title IX Coordinator, this period of time may be extended. In the event that Formal Adjudication occurs after some part of the mediation process has taken place but prior to any resolution at mediation, only the complaint form will be forwarded by the Dean of Students (or designee) to the assigned Investigator.

## ii. 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 are sanctions D-P. 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 Dean of Students, all sanctions, including suspension and expulsion from the University, are available to the administrative hearing officers.

## Letter Adjudication

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.

## Witness Procedures

Witnesses are permitted at administrative hearings. Students involved in simultaneous, related conduct proceedings cannot serve as witnesses for each other. It is the responsibility of the student charged to notify the hearing officer(s) of the witnesses' names at least 24 hours prior to the hearing date. 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 Office of the Dean of Students, reporting parties and responding parties will both be allowed to present character witnesses.

## iii. 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 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 A-P. The University Conduct Board is comprised of a board convener and two additional representatives from the faculty and staff. The members of the University Conduct Board are appointed by the Dean of Students at the beginning of the academic year and normally serve for three academic years.

The Convener of the University Conduct Board is appointed by the Dean of Students from the members appointed to serve on the University Conduct Board. A hearing before the University Conduct Board will include the hearing coordinator, board convener and two additional members of the board, alleged/responding party, complainant/reporting party, witnesses and advisers. The deliberations by the board will be conducted in private. The outcome of the case is communicated to the student in writing.

If a complaint is filed within sixty (60) calendar days of the alleged/responding party's intended graduation, during a University recess or Summer Session, or in other circumstances where the Dean of Students (or designee) determines that the complaint cannot otherwise be resolved in a timely manner, procedural options may be limited. In particular, a University Conduct Board Hearing under these circumstances may instead take the form of an administrative hearing appointed by the Dean of Students (or designee).

## Confidentiality of the University Conduct Board Hearing Process

In order to comply with laws and regulations protecting education records of students and to provide an orderly process for the presentation and consideration of relevant evidence without undue intimidation or pressure, the hearing process before the Board is confidential and is closed to the public. Documents prepared in anticipation of the hearing (such as the Investigator's report, the Letter of Allegation, or any written pre-hearing submissions), documents, or other materials introduced at the hearing; or any transcript of the hearing itself, may not be disclosed except as required or authorized by law or as may be authorized by the Dean of Students (or designee) in connection with responsibilities of the University.

## Hearing Process

The hearing process shall proceed as follows:

### Composition and Purpose of the Board

**Composition of the Board:** The Board will be composed of three (3) impartial and trained, professional staff and faculty members of the University community appointed by the Dean of Students (or designee). The Dean of Students (or designee) designates one Board member to serve as the Board Convener of the Board (the "Board Convener"). Board member training is provided at least annually on issues including, but not limited to, dating violence, domestic violence, sexual assault and stalking; how to conduct investigations and hearings; protecting victim safety and promoting accountability.

**Challenge of Board Member:** A reporting party or responding party wishing to challenge the participation of any Board member must notify the Board Convener and the Dean of Students (or designee) in writing, stating the reason(s) for the party's objection. Such a challenge must be made in writing and delivered to the Board Convener and the Dean of Students within seven (7) calendar days of the mailing of the Board Meeting Invitation/Letter of Allegation to the responding party and reporting party. Except with respect to challenges to the participation of the Board Convener, the Board Convener determines whether the challenge has merit and reserves sole discretion to make changes in the Board's composition at all times. In



the event of a challenge to the participation of the Board Convener, the Dean of Students (or designee) determines whether the challenge has merit and reserves sole discretion to appoint another Board member or other person as the Board Convener for a given hearing.

**Conduct of the Board:** The Board will seek to encourage an open exchange of information within the rules of confidentiality articulated in these procedures. While the Board's procedures are designed to ensure appropriate process for the reporting party and responding party, the Board is not bound by the rules of criminal or civil procedures that govern judicial proceedings in court. Board members will serve as impartial fact finders and not as advocates for either the reporting party or responding party. Once an individual has been named to the Board, they may not privately discuss the facts or merits of the case with the reporting party or responding party or with anyone acting on behalf of either the reporting party or responding party. The Hearing Coordinator will provide Board members with a copy of the Letter of Allegation, the Investigation Report (if applicable), the incident report, written statements, and list of witnesses and documents or other relevant materials submitted by the reporting party and responding party in advance of the hearing date.

## Hearing Procedures

**Hearing Coordinator:** The Dean of Students (or designee) will designate an administrator to act as a hearing coordinator to be present at a hearing to control the hearing and ensure the hearing follows procedural guidelines. The coordinator will be impartial and has no interest or input in the outcome of the hearing.

## Pre-Hearing Procedures

**1. Pre-Hearing Submissions:** No less than five (5) calendar days prior to the hearing date, alleged/ responding party and/or complainant/reporting party must provide the Hearing Coordinator with brief written statements describing their positions, a list of witnesses they propose to call, and copies of documents and a description of any other materials they propose to present at the hearing. The Hearing Coordinator provides a copy of such written statements and documents to the other party as set forth below. In the absence of good cause as determined by the Board Convener in their sole discretion, the reporting party and responding party may not introduce witnesses, documents, or other evidence at the hearing that were not timely provided to the Hearing Coordinator as set forth

above. The reporting party and responding party are also responsible for securing the attendance of their proposed witnesses at the hearing.

**2. Pre-Hearing Meeting(s):** The Hearing Coordinator will seek to schedule one or more pre-hearing meeting(s) with the reporting party and responding party, no less than three (3) calendar days prior to the hearing date. Advisors are permitted at the pre-hearing. Witnesses are not permitted at the pre-hearing. The pre-hearing provides an opportunity for the alleged/responding party and/or complainant/reporting party 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. The Hearing Coordinator will also review the list of proposed witnesses to assist the reporting party and responding party in eliminating redundancy. During the pre-hearing, there will be a full explanation of: the hearing coordinator's role; the student rights in the conduct process; a review of the charges; a copy of the written statement; list of witnesses, and identification or copies of documents or other evidence submitted by the other individuals; and the University Conduct Board procedures.

**Persons Participating:** Typically, the alleged/responding party and/or complainant/reporting party their respective advisors, the University's counsel (only if students have outside Counsel as an advisor), the Board members and the Hearing Coordinator are the only individuals present at the hearing. The reporting party and responding party may have an advisor of their choice present at the hearing and any related meetings. Advisors are not permitted to address the Board, examine witnesses or otherwise directly participate in the hearing on behalf of either party. The University may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

Should either the reporting party or responding party fail to appear at the scheduled hearing, the Board Convener, at his/her sole discretion, may postpone the proceedings or the Board may proceed and determine the complaint on the basis of the evidence presented, provided the absent party was duly notified in advance of the scheduled hearing date as outlined above. If requested, the University will make arrangements such that the alleged/responding party and/or complainant/reporting party are not present in the same room at the same time as part of the hearing.

## Witness Procedures

Witnesses are permitted at University Conduct Board 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. 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.

**Recording:** The Hearing Coordinator will arrange for the hearing to be audio-recorded.

**Conduct of the Hearing:** The hearing before the Board will not follow a courtroom model. The Board Convener will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. Absent extraordinary circumstances, the Investigator will not participate at the hearing unless approved by the Board Convener upon finding that the Investigator may have material information that cannot otherwise be provided to the Board. The reporting party and responding party will not be expected to repeat undisputed details or non-material circumstances that would merely duplicate the written materials. The Board, in its discretion, may seek to have other persons speak at the hearing. Only the Board Convener and the Board may question the complainant/reporting party, alleged/responding party and any witnesses. However, the parties may ask the Board Convener to pose additional questions or inquire further into specific matters. If necessary, a brief recess may be granted to allow the parties an opportunity to prepare and submit such requests. The Board Convener is empowered to disallow any questions that are irrelevant or redundant. After all witnesses have been questioned, the reporting party and responding party may make a closing statement and request a short recess to prepare their statement(s). If the Board determines that unresolved issues exist that would be clarified by the presentation of additional materials or information, the Board Convener may recess the Board hearing and reconvene it for the presentation of additional evidence in a timely manner. A recess may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other materials or information that should have been presented at the pre-hearing meeting(s).

**Impact Statement:** During the hearing, the complainant/reporting party may present the Board with a statement recommending a sanction ("Impact Statement") if applicable. The alleged/responding party

will be provided an opportunity to respond to the Impact Statement. The Board is not bound by these statements in determining responsibility or the sanction. Witnesses other than the parties normally are not permitted at the Impact Statement phase of the hearing; however, the Board Convener reserves the sole discretion to authorize the presence of other persons.

## Hearing Outcomes

**Standard for Responsibility Finding:** All decisions by the Board will be made by majority vote. The Board first determines whether the responding party is responsible for violating university policy, and then, if appropriate, determine by majority vote the sanction to be imposed on the responding party. A finding of responsibility must be supported by a "preponderance of the evidence." "Preponderance of the evidence" means that the University establishes that it is more likely than not that the responding party is responsible for violating policy. If the Board does not find that there is a preponderance of the evidence to support a finding of a violation of our policy re: prohibition of sexual assault, the Board will then consider whether other violations of this policy occurred.

**Sanction Findings:** After the Board has made a determination, the Board may impose any sanction that it finds to be fair and proportionate to the violation and in the interests of the University community, including the responding party and reporting party, and that is authorized for violations of the Student Code of Conduct, including disciplinary probation, suspension, and expulsion. In determining an appropriate sanction, the Board may consider any record on the part of the responding party of past violations of the Student Code of Conduct, as well as the nature and severity of the violation(s) and any mitigating circumstances. The Board will consider as part of its deliberations whether the responding party poses a continuing risk to the reporting party and/or University community. The University expects all cases involving a finding of sexual assault to involve consideration of the sanctions of suspension or expulsion. Any sanction imposed is based on a majority vote of the Board.

## iv. Registered Student Organization (RSO) 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.

### **Registered Student Organization (RSO) Sanctions**

Registered Student organization disciplinary sanctions may include but are not limited to the following:

1. All sanctions also listed as individual sanctions.
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 Registered 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 offcampus 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.

All decisions about and actions imposed on student organizations or groups will be kept on file by Student Life and in student organization files 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.

### **xi. Sanctions**

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.

#### **a. 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 of the Dean of Students.

#### **b. Suspension from the University**

Suspension from the University involves the temporary removal of the student from the University for a specified period of time. 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 of the Dean of Students. Persons notified of the suspension may include parents, academic deans, Public Safety or other appropriate personnel at the discretion of the Office of the Dean of Students. *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 of the Dean of Students 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 of the Dean of Students.

### **c. Postponement of Activity Participation and conferring of Honors 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.

### **d. 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.

### **e. Disciplinary Probation**

Disciplinary Probation is a formal notice, affecting the non-academic status of the student, that the student's behavior is unacceptable. During the probation period, the student behaves in a manner that does not violate the University's Code of Student Conduct. Probation lasts for a designated period of time, typically not less than one semester and could make the student ineligible to hold office in any organization or represent the University in any official capacity. In some cases, cocurricular 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. Any further violation, even minor actions, 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 of the Dean of Students or the University Conduct Board.

### **f. 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 of the Dean of Students.

### **g. 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.

### **h. 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.

### **i. Community Restitution**

Activities or actions designed to return to the community a portion of the goodwill that was taken away by the commission of the violation. Service to the community should be designed to better the social and/or physical environment of the University and its surrounding community.

### **j. Restitution and Fines**

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

### **k. 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.

### **l. Administrative Directive**

A statement, written, oral or as part of the University policy, from an administrator of the University must be complied with by student(s) and may require refraining from conduct or completing the act.

### **m. 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.



#### **n. 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 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 engage in some type of personal assessment, meditation or counseling.

#### **o. 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.

#### **p. Other consequences as warranted**

### **xii. Appeals**

Students found responsible for violations of the Code of Conduct, as well as complainants within the conduct process, have a right to appeal. Students who would like to appeal the outcome of their hearing must do so by submitting a Request for Appeal Form ([https://cm.max-ient.com/reportingform.php?SaintXavierUniv&layout\\_id=8](https://cm.max-ient.com/reportingform.php?SaintXavierUniv&layout_id=8)) within seven (7) 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 -- reporting party and responding party -- 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 seven (7) calendar days 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 seven-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 submitted with a Request for Appeal Form

([https://cm.maxient.com/reportingform.php?-SaintXavierUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?-SaintXavierUniv&layout_id=8)), instructions for 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.

### **xiii. Parent/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'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.
- The student's alcohol-related behavior negatively impacts the learning environment.