

# Saint Xavier University

## Student Handbook

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2010-2011

## Table of Contents

|   |     |
|---|-----|
| MISSION STATEMENT .....                                       | 2   |
| CORE VALUES.....  | 3   |
| VISION OF OUR CATHOLIC AND MERCY IDENTITY .....               | 4   |
| PHILOSOPHY STATEMENT.....                                     | 6   |
| CHRONOLOGY OF SAINT XAVIER UNIVERSITY .....                   | 7   |
| SAINT XAVIER UNIVERSITY FIGHT SONG.....                       | 9   |
| RIGHTS RESERVED .....   | 10  |
| ACADEMIC CALENDAR 2010-2011 .....                             | 11  |
| FREQUENTLY CONTACTED OFFICES.....                             | 13  |
| INFORMATION SOURCES.....                                      | 15  |
| ADMINISTRATIVE INFORMATION .....                              | 16  |
| ACADEMIC POLICIES AND PROCEDURES .....                        | 18  |
| FINANCIAL POLICIES AND PROCEDURES.....                        | 34  |
| SERVICES TO STUDENTS .....                                    | 38  |
| STUDENT CLUBS/ORGANIZATIONS .....                             | 58  |
| STUDENT RIGHTS, POLICIES, PROCEDURES AND SERVICES .....       | 65  |
| STUDENT CODE OF CONDUCT.....                                  | 85  |
| RESIDENCE LIFE HANDBOOK .....                                 | 100 |
| RESIDENCE LIFE STAFF .....                                    | 101 |
| RESIDENCE LIFE AND CAMPUS MINISTRY PHILOSOPHY STATEMENT ..... | 102 |
| RESIDENCE LIFE OBJECTIVES .....                               | 103 |
| RESIDENTS' RIGHTS AND RESPONSIBILITIES.....                   | 104 |
| RESIDENCE HALL ASSOCIATION .....                              | 105 |
| HOUSING FACILITIES .....                                      | 106 |
| HOUSING POLICIES, PROCEDURES AND SERVICES .....               | 109 |
| HEALTH SERVICES .....   | 118 |
| SAFETY/SECURITY POLICIES .....                                | 119 |

### MISSION STATEMENT

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

*Approved October 20, 2005*

## 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.

## 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,<sup>1</sup> the University grounds its core activities of teaching, learning, scholarship, and service in Catholic theological principles that affirm the goodness and value of all creation and posit a view of human persons as created in the image of God and thus free, rational, relational, and endowed with inherent dignity.

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

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

Saint Xavier University signifies and celebrates its Catholic and Mercy heritage in its symbolic, sacramental, and liturgical expressions, and in its communal and collegial

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<sup>1</sup> 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.

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

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

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

*Approved, May 14, 2008*

## PHILOSOPHY STATEMENT

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

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

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

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

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

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

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

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

*Approved May 25, 2006*

## CHRONOLOGY OF SAINT XAVIER UNIVERSITY

### Chicago, Illinois

- 1831 Mother Catherine McAuley establishes the Sisters of Mercy in Dublin, Ireland.
- 1837 Chicago incorporates as a city.
- 1844 Reverend William Quarter becomes the first Roman Catholic bishop of Chicago.
- 1846 At the request of Bishop Quarter, five Sisters of Mercy arrive from Pittsburgh to begin the work of Catholic education in Chicago. To honor their leader, Mother Frances Xavier Warde, they give the name of her patron, St. Francis Xavier, to their original academy. Saint Francis Xavier Academy for Females opens at Madison Street and Michigan Avenue in downtown Chicago on October 12, 1846.
- 1847 Saint Xavier Academy's charter from the State of Illinois empowers it to confer "academic or honorary degrees." This charter establishes Saint Xavier's claim as the oldest Mercy institution of higher education in the world, as the oldest Catholic educational institution still present in Chicago and as one of the oldest continuously operating educational institutions in the metropolitan area.
- 1871 The Great Chicago Fire reduces Saint Xavier Academy to ruins.
- 1873 Saint Xavier Academy opens at 29th Street and Wabash Avenue.
- 1901 Saint Xavier Academy opens in new quarters at 49th Street and Cottage Grove Avenue.
- 1912 Saint Francis Xavier College for Women, with plans to expand to the college level, receives a collegiate certificate of incorporation from the State of Illinois.
- 1915 Saint Francis Xavier College for Women opens with five students.
- 1919 Saint Xavier College holds its first commencement for a graduating class of two students.
- 1935 Saint Xavier College opens the first collegiate nursing program in the State of Illinois.
- 1953 Saint Xavier College offers its first graduate program (theology).
- 1954 Saint Xavier College establishes its Center for Liberal Studies in Education.
- 1956 Saint Xavier College moves to its current location at 103rd Street and Central Park Avenue.
- 1959 Saint Xavier College confers its first master's degrees (education).
- 1966 The College opens its Continuing Education program for degree-seeking adults. The School of Nursing receives formal recognition as an entity within the College having the rights and responsibilities usually associated with academic designation as a "School."
- 1969 Saint Xavier College becomes coeducational (February).
- 1978 The Weekend College program welcomes its first students.
- 1983 The College establishes the Graham School of Management.
- 1989 The College reorganizes its Education Center (department) as the School of Education.
- 1990 The College establishes the School of Arts and Sciences.
- 1992 Saint Xavier College becomes Saint Xavier University.
- 1995 Andrew Conference Center opens.
- 1996 Saint Xavier celebrates 150 years of educational service in and beyond Chicago.
- 1997 Saint Xavier University organizes its Adult College, establishes a Center for Off-Campus and International Program Development, and opens a suburban campus in Tinley Park, Illinois.
- 1999 Shannon Center opens.

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

\*\* For refund and withdrawal dates and information, please see the note at the end of the calendar\*\*

**SAINT XAVIER UNIVERSITY FIGHT SONG: "We Are Saint Xavier"**

Verse 1:

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

Verse 2:

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

Rap:

If you see a Cougar coming  
You'd better run and hide  
Cause a lot of people didn't  
And a lot of people cried  
Sing it out!  
Saint Xavier Cougars  
Shout it!  
We are Saint Xavier

Reprise:

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

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*Jim Brandmeier, 1990*

**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.

## ACADEMIC CALENDAR 2010-2011

**Fall 2010**

|                         |   |
|-------------------------|---|
| August 1<br>Graduation  | October 15 Petition on CLAWS for Spring 2011        |
| August 19               | New Faculty Orientation                             |
| August 20               | New Student Induction and Medallion Ceremony        |
| August 23               | Fall Semester Begins                                |
| September 6             | Labor Day: No Classes                               |
| September 11            | Final Day to change a class from audit to credit    |
| September 23            | Mercy Day Celebrated                                |
| October 1 -3            | Homecoming  |
| October 11<br>pass/fail | Final Day to change a class from credit to audit or |
| October 15              | Deadline to File for Spring 2011 graduation         |
| October 21<br>currently | November 4 Registration for Spring 2011 classes for |
|                         | enrolled students                                   |
| November 1              | Incomplete grades due from Spring 2010 semester and |
|                         | Summer 2010 term                                    |
| November 5<br>Term      | Registration begins for May Term 2011 and Summer    |
|                         | 2011  |
| November 24 - 28        | Thanksgiving Holidays                               |
| December 2              | Founder's Day (1:00 - 3:00)                         |
| December 6 - 11         | Final Examinations                                  |
| December 18             | Winter Commencement                                 |

*NOTE: These dates generally refer to full session deadline dates; condensed session courses may be different. Contact the Office of Student Educational and Financial Services for additional information or clarification.*

**Spring 2011**

|                        |   |
|------------------------|---|
| January 1 - March 15   | Petition on CLAWS for Summer 2011 and Winter 2011         |
|                        | graduation  |
| January 10             | Spring Semester begins                                    |
| January 17             | Martin Luther King, Jr. Day Holiday: no classes           |
| January 29             | Final day to change a class from audit to credit          |
| February 15            | Professional Development Day: all full semester classes   |
|                        | between 8:00 a.m. and 4:00 p.m. are cancelled             |
| February 28 - March 4  | Spring Break  |
| March 7<br>pass/fail   | Final day to change a class from credit to audit or       |
| March 10 - 24          | Registration for Fall 2011 classes for currently enrolled |
|                        | students  |
| March 15<br>graduation | Deadline to file for Summer 2011 and Winter 2011          |
| March 21               | Incomplete grades due from Fall semester                  |

|               |                            |
|---------------|----------------------------|
| April 13      | University Awards Ceremony |
| April 21 - 24 | Easter Holiday             |
| May 2 - 7     | Final examinations         |
| May 15        | Spring Commencement        |

*NOTE: These dates generally refer to full session deadline dates; condensed session courses may be different. Contact the Office of Student Educational and Financial Services for additional information or clarification.*

### Summer 2011

|                   |                                   |
|-------------------|-----------------------------------|
| May 9 - May 28    | May Term                          |
| May 9 - August 6  | Summer Term                       |
| May 30            | Memorial Day observed: no classes |
| July 4            | Independence Day: no classes      |
| TBD by Instructor | Final examinations for Summer     |

*NOTE: These dates generally refer to full session deadline dates – condensed session courses may be different. Contact the Office of Student Educational and Financial Services for additional information or clarification.*

### Refund And Withdrawal Information

In order to accommodate our diverse population, Saint Xavier University is committed to offering courses in a variety of formats and timelines. The following table reflects refund policies based on the start date of the section:

| <u>Number of Weeks Class Meets:</u>       | <u>100% Refund Within:</u> |
|---|----------------------------|
| 14 weeks or more<br>date                  | 14 days of section start   |
| 3 to 13 weeks<br>date                     | 10 days of section start   |
| May Term<br>start date                    | 3 days of the section      |
| 2 weeks or less<br>the first day of class | During                     |

For information on the start date of a specific course, access the Search for Classes feature on CLAWS and look at the Section Information, or contact the Office of Student Educational and Financial Services. You may also call (773) 298-3500. Students who register for a class are responsible for tuition unless they officially withdraw either through Student Educational and Financial Services or through CLAWS. Fees are not refundable. Notifying the instructor or ceasing to attend the class does not constitute an authorized withdrawal.

A class may be dropped without academic penalty until the  $\frac{3}{4}$  point of the semester or term. For information on the drop date of specific courses, access the Search for Classes feature on CLAWS and look at the Drop Deadline Column, or contact the Office of Student Educational and Financial Services. You may also call (773) 298-3500. A grade of W will appear on the record for any class dropped after the official refund date.

**FREQUENTLY CONTACTED OFFICES**

All campus offices are open during regular business hours unless otherwise noted:

Monday – Friday 8:30 a.m. – 4:30 p.m.  
Hours are subject to change during holidays or inter-session periods.

**Athletics, Shannon Center, Room 209, (773) 298-3101**  
Monday – Friday 8:30 a.m. – 4:30 p.m.

**Bookstore, Shannon Center, (773) 298-3115**  
Monday – Thursday 8:30 a.m. – 7 p.m.  
Friday 8:30 a.m. – 5 p.m.  
Saturday 8 a.m. – noon

**Campus Life/Student Organizations, L-103, Warde Academic Center, 773-341-5060**  
Monday – Thursday 8:30 a.m. – 7 p.m.  
Friday 8:30 a.m. – 4:30 p.m.

**Campus Ministry, Mercy Ministry Center, Chicago Campus, (773) 298-3900**  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.

**Center for Student Development, Modular Unit, Lot 3, (773) 298-3131**  
Monday – Thursday 8 a.m. – 6:30 p.m.  
Friday 8:30 a.m. – 4:30 p.m.

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

**Student Financial Services, A-203, Warde Academic Center, (773) 298-3070**  
Monday – Thursday 8:30 a.m. – 7:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.  
Saturday 8:30 a.m. – noon

**Health Center, Chicago Campus, (NW corner in tan modular building,) (773) 298-3712**  
Monday – Thursday 9:00 a.m. – 7:00 p.m.  
Friday 9:00 a.m. – 5:00 p.m.

**Learning Center and Disability Services, L-108, Warde Academic Center, (773) 298-3956**  
Monday – Thursday 8:00 a.m. – 8:30 p.m.  
Friday 8:00 a.m. – 4:30 p.m.  
Other hours available by request only.

**Library, L-228, Warde Academic Center, Chicago Campus, (773) 298-3352**  
Sunday 4 p.m. – midnight  
Monday – Thursday 7:45 a.m. – midnight  
Friday 7:45 a.m. – 7 p.m.  
Saturday noon – 7 p.m.

**Media Services, Rooms L-301, 303, 305, 307, (773) 298-3412**  
Monday – Friday 7 a.m. – 10 p.m.  
Saturday 8 a.m. – 4:30 p.m.  
Sunday 9 a.m. – 3 p.m.

**Orland Park Campus, 18230 Orland Parkway, (708) 802-6200**  
Monday – Thursday 8:30 a.m. – 10:00 p.m.  
Friday 8:30 a.m. – 4:30 p.m.  
Saturday 8:30 a.m. – 2:00 p.m.

**Public Safety, CSC-201, Campus Service Center, Chicago Campus**  
Non-emergency: (773)  
298-3541  
Emergency: (773)  
298-3911

Available 24 hours

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

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:30 a.m. – 7 p.m. |
| Friday            | 8:30 a.m. – 5 p.m. |
| Saturday          | 8 a.m. – noon      |

**Residence Life, Rubloff Hall, Room 110, Chicago Campus, (773) 298-3977**

|                   |                       |
|-------------------|-----------------------|
| Monday – Thursday | 8:30 a.m. – 7:00 p.m. |
| Friday            | 8:30 a.m. – 5:00 p.m. |
| Saturday          | 8:00 a.m. – noon      |

**School of Education & Office of Teacher Education, Room G-200, (773) 298-3200**

|                   |                     |
|-------------------|---------------------|
| Monday – Thursday | 8:30 a.m.-5:30 p.m. |
| Friday            | 8:30 a.m.-4:30 p.m. |

**Shannon Athletic Center, Room 149, Chicago Campus, (773) 298-3597**

|                   |                       |
|-------------------|-----------------------|
| Monday – Thursday | 6:00 a.m. – 9:30 p.m. |
| Friday            | 6:00 a.m. – 8:30 p.m. |
| Saturday/Sunday   | 9:00 a.m. – 5:00 p.m. |

**Student Accounts, Room A-209, (773) 298-3046**

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:30 a.m. – 7 p.m. |
| Friday            | 8:30 a.m. – 5 p.m. |
| Saturday          | 8 a.m. – noon      |

**Student Activities Board (SAB), L-101, Warde Academic Center, (773) 298-3138****Student Affairs, Room L-208, (773) 298-3121**

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:30 a.m. – 7 p.m. |
| Friday            | 8:30 a.m. – 5 p.m. |
| Saturday          | 8 a.m. – noon      |

**Student Education and Financial Services, A-203 Warde Academic Center, (773) 298-3500**

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:30 a.m. – 7 p.m. |
| Friday            | 8:30 a.m. – 5 p.m. |
| Saturday          | 8 a.m. – noon      |

**Student Government Association (SGA), L-101, Warde Academic Center, (773) 298-3967****Student Success Program (SSP), L-111, Warde Academic Center, (773) 298-3342**

|                   |                       |
|-------------------|-----------------------|
| Monday – Thursday | 8:30 a.m. – 7:00 p.m. |
| Friday            | 8:30 a.m. – 4:30 p.m. |

**Switchboard, (773) 298-3000**

|               |                     |
|---------------|---------------------|
| 7 Days a Week | 6:30 a.m. – 10 p.m. |
|---------------|---------------------|

## INFORMATION SOURCES

### **Written:**

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

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

Refer to [www.sxu.edu](http://www.sxu.edu) for a wide range of information about the University and its policies.

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

*Saint Xavier Today*, the central information source for the University community, is published daily during the academic year and weekly during the summer months and winter break. The e-newsletter is available through the University Intranet

### **Places:**

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

The Office of Student Educational and Financial Services (A-203) provides information and services regarding advising, registrations, records, educational planning, student accounts, and financial aid.

## ADMINISTRATIVE INFORMATION

### **President, Room A-225**

#### **Christine M. Wiseman, J.D.**

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

### **The President's Cabinet**

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

### **Vice President and Secretary of the Corporation, Room A-231**

#### **Reverend Francis S. Tebbe, O.F.M., D.Min.**

The vice president, office of the president, provides skilled, high-level administrative assistance to the president, handling many issues directly or through assignment to various internal and external offices and providing concise analyses of issues that require the president's personal attention. The vice president serves as the representative of the President's Office at internal and external activities, coordinates protocol for special events, and manages special projects and activities related to the President's Office.

The secretary of the corporation manages the University's relations with the Board of Trustees in cooperation with the president, records official minutes of the board and executive committee and ensures efficient board operations and quality relations with University trustees. The secretary plays a key role in Board communications, development, education, evaluation and recruitment. The secretary also serves as a legal corporate officer of the University and has fiduciary duties as such.

### **Provost, Room A-305**

#### **Angela Durante, Ph.D.**

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

### **Vice President for Business and Finance, Room A-106B**

#### **Raymond Catania, MBA, CPA, CFP**

The vice president for Business and Finance directs the operations of the various business, financial, retail and service units of the University. These operations include controller, food service, employee services, facilities management, public safety, auxiliary services, bookstore, and student financial services.

### **Vice President for Information Resources and Technologies, Room S-110**

*(Position unfilled as of July 1, 2009)*

The vice president for Information Resources and Technologies leads the operation of the library, instructional technology, information systems, and media services. The vice president provides leadership and oversight for the University's technology infrastructure, enterprise systems and user support services.

### **Vice President for Student Affairs, Room L-208**

#### **John P. Pelrine Jr., M.P.S.**

The vice president for Student Affairs provides leadership for programs and services that contribute to a vigorous campus life and a supportive learning environment for all Saint Xavier University students. Athletics, Campus Ministry, Counseling and Career Services, Learning Center, Disability Services, Residence Life, Student Conduct,

Campus Life, First Year Programs, Student Media, and the Student Success Program report to the vice president.

#### **Vice President for University Advancement, O'Grady Center-211**

##### **Steven J. Murphy, Ed.D.**

The Office of University Advancement is responsible for all activities related to the University's alumni, friends and donors. University Advancement manages and oversees all development programs, alumni and parent relations, and government and foundation relations.

#### **Vice President for University Relations, O'Grady Center-203**

##### **Robert C. Tenczar, Jr., MBA**

The vice president for University Relations is responsible for leading and managing the University's media relations, publications, Web development, marketing, special events, and community and government relations to advance the University's mission, core values and strategic directions. The vice president coordinates and supervises successful marketing and public relations efforts.

#### **Vice President for University Mission and Heritage, Room A-219**

##### **Susan M. Sanders, R.S.M., Ph.D.**

The vice president for University Mission and Heritage assists the University in creating a university-wide ethos that supports, enlivens and makes visible the University's Core Values, its mission of teaching and learning, its Catholic identity, and its Mercy heritage.

#### **Vice President for Student Recruitment and Enrollment Planning, Room E-100B**

##### **Kathleen Carlson, Ph.D.**

The Office for Student Recruitment and Enrollment Planning is responsible for leading and managing all activities related to communications services, offices of admissions, and the office of research, planning and assessment.

#### **Deans' Council**

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

- Provost (Angela Durante, Ph.D.)
- Associate Provost (Richard Venneri, Ph.D.)
- Associate Provost (Dale Fast, Ph.D.)
- Dean of the College of Arts and Sciences (Kathleen Alaimo, Ph.D.)
- Dean of the School of Education (Beverly Gulley, Ph.D.)
- Dean of the Graham School of Management (James Brodzinski, Ph.D.)
- Dean of the School of Nursing (Gloria Jacobson, R.N., Ph.D.)
- Dean of the School for Continuing and Professional Studies (Leslie Petty, Ed.D.)

## ACADEMIC POLICIES AND PROCEDURES

### **Academic Integrity**

A commitment to academic integrity is at the heart of Saint Xavier's mission as an intellectual community, dedicated, in the words of the University Philosophy Statement, to "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." For faculty and students alike, the scholarly enterprise requires clear and rigorous argument, acknowledging the sources of our ideas, the quality of the evidence that supports them, and taking responsibility for the errors we have made.

The efforts of students to cultivate these academic skills and intellectual virtues in turn requires formative evaluation, accurately and justly assessing student progress. In order to achieve this, instructors must be certain that students' work is their own, and that all records of accomplishment are authentic and reliable. In this context, when students misrepresent their knowledge or abilities, they are more than simply breaking the rules of academic conduct. Such behavior undermines not only the student's own academic progress, but the integrity of academic evaluation itself. For that reason, it may result in failure for the assignment, failure for the course, suspension from the University, or permanent dismissal from the University.

The principles of academic integrity should govern all forms of academic work, from the content of papers, projects and presentations to one's conduct before and during examinations.

These principles —and thus the very possibility of honest evaluation —can be jeopardized by a number of actions, including but not limited to:

**Cheating** on an examination, including but not limited to using cheat sheets, unauthorized materials, copying from peers, or obtaining copies of tests through unauthorized means;

**Unauthorized collaboration** with one's peers on assignments, exams, projects or presentations;

**Plagiarizing**, which may include:

- Copying phrases or sentences word for word from a source without enclosing the copied words in quotation marks and indicating the actual source; or
- Changing the wording of a source slightly, but still incorporating all the ideas of the source without indicating the source; or
- Altering the wording significantly but still incorporating the main ideas from other sources without indicating, through standard forms of documentation, which sources have been used, thereby implying that the ideas are one's own;
- Unacknowledged and unauthorized resubmission of work completed in other courses;
- Using unauthorized or falsified instruments of identification with the intent of academic fraud; Supplying false academic records (transcripts, grade reports, etc.) to any official of the university; Forging, altering, or making unauthorized use of University records or documents;
- Hindering one's peers by removing, misplacing or defacing library or other instructional materials.

Faculty and administrators who discover such violations should compile evidence sufficient to document the incident and may impose penalties appropriate to their purview. When the offense and proposed penalty entail suspension or dismissal from the University, the violation must be addressed in consultation with the appropriate dean and the provost.

Students who believe they have been wrongly accused and penalized may initiate a Course Grade Grievance, as described in Course Grade Grievance Procedure section of the Student Handbook.

### **Auditing Classes**

Students may audit a class with the instructor's written approval. Please contact the Office of Student Educational and Financial Services to request an Audit Form. The registration for audits may not be processed until after the first meeting of the class. The charge for auditing is \$125 per course. If students change from credit to audit after the refund deadline, they are responsible for full tuition charges.

### **Class Absences**

The student is directly responsible to instructors for class attendance. There is no cut system; punctual and regular attendance at classes is expected of all students. Excessive absence, even for serious reasons, may disqualify a student from receiving academic credit. (Also see section on Withdrawals.)

In the event of foreseeable absence, the student should make suitable arrangements with instructors regarding work. If requested, the Office for Student Affairs, (773) 298-3121, will notify the instructors of illnesses or emergencies. Nevertheless, reported absences do not relieve the student of academic responsibilities. The student should obtain class notes and make up missed assignments.

### **CLAWS**

CLAWS, the Cougar Local Academic Web Site, is available for all admitted students with an active program. CLAWS requires a personal login and password, sent to each student's SXU mymail account. CLAWS gives the online ability to register, add, drop, make a payment, print an enrollment verification, check grades, review academic history, track financial aid, search for classes and apply for graduation. For those students who are not admitted, "Search for Classes" can be utilized without a password. Simply access the SXU Web site: [www.sxu.edu](http://www.sxu.edu). Keyword: CLAWS. Click on "Search for Sections." The search can be as broad or as narrow as desired, but you must fill out a minimum of three fields. Click "Submit" at the bottom of the page, and all the offerings in that department for that term will be displayed. For a narrow search, enter times and days, locations, or instructors. CLAWS is real-time and gives the most accurate, up-to-date course information.

In order to use CLAWS to register, make schedule changes or check personal academic information, the user must be admitted, have an active program, and have no financial obligation. For the initial registration for a semester or term, all undergraduate students must have the electronic approval of their advisor. The School of Education also requires all graduate students to have electronic approval from their advisor. CLAWS is available from 7 a.m. to midnight seven days per week.

### **Completion of Academic Work for Degree**

Commencement Policy: The University holds a winter and spring commencement ceremony each academic year. Student participation in graduation and related events is encouraged. Students who wish to receive their degree and/or participate in commencement must submit an "Application for Graduation" online through their CLAWS account. Students who do not satisfy their degree requirements in time for their petitioned graduation term cannot participate in that term's ceremony and must renew the online petition process when the graduation requirements are met.

Students who have satisfactorily completed their degree requirements in August and December participate in the winter ceremony. Students who have satisfactorily completed their degree requirements in May participate in the spring ceremony. Students may not postpone their participation in graduation ceremonies to the following ceremony date.

### **Course Grade Grievance Procedure**

#### **Graduate, Undergraduate, Orland Park and Chicago**

An eligible course grade grievance results from an allegation of improper academic evaluation.

Improper academic evaluation includes evidence of instructor error in calculating or reporting a final grade; evidence that the evaluation criteria noted in the syllabus were not followed; evidence that the evaluation criteria noted in the syllabus were not followed consistently when grading students in the same class.

Academic evaluation that is not eligible includes dissatisfaction with the evaluation criteria noted in the syllabus; dissatisfaction with the level of difficulty or work load associated with the course; objections regarding the style or quality of the instructor's teaching.

#### **Step 1: Resolution at the School Level**

A student who wishes to question a final course grade is expected to discuss the matter first with the course instructor, within the first 20 business days of the term subsequent to the term in which the disputed course grade was awarded. This discussion can take place in person, in writing or via university e-mail account. It is anticipated that in most cases, this discussion will suffice and the matter will not need to be carried further. Schools and colleges that have departmental chairs (e.g. Arts and Sciences) will require students to meet with the chair of the department prior to Step 2.

#### **Step 2: Mediation**

If the student grievance is not resolved through discussion with the instructor, the student may submit a Course Grade Grievance form (hereinafter referred to as the "grievance form"), along with any documents that the student believes support the grievance. The grievance form and supporting documents must be submitted to the dean's office. The grievance should be filed in the school in the office of the dean in which the course is being offered within the first 20 business days after the completion of Step 1.

Note: The Grade Grievance forms will be housed in the dean's office of the School of Nursing, School of Education, College of Arts and Sciences, and the Graham School of Management.

Once the grievance form is received by the dean, the formal course grade grievance process begins and the dean sends the paperwork to a mediator, selected by the dean for the case. (A mediator may serve more than once.) The mediator has 15 business days from receipt of the grievance form in which to complete Step 2: Mediation.

If the mediator determines that a student grievance is not eligible to be resolved under this course grade grievance policy, the mediator indicates "ineligible" on the grievance form, completes the rationale section, and distributes copies of the form to the student, the faculty member, the faculty member's immediate administrative superior, and the dean.

The student can provide a written appeal of the mediator's decision to the dean if applicable. The dean will either uphold the mediator's decision or grant the appeal and begin Step 3: Ad Hoc Committee. The dean will send official notification of the

decision to the student, the faculty member, the faculty member's immediate administrative superior and the mediator.

*Eligible Course Grade Grievance*

If the student submits a grievance that is eligible to be resolved under this course grade grievance policy, the mediator should inform the student of the course grade grievance process.

The mediator sends a copy of the student's grievance form and the supporting documents to the faculty member, so that the faculty member can respond to the grievance. The mediator is expected and encouraged to converse with the student, the faculty member and any other individual that might need to be included to help resolve the grievance. The mediator is encouraged to bring those specifically involved in the grievance together when the mediator believes such a meeting will help resolve the issue. The mediator has the latitude to request documentation and set deadlines for receipt of such documentation, as deemed necessary.

If the grievance is resolved, the mediator describes the resolution on the grievance form and distributes copies of the completed form to the student, faculty member, the faculty member's immediate administrative superior and the dean.

If the grievance is not resolved, the mediator indicates "not resolved: requires an ad hoc committee review" on the grievance form and copies the student, faculty member, the faculty member's immediate administrative superior and the dean. At that point, the mediator is no longer involved. As a courtesy, the mediator would be notified of the outcome at the conclusion of the process.

**Step 3: Ad Hoc Course Grade Grievance Committee**

The role of the Ad Hoc Course Grade Grievance Committee is to make a final decision on all course grade grievances that are not successfully resolved at the mediation level. The Ad Hoc Course Grade Grievance Committee will hereinafter be referred to as the ad hoc committee.

*Structure of the Ad Hoc Committee*

*Formation of the Ad Hoc Committee*

The dean will form an ad hoc committee (only after step 2 has been completed) within 10 business days of receiving the grievance form. Within these 10 business days, the dean will send the Provost a notice of the committee formation and will send each committee member the following:

- Written notice of the committee formation, date of the formal charge, date by which the committee should have their recommendation formulated, names and contact information of committee members;
- A copy of the grievance file that was established at the Mediation level;
- Written description of the ad hoc committee function, timeline and process, as excerpted from the faculty and student handbooks.

Upon confirmation of willingness to serve by the three ad hoc committee members, the dean will formally charge the committee with the task of reviewing the case and coming to a conclusion. The conclusion must be decided within 25 business days of the formal charge of the committee. The dean will inform the student, faculty member, and faculty member's immediate administrative superior in writing about the committee formation and timeline.

The ad hoc committee will consist of three tenured or tenure-track full-time faculty members whose primary responsibility is teaching and who have no conflicts of interest with the case at hand. (At least one member of the committee must be a tenured faculty member.) These full-time faculty members need to be within the

discipline of the course grade being grieved, within a closely allied field or within the school in which the grade is being grieved. (In programs where there are few or no full-time, tenure-track or tenured faculty, the dean will select faculty from closely allied fields or from the school in which the grade is being grieved.) One of the three members must be within the discipline or a closely allied field. The chair of the ad hoc committee must be a tenured faculty member, and will be designated as chair by the dean.

### **Guidelines for the Ad Hoc Committee**

#### *Operation of the Ad Hoc Committee*

The ad hoc committee chair will convene the committee as soon as possible after each member receives the charge and grievance file. Committee members will review the file and meet to discuss the merits of the matter. The chair of the committee will notify the dean of students, who will appoint someone with the sole responsibility of keeping minutes of meetings, and such minutes will become part of the grievance file. The committee will deliberate and achieve a simple majority decision as to its recommendation regarding the course grade in question.

The ad hoc committee may or may not permit new information from those specifically involved in the grievance. Those specifically involved in the case may also request permission to submit new information pertinent to the case. The ad hoc committee responds to the party as to whether or not the committee will allow the new information to be sent. If allowed, the ad hoc committee may set deadlines for receipt of new information. All communication between the committee and the parties involved will be in writing.

Decisions of the ad hoc committee are to be determined by simple majority.

### **Outcome of the Ad Hoc Committee**

#### *Ad Hoc Committee Confirms Grade*

Within 25 business days of receiving the charge, the chair of the ad hoc committee must submit a letter to the student, faculty member, faculty member's immediate administrative superior and the dean. The letter must include:

- Date of the report;
- Validation of adherence to timeline;
- Facts of the case as considered;
- Rationale for keeping the original grade;
- Names of committee members and each member's original signature on the letter.

If a simple majority of the ad hoc committee has determined that the grade stands, the process ends.

#### *Ad Hoc Committee Requests Grade Change*

Within 25 business days of receiving the charge, the chair of the ad hoc committee must submit a letter to the faculty member, faculty member's immediate administrative superior and the dean. The letter must include:

- Date of the report;
- Validation of adherence to timeline;
- Facts of the case as considered;
- Rationale for recommendation for grade change;
- Names of committee members and each member's original signature on letter;
- The recommendation of the committee.

If the faculty member agrees with the recommendation of the ad hoc committee to change the grade, the faculty member will communicate in writing his/her agreement to the ad hoc committee chair, his/her immediate administrative superior and the student within five business days of receipt of the letter. Within these same five days, the faculty member will initiate the grade change following the established procedure.

The ad hoc committee chair will contact the dean and the ad-hoc committee members regarding the grade change.

If the faculty member does not follow the recommendation to change the grade, the instructor's administrative superior and/or the chair of the ad hoc committee will provide the dean with the rationale to change the grade, and forward all documents in the grievance file to the dean for the dean's review. After reviewing the file, the dean will notify in writing, the student, faculty member, the faculty member's immediate administrative superior, Records and Advising Services, the ad-hoc committee members and the provost of his/her final and binding decision and rationale for either changing or not changing the grade.

If the dean decides a grade change is warranted, the dean will be noted as the individual assigning the grade. The dean will follow appropriate internal procedures to change the grade.

Upon conclusion of this process:

- All copies of grievance files should be given to the dean.
- Approved meeting minutes should be included in the file.

### **Special Extenuating Circumstances**

#### *Additional Timeline Guidelines*

If at any point during the process the student does not adhere to the established deadlines, the grievance shall be considered denied.

The mediator, dean, or chair of the ad hoc committee can request additional time due to unforeseen circumstances (for example: the chair of the ad hoc committee may encounter difficulty coordinating the schedules of the committee members). The necessity for such flexibility is solely intended for the purpose of providing a fair and equitable process. The dean must approve any deviations in timeline and those specifically involved in the grievance must be notified in writing of the timeline adjustment and the rationale.

#### *Deviations from Policy*

Special circumstances may require deviations from the provisions and guidelines of the course grade grievance policy. In such cases, the dean should determine adjustments necessary to best ensure a just outcome and one that follows as closely as possible to the spirit of expeditious and thorough implementation of the established policy.

### **Glossary of Terms**

*Mediator* – A mediator can be an administrator or faculty member designated by the dean of each school or college.

*Business Days* shall refer to Monday through Friday, excluding University holidays.

*Term Subsequent* refers to fall, for spring and summer disputed course grades; and to spring for fall disputed course grades.

### **Course Load**

Undergraduate students carrying twelve (12) semester hours or more per semester are classified as full-time students.

Graduate students carrying six (6) credit hours per semester are classified as full-time students.

### **Courses Taken Off Campus**

Matriculated students must contact the Office of Student Educational and Financial Services to obtain an off campus approval form prior to taking a course at another college or university. At this time a review of eligibility and notification of required

signatures will be determined. Additionally, students must present a written rationale including academic circumstances that warrant transfer credit. Once signatures have been obtained, the form is returned to the Office of Student Educational and Financial Services at Saint Xavier University. Courses taken without this prior approval are not transferable.

The following transfer policy should be noted:

1. Courses acceptable for transfer credit must carry a grade of D or better. A grade of C or better is required where grades of C or better are required at Saint Xavier University.
2. Grade points are not transferred. Grade-point average is determined by the coursework taken at Saint Xavier University only.
3. SXU will accept up to 12 semester hours of transfer credit in academic fields not in the University curriculum, e.g., engineering and home economics.

### **Course Waivers**

A student requesting substitution or waiver for general University requirements is required to complete a Petition for Special Arrangement in an Academic Program or Transfer Equivalency Form. Forms may be secured online or from the Office of Student Educational and Financial Services and must be signed by the provost and the chairperson of the department or the dean of the school concerned. Any waivers for departmental requirements are handled through the chairperson of a student's department major.

### **Credits and Grades**

The amount of work accomplished by a student is expressed in semester hours. One semester hour represents one hour of class or two to four hours of laboratory work a week for a semester. The quality of work is indicated by grade-points. (For further information, see the Saint Xavier University Catalog.)

### **Dean's List**

The University has established the "Dean's List" and "Honorable Mention" categories published at the end of the fall and spring semesters to recognize outstanding academic achievement. To be eligible for either, students will have completed a minimum of 15 semester hours of coursework at Saint Xavier University and maintain a minimum cumulative GPA of 3.75 and will not have received any grade of I, F or D during the most recent semester.

Dean's List students will have been enrolled for a minimum of twelve (12) semester hours during the most recent semester and have received a minimum semester and cumulative GPA of 3.75. The Honorable Mention category has been established to recognize exceptional part-time students. Those students completing at least six (6) semester hours but fewer than twelve (12) semester hours and earning a semester GPA of 3.75 will be so named.

### **Drop/Add or Change a Course**

A student may withdraw from a course without academic penalty until the 3/4 point of the semester or term (dates to be determined and published each semester by the Office of Student Educational and Financial Services). If a student withdraws from a full semester course during the first fourteen (14) calendar days of a semester or term, the course will not be listed on the academic record; otherwise, the course will be listed with a grade of W (withdrawn). This may have implications for repeating the course. Deadlines for refund of tuition, etc., are established by the Office of Student Educational and Financial Services. It is the responsibility of the student to take necessary action to withdraw from a course. Students may withdraw from courses

online with CLAWS. Ceasing to attend a course DOES NOT constitute an official withdrawal and may result in a grade of F.

After the first week of the semester, a student must have the instructor's signature to register for a course. After the third week of a semester, a student may not register for any course that has already begun.

### **Equivalency Testing/Credit for Prior Learning**

Saint Xavier University provides various options through which students can demonstrate subject matter mastery of certain courses. If successfully passed or completed, credit toward the degree is awarded. There are various equivalency examinations available: Advanced Placement (AP), the College Level Examination Program (CLEP), Excelsior examinations (formerly ACT-PEP/Regents) and Saint Xavier departmental Challenge Examinations. Credit is also awarded through portfolio assessment (Credit for Prior Learning). Credit earned through any of these options will be entered on a student's record upon completion of 12 semester hours of regular course credit earned at Saint Xavier University.

- Advanced Placement (AP) Tests are offered through the College Entrance Examination Board. The AP examinations are administered in high school. Students must earn an acceptable score to receive college credit. Specific score criteria and equivalency information are available in the Office of Student Educational and Financial Services. AP credit is awarded after the student has successfully completed 12 semester hours at Saint Xavier University. Saint Xavier University recognizes College Acceleration Program (CAP) credit providing the student earns a grade of C or better.
- The College Level Examination Program (CLEP) is offered through the College Board and administered by the Office of Student Educational and Financial Services. CLEP offers a variety of 90-minute examinations that allow students to demonstrate knowledge in both general and subject areas. It is the policy of the University to grant credit for CLEP examinations, provided that University policies and procedures are complied with and that the scores meet the minimum acceptable scores. Acceptable CLEP credit is reflected on the academic transcript. Students may not use CLEP credit to replace or raise a grade in any course in which the student has been enrolled. Students may not earn CLEP credit for courses below the level in which they have been placed or have completed. CLEP credit transferred from another institution is subject to the minimum standards required by the University. A maximum of 27 semester hours may be earned through CLEP. Students may repeat a CLEP examination six months after the examination was last taken. Students should contact the Office of Student Educational and Financial Services for information about credit granted, acceptable score levels, eligibility for specific examinations, and test registration.
- Excelsior examinations are published by Excelsior College. Excelsior examinations are available for selected courses. Students may repeat an Excelsior examination 60 days after the first failure and 120 days after each subsequent failure. Students should contact the Office of Student Educational and Financial Services for information about credit granted, acceptable score levels, eligibility for specific examinations, and information on test registration. Saint Xavier University is not a test site. Candidates generally make an individual appointment for an exam at an Excelsior testing location.
- Portfolio preparation is a process of describing and verifying college-level learning that has taken place outside the classroom structure. This option is available to adult students 23 years of age and older. The portfolio is the formal document through which the petition or college credit is made. Credit through portfolio is available only for established Saint Xavier University courses. Departments and faculty in the respective discipline reserve the right to designate which courses may earn credit through the portfolio process. Students wishing to avail themselves of the portfolio option for one or more

courses must take the Portfolio Assessment Seminar (1 semester hour). The purpose of this seminar is to assist the student in the preparation of a portfolio for presentation. Students may earn no more than 30 semester hours of undergraduate credit through the portfolio option. Students should contact the School for Continuing and Professional Studies for information regarding policies and procedures.

### Grade-Point Average

To figure grade-point average, the following format is used:

(A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0)

|           | <u>Credit Hours</u> | <u>Grade</u> |        |   |                |   |           |
|-----------|---------------------|--------------|--------|---|----------------|---|-----------|
| Engl.     | 3                   | B            | 3 hrs. | x | 3 quality pts. | = |           |
|           | 9                   |              |        |   |                |   |           |
| Bio.      | 3                   | C            | 3      | x | 2              | = | 6         |
| Soc. Sci. | 3                   | A            | 3      | x | 4              | = | 12        |
| Math.     | 3                   | A            | 3      | x | 4              | = | 12        |
| Music     | 3                   | F            | 3      | x | 0              | = | 0         |
| Phil.     | 3                   | D            | 3      | x | 1              | = | 3         |
|           | <u>18</u>           |              |        |   |                |   | <u>42</u> |

42/18 = 2.33 Grade-point average

### Graduation Honors

To be eligible for University graduation honors, the student must have (a) completed at least fifty (50) graded semester hours at Saint Xavier University, and (b) earned a cumulative\* GPA of:

- 3.5 for Cum Laude
- 3.7 for Magna Cum Laude
- 3.9 for Summa Cum Laude

\* Cumulative GPA is based entirely on credits earned at Saint Xavier University and is the higher of (a) the GPA for all credits earned at Saint Xavier, or (b) the last 50 hours earned prior to graduation; if the student reaches and exceeds 50 hours in a term, then all courses earned that term are counted in the GPA for the "last 50 hours." The student is not allowed to pick the courses to equal exactly 50 hours. Graduation honors are recognized for undergraduate degrees only.

### Incomplete Grades

A student may request an incomplete grade from an instructor if there is a documented, legitimate reason to do so. Both student and instructor must agree on the requirements and time limit for completion of the course.

Requirements are to be completed no later than the 10th week of the following semester (fall or spring). Failure to meet the stated requirements will result in an automatic grade of F. The effect of the final grade is not calculated until the end of the semester in which the incomplete grade is removed from the student's record. If a student carries more than one incomplete grade into the following semester, his/her course load should be reduced. Evaluation of academic standing is made from the grade reports at the end of each grading period and will not be deferred until work is completed on courses in which there was an incomplete. Incompletes will not be granted to students who, at any point in the semester, stop attending class.

### Pass/Fail Grading

Students who have established and maintained a 2.0 GPA after completing fifteen (15) credit hours at Saint Xavier University may take their elective credit hours in their program with pass/fail grading. Pass will be a D or above. It is understood that

instructors will allow a student to take any course that is an elective in the student's individual program on a pass/fail basis.

Pass/fail grading may not be taken in:

- any course fulfilling core requirements;
- any course in the major field; and/or
- any course specified as required in a major program even though that course is in a department other than the major.

The P grade does not carry any grade-points; therefore, it does not affect the cumulative grade-point average. The F grade does affect the grade-point average.

A student wishing to take courses on a pass/fail basis should acquire a form from Records and Advising Services, secure the signature of the instructor, and submit the completed form to Records and Advising Services no later than Monday of mid-term week.

A student who chooses pass/fail grading may not revert to regular grading after pass/fail has been elected.

### **Probation and Dismissal**

#### **Academic Probation**

The academic records of all undergraduate students enrolled are reviewed at the end of each semester and summer term. The University reserves the right to dismiss any student whose cumulative GPA falls below 2.0. Any continued student whose cumulative GPA is less than 2.0 will be placed on academic probation. Second semester freshman who have a grade point average below 2.0 and who have been allowed to continue for the spring semester must attend the Rebound workshop in the spring that focuses on academic recovery.

A student on probation must achieve a cumulative GPA of 2.0 within the next twelve (12) hours of coursework taken at this University. If, during the probationary period, the 2.0 cumulative GPA is approached but not reached, a student may be placed on strict probation for one semester. A student who has not reached the 2.0 GPA standard at the end of the strict probation period is subject to the dismissal policies of the University. (See section on academic dismissals.) Any student on probation may be required to carry a reduced course load. Probationary status is removed at the end of any grading period, provided the student has achieved a 2.0 cumulative GPA. Completion of coursework for which a grade of "Incomplete" has been given will not result in recalculation of cumulative GPA during that term. Any change of academic status will not take place until the end of the semester or summer during which the work has been completed unless the potential GPA is less than 2.0.

#### **Academic Dismissal**

Students who have earned a GPA below 2.0 may be subject to dismissal from the University. These students will be reviewed individually to determine whether they will be dismissed or allowed to continue in the University for another semester on strict academic probation under the conditions set by the provost.

Students on strict academic probation who have not attained a 2.0 cumulative GPA at the end of the strict probation period may be subject to dismissal from the University. A student notified of dismissal for academic reasons may request reinstatement by appealing to the associate provost within the timeline specified in the notice of dismissal. The appeal, stating the reason for which the student considers review justified, must be submitted in writing to the associate provost who, in consultation with the deans of the appropriate schools, will make the final decision.

*Special Note for Nursing Students:* The School of Nursing requires that students maintain a cumulative grade-point average of 2.75 to begin nursing courses. Students enrolled in nursing courses must maintain a 2.3 cumulative nursing grade-point average. For more information regarding progress and promotion, refer to the School of Nursing Policies in the School of Nursing Baccalaureate Handbook.

For the effect of incomplete grades on decisions regarding probation and dismissal, see the section on Incompletes.

### **Amnesty Policy**

A student who was placed on probation and left the University or was dismissed from Saint Xavier University five or more years ago may be considered for readmission to Saint Xavier University under the terms of the Amnesty Policy of the University.

To be considered for the Amnesty Policy, a student must fill out a readmission application stating why he/she should be considered for readmission. The student may be interviewed by the school dean/department chairperson (or program director) of his/her intended major. Complete information may be obtained from the Office of Admission. For the purpose of financial aid, including academic scholarships and graduation with honors, grades earned at Saint Xavier University five years or more before returning to the University will not be calculated in the cumulative grade-point average. If you wish to apply the amnesty policy to your academic record, submit a request in writing to Records and Advising Services.

### **Refund and Withdrawal**

The following table reflects refund policies based on the start date of the section:

| <u>Number of Weeks Class Meets:</u>       | <u>100% Refund Within:</u> |
|---|----------------------------|
| 14 weeks or more<br>date                  | 14 days of section start   |
| 3 to 13 weeks<br>date                     | 10 days of section start   |
| May Term<br>start date                    | 3 days of the section      |
| 2 weeks or less<br>the first day of class | During                     |

For information on the start date of a specific course, access the Search for Classes feature on CLAWS and look at the Section Information, or contact the Office of Student Educational and Financial Services. You may also call (773) 298-3500. Students who register for a class are responsible for tuition unless they officially withdraw either through Student Educational and Financial Services or through CLAWS. Fees are not refundable. Notifying the instructor or ceasing to attend the class does not constitute an authorized withdrawal.

See also *Withdrawal from Courses*

### **Repeating Courses**

When a course is repeated, only the higher grade is computed in the grade-point average. In most cases, credit may be earned only once for a given course; a repeated course will be designated as such on the transcript.

A course in which a grade of D, F or W was earned may be repeated only once.

A student who wishes to appeal this policy should direct a petition in writing to the assistant provost, who will appoint an Appeals Committee for Repeating Courses, consisting of the appropriate academic chairpersons and Advisors. The committee's recommendation is forwarded to the provost, who makes the final decision.

**Transcripts**

A copy of a student's transcript will be sent upon request of the student only, either in person or in writing. (Pub. Law 93-380.) A fee of \$5 will be charged for each copy of a transcript and will be processed within 3-5 business days. Rush transcripts can be requested for processing within 24 hours, for a fee of \$10. No rush requests will be accepted during the two-week period prior to the beginning of any term or for two weeks following final exams for any term.

**Transfer Credit Policy****General University policies on the acceptance of transfer credit:**

1. Saint Xavier University will accept a maximum of 70 semester hours from an accredited community college and 90 semester hours from an accredited baccalaureate institution. No more than 90 semester hours total may be transferred.
2. The course must be transferable; Saint Xavier University will accept up to 12 semester hours of transfer credit in fields not in the University curriculum.
3. Grade points are not transferred.
4. Students must earn the minimum grade required by the University and the academic program.
5. Students must meet the 30-hour residential requirement of the University which includes a minimum of semester hours completed at Saint Xavier University this excluding credit from CLEP or any other examinations as they do not count toward the residence requirement.
6. Students must complete approximately one-third of the requirement in the major area, including clinical and practicum experience. There are instances when program requirements are recommended to be completed at Saint Xavier University once the student has matriculated. Specific program requirements are outlined in the University Academic Catalog.
7. Saint Xavier University is a participant of the Illinois Articulation Initiative. Courses are accepted for general education based on the approved General Education Equivalency Charts.

**Policies for the acceptance of transfer credit for currently enrolled undergraduates:**

1. All policies stated regarding general transfer credit apply to transfer credit of currently enrolled students.
2. Currently enrolled students may transfer a maximum of 18 hours from another institution once they have matriculated.
3. Approval of an advisor to determine if the course is appropriate for the student's academic program is required.
4. Approval of the department chairperson in which the course resides is required if the course is not an articulated course.
5. Courses that have been failed by the student or in which the student did not earn the minimum acceptable grade cannot be repeated at another institution unless approved by the dean, program director, or department chair.
6. Students must adhere to the repeat course policy of the academic program. If a student petitions to repeat a course more than allowed, the dean, program director or department chair must approve a repeated course as a transfer.
7. For those courses for which SXU uses a placement requirement, students cannot enroll in a course at another institution higher than the level in which they placed at Saint Xavier University.
8. Students on academic probation cannot take courses at another college or university without permission of the Assistant Provost.

**Withdrawal from Courses**

A student may withdraw from a course without academic penalty until the  $\frac{3}{4}$  point of the semester or term. These dates may be determined by accessing the "Search for Section" drop-down field on CLAWS.

If a student withdraws from a full semester course during the first fourteen (14) calendar days of a semester or term, the course will not be listed on the academic record; otherwise, the course will be listed with a grade of W (withdrawn). This may have implications for repeating the course. Deadlines for refund of tuition, etc., are established by the Office of Student Educational and Financial Services. It is the responsibility of the student to take necessary action to withdraw from a course. Students may withdraw from courses online with CLAWS. Ceasing to attend a course DOES NOT constitute an official withdrawal and may result in a grade of F.

**Withdrawal – Medical or Compassionate**

A medical/compassionate withdrawal request may be made in extraordinary cases in which serious issue, event, or situation interferes with the student continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. Usually, consideration is for a complete withdrawal. All requests for withdrawal require thorough and credible documentation.

A student may request and be considered for a *medical withdrawal* when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. This policy covers both physical and mental health difficulties.

A student may request and be considered for a *compassionate withdrawal* when extraordinary personal reasons, not related to the student's personal physical or mental health, for example, care of a seriously ill child or spouse, or a death in the student's immediate family, prevent the student from continuing in classes.

The Office for Student Affairs (OSA) determines the appropriateness of the medical or compassionate withdrawal request and whether an administrative hold is indicated. Removal of the hold must be authorized by the OSA designee before the student can register for a future semester or be readmitted to the University.

**Student Procedure**

1. Provide appropriate documentation.
  - a. For a medical withdrawal, provide a letter from your attending health care provider that specifies the date of onset of illness, the dates you were under professional care, the general nature of your medical condition and why/how it prevented you from completing your course work, the date of your anticipated return to school, and the last date you were able to attend class. Application for less than a complete withdrawal must be especially well documented to justify the selective nature of a medical/compassionate withdrawal request. The letter must be typed on the health care provider's letterhead stationery and submitted in a sealed envelope.
  - b. For a compassionate withdrawal, provide the documentation that is appropriate to your circumstances. The OSA can provide advice in this area.
2. Obtain and complete a Request for Documented Medical/Compassionate Withdrawal form from the OSA, specifying the class(es) from which you wish to be withdrawn.
3. Prepare a type-written personal letter of explanation (typically two (2) paragraphs in length).

4. Submit these materials to the OSA who will present the case to a multi-departmental committee charged with review of such requests. The committee determines whether a medical/compassionate withdrawal may be granted.
5. If the medical/compassionate withdrawal is approved, the Request for Documented Medical/Compassionate Withdrawal form will be signed, indicating approval, and the OSA will forward copies with documentation to the appropriate offices. The OSA will also determine whether you will be placed on administrative hold. *Note: the appropriate refund, if any, will be processed automatically.*
6. If your request is denied, you will be so informed by the OSA. It is suggested that you consult with your academic advisor and financial aid counselor to determine your options.

Medical withdrawals shall be for a minimum of one semester, or the remaining portion thereof, and are granted or required by the Office for Student Affairs.

Both the health of the student and his or her ability to resume full time academic responsibilities are central to determine whether the student can return from a medical withdrawal. Up-to-date medical documentation must accompany requests to return from a medical withdrawal. Students are expected to actively engage in taking the necessary steps to seek treatment consistent with the mental or physical health condition. In such cases, the follow through on treatment recommendations will be considered

#### **Withdrawal —Mandatory Medical and/or Psychological**

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

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

The University may remove a student from University housing or from attending classes or from the campus on a temporary basis pending the outcome of a psychological/psychiatric evaluation and/or hearing for a mandatory medical withdrawal if the student presents a risk to self, others or property.

The OSA may request that the student be professionally evaluated at the student's expense by a physician, psychologist, or psychiatrist. A student required to undergo evaluation by a licensed psychologist or psychiatrist will be notified in writing by the OSA. This letter may be a confirmation of a verbal directive previously given to the student by the OSA. A licensed, independent evaluator must conduct the evaluation. The student must inform the OSA, in writing, within 48 hours of receiving the letter of the name and address of the evaluator. The staff member responsible for initiating the evaluation shall submit a written report and recommendation to the OSA summarizing the need for an evaluation and/or mandatory withdrawal and the reasons for the action. The OSA will provide the evaluator with information regarding precipitating

events and issues that need to be addressed through the psychological/psychiatric evaluation.

The student must undergo the psychological/psychiatric evaluation as soon as possible, and in no event later this evaluation must be scheduled within five (5) calendar days from the date of the letter informing the student of the mandatory evaluation. The evaluator must forward to the OSA a completed report which includes a signed University Withdrawal Form, which the student may review with one of the personal counselors from Counseling and Career Services (CCS). If a psychological/psychiatric evaluation is required and the student does not comply within the required time or refuses to comply, the OSA may automatically withdraw the student from the University without a hearing.

If a student is cleared by a medical professional to return to campus, the student must enter into a behavioral agreement as outlined by the OSA. Should a student fail to comply with the terms of a behavioral agreement, the OSA may authorize a mandatory medical withdrawal from the University without a hearing.

A student required to undergo a mandatory withdrawal hearing with the OSA after completing a psychological/psychiatric evaluation will be notified by the OSA of the hearing in writing. The hearing will take place within five (5) calendar days of the date of the letter of notification.

The hearing may be informal or may follow a formal hearing process if violations of the Code of Conduct have been alleged. If a student fails to attend the hearing for any reason, the hearing will take place in the student's absence.

The student and the staff member responsible for initiating the medical evaluation will have the opportunity to present information to the OSA. The OSA shall convene at the earliest reasonable time for final determination of disposition.

In the event that mandatory withdrawal is ordered, the student may appeal to the vice president for Student Affairs. A request for an appeal must be filed in writing to the vice president for Student Affairs within two (2) calendar days of receipt of notification of mandatory withdrawal. The student must state the basis for the appeal in the appeal letter. If the vice president for Student Affairs or the vice president's designee judges the appeal to have merit, he/she may, at his/her discretion, meet with the student and/or OSA members, as part of the appeal process. The vice president's (or designee's) decision is final.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student results. At any point in the process, the student may voluntarily withdraw from the University and/or University housing.

Medical withdrawals shall be for a minimum of one semester, or the remaining portion thereof, and are granted or required by the Office for Student Affairs.

Both the health of the student and his or her ability to resume full time academic responsibilities are central to determine whether the student can return from a medical withdrawal. Up-to-date medical documentation must accompany requests to return from a medical withdrawal. Students are expected to actively engage in taking the necessary steps to seek treatment consistent with the mental or physical health

condition. In such cases, the follow through on treatment recommendations will be considered.

**Withdrawal from University**

A student who withdraws from all courses, during or at the end of the semester, or plans to take a leave of absence for the following semester, must obtain an officially signed withdrawal slip from the vice president for Student Affairs. The student may do this in writing or in person. The completion of the withdrawal slip entitles the student to references and transcripts. Tuition refunds are determined by the date shown on the withdrawal slip.

## FINANCIAL POLICIES AND PROCEDURES

### Financial Obligation

It is the policy of the University that unpaid bills, financial aid obligations, any department's fees or property loans, and all types of fines will result in the withholding of grades, diplomas and transcripts of credits, and the student will not be permitted to return to the residence hall, to register, or to attend classes the following semester unless these obligations are met.

### Payment of Tuition and Fees

Full payment of tuition and fees is to be made upon receipt of the first billing statement each term. Students may pay their bill any time before the semester begins – by mail, online via CLAWS, or in person at the Office of Student Educational and Financial Services. Students may make a payment with cash, check, money order, Visa, MasterCard, Discover or American Express. There is a \$15 convenience fee charged for payments made online or via telephone.

Any student who is unable to pay the full amount by the due date specified on the statement must make financial arrangements with the Office of Student Educational and Financial Services. The University offers the following payment plan options:

- Tuition Management Systems: Students make interest-free payments to an external tuition-payment service. To enroll with TMS, call 1-800-722-4867 or visit [www.afford.com/sxu](http://www.afford.com/sxu).
- Cougar Payment Plan: Allows students to finance their tuition through the University by making four (4) payments each term (3 for summer plans). A 1.5% finance charge (18% APR) is assessed on the entire unpaid balance each month. Failure to make payments to your account when they are due constitutes a default and entitles the University to assess a \$25 late charge and/or begin collection proceedings on your outstanding balance.
- Employer Reimbursement Plan: Students must complete the Employer Reimbursement Plan application and pay 20% of their tuition 10 days prior to the first day of class.

For more information about payment plans – or to enroll – visit the Saint Xavier Web site at [www.sxu.edu](http://www.sxu.edu). Students who fail to make arrangements are assessed a \$100 late clearance fee.

### Graduation Policy

The University encourages students to participate in their graduation ceremony. However, to maintain the quality of education it provides, the University requires that students pay in full all charges relating to tuition, fees and room and board, prior to the graduation date.

The University withholds diplomas and official transcripts until all balances are paid in full. Students with balances owed to the University will be restricted from participating in the graduation ceremony. This restriction will not apply to students with the following payment arrangements because their final payment would be received after the graduation date. These students will be allowed to participate in the graduation ceremony as long as the scheduled final payment will completely cover the unpaid balance:

- Field-based master's degree students on a Tuition Management Systems (TMS) payment plan
- Chicago Policy Academy students designated by the Police Academy
- Students on the Employer Reimbursement Plan

Under special circumstances, the University may allow a student to participate in the graduation ceremony. All special circumstances will be considered by appeal. For consideration, a student will need to submit an appeal to the assistant vice president

for Student Financial Services/director of Financial Aid. If the appeal is approved, the student will be allowed to participate in the graduation ceremony.

### **Room and Board Refunds**

Room and board charges are normally pro-rated until the drop/add date for the semester. After this time, no refunds will be given. Residents may refer to the housing contract for further information.

### **Standards of Satisfactory Progress for Financial Aid Recipients**

A Saint Xavier University student who is receiving any state, federal or institutional aid must meet the following minimum standards of academic progress in order to maintain eligibility for financial aid. Progress will be evaluated annually, after the end of the spring semester.

- A student must be enrolled as an admitted student in a program of study for a degree or certificate at Saint Xavier University.
- A student must be in academic good standing. A 2.00 grade-point average must be maintained.
- A student must complete at least 66.7% of attempted credit hours each academic year. A letter grade of F will not be counted in the completion rate.
- A student is expected to complete his or her educational objectives within 150% of the specified number of credit hours for his/her program. The maximum number of undergraduate hours that can be attempted is 180.
- REPEAT courses are considered in the evaluation of progress.
- REMEDIAL courses are considered in the calculation of progress.
- INCOMPLETE courses will not be considered until a final grade is given.

For students not in compliance with the above standards, the following action will be taken:

- In the first academic year that a student is not in compliance with the above standards, he/she will receive a letter from the Office of Student Educational and Financial Services as a reminder of the required obligations. A review of the situation with a financial aid counselor will be suggested. Eligibility will be restored if a student is now making satisfactory progress (the completion rate is above 66.7% and/or a 2.00 cumulative grade-point average has been achieved, whichever was deficient).
- When the student fails to comply with any of the aforementioned standards for a second consecutive academic year, eligibility for all state, federal and institutional aid will be withdrawn unless the Office of Student Educational and Financial Services restores eligibility. Once a student's financial aid eligibility has been withdrawn, notification will be sent to the student stating the reason aid has been withdrawn and the procedure for appealing the decision. Financial aid will not be reinstated unless the student's appeal is granted or the student requests reinstatement after making satisfactory progress.
- Prior academic progress is taken into consideration for students readmitted to the University. If a student failed to maintain satisfactory academic progress prior to his/her withdrawal, financial aid will not be reinstated at the time of readmission unless the student files an appeal and the appeal is granted.
- Students who have formally changed majors may be granted additional periods of enrollment.

### **Appeal Procedure**

- Submit a signed and dated letter of appeal to the Office of Student Educational and Financial Services indicating the reason(s) why funds should not be suspended.
- Students may appeal due to mitigating circumstances. Examples include but are not limited to student illness, family illness or death in the family. Documentation verifying the situation may be requested. Situations beyond the student's control may be considered in the appeal process.

- The Financial Aid Committee may determine that because of mitigating circumstances, a student's appeal may be granted. The student will then be eligible for one additional academic year of financial aid and be considered on probation. Students failing to meet satisfactory progress requirements during this probationary period will have their financial aid permanently suspended.

The standards for satisfactory progress apply to recipients of the following programs:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent (SMART) Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loan
- Federal PLUS Loan
- Federal Work-Study
- Illinois Monetary Award Program (MAP) Grant
- Saint Xavier University Grants and Scholarships
- Saint Xavier University Athletic Scholarships
- Saint Xavier University Tuition Waivers

*PLEASE NOTE: Saint Xavier University grants and scholarships may have additional or more stringent conditions that must be met for continuation. These conditions are specified in your award letter or contract. Please review them carefully.*

### **Tuition Refunds**

A student who registers for a class is held financially responsible for FULL TUITION. Students are responsible for the knowledge of the refund dates and for completing an official withdrawal from the class through CLAWS. The schedule for refunds is available in Student Accounts and Educational Planning Services, and also is published in the class schedule each semester.

Nonattendance in a course does not constitute an official withdrawal. Students who fail to attend a class are held responsible both academically and financially for that class. Refunds are given only when students officially withdraw through CLAWS within the refund period.

The following table reflects refund policies based on the start date of the section:

| <u>Number of Weeks Class Meets:</u> | <u>100% Refund Within:</u>    |
|-------------------------------------|-------------------------------|
| 14 weeks or more                    | 14 days of section start date |
| 3 to 13 weeks                       | 10 days of section start date |
| May Term                            | 3 days of section start date  |
| 2 weeks or less                     | During the first day of class |

Refunds checks will be issued to enrolled students when excess funds exist on their account after crediting Title IV Federal Financial Aid. The student refund will be directly deposited in the student's bank account. Refund checks will be issued as soon as possible and not after fourteen (14) days from the later of the date of the first day of class, the date the credit balance occurs, or the date the student rescinds authorization. All refunds will be processed through direct deposit after the student puts their banking information on CLAWS. Checks will be issued through the mail.

### **Return of Title IV Federal Financial Aid**

The Office of Student Educational and Financial Services will calculate the amount of federal financial aid you have earned by a specific formula when you completely withdraw from all your courses. Your official withdrawal date is the earlier of the date

you began the withdrawal process or date you provided official notice, which can be given verbally or in writing. If you do not notify Saint Xavier University, your withdrawal date is the midpoint of the semester. The withdrawal date for students who have circumstances beyond their control will be evaluated on a case-by-case basis. At the time of withdrawal, if you received less financial aid than you earned, you will be able to receive additional funds. If you received more financial aid than you earned, the excess funds must be returned.

The amount of financial aid you have earned is determined on a pro-rata basis. For example, if you completed 30% of the semester, you earned 30% of the financial aid you were originally scheduled to receive. Once you have completed more than 60% of the semester, you have earned all your financial aid.

If you receive excess funds that must be returned, the portion that must be returned is the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your financial aid or the entire amount of the excess financial aid. Federal funds will be returned according to the following schedule: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Grad PLUS Loan, PLUS Loan for Parents, Pell Grant, Academic Competitiveness Grant, National SMART Grant, SEOG Grant, and other Title IV Grant funds. If Saint Xavier University is not required to return all of the excess financial aid, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive. Any amount that you do have to return is considered a grant overpayment, and you must make arrangements with Saint Xavier University and the U.S. Department of Education to return the funds.  
Effective August 20, 2007

**SERVICES TO STUDENTS**

**Office of Records and Advising, A-203, Warde Academic Center, (773) 298-3500**

Assistant Provost: Maureen Wogan  
 Director, Records: Barb Sutton  
 Director, Advising: Therese M. Johnson

All official academic records are maintained in the Office of Student Educational and Financial Services. Students have access to services during normal office hours, except during registration, when special hours will be posted. In compliance with the Family Educational Rights and Privacy Act, students may make appointments to inspect their academic records during regular office hours. Student Educational and Financial Services handles the following:

|                              |                     |
|------------------------------|---------------------|
| Auditing Classes             | Courses taken off   |
| campus                       |                     |
| Course load                  | Credits             |
| Drop/add course              | Grade-point average |
| Degree Audits                |                     |
| Incompletes                  |                     |
| Enrollment verification      | Transcripts         |
| Transfer-credit              | Veterans'           |
| tuition benefits             |                     |
| Grading                      |                     |
| Assignment of academic space |                     |

Policies regarding the above areas will be found in the Academic Policies, Procedures and Services section of this handbook.

**Student Educational and Financial Services is open Monday – Thursday 8:30 a.m. – 6:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. The office is also open by appointment only on Saturdays.**

Student Educational and Financial Services is also responsible for providing academic advising services to all day, evening and School for Continuing and Professional Studies students. Advisors are available to answer questions, to give information, and to provide guidance in areas of course selection, program evaluation and educational planning, scheduling, core requirements, placement test scores, transfer credit, articulation agreements, academic progress, determination of major for undecided students, academic policies, CLEP tests, and degree completion status.

All matriculated students are assigned advisors. Lower-level business majors, lower-level education majors, pre-clinical nursing majors, undeclared majors, and selected majors in the School for Continuing and Professional Studies are advised within Student Educational and Financial Services. All other students are advised by faculty within the individual academic departments.

It is the responsibility of each student to know his/her advisor's name and to contact the advisor for academic counseling. This information is available in Student Educational and Financial Services and in the individual academic departments. Because departmental requirements vary, students should arrange appointments with their advisors to address future programming needs and to make a written plan of course work. Students are required to have an advisor's permission each semester in order to register and are encouraged to maintain regular contact with their advisors on matters of academic planning and progress. Students who have registered for a previous term can register online using CLAWS (Cougar Local Academic Web Site) or in person. CLAWS logins and passwords are sent via Saint Xavier University's mymail.

**Academic Scholarships: Admission, (773) 298-3050**

Students who were granted merit awards and scholarships upon entering Saint Xavier University should be aware of eligibility criteria for renewal of those awards. Further information can be obtained in the Office of Admission or in the Financial Aid Office.

**Honors, Scholarships and Awards**

Following are a portion of the national honor scholarships and special recognition awards available to Saint Xavier University students. For more information, contact Student Educational and Financial Services, (773) 298-3500

**University Awards**

- Dean's Fellowship
- Sister Mary Joesetta Butler Scholarship
- Excellence in Writing Award
- Hassan (Husni) and Safia Haddad Peace Award
- State of Illinois Lincoln Academy Award
- Gold Congressional Award
- Sister Paulita Morris Award
- St. Catherine Medal

**College of Arts and Sciences Awards**

- Outstanding Arts and Sciences Undergraduate Student Award
- Outstanding Arts and Sciences Graduate Student Award
- Grace and Walter Byron Smith School of the Art Institute Award
- Outstanding English Student Award
- Outstanding Communication Student Award
- Outstanding Communication Service Award
- Sylvia Schlunk Award
- Outstanding Biology Student Award
- Sister Margaret Grant Memorial Award
- Young Botanist Award
- Jo Anne Fleming Warner Scholarship
- Dr. K. Lucille McCluskey Chemistry Award
- Outstanding History and Social Science Major Award
- Outstanding Political Science Major Award
- Cancer Federation Award
- Darwin/McClintock Fellowships
- Chemical Rubber Company Award for Achievement in General Chemistry

**School of Education Awards**

- Sister Mary Dominic Merwick Outstanding Undergraduate Student Award
- Sister Mary Irenaeus Chekouras Outstanding Graduate Student Award
- Dr. Dorothy Binder Endowed Graduate Scholarship in Education
- Dorothy Davis Scholarship
- Dr. Lloyd Leake Memorial Scholarship
- Elaine Gallagher Science Education Scholarship
- George K. McGuire Student Award
- Julius and Catherine Heerey Marlin Scholarship

**Graham School of Management Awards**

- Graham School of Management Academic Achievement Student Award
- J.K. Hwang Memorial Award
- Wall Street Journal Award

**School of Nursing Awards**

- Margaret Quigley Scholarship
- Eileen Callaghan Memorial Scholarship
- Rosaleen M. Hertel Scholarship

- School of Nursing Outstanding Undergraduate Student Award
- School of Nursing Outstanding Graduate Student Award

#### **National Affiliations**

- Alpha Upsilon Alpha (International Reading Association Honor Society)
- Beta Beta Beta, Omega Delta Chapter (National Biological Honor Society)
- Kappa Delta Pi (Education Honor Society)
- Kappa Gamma Pi (National Catholic College Graduate Honor Society)
- Psi Chi (Psychology Honor Society)
- Sigma Tau Delta (International English Honor Society)
- Sigma Theta Tau (Nursing Honor Society)
- Theta Alpha Kappa (Religious Studies Honor Society)
- Who's Who Among Students in American Universities and Colleges

#### **Alcohol and Other Drug Program**

The Alcohol and Other Drug Program is an institution-wide collaboration between the Offices of the Provost and Student Affairs at Saint Xavier University. Its mission shall be to educate the Saint Xavier University community about the impact of alcohol and other drug use as it relates to academic and personal success.

In order to achieve its mission, the Alcohol and Other Drug Program has identified the following goals.

The Alcohol and Other Drug Program will:

- Serve as a link for students to University support services.
- Provide information to students, staff and faculty that fosters healthy lifestyle choices.
- Design and implement programs in collaboration with other University departments.
- Recommend changes to University policy regarding alcohol and other drugs.
- Assess student attitudes, beliefs, and values regarding the use of alcohol and other drugs.
- Measure the outcome and effectiveness of prevention programs and activities.
- Create an atmosphere in which alcohol use is not the central focus of social events.

#### **Office of Alumni and Parent Relations, (773) 298-3316, alumni@sxu.edu**

Director: Jamie Manahan

Assistant Director: Jon-Pierre Bradley, '06

The mission of the Office of Alumni and Parent Relations at Saint Xavier is, in keeping with the University's mission and heritage, to strengthen the University's relationship and expand the partnership with alumni and parents. Our goal is to create lifelong involvement with Saint Xavier University and to design and promote a comprehensive program of educational, social, cultural, recreational, and religious events and services that will strengthen alumni and parent ties both to the University as a whole and to their specific academic departments or schools. The office also maintains the alumni records and promotes alumni news and achievements. There are no membership dues, and all graduates of Saint Xavier are members of the Alumni Association. Alumni privileges include invitations to alumni activities, use of the University computer facilities, use of the Robert and Mary Rita Stump Library, access to the Center for Student Development, complimentary subscriptions to the electronic newsletter, *Alumni Cougar Clips*, and the *Saint Xavier Magazine*, as well as discounted memberships to the Shannon Center.

#### **Athletic Department, Shannon Center, (773) 298-3101**

Director: Bob Hallberg

Assistant Directors: Mike Dooley and Myra Minuskin

Saint Xavier University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Chicagoland Collegiate Athletic Conference (CCAC) in both men's and women's sports. Varsity sports for men include basketball, baseball, football, soccer, track and cross country. Women athletes compete in softball, volleyball, cross country, basketball, track and soccer. Saint Xavier University football competes in the Mid-States Football Association. The Athletic Department also sponsors cheerleading, the Paw Prints Dance Team and men's volleyball.

**Bookstore, (773) 298-3115, <http://bookstore.sxu.edu>**

Manager: Janice L. McMahon

SXU Campus Bookstore accepts cash, personal checks (Student ID required), Cougar Card (Board, Board Transfer, Express and Financial Aid), Campus Bookstore Gift Cards, American Express, Discover, MasterCard and Visa.

Chicago Campus Bookstore hours:

|                   |                      |
|-------------------|----------------------|
| Monday – Thursday | 8:30 a.m.- 6:30 p.m. |
| Friday            | 8:30 a.m.- 5:00 p.m. |

Orland Park Campus Bookstore (708) 802-6226 hours:

|                   |                       |
|-------------------|-----------------------|
| Monday – Thursday | 9:00 a.m. - 9:00 p.m. |
| Friday            | 9:00 a.m. - 4:00 p.m. |
| Saturday          | 8:00 a.m. - 1:00 p.m. |

The bookstore is closed most Sundays, University holidays and June 30th each year. Extended Friday hours are offered the week before, week of and week after the start of spring and fall semesters.

Students at the Orland Park campus who wish to obtain their textbooks at Orland Park must order them from the Chicago Campus Bookstore either online, in person or by telephone reservation. There is no shipping charge for orders sent to Orland Park campus from the main campus.

For additional information or to reserve your textbooks, please contact the Orland Park Bookstore at (708) 802-6226 or the Chicago Campus Bookstore at (773) 298-3115. Please allow 48 hours for processing and transportation to the Orland Park campus.

**Return Policy:** Textbook returns will be accepted for a full refund, with a cash register receipt, within five business days from the original date of purchase or up to the drop date for the course – whichever comes first.

If the student has dropped the course to which textbooks were assigned, he/she may return bookstore textbooks with a drop slip and cash register receipt up until the drop date for the course. If the course is dropped online, the CLAWS drop confirmation page must be printed and presented to the bookstore as a drop slip. The consumer is responsible for knowing the drop dates for courses.

There will be absolutely no returns or exchanges on textbooks after the drop date for the course has passed.

Returned or exchanged merchandise and textbooks must be in their original condition, accompanied by a receipt and within the allotted time frame. There are no returns on trade or reference books. Merchandise may be returned within 30 days of purchase.

**Ordering Textbooks and Merchandise Online:** <http://bookstore.sxu.edu> is the Web site address where you can order a variety of SXU items. The Web site is a complete online store which offers textbooks, sportswear, supplies, software, gifts, alumni

items and more. Visit it often to buy textbooks, check out new apparel or shop our clearance store.

After placing an online textbook or merchandise order, you will receive an e-mail confirmation and a second e-mail when the order is ready for pick-up or has been shipped. The Chicago Campus Bookstore ships textbooks and merchandise via UPS for a small shipping fee, or you may choose to pick up your order at the Chicago campus or the Orland Park campus. No additional shipping or handling charges apply to pick-up orders.

**Telephone Inquiry Policy:** SXU Campus Bookstore will not provide information over the telephone about author, title, ISBN or price of books. Book availability for a particular course will be provided, within 24 hours of a telephone inquiry, Monday through Friday, provided that the appropriate course number and section are known. Or visit the Web site (<http://bookstore.sxu.edu>) for textbook information.

**Book Buy-Back:** Follett Higher Education Group hosts book buy-back during final exam weeks for the spring and fall semesters and selected dates throughout the semester, Check the bookstore Web site for upcoming dates and times

### **Campus Alert System**

Saint Xavier has implemented a Campus Alert System to text message student, faculty and staff cell phones in the event of a campus emergency. This service will not be used for routine University communications. It will only be used to advise students and staff of an actual emergency such as, tornado or storm warnings, campus closings, or dangerous situations on campus.

In order to have your text messaging information added to the contact list, please visit CLAWS and verify your information so you can receive a text message in the event of a campus emergency.

In the interest of everyone's safety, the University strongly encourages you to visit the CLAWS Web site to ensure that you are contacted in the event of an emergency.

### **Campus Life, L-103, Warde Academic Center, (773) 341-5060**

Director of Campus Life: Samantha Maher Sheahan

The Department of Campus Life is the office of Saint Xavier University that has been given administrative responsibility for the effective and responsible administration of all registered student organizations, annual campus activities, student media, leadership, multicultural programming, commuter services, orientation, and other specific programs and initiatives. The Department reports to the Dean of Students, and is administratively located within the Division of Student Affairs. Its office is located in L-103, adjacent to Student Lounge and the student activities hallway and can be reached at (773) 341-5060, [campuslife@sxu.edu](mailto:campuslife@sxu.edu) or [www.sxu.edu/students/](http://www.sxu.edu/students/).

**Mission:** The Department of Campus Life works to create a respectful environment where students have the opportunity to develop life skills and live the core values.

The Department of Campus Life is committed to planning and implementing a wide variety of high-quality social, multicultural, intellectual, educational and experiential programming, reflective of the diverse student body at Saint Xavier University. The office is dedicated to creating leadership opportunities for clubs and organizations, as well as special campus-wide events. These programs directly contribute to the University's liberal arts mission by connecting in- and out-of-class learning, and by increasing students' overall involvement, academic achievement and satisfaction. The co-curricular living and learning opportunities created through these programming

efforts enhance interpersonal and leadership skills of students, promote diversity awareness, and increase the holistic learning environment of Saint Xavier University.

Various events such as speakers, concerts, dances, picnics, seminars, Chicago outings, and campus traditions are scheduled on campus throughout the year. The entire campus is invited to participate in planning, organizing and implementing these activities. If you wish to become involved, please contact Campus Life (L-103) or the Student Activities Board (L-101).

#### **Commuter Services: Cougars Commute, (773) 298-3979**

Commuter students have the opportunity to get involved in the Cougars Commute program. Services include Commuter Advisers (CAs), a Cougars Commute newsletter, a Commuter Corner in the Student Lounge (adjacent to the SXU Diner) and regular events and workshops.

#### **Campus Ministry, Mercy Ministry Center, (773) 298-3900**

Director: Esther Sanborn

The Campus Ministry department provides resources and opportunities for religious and spiritual growth for the University community. Grounded in the Catholic faith and immersed in the heritage of the Sisters of Mercy, Campus Ministry seeks to preach the Gospel of Jesus Christ, while also affirming the diversity of traditions within our faith community.

The department ministers through access to the sacraments, exposure to diverse forms of prayer, and opportunities for scripture study, community service, retreats, social justice education and spiritual reflection. Additionally, Campus Ministry provides a ministerial presence in the residence halls, pastoral and vocational counseling, and student leadership opportunities.

McDonough Chapel, under the patronage of Our Lady of Mercy, is open for private prayer throughout the week. During the academic year, Mass is celebrated four days a week at noon, with a communal prayer service every Wednesday. Sunday Mass is celebrated at 8 p.m.

To learn more about opportunities available through the Campus Ministry department, please visit [www.sxu.edu](http://www.sxu.edu). Keyword: Ministry, e-mail [campusministry@sxu.edu](mailto:campusministry@sxu.edu), or call (773) 298-3900. McDonough Chapel and Mercy Ministry Center are open weekdays 8 a.m. - 4 p.m.

#### **Campus Police and Public Safety, CSC-100**

Administration (773) 298-3950

24-Hour Emergency: Extension 3911

24-Hour Non-Emergency: Extension 3541

Confidential Hotline: Extension 3838

Chief of Police and Director: Paul Kolessar

The Campus Police and Public Safety department is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. The goal of the department is to provide professional responses to all safety and service-oriented requests for protective services from the campus community.

The University is patrolled 24 hours a day by officers using vehicles equipped with mobile computers and emergency-response equipment. Our regular patrols are augmented during the academic year by student walk and bicycle patrols, and residence hall desk personnel.

The department is in a multi-year process of transitioning a number of security officer positions to state-certified police officers and emergency medical technicians (EMTs) and first responders. At present, the University has six full-time police officers on staff and five part-time police officers assigned to our reserve force. Our department also offers law enforcement internships during the academic year. Under Illinois law, sworn members of a university police department possess the same authority as municipal peace officers and county sheriffs.

The department also assigns officers from our professional security staff, during the midnight shift, from 10:30 p.m. to 7 a.m., in all on-campus residence halls. Officers assigned to residence halls are responsible for providing general assistance and access control with the assistance of residence hall directors and resident advisors.

During the day and afternoon shifts, supplemental front desk coverage is provided at Pacelli and Regina residence halls by student workers. Our student desk staff provides general assistance and information to our resident population, as well as alerting our full-time police and security officers to problems, concerns or request for services.

Some of the services provided by Public Safety, free of charge, include vehicle lockout and battery assistance, lost and found, protective escort service, University shuttle, and emergency telephones.

All major parking lots have been equipped with emergency phones that are either yellow or gray in color with a red placard affixed to the outside. Pushing and releasing the emergency button will activate two-way communication with a Public Safety dispatcher and generate an emergency response to that location.

#### **Center for International Education, Andrew Conference Center, (773) 298-3780**

Director: Colleen O'Hara

Saint Xavier University students are encouraged to consider incorporating summer, semester, or academic year study abroad as part of their overall academic experience. We offer short-term programs led by SXU faculty during spring break and May and Summer Terms. SXU students can also participate in for credit programs organized by other US universities and study abroad program providers.

Because Saint Xavier University students are officially registered at SXU during their semester or year abroad, federal, state, and most Saint Xavier financial aid can be applied towards the program cost. Students should consult with the Saint Xavier University Financial Aid Office for eligibility requirements and procedures.

Applicants to study abroad are required to be in good standing at SXU, 18 years of age or older by the program departure date, completed a minimum of 30 college credits (minimum of sophomore class standing), and have a cumulative GPA of 2.5 or higher (depending upon program requirements). Students, including first year students, are encouraged to visit the study abroad office to begin planning for study abroad.

Students participating in short-term programs led by SXU faculty will register for the associated course(s) at Saint Xavier. A student participating in a credit bearing study abroad program sponsored by another United States university or program provider may earn Saint Xavier University credit – students are required to obtain advance approval for the courses they intend to take abroad. Upon receipt of an official transcript from the non-SXU sponsored program, the courses will be listed in the student's academic record and grades earned will be applied toward the student's cumulative GPA.

SXU students are encouraged to participate in study abroad programs to any destination except locations under a US State Department Travel Warning. To get started, please contact the Center for International Education or e-mail the director, Ms. Colleen O'Hara, at [ohara@sxu.edu](mailto:ohara@sxu.edu).

**Center for Religion and Public Discourse, A-219, Warde Academic Center, (773) 298-3981**

Sister Susan M. Sanders, R.S.M., Ph.D.

Grounded in the University's Catholic heritage, the legacy of the Sisters of Mercy and the rich intellectual tradition of the liberal arts, the Center for Religion and Public Discourse promotes informed discussion and scholarship about the common good in the context of faith, religion, spirituality and ethics. By providing a neutral forum for exploring and critiquing diverse perspectives, and by offering opportunities to engage in respectful and intelligent conversations, the Center seeks to promote mutual understanding and expand the dialogue between faith and reason. Thus, the Center supports the Core Values of the University, especially respect, excellence, integrity and hospitality.

**Center for Student Development, Modular Unit, Lot 3, (773) 298-3131**

Director of Student Development: Nancy Bonnevier

Director, Career Services: Jean Riordan

As students travel through their college experience, Counseling and Career Services (CCS) offers an array of learning opportunities and services to guide their success. These include:

**Career Counseling/Planning**

Counseling and Career Services offers individual and group counseling to help students make informed and intentional career decisions. Through counseling and – in some cases – the use of interest and personality instruments, students learn to conduct a thorough self-assessment, research the world of work, and make sound choices about academic majors and occupations. Students who have solid plans for their futures can learn more about their chosen fields by utilizing a variety of materials available in the CCS resource library and on the Web.

**Internship Program**

The Internship Program is designed to assist you in obtaining career-related work experiences that complement your academic studies. The purpose of the work experience is to give direction and enrichment to your education and to enhance your value as an employee upon graduation. Employers and graduate schools tend to look for students with one or more career-related experience.

*What is an Internship?*

Internships are supervised, career-related work-learning experiences. They are partnerships between Saint Xavier University and employers to offer part-time pre-professional opportunities to students in all majors. Everyone benefits from this arrangement. Employers hire an individual who has been successful in the classroom. In turn, you will be able to apply the skills, theories and principles learned in the classroom in a real-world work environment.

*Will I Earn Academic Credit?*

To take an internship for credit, you must obtain approval and supervision by an SXU faculty member.

**Personal Counseling**

Counseling and Career Services offers short term, solution-focused individual and group counseling for a wide variety of personal and interpersonal issues that impact on

students' motivation to remain in college or their ability to find employment. The counseling relationship is founded on respect for individuals and belief in their potential for growth. In the counseling process, the student and the professional work collaboratively to set and achieve mutually agreed-upon goals utilizing appropriate referrals to area agencies and providers when indicated.

### **Job Search Skills Training**

Job search assistance is provided to students and alumni through the following services:

- [www.Cougarjobs.com](http://www.Cougarjobs.com) is students' one-stop shop for on- and off-campus employment, professional full-time positions, internships, and professional networking.
- Job search assistance with résumés, cover letters, interviewing skills and other specific job search concerns
- Annual SXU Job fair and local/consortium job fair information
- Extensive career resources, including company information
- Workshops on a variety of topics
- Information concerning job trends and entry level salaries

### **The Alumni Career Network**

The Alumni Career Network, powered through [www.cougarjobs.com](http://www.cougarjobs.com), provides currently enrolled students with informal, real-world advice that will help them navigate a successful path through Saint Xavier University while they explore academic and career interests. A network of Saint Xavier alumni volunteers serve as informal mentors and advisors. Mentors share perspectives on their own education and career development, offer information about their professional fields, and share advice on how to prepare for life after graduation.

### **Special Programs**

*SXU Job Fair* – CCS hosts one annual on-campus job fair. Held in spring semester, this job fair is designed to provide students and alumni of all majors with opportunities to meet employers and discuss job openings.

*Off-Campus Job Fairs* – Each semester, CCS assists seniors in attending a variety of Illinois job fairs, including CareerFest and TeacherFest, both sponsored by the Illinois Small College Placement Association. Candidates have the opportunity to meet and talk to representatives of many organizations that do not recruit on university campuses. Many students obtain jobs as a result.

*Consortium Interviewing* – As a member of a statewide consortium of small colleges, CCS provides students with access to interview opportunities. Students are invited to participate in interviews hosted by Saint Xavier University and other member institutions. Students should register with [www.cougarjobs.com](http://www.cougarjobs.com) for more information on these opportunities.

*Workshops* – Workshops are offered throughout the academic year to help students develop the techniques and skills necessary to implement their job search plans. Topics include reducing test anxiety, overcoming procrastination, stress management, Alcohol 101, Ask A Pro Career Panel Series, suicide awareness, résumé and cover letter writing, interviewing techniques, and job fair orientations.

*Mental Health Screenings* – Students are encouraged to get information and personal feedback from a counselor at designated screening days for topics such as depression, anxiety, and alcohol problems. These tools are also available as online assessments.

### **Graduate and Professional School Information**

Students who plan to pursue further study toward graduate and professional degrees are encouraged to make use of CCS resources, and to talk to their departmental chairpersons or Advisors for additional information and guidance.

Applications for the Graduate Record Examination (GRE), Graduate Management Admissions Tests (GMAT), Pharmacy College Admissions Test (PCAT), Medical College Admissions Test (MCAT), and Law School Admissions Test (LSAT) can be obtained from Counseling and Career Services.

*Graduate School Fair* – Each fall semester, representatives from graduate schools in the Midwest talk with Saint Xavier students about advanced degrees and professional programs.

#### **Dining Services, A-106, Warde Academic Center, (773) 298-3265**

Director: Joe Vetter

The student and staff dining areas and the food vending machines are coordinated by the Food Service Manager. For the protection of the students, all students must have their Cougar Card present to use the declining balance plan. Guests are welcome at all venues, cash and credit cards are accepted. A catering service is available for special events on campus. For further information, contact the catering director, Ana Gomez, at (773) 298-3268.

Vending is located in: Morris, Rubloff, McCarthy, Pacelli and Regina Halls, Shannon Center, Graham School and WAC 1st Floor L-Wing. Refunds are handled through Food Service in room A-106. Food and beverages are allowed in the following areas: Dining Room, foyer and snack areas. They should not be taken elsewhere in the building and are not allowed in classrooms.

#### **Graduate Studies – Admission, A-226, Warde Academic Center, (773) 298-3053**

The provost is responsible for establishing academic standards and requirements for graduate studies. The provost is assisted in this process by the Graduate Studies Advisory Council. For specific information about graduate programs, students should consult the Graduate Academic Catalog, available at [www.sxu.edu](http://www.sxu.edu), Keyword: Catalog.

#### **Health Center, Modular Unit, Lot 4 (773) 298-3712**

Director: Monica Ryan, DNP, APRN-BC

The Health Center is a primary care facility offering services to students, faculty, staff and residents of the surrounding community. The Health Center is staffed by nurse practitioners who provide evaluation and treatment of acute minor illnesses and injuries, as well as management of chronic, stabilized health conditions.

Immunizations, diagnostic and laboratory testing/screening services are also available. Emphasis is placed on the provision of preventive services and promotion of healthy lifestyles.

#### Hours of operation:

Monday – Thursday 8:30 a.m. - 7:00 p.m.  
Friday 8:30 a.m. - 4:30 p.m.

#### **Health Hotlines**

|   |                |
|---|----------------|
| General   | 311            |
| Chicago Department of Human Services (312) 744-5829                               |                |
| <i>24-hour Emergency Services Hotline. Food, shelter, counseling and referral</i> |                |
| Chicago Police Department   | 911            |
| Drug Abuse (Christ Hospital)  | (708) 684-1337 |
| <i>Illinois Department of Children and Family Services</i>                        |                |

Child Abuse Hotline 1-800-252-2873  
*24-hour child protective, information and referral services*  
National Runaway Switchboard 1-800-621-4000  
*Runaway and homeless youths, crisis intervention, information and referral*

### **Health Insurance**

The University requires that all full-time and part-time undergraduate students enrolled in any University program be covered under a health insurance plan acceptable to the University. Undergraduate students may choose health care insurance through Saint Xavier University or may choose their own. Evidence of non-university health insurance coverage must be provided in the form of a waiver at the start of the fall semester. Short-term or catastrophic coverage is not deemed comparable and cannot be acceptable health insurance plan. A student's health insurance coverage may be randomly verified. Failure to maintain health insurance may result in disciplinary action, including suspension from the University.

### **Information Resources and Technology**

Chicago Campus, Warde Academic Center, S-121, (773) 298-3291,  
Orland Park campus, OPC 166, (708)802-6228  
[helpdesk@sxu.edu](mailto:helpdesk@sxu.edu)

Information Services provides support to University students, faculty and staff in their use of technology. IRT maintains systems for academic and administrative use including a computers for student use in a variety of locations University wide. These computers can be used for accessing electronic mail, the Web, and productivity software. Information about using the wireless access can be viewed at [http://my.sxu.edu/Administrative/Network\\_Svcs/wireless\\_access.asp](http://my.sxu.edu/Administrative/Network_Svcs/wireless_access.asp). Additional information about using the technology resources at Saint Xavier can be found at <http://my.sxu.edu/Administrative.General/technology.asp>. Help is available through the Technology and Computing Support Services (TCSS) Help Desk in S-121, at (773) 298-3291 and through [helpdesk@sxu.edu](mailto:helpdesk@sxu.edu).

### **CLAWS (Online services for student, faculty, and staff)**

The Cougars Local Academic Web Site, CLAWS, [claws.sxu.edu](http://claws.sxu.edu), offers the most up-to-date course information directly from the University databases. It allows any admitted student with an active program, and without an outstanding account balance, to search for classes, register (within appropriate schedule), make schedule changes, make payments, check financial aid and account status, and check academic history and grades. The CLAWS site allows you to retrieve information and effect changes over the Internet for which you would otherwise have to come to Saint Xavier. CLAWS is available between 5 a.m. and midnight seven days a week from your browser. Anyone can search for classes using CLAWS.

Other features of CLAWS require a username and a password, which are sent to your SXU electronic mailbox at [mymail.sxu.edu](mailto:mymail.sxu.edu) for students, and Exchange mailboxes for faculty and staff. For the initial registration for a semester or term, all undergraduate students and all School of Education graduate students must also have the electronic approval of their Advisors. In addition anyone applying to SXU can retrieve financial aid award information and admit status via CLAWS using assigned login information emailed to the address of record.

### **Electronic Mail**

Each registered student also receives the use of an SXU electronic mailbox accessible at <http://mymail.sxu.edu> through your Web browser. Access to electronic mail is through the university netID and password which is initially sent to all newly registered students through the U.S. Postal Service. Students are encouraged to use this resource because the University communicates important information to students through this channel. If you did not receive your netID and password, or if you have

questions about accessing your electronic mail, please stop by the Help Desk in S-121 or OPC-166.

### **Software, Internet and Printer Access**

Windows and MacOS computers, networked printers, and Internet access are available in the information technology labs. Students use a netID and password to access lab computers, software applications, the Internet, and the printers. Printing documents in the labs requires an SXU identification card (Cougar Card) and sufficient funds remaining in an associated lab printing account. Instructions for accessing these services can be viewed at [www.sxu.edu](http://www.sxu.edu), Keyword: Printing. Students also have campus and remote access to centralized file storage at <https://webfiles.sxu.edu>.

There are various technology labs on the Chicago and Orland Park campuses; some of which are dedicated to classroom instruction. The university also has computers on wheels that can convert any classroom into a technology lab.

### Helpdesk and Information Technology Lab Schedule

Chicago Campus, Warde Academic Center, S-108 and Helpdesk

|                    |                   |
|--------------------|-------------------|
| Monday – Thursday: | 8:00am-10:00 pm   |
| Friday:            | 8:00am – 6:00pm   |
| Saturday:          | 10:00am – 5:00pm  |
| Sunday:            | 12:00pm – 10:00pm |

Orland Park Campus, OPC 160

|                    |                  |
|--------------------|------------------|
| Monday – Thursday: | 10:00am – 9:30pm |
| Friday:            | 10:00am – 4:30pm |
| Saturday:          | 10:00am – 2:00pm |

### **International Student Services, A-226, Warde Academic Center, (773) 298-3050**

Office of Admission

Special orientation services regarding academic and University issues are available to all international students. The international specialist will assist current students with immigration forms, status questions, and visa requirements.

### **Learning Center and Disability Services, L-108, Warde Academic Center, (773) 298-3956**

Director: Margaret Rose McDonnell

### Learning Center Hours

|                   |                       |
|-------------------|-----------------------|
| Monday – Thursday | 8:00 a.m. - 7:00 p.m. |
| Friday            | 8:00 a.m. - 4:30 p.m. |

### **Academic Support Services**

The Learning Center and Disability Services, located in L-108 of the Warde Academic Center, is the heart of academic support for the students of Saint Xavier University. Whether a student is excited by a new subject and wants to know more, needs assistance with an assignment or paper, or is having trouble mastering the course content of a subject, the Learning Center is available to provide assistance. This service is provided free of charge to students of SXU. The LC offers academic skills workshops, special advising, strategy and skill instruction, tutoring, and a quiet, distraction-reduced environment for study and learning.

### **Tutorial Services Available (Subject to Change)**

|           |                  |                   |
|-----------|------------------|-------------------|
| Writing   | Foreign Language | Philosophy        |
| Biology   | History          | Psychology        |
| Business  | Music Theory     | Religious Studies |
| Chemistry | Nursing          | Statistics        |

Tutoring is available on an individual and group basis. For more information about tutoring services, programs and schedules, or to set an appointment, contact the Learning Center Front Desk at (773) 298-3956.

**Supplemental Instruction (SI)**

SI, conducted by student facilitators, provides regularly scheduled, out-of-class study sessions for traditionally demanding courses such as chemistry and physics

**Illinois Basic Skills Mock Test Program**

Successful completion of the Illinois Certification Testing System's Test of Basic Skills is a requirement for Saint Xavier students entering the School of Education. To help SXU students prepare for the exam, the Learning Center offers a mock test that gives students a good idea of how they might perform on the actual exam. Trained Learning Center tutors then facilitate supplemental review and study sessions of basic reading, writing and math concepts.

Sessions are held twice weekly for a total of seven weeks prior to the actual testing dates. The mock test program is free of charge to current Saint Xavier students, alumni and faculty/staff. For more information or to register for the mock test program, contact the Learning Center at (773) 298-3956.

**Disability Services**

Saint Xavier University is committed to providing equal access and reasonable accommodations to students with disabilities as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Learning Center works closely with students and faculty to provide services and academic assistance to students with disabilities who may be eligible for such reasonable accommodations as extended testing time, distraction-reduced testing, and the use of a note taker.

Students seeking academic accommodations should request the appropriate verification forms from the Learning Center, then should forward the completed forms, along with a copy of their most recent medical report and/or evaluation documenting the existence of a specific disability, to the Learning Center and Disability Services. For more information, contact the Coordinator of Disability Services at (773) 298-3308.

**Students with Disabilities**

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

Saint Xavier University is committed to providing equal access to programs for our diverse student body. For students with documented disabilities, the University assures that appropriate accommodations, modifications and auxiliary aids are provided. Students with disabilities who wish to request accommodations should contact Learning Center and Disability Services in L-109 or at (773) 298-3308.

**Library (The Robert and Mary Rita Murphy Stump Library), (773) 298-3352**

Director: Mark Vargas

Library hours (Academic Year):

Sunday 12:00 a.m. - 12:00 a.m.

|                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 7:45 a.m. - 12:00 a.m. |
| Friday            | 7:45 a.m. - 7:00 p.m.  |
| Saturday          | 12:00 p.m. - 7:00 p.m. |

### **Circulation Policies**

All circulating books are checked out for eight weeks and may be renewed once. Audiovisual materials checked out for seven days and may not be renewed.

### **Fees**

There are no fees for books returned within three days after the due date. On the fourth day, fees are 50 cents per day to a maximum of \$10. For books, up to 89 days overdue, the patron may purchase a replacement and bring it to the Library. *The book must have the same ISBN number and be new (no used copies allowed).* After 90 days overdue, the book is considered lost and the Library will bill the replacement. For audiovisual items, up to 21 days overdue, patrons may purchase a replacement and bring it to the Library *The book must have the same ISBN number and be new (no used copies allowed).* After 21 days overdue, the item is considered lost. The total replacement fee for a lost movie is \$60.00. The total replacement fee for a lost educational video is \$100.00.

### **Online Catalog**

The library's online catalog lists all items in the library. It also provides access to the catalogs of 70+ other Illinois college and university libraries. Students can search the catalogs and borrow materials in person or via interlibrary loan.

**Research Databases** – The library has access to more than 35,000 full-text journals via its research databases. All the databases are accessible from any computer on the University network, and all have remote access.

Students should contact the library for assistance in using any of its resources or services.

### **Lockers**

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

### **Lost and Found – Department of Public Safety, CSC-100, (773) 298-3950**

The Lost and Found is located in the Department of Public Safety office. Students, faculty or staff finding an item will give it to the nearest main office (i.e. Graham School and Shannon Center), switchboard (Main Building), or to any Public Safety officer. Anyone who has lost an item should contact Public Safety by phone or use the Online Lost and Found Reporting service found on [www.sxu.edu](http://www.sxu.edu) under Online Services. Items will be available for pick up in the Public Safety office in the Campus Service Center 8:30 a.m.-4:30 p.m., five days a week. Items in Lost and Found not claimed by the end of each semester will be donated to a local charity.

### **Mail Services, A-107, Warde Academic Center, (773) 298-3148**

Manager: Rita Shine

Letters and regular parcel-post packages can be mailed from the campus mailroom. Stamps, envelopes and bubble envelopes can be purchased at the Mail Box. The staff will be glad to weigh letters and packages to assure adequate postage. Because it is a University mailroom and not a U.S. postal station, they are not permitted to insure personal packages. Hours are 8:30 a.m.-5:00 p.m., five days a week. Faculty mailboxes are located at the mailroom.

Student mail originating off-campus is delivered directly to the residence halls by the U.S. Postal Service. Mail must be addressed as follows:

Student Name  
 Residence Hall and Room Number  
 Street Address  
 City, State and Zip code

Residence hall addresses:

Regina Hall  
 3758 W. 103rd Street  
 Chicago, Illinois 60655

Pacelli Hall  
 3738 W. 103rd Street  
 Chicago, Illinois 60655

McCarthy Hall  
 10200 S. Central Park  
 Chicago, Illinois 60655

Morris Hall  
 10210 S. Central Park  
 Chicago, Illinois 60655

Rubloff Hall  
 10204 S. Central Park  
 Chicago, Illinois 60655

O'Brien Hall  
 10150 South Central Park  
 Chicago, IL 60655

Students living in University sponsored Off-Campus Housing should have mail delivered to their respective apartments. Refer to the individual resident lease agreement for specific mailing addresses.

Students may log in to the Residence Life menu of CLAWS at any time to view their complete housing address and mailbox number information.

#### **Media Services, L-305, and L-307, Warde Academic Center, (773) 298-3411**

Media Services is responsible for all audio/visual equipment for classroom use and special events. The department also responds to requests to videotape lectures, music concerts and other special events. Staff is also available for consultation on any A/V equipment purchases other departments are considering.

The Media Services staff is dedicated to ensuring students and faculty give the best presentations possible.

#### **MercyCare, Mercy Ministry Center, (773) 298-3125**

Sister Mary E. Loftus, R.S.M.

MercyCare is an unstructured, spiritual component of student life at Saint Xavier. Sisters of Mercy, the religious order that founded and still sponsors the University, are present on campus as a visible sign of the Sisters' ongoing concern for the well-being of all associated with this institution. Affiliated with Campus Ministry, they are available to students for personal support, compassionate listening, and a caring spirit in informal ways. Their commitment is to the holistic development of the Saint Xavier University community. The MercyCare sisters are present for students in natural gathering places such as the Mercy Ministry Center, McDonough Chapel, the Diner, student lounge, library, grounds, etc. If there is serious illness or a death in your family, please let them know.

#### **Mercy Volunteer Corps**

This is a program of the Sisters of Mercy of the Americas that invites women and men age 21 and over, to a year of full-time service with people who are economically poor or marginalized. Components are community, spiritual growth and compassionate service. For information please e-mail [loftus@sxu.edu](mailto:loftus@sxu.edu) or visit [www.mercyvolunteers.org](http://www.mercyvolunteers.org).

**Orland Park Campus, 18230 Orland Parkway, Orland Park, IL 60467, (708) 802-6200**

Dean: Leslie Petty, Ed.D.

The Orland Park campus is situated on 35 acres of wooded land near the intersection of I-80 and LaGrange Road. This beautiful, state-of-the-art campus features 16 classrooms (including three computer labs and seven additional smart classrooms), a library and technology center, cyber café textbook service, faculty and administrative offices, and outdoor gathering spaces surrounded by a natural setting.

From admission and registration to academic advising and financial services, Orland Park offers a one-stop approach for the convenience of commuting students. Professional faculty and staff will help you achieve your educational and career goals. Whether seeking an undergraduate or graduate degree, advancement in your current career, or a transition into a new career, the following degree and certificate programs are available at the Orland Park campus:

### **The School for Continuing and Professional Studies**

#### *Bachelor of Arts in Liberal Studies*

- Concentrations
  - Business Administration
  - Criminal Justice
  - History
  - Religious Studies
- Concentrations
  - Administration
  - Management

#### *Bachelor of Arts in Professional Studies*

- Concentrations
  - Organizational Behavior
  - Public Administration

### **Graham School of Management**

#### *Master of Business Administration (MBA)*

- Concentrations
  - Financial Planning
  - Health Administration
  - Individualized
  - Management
  - Project Management
  - Public and Non-Profit Management
  - Service Management

#### *Bachelor of Business Administration (fast-track option)*

#### *Master of Science in Health Administration*

#### *Master of Science in Public and Non-Profit Management*

#### *Master of Science in Service Management*

- Certificate options
  - Financial Planning (CFP® Preparation)
  - Managed Care
  - Public and Non-Profit Management
  - Service Management

### **School of Education**

#### *Master's degree and certification*

- Educational Administration and Supervision (Type 75)
- Reading Education (Type 10)
- Elementary Education (Type 03)
- Secondary Education (Type 09)
- School Counseling (Type 73)
- Community Agency Counseling

*Master of Arts in Teaching and Leadership*  
*Bachelor of Science in Elementary Education (Type 03)*

### **School of Nursing**

*RN-to-BSN baccalaureate completion program*

To learn more about the Orland Park campus, visit its Web site at [www.sxu.edu/orland\\_park/](http://www.sxu.edu/orland_park/).

### **Payroll Office, N-102, Warde Academic Center, (773) 2983036**

Student Payroll Coordinator: Cindy Coleman

The Payroll Office prepares and distributes student payroll. All students' earnings are paid via direct deposit into checking and/or savings account(s). There are no payroll advances. Students **must have** a Saint Xavier University ID to obtain any payroll information. All student employees are required to submit federal and state W-4 forms, as well as an I-9 form (U.S. Department of Justice Employment Eligibility Verification) and accompanying documents to the Payroll Office prior to the start of employment. These forms may be obtained at the Payroll Office. If the student chooses, he/she may have wages sent to Office of Student Educational and Financial Services to put toward account balances.

### **Timecards**

Student employment timecard information can be found on CLAWS.

### **Pre-Professional Programs in the Health Sciences, S-210, Warde Academic Center (773) 298-3515**

Students interested in medicine and health-related fields are urged to contact the Saint Xavier Pre-Health Professions Committee early in their university careers. The committee is available to provide information and assistance to gain access to the student's chosen health career. It is important to get acquainted with the committee members. Read the bulletin board for careers in health care professions on the second floor science wing for current information. Information and registration materials can be attained from the committee chairperson.

### **Print Services/Copy Cats, 3915 West 103rd St., (773) 298-3467**

Print Services Manager: Yvonne Huels

Print Services reproduces and coordinates the printing and copying for the University's various departments. Services to students include copying of résumés. Copy Cats is open 8:30 a.m.-7 p.m. Monday – Thursday; 8:30 a.m.-5 p.m. on Friday; and 8:30 a.m.-12:30 p.m. on Saturday (Sept. – May). Summer hours are 8:30 a.m.-4:30 p.m. Monday – Friday. Work submitted after 2:30 p.m. will be duplicated the following morning after 10 a.m.

The cost per copy is \$.10 per side on white copy paper. Transparencies are available for \$.50 each. Color transparencies are \$1.00 each. Requisitions to be charged to your club or organization must be approved by the director of Campus Life or the club faculty/staff Advisor. Self-service black-and-white copies are available in the following areas at \$.10 per copy:

|                                |                            |
|--------------------------------|----------------------------|
| Andrew Conference Center       | Orland Park Library        |
| Graham School                  | Pulaski Center             |
| Library – ground and 1st floor | Regina Hall                |
| Rubloff Hall – conference room |                            |
| Morris Hall                    | SXU Diner hallway near ATM |

The following machines are available during the normal business hours of the department in which they are located. Color copies are available at Copy Cats. Copy Cats staff is ready to assist you with all of your printing needs.

**Records and Educational Planning Services, A-201, Warde Academic Center, (773) 298-3500**

Director of Records and Advising Services: Barbara Sutton

All official academic records are maintained in the Office of Student Educational and Financial Services. Students have access to services during normal office hours, except during registration, when special hours will be posted. In compliance with the Family Educational Rights and Privacy Act, students may make appointments to inspect their academic records during regular office hours. Records and Registration Services handles the following:

|                          |                              |
|--------------------------|------------------------------|
| Auditing classes         | Courses taken off campus     |
| Course load              | Credits                      |
| Drop/add courses         | Grade-point average          |
| Degree audits            | Incompletes                  |
| Enrollment verifications | Transcripts                  |
| Transfer credit          | Veterans' tuition benefits   |
| Grading                  | Assignment of academic space |

Policies regarding the above areas will be found in the Academic Policies, Procedures and Services section of this handbook.

The Office of Student Educational and Financial Services is open Monday - Thursday 8:30 a.m. – 6:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. The office is open on Saturday by appointment only.

**Residence Life, Rubloff Hall, (773) 298-3977**

Students may arrange to live in University housing either in on campus residence halls or off campus apartments. Contact the Office of Residence Life located in Rubloff Hall to begin the housing process. Please refer to the Residence Life Handbook for more information.

**School for Continuing and Professional Studies, Orland Park Campus, (708) 802-6200**

Dean: Leslie Petty, Ed.D

The School for Continuing and Professional Studies at Saint Xavier University is designed for adult students to accommodate their demanding lifestyle in balance with their academic program. It provides a variety of opportunities for adults who are establishing new careers, completing a degree or enriching personal/professional development skills. Classes are offered during the day, evenings and Saturdays to meet the busy lifestyle of adult students. The curriculum is structured in an accelerated and/or the traditional instructional format that promotes self-directed learning on the part of each student; it is designed to make the fullest possible use of student's personal and professional experience. Each student is viewed as a collaborator in both inquiry and reflection.

**Shannon Center, Athletic Office, (773) 298-3597**

The Shannon Center is a state-of-the-art athletic facility. The Shannon Center provides Saint Xavier University students access to a full range of recreational opportunities, including a 200-meter track, weight room, intramural/recreational courts, racquetball, and dance/aerobic activities. The Shannon Center is the home of Cougar basketball and volleyball. The building also features the Chicago Campus Bookstore, snack bar, and much more. It hosts commencement, concerts and special events. Contact the Athletic Department for a complete schedule.

**Student Financial Services, A-203, Warde Academic Center, (773) 298-3070**

Assistant Vice President: Susan Swisher  
Director, Student Accounts: Judith Smith

The Student Financial Services Office participates in and coordinates aid assistance from federal, state, university and private sources. These funds help eligible students meet the cost of higher education. The following information will acquaint students with the major sources of available funds and the procedures and policies of the Student Financial Services Office.

**Application Deadline:** March 1 is the deadline for returning students' financial aid applications. Returning students who fail to meet the March 1 deadline may lose valuable financial aid dollars. All students receiving financial aid must contact Student Accounts regarding any unpaid balance.

**On-Campus Student Employment:** Saint Xavier University centrally administers all on-campus student employment through the Employee Services Office. Prior to beginning any on-campus employment, students must first apply for financial aid. This applies to both federal work-study and regular student employment. Job listings are available at [www.cougarjobs.com](http://www.cougarjobs.com).

Student Accounts performs all billing and collecting of student tuition and fees. Students must receive financial clearance from Student Accounts each term. Payments on student accounts or account inquiries may be made Monday – Thursday 8:30 a.m. - 6:30 p.m.; Friday 8:30 a.m. - 4:30 p.m. Payments also are accepted online at <https://claws.sxu.edu> any day of the week 7 a.m. - midnight. Students or parents/ guardians must have a CLAWS login ID and password to use this service. There is a \$15 convenience fee charged for credit card payments made in CLAWS.

For more information, please contact the Office for Student Educational and Financial Services.

**Student Media, Campus Media Center, (773) 298-3375****WXAV, 88.3 FM, The Voice of SXU**

WXAV is the award-winning, student-run radio station of the University, providing entertainment and information about Saint Xavier University and the surrounding communities. WXAV is open to all students and is a practical, hands-on training ground for students interested in a career in broadcasting.

**The Xavierite**

*The Xavierite* is the weekly, award-winning student newspaper of the University. The mission of *The Xavierite* is to report on local news and events in order to keep the students, staff, faculty, and the University community informed. *The Xavierite* is an excellent resource which offers students the opportunity to gain valuable field experience in journalism, layout and design, working with deadlines, advertising, and business.

**Student Medical Transport**

Students may request transportation vouchers for an urgent medical appointment or other urgent medical needs from the McNamara Cab Company located in Oak Lawn. Vouchers must be pre-approved by the Office for Student Affairs and then by an appropriate staff member from the Health Center, Residence Life, Counseling Services, or Public Safety. If approved, the vouchers will be given to the cab driver upon pick-up, and the costs will be assumed by the Office for Student Affairs. For non-emergency transport, a cab voucher may be requested through the Office for Student Affairs and billed to the student's account.

**Student Success Program, 773-298-3342**

Director: Taneesha Rolland

The Student Success Program (SSP) at Saint Xavier University is a TRIO project funded by the U.S. Department of Education at \$278,295 annually. The SSP provides academic support and assistance to a maximum of 204 eligible SXU students. Concerned SSP Staff work as a team to promote students' academic progress and well-being with the eventual goal of the student's completion of a baccalaureate degree. . Students receive advising and scheduling assistance, counseling (academic, career and personal), writing assistance, academic skills development, advocacy, cultural programming, and service-learning opportunities.

Is the Student Success Program for you? If you are a first-generation student (neither of your parents have a four-year degree), and/or meet the federal low -income guidelines, and/or a student with a documented disability, contact a member of the SSP staff to arrange for an interview . All SSP services are free to SSP members.

**University Relations, O'Grady Center, (773) 298-3323**

Vice President for University Relations: Robert Tenczar

The Office of University Relations develops and coordinates advertising, marketing communications, publications, Web development, press releases, publicity and media relations efforts on behalf of Saint Xavier University to ensure accuracy, consistency and quality in accordance with the University's marketing and public relations guidelines and objectives. All advertising, marketing communications, publications, Web and media relations materials must be submitted to this office for review prior to printing or publication. For more information, please contact University Relations at (773) 298-3323.

**Veterans Education Benefits Information**

Any student who is eligible for Veterans Administration educational benefits including the Yellow Ribbon Program should contact the Office of Student Educational and Financial Services or [vets@sxu.edu](mailto:vets@sxu.edu).

## STUDENT CLUBS/ORGANIZATIONS

### Student Organizations

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

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

- A. **Application.** Complete the Student Organization Application Packet, which includes descriptions of the organization, its mission, and directory/contact information for officers, members, and advisor. 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 Campus Life.
- B. **Notification.** After meeting with a Campus Life staff member, the organization's main contact person will receive a letter, which describes the organization's status ("fully registered," "emerging," etc.), and/or any further details which should be addressed before the organization begins operating on campus.

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

### Student Leadership Eligibility

The Student Leadership Eligibility policy refers to all officer positions outlined in a student organization's constitution and all students employed or appointed to a position by a University department or office. All student leaders must be in good academic standing as well as good disciplinary status with the University, maintain a minimum 2.0 cumulative GPA for student organization leadership or a 2.6 cumulative GPA for paid Student Leadership positions, and be enrolled for at least six credit hours each semester during their term. Failure to meet these standards may result in removal of the individual's leadership role. The Director of Campus Life or his or her designee may verify student academic or disciplinary status. The Department of Campus Life may conduct periodic review of students in leadership positions. Students who hold a known leadership role who are ineligible will receive written notification from the Department of 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 Student Affairs shall hear the appeal.

### Student Organization Manual

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

**Council of Student Organizations**

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

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

**Student Organization Center (SOC)**

The Student Organization Center (SOC) is home to the Student Government Association (SGA) office, the Student Activities Board (SAB) office, supply storage, project workspace, and the official campus mailboxes of registered student organizations. It is located in the lower level of the Warde Academic Center (L-101), adjacent to the Campus Life office and the Student Lounge, and is accessible from the student activities hallway between the SXU Diner and the S-Wing.

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

**Community Service Opportunities**

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

**Student Activity Fund (SAF)**

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

The Department of Campus Life reserves the right to determine appropriate fund utilization. The SGA Allocation Committee will not consider requests for student travel and/or conferences. Requests for travel/conference funds must be made directly to the Department of Campus Life. As student activity fees are collected each semester,

student organizations are expected to use allocated funds in that semester. Funds may not carry over to the next semester. Student organizations may not keep funds in off-campus bank accounts. All allocated funds and monies obtained through fund-raising are managed at the discretion of the Department of Campus Life in the organization's on-campus budget. All purchases, expenditures, purchase orders, check requisitions, and petty cash advances or reimbursements, in any amount, must be approved in advance by Campus Life.

### **Student Organization Event Protocol**

The following regulations apply to student organization events:

- Events that have not been properly approved by the Department of Campus Life are subject cancellation. Event approval requires a two-week advance notice via submission of an Event Permit form and any other request materials.
- At events where non-SXU guests are invited, all guests must be 18 years or older. IDs are to be checked by members of the sponsoring organization. The organization and the host students are responsible for the behaviors of their guests. The organization may request assistance from Public Safety.
- One guest is allowed per SXU student. Students are responsible for the actions of their guests.
- Catering for events must be provided by Chartwells Food Service.
- Public Safety may be required to attend events at the discretion of the Department of Campus 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, Maurice's, and Figaro's without the written permission of the Director of Campus Life and the Director of Residence Life.

### **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 Department of Campus Life and must be submitted at least two (2) weeks prior to the anticipated date of engagement. Speakers who have not received appropriate approval may be cancelled.
- 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 must complete a Demonstration Form with the Dean of Students Office and comply with demonstration guidelines. See *Demonstration Policy*
- The University wishes to make it clear that outsiders, 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 Department of Campus Life of Saint Xavier University]."

### **Publicity**

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

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

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

#### **Campus Posting Policy**

The following policy governs posting on campus:

- Sponsoring student organizations and University departments are encouraged to publicize events with posters and flyers.
- Signs may be posted only on designated bulletin boards and in the hallway between the Student Lounge and the Handicap Accessible Entrance on the first floor (north side of the S-wing).
- Only masking tape may be used when posting on hallway walls in this location.
- Posters and flyers may not be placed on any other walls, doors, or glass.
- Bulletin boards designated for posting are located in the following areas:
  - South wall – at the west end of the SXU Diner;
  - Outside the Office for Student Affairs (L-208);
  - Stairwell across from information desk at main entrance;
  - Main hallway of the Graham School of Management.
  - In addition, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations;
- Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
- All signs posted must be removed in a timely manner when they become outdated.

Student Organizations must follow the policies and procedures below:

Prior to duplicating or posting, all materials must be approved by Campus Life (L-103). Materials that are not approved or properly posted are subject to be removed. All materials must indicate the name of the sponsoring registered student organization. Materials will not be approved if they contain:

- 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.
- 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.

The University reserves the right to regulate locations on campus where posting or distribution of materials can occur. Materials may not be placed on car windshields without the approval of the Dean of Students. Distribution by outside groups must be approved in advance by the Dean of Students.

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 judicial sanctions.

### **Political Activity**

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

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

#### **Guidelines:**

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

6. The University buildings and grounds shall not be rented or used for political fund-raising.
7. University leadership retains the right to determine the appropriateness, time, and placement of the above.

### **Off-Campus Events**

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

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

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

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

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

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

- Provide free soft drinks for anyone attending the event who wishes to have an alternative to alcohol.

**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 and the Office of Advancement. Funds raised cannot be used in any way for the personal or individual gain of members of the sponsoring organization. Collection of membership dues is permitted upon the approval of the Director of Campus Life. The fundraising activities should be designed to support the organization's purpose as stated in its constitution. Funds raised must be utilized or donated in the current semester and may not be carried forward to the next term, unless advance permission is obtained from the Director of Campus Life.

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

**Gambling**

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

**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 vice president for Student Affairs and the Office of Advancement. Any off-campus individuals or groups wishing to solicit on campus must be sponsored by a registered student organization or University department. The Dean of Students reserves the right to cancel solicitation activities if appropriate University policies and procedures are not followed. Residence halls are restricted areas and may not be used for sale and solicitation of goods and services. Exceptions to this must receive the written approval of the vice president for Student Affairs.

## STUDENT RIGHTS, POLICIES, PROCEDURES AND SERVICES

### Access to Student Information

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

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

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

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

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

Any questions concerning rights under this law should be directed to Saint Xavier University's Federal Regulations Compliance Office (vice president for Student Affairs) in L-208.

### Notice of Nondiscriminatory Policy to Students

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

### Title IX of the Education Amendments of 1972

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

A grievance procedure has been established for members of the University community who wish to make a formal notification to the University of violations of the Title IX regulations. Information about those procedures is available from the Federal Regulation Compliance Office (vice president for Student Affairs) in L-208.

### **Students with Disabilities**

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

Saint Xavier University is committed to providing equal access to programs for our diverse student body. For students with documented disabilities, the University assures that appropriate accommodations, modifications and auxiliary aids are provided. Students with disabilities who wish to request accommodations should contact Learning Center and Disability Services in L-109 or at (773) 298-3308.

A grievance procedure has been established for members of the University community who believe an individual has been subjected to discrimination solely because of disability. Information about those procedures is available from the 504 Compliance Office (vice president for Student Affairs) in L-208.

### **Acceptable Use of SXU Information Technologies Policies and Expectations**

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

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

It is inappropriate to interfere with or compromise access to information technologies and communications facilities by others for these purposes. It is University policy to educate users about how they could inadvertently interfere with this access, to warn users when they interfere with access, and to remove access from those who continue to interfere with the access of others. While the University expects to remove individual access only after due process and careful consideration, in those situations in which interference is general or continuous, Information Services will

react immediately to provide and guarantee general access. In all cases, Information Services will collect evidence indicating interference, will present it to the area vice president or to the appropriate supervisor and will notify the suspected offender. In situations in which an individual may inadvertently interfere with the access of others, that individual is expected to identify, learn to avoid and stop the interfering behavior when it is brought to their attention by an affected user or by Information Services staff. The following is a (necessarily incomplete) list of expectations of acceptable use:

**Respect the need for others to use systems to do work.**

- Allow others to have normal response times and sufficient resources from the network, servers, printers and other multi-user systems.
- Never inadvertently or intentionally waste or usurp resources or access to resources such as storage space, processor time, network bandwidth, access ports, or printers and other peripherals. Such waste includes excessive storage for mail messages, excessive processes and excessive network messages such as chain letters, broadcasts, downloads and file sharing.
- Conscientiously limit your use of paper and other printing resources.

**Respect the work of others.**

- Never copy or modify information belonging to others without explicit authorization. This includes personal information, programs authored for sale and material authored for presentation in class or elsewhere. Unauthorized duplication may constitute plagiarism, cheating, theft and/or violations of copyright. The University respects software copyrights. Unauthorized modification includes generating and transmitting viruses and other destructive programs.
- Never place files in folders for which you do not have explicit authorization.
- Check your files and folders for viruses regularly. The spread of viruses damages everyone's personal and system files and folders.
- Update and patch your software regularly to remove vulnerabilities.

**Respect the sensitivities of others.**

- Consider what you display on screen, what you print, and what you send using mail, just like considering how you act and what you say aloud.
- Never act in such a way that another user would feel uncomfortable accessing systems – for example, by sending or presenting harassing, intimidating, abusive or patently unwanted material to others. This includes presentation in messages, on screen and in print where others might see.

**Respect the integrity of the systems.**

- Never share a username and password to access information. A username should be associated with a single individual or position.
- Never use the identity of another or other methods to evade security to gain access to systems and information.
- Never conceal or misrepresent your identity or affiliation in communication.
- Never choose a password that is anyway associated with you or your name or that is in a dictionary or similar list. This information is too easy to search or generate with a program and to use to break into a system with your username.
- Never choose a simple password. Replace your password with some string of uppercase and lowercase letters and numbers.
- Never write your password alongside your username. The first letters of a five- or six-word phrase that you can remember with a digit thrown in make a good and memorable password. For instance, "To be or not to be" might be used to remember "Tb0nTb" where zero is used for "or."

- Never leave an unsecured station unattended.
- Never attempt to discover the identities, passwords and encryption keys of others.
- Never intercept or alter network packets.

**Respect the equipment.**

- Keep trash, smoking, eating or drinking away from hardware.
- Never damage equipment through acts of vandalism, spite, anger, negligence or overuse.

**Respect the law.**

- Never use systems for any purpose that violates federal or state laws.
- Never use systems for commercial purposes without explicit authorization.

**Use and maintain your University electronic mailbox.**

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

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

Members of the community should also recognize that these announcements will often point to University Web pages at [www.sxu.edu](http://www.sxu.edu) for additional information and instructions. The University regularly distributes announcements through the Saint Xavier Today electronic newsletter, which is sent to all of these electronic mailboxes and posted at [www.sxu.edu/today](http://www.sxu.edu/today). The Saint Xavier Today Web page is updated with critical information throughout the day.

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

The University recognizes that members of its community can and may wish to forward messages from their University mailbox to another more convenient, personal mailbox. Nevertheless, it is the responsibility of the student or the member of the faculty or staff to assure that official messages are received by and examined in that external mailbox.

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

**For your own protection, you should recognize that:**

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

Should you have any questions or comments about these expectations and policies, please contact the vice president of Information Resources and Technologies.

### **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 (see Student Handbook).

With the exception of Gilhooley's Grande Saloon, 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 for Student Affairs no later than two (2) 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.

### **Athletic Policies**

The Athletic Code of Conduct as described in the Athletic Department Student-Athlete Handbook is in effect for all athletes and their guests and visitors. All athletes are responsible for knowing this Athletic Code of Conduct and are not to violate it in any way. Saint Xavier University athletes may have their athletic aid contracts terminated immediately if they do not adhere to a specific code of conduct and behavior. This code of conduct requires that the athlete remain in good standing with the University, the residence hall and the Athletic Department. Saint Xavier University athletes must abide by the policies of their coaches and the Athletic Department. Athletes are also bound by the discretion and policies of all Saint Xavier University administrative units.

### **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.

### **Cougar Card/Identification Card**

A University issued identification card (Cougar Card) is required for all students taking credit courses. Cougar Cards are issued in the Office for Student Affairs, L-208. Cougar Cards are validated for use upon receipt of financial clearance through Student Accounts each semester. 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. Lost cards must be reported immediately to Public Safety at (773) 298-IDID. The replacement fee for a lost, stolen or damaged Cougar Card is \$10 and can be billed to a student's account.

Cougar Cards are used to access the residence halls; make meal plan purchases; for library and computer lab usage; at print release stations; to use the Shannon Center; to make purchases at the Campus Bookstore, in vending machines, copiers and laundry rooms; for check cashing (Student Accounts and Bookstore); for the Green Bike program; and for admittance to student activities or University sponsored events.

Students may choose to link their Cougar Card to a TCF Bank checking account to use it as a TCF Bank debit card wherever debit cards are accepted.

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

### **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 wish counseling may request counseling on campus or 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.

An list of drug and alcohol counseling treatment options is available to students through the Career and Counseling Services, 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.

### **Demonstration Policy**

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

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

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

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

### **Guidelines for Demonstrations**

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

Participants are not permitted to:

- Physically or psychologically hinder access to, use of, or egress from University facilities

- Assemble or congregate in any manner that disrupts the University's normal functions
- Create a volume of noise that prevents members of the University community from carrying on its normal activities
- Use obscene or graphically violent images or language
- Employ force or violence, or constitute an immediate threat of force or violence against persons or property
- Fail to observe established closing hours of buildings.
- Possess or use firearms, ammunition, fireworks, explosives, dangerous chemicals, or weapons of any kind.
- Post or distribute flyers in classrooms

#### **Procedures for handling disruptive demonstrations**

The dean of students, or other University person in authority, will determine the point at which the normal operations of the University are disrupted, or that the demonstration has passed proper bounds. The dean, or person in authority, will then require that the demonstration be modified on stated conditions or immediately terminated. Failure to observe such a declaration may subject any student to full disciplinary action, which may include suspension or expulsion from the University pending a judicial hearing at a later date.

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

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

#### **Drug Policy**

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

#### **Electronic Beepers/Cellular Phones**

Audible beepers/cellular phones are prohibited in classes and in the library.

#### **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.

#### **Emergency Procedures**

**3-9-1-1 or 9-1-1**

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 **9-1-1** to secure an ambulance; proceed to notify Public Safety through extension **3-9-1-1**. Remain at the scene.
- In cases of minor illness or injury, call Saint Xavier University Department of Public Safety —emergency extension **3-9-1-1**. 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, **9-1-1** should be called immediately, followed by Public Safety at extension **3-9-1-1**. Give the nature and location of the injury and remain at the scene until appropriate personnel arrive.

### **Persons with Disabilities**

All faculty and staff members are to familiarize themselves with the University's Emergency Instructions for Students with Disabilities. In the event of an evacuation, Public Safety will consult the list of locations of people with disabilities who may require special assistance, which is provided every semester by the Learning Center and Disability Services

Faculty and staff members are requested to assist individuals with disabilities to the extent possible. If it is not possible to safely evacuate a person with a disability using the ground level exit or stairwell, immediately call **3-9-1-1**. If a disabled individual on the 2nd or 3rd 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.

### **Fire Alarm Procedures/Regulations**

Fire alarm procedures and regulations are posted in each room. All persons must evacuate the building immediately upon hearing the fire alarm, using the nearest exit. 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.

### **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 CLAWS and fill out the emergency contact information. This contact can be updated at any time through CLAWS.

### **Political Activities Policy**

Saint Xavier University, an institution of higher education with a strong liberal arts tradition, supports open dialogue on political issues. The University reserves the right to support or oppose issues that affect its values, welfare, the University itself and/or

values and welfare of higher education. The University encourages its faculty, staff, trustees, students and recognized campus organizations to participate actively in political activities on an individual basis. The policies of Saint Xavier University do not restrict the rights and privileges of faculty, staff, students and recognized campus organizations to express their opinions freely. The University is committed to preserving and encouraging a diverse point of view and political opinion.

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

#### **Guidelines**

- In order to preserve its not-for-profit (501C-3) status, the law requires that the University not participate in or intervene in any political campaign on behalf of any candidate for public office.
- The University shall not endorse any candidate for political office.
- Faculty, staff and recognized campus organizations are encouraged to conduct candidate forums prior to elections. Plans for candidate forums must be approved by the provost prior to the event. The provost's decision to approve a forum shall be guided by the principles of equal opportunity for participation and equal opportunity for presentation of opposing points of view.
- All address lists used by the University are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mailroom facilities are not to be used for addressing or distributing political materials.
- No campaign posters shall be posted in or on any of the Saint Xavier University buildings or on campus grounds prior to or during election times, with the exception of those used for historical displays or educational purposes. Tables at the Dining Room west entrance and in the faculty mailroom shall be available for campaign literature for all candidates.
- University buildings and grounds shall not be rented or used for political fundraising.

#### **Posters/Flyers**

Sponsoring organizations are encouraged to publicize events with posters and flyers. These signs must be approved for posting in the Office of Campus Life (L-103). Any poster or flyer displayed off-campus must be approved by the Office of University Relations, (University Relations Building). Signs may be posted only on designated bulletin boards and in the hallway between the Student Lounge and the handicapped entrance on the first floor, north side of the S-Wing in the Warde Academic Center. Only masking tape may be used when posting on hallway walls in this location. Posters and flyers may not be placed on any other walls or doors.

The following policy governs posting on campus:

- Sponsoring student organizations and University departments are encouraged to publicize events with posters and flyers.
- Use of the official University logo or wordmark requires the approval of the Office of University Relations; Use of the Saint Xavier University Shield requires special permission.
- Signs may be posted only on designated bulletin boards and in the hallway between the Student Lounge and the Handicap Accessible Entrance on the first floor (north side of the S-wing).
- Only masking tape may be used when posting on hallway walls in this location.
- Posters and flyers may not be placed on any other walls, doors, or glass.
- Bulletin boards designated for posting are located in the following areas:
  - South wall – at the west end of the SXU Diner;

- Outside the Office for Student Affairs (L-208);
- Stairwell across from information desk at main entrance;
- Main hallway of the Graham School of Management.
- In addition, schools, departments and organizations maintain their own bulletin boards and should be consulted for permission to post at those locations;
- Individuals and/or student organizations are responsible for any property damage resulting from the posting of signs.
- All signs posted must be removed in a timely manner when they become outdated.

### **Room Reservations and Calendar Clearance**

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

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

### **Sales, Advertisements and Solicitation**

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

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

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

### **Sexual Assault Policy**

Saint Xavier University is committed to a community that respects the dignity and worth of each person. In accordance with the University's Catholic, Mercy values and its role as an educational institution, Saint Xavier will not tolerate any form of coercive sexual behavior, including sexual assault, against any members of the community.

The University, in consultation with the victim, will pursue strong disciplinary action against students through the student conduct system as outlined in the Student Handbook. Possible sanctions for persons found in violation of the sexual assault policy range from restrictions of various campus privileges to suspension or expulsion from the University. Non-student members of the Saint Xavier community who have engaged in behavior that violates the sexual assault policy are subject to discipline under the University policies and procedures that apply to them. Violations of the sexual assault policy may also be criminal offenses according to Illinois law.

**Definition of Sexual Assault and Illinois State Law**

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

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

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

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

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

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

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

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

- the accused displayed, threatened to use, or used a dangerous weapon, other than a firearm, or any object fashioned or utilized in such a manner as to lead the victim under the circumstances to reasonably believe it to be a dangerous weapon; or
- the accused caused bodily harm to the victim; or
- the accused acted in such a manner as to threaten or endanger the life of the victim or any other person; or
- the victim was a physically handicapped person; or

- the accused delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, any controlled substance.

**Procedures for Responding to Sexual Assault**

Saint Xavier encourages the reporting of all incidents of sexual assault. The privacy of the victim will be respected at all times. It is the victim's decision whether to press a complaint or to continue with any form of resolution. It is the right of the victim not to report, but if she/he does report, no action will be taken without the victim's consent.

A student who has been a victim of a sexual assault is encouraged to report the incident to the Office for Student Affairs. A staff member will advise the student of her/his rights and the appropriate procedures for filing a complaint. Information will be given to the student regarding the reporting procedures of the Public Safety Department and the Chicago Police Department. If a victim requests a change in academic or living arrangements, options will be discussed and all reasonable efforts will be made to accommodate the request.

The student will be informed of the various support services available through the university, including counseling and medical assistance.

The student may choose an informal resolution process or may decide to file a formal charge through the University conduct system. If an individual student decides to file a formal charge, an incident report should be completed and submitted to the Office for Student Affairs. The University will pursue strong disciplinary action against students found in violation of the sexual assault policy, including suspension or expulsion from the University.

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

**Support Services**

The University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Support is also available to students who do not wish to pursue formal procedures through the Office for Student Affairs. Assistance will be provided in changing academic schedules and living arrangements upon request and as available.

The following campus support services may be notified so they can be available to assist the victim:

- Public Safety
- Student Affairs
- Counseling Center
- Residence Life
- Campus Ministry
- Health Center

*Medical Attention* – It is important to receive medical attention, whether or not you plan to report the crime to police. All services for sexual assault victims are provided free of cost in the State of Illinois. These services include options for an examination, collection of evidence, test for STDs and needed medical care. Any and all of these services may be accepted or refused by the victim.

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

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

Advocate Christ Medical Center  
4500 W. 95th Street  
Oak Lawn, IL  
(708) 684-8000

Little Company of Mary  
2800 W. 95th Street  
Evergreen Park, IL  
(708) 422-6200

Rape Victim Advocates  
228 S. Wabash, Suite 240  
Chicago, IL  
(312) 663-6303

Pillars Community Service  
333 North LaGrange Rd., Suite One  
LaGrange Park, IL  
(708) 698-5500

### **Sexual Harassment Policy**

#### **Purpose**

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

#### **Policy**

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

#### **Definition**

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

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

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

- Suggesting or demanding sexual involvement of another person.
- Unwelcome touching.

- Displaying sexually explicit objects, photographs or drawings (except when warranted for legitimate academic purposes).
- Making graphic or suggestive comments, propositions, sexual gestures, obscene jokes or demeaning sexual innuendos.

The University will not accept as a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

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

#### **Administrative Procedures**

An individual who believes he or she has been subjected to sexual harassment, or who has witnessed harassment, should consider informing the offending party of the objectionable conduct and should swiftly seek counsel from the director of Employee Services, a vice president, or other designated advisor.

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

An individual wishing to make a complaint (complainant) should contact the director of Employee Services or a vice president as soon as possible after the incident or act that gave rise to the complaint. The complainant should describe the act(s) to be investigated (e.g., behavior, location, names, dates, times, circumstances, witnesses or other evidence). In the event the complainant or the accused is a vice president, the complainant should contact the president.

When prompted by a complaint, the vice president (or his/her designee) for each of the parties involved, in consultation with the director of Employee Services, shall:

- Promptly and impartially investigate the complaint by reasonable means, including but not limited to, a conference with the complainant to discuss the complaint and, when appropriate, to explore options to resolve the matter.
- Take corrective action, if warranted.
- Inform the complainant and the person(s) accused of action(s) taken.

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

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

A substantiated charge of sexual harassment against an employee or student will subject the guilty party to disciplinary action, up to and including dismissal.

Reporting sexual harassment or participating in an investigation will not reflect adversely upon an individual's employment or academic status. Any party who retaliates against another for exercising provisions of this policy shall be subject to discipline, up to and including dismissal.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of dismissal.

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

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

### **Smoking Policy**

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

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

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

Designated smoking areas are as follows:

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

Designated smoke-free zones are as follows:

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

- All residence halls

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

The University may provide assistance through Employee Services to those who need help with smoking cessation.

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

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

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

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

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

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

Questions relative to this policy should be submitted to the director of Employee Services.

### **Student Employment**

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

### **Traffic and Motor Vehicle Regulations**

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

Motor vehicle registration must be completed within seven (7) calendar days of the start of each semester or session. Permit hang-on tags must be affixed to the rear-view mirror, with the colored portion facing out.

All students, faculty and staff who park a vehicle on campus must register their vehicle with Public Safety. The price of a general-use and Pulaski Center residential overnight permit is \$125 a year. The price for residential overnight permits on the 103rd Street campus is \$250. Permits are valid from August to August.

There is no replacement cost for a stolen permit, as long as a copy of a police report is presented. There will be no reimbursement of a parking permit fee because of early graduation, termination or any other reason, except for military activation.

**Parking Assignment Regulations**

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

**Parking Violations**

|   | <u>Fines</u> |
|---|--------------|
| • Failure to possess or display a campus permit (\$15 if a permit is purchased when fine is paid) | \$25         |
| • Parked in restricted area   | \$20         |
| • Occupying visitor's parking space (towable offense)   | \$50         |
| • Blocking entrance/exit  | \$15         |
| • No parking zone   | \$15         |
| • Obstructing traffic   | \$15         |
| • Parked in handicapped zone (towable offense)  | \$200        |
| • Blocking two parking stalls   | \$15         |
| • Parking too close to the fire hydrant in fire lane  | \$100        |
| • Parking on lawn (towable offense)   | \$20         |
| • Failure to observe stop signs   | \$30         |
| • Traveling in wrong direction  | \$20         |
| • Careless operation of vehicle (possible restrictions)   | \$50         |
| • Disobeying Public Safety officer's signal   | \$20         |
| • Counterfeit or fraudulent use of a parking permit   | \$200        |
| • Parking in a reserved residential parking stall   | \$20         |
| ○ \$50 fine for the second offense and subject to an automatic tow for the third offense          |              |

- Overnight parking outside of assigned zone      \$20
  - \$50 fine for the second offense and subject to an automatic tow for the third offense
- Any vehicle in Parking Lot 2 —Campus Bookstore —registered to or operated by a resident student, regardless of the time of day, will be subject to an immediate tow; Pulaski Center residential overnight permit holders are permitted to park in Lot 7 and in Lot 5 on Friday and Saturday nights.)
- Speeding (traveling in excess of posted limits)      \$30
  - \$30 fine for first speeding offense;
  - \$50 fine for each subsequent offense within permit year;
  - in some cases, citations will be mailed to the driver of the speeding vehicle.

*NOTE: Saint Xavier University reserves the right to tow a vehicle at the owner's expense. The safety and welfare of all individuals utilizing campus property always will be strictly enforced. Storage, abandonment and incurred payments will be the responsibility of the vehicle's owner. All unauthorized vehicles left on campus after 2 a.m. are subject to tow at the owner's expense.*

The following violations occurring on private property are enforceable by the Chicago and Saint Xavier University Police Departments and may be prosecuted in traffic court or the Circuit Court of Cook County:

- Parking in a handicapped zone      \$150
- Parking in a fire lane      \$150
- Parking within 15 feet of a fire hydrant      \$50
- Operating a motor vehicle while under the influence      \$500  
of drugs or alcohol (includes 48 hours in jail or community service)

#### **Unpaid Citations**

The Office of Student Educational and Financial Services will place a hold on the records of any student with unpaid parking tickets.

#### **Past Due**

A ticket will be recorded as past-due 14 days after the date of issue, and a late fee of \$5 will be added to the original fine.

#### **Payment of Fines**

Fines may be paid at the Office of Student Educational and Financial Services 8:30 a.m. – 7 p.m., Monday – Thursday, 8:30 a.m. – 5 p.m., Friday, or by mail addressed to:

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

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

#### **Vehicle Damage or Theft**

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

#### **Parking Permit Transfer Policy**

Any faculty, staff member or student who permanently changes his or her vehicle(s) is entitled to transfer the permit at no cost. In order to transfer your permit, you must contact the Public Safety Office Monday – Friday, 8:30 a.m.-4:30 p.m. at (773) 298-3950.

**Switchboard, (773) 298-3541**

- Seven (7) days a Week 6:30 a.m. – 11 p.m.
- Holiday schedules are subject to administrative discretion..
- Please remember to sign up for our campus alert system via CLAWS. For assistance, contact the help desk at 3291 or e-mail [helpdesk@sxu.edu](mailto:helpdesk@sxu.edu)

## STUDENT CODE OF CONDUCT

### **Student Ethos Statement**

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

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

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

### **Personal Integrity**

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

### **Respect for Others**

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

### **Respect for Property**

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

### **Respect for Authority**

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

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

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

### **Student Conduct System-General Information**

#### **Responsibility and Authority**

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

#### **University Student Conduct and Public Law**

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

#### **Off-Campus Cases**

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

#### **Off-Campus Housing**

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

#### **Confidentiality**

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

#### **Disciplinary Actions**

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

**Retention of Records**

Student conduct files are maintained by the Office for Student Affairs for five years from the date of the incident.

**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.

**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 e-mail account. It is the student's responsibility to access email in order to receive communications regarding conduct proceedings. 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.)

**Student Rights in the Conduct System**

Students have the following rights in the conduct system:

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

**Emergency Administrative Action**

The vice president for Student Affairs or her/his designees shall have the authority to immediately suspend a student from the University or University housing, relocate an individual within University housing, and/or restrict activities of the individual on campus, pending disciplinary procedures, when it is believed that the presence of the student would seriously disrupt the University or constitute a danger to the health, safety or welfare of the University, to property, to others, or to the student. The student will be notified in writing of the emergency administrative action. Parents,

academic deans, Public Safety, or other personnel may also be notified of the action. A hearing will be scheduled, and the student will receive written notification of the charges. Unless otherwise approved by the vice president for Student Affairs or his/her designee, the emergency administrative action will remain in effect on an interim basis pending completion of the conduct process. Emergency Administrative Action cannot be appealed.

### **Code of Student Conduct**

#### **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 Student Handbook and the Academic Catalog.

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

#### **Personal Integrity**

- A. Sale, possession, consumption and service of alcoholic beverages by any person under the age of 21 is prohibited in accordance with Illinois State Law. Possession, consumption and service of alcoholic beverages on campus by individuals 21 years of age or older may be allowed under specified circumstances and in designated locations. Possession by any individual of alcoholic beverages in residence halls is prohibited. Students not consuming but in the presence of alcohol are also subject to disciplinary action.
- B. Possession, use, intention to distribute, sale, or distribution of illegal drugs, controlled substances, narcotics, drug paraphernalia, or any hallucinogen without a medical prescription or appropriate authority.
- C. Use of tobacco, in any form, in those areas that have been identified as prohibiting such use. Use of tobacco is not permitted in classrooms, hallways, residence halls, lecture halls and laboratories, and is restricted to designated areas.
- D. Engaging in forgery, alteration, unauthorized use, or fraud involving University records, documents or instruments of identification. Falsification of information (written or oral) submitted to any University office, department, proceeding or individuals acting in their official capacity.
- E. Engaging in illegal and/or unethical activities, whether or not legal charges are filed.
- F. Violations of University policies, regulations or rules, including the terms of any disciplinary sanction properly imposed and/or retaliation related to any formal or informal judicial proceedings, parking rules and motor vehicle regulations. Failure to act in accordance with University or national charters/constitutions of student organizations.
- G. Threat or action of endangering one's self.

#### **Respect for Others**

- H. Interfering with the health and/or safety of a member of the University community.
- I. Hazing, harassment, racist behavior, defamation, retaliation, obscene language or actions, coercion, threats, endangering the safety of others, physical or psychological abuse or intimidation of any member of the Saint Xavier

University community or others using its facilities, either in person or through electronic means.

- J. Inappropriate, disruptive or disrespectful behaviors that evidence poor adjustment to the community.
- K. Any form of coercive sexual behavior, including sexual assault and sexual harassment.
- L. Engaging in disruptive behaviors on campus, on line, or on property contiguous to or within a five-mile radius of any University campus, or at any University-sponsored activity.
- M. Possession, display or use of firearms, weapons (including look-a-like or collector weapons), fireworks, explosives or ammunition (including empty shells or casings) or the abuse or intended misuse of flammable substances on University property. Employees of government law enforcement agencies, who are required to carry firearms at all times, are exempt from the University's policy prohibiting the possession of firearms on campus.
- N. Actions of one's guest(s) that violate University policies. It is the responsibility of each student to inform his/her guest(s) of University policies and community expectations for behavior. Hosts will be held responsible for the actions of their guests.

#### **Respect for Property**

- O. Engaging in arson, the irresponsible use of fire and/or fire exit doors, and/or tampering with fire information and/or safety equipment, or failing to follow fire drill or other emergency procedures.
- P. Tampering with University property or equipment or causing damage to personal or University property. Removal of windows or screens from University buildings.
- Q. Unauthorized access to, presence in, or use of University facilities or grounds. Unauthorized access to the roof of any University building or structure.
- R. The duplication or unauthorized possession of a key or access card (Cougar Card) to University property.
- S. Theft of personal or University property and the sale, receipt or possession of stolen articles. Theft, misuse or misappropriation of equipment, funds, products of a non-University contractor, or University services (including but not limited to telephone, dining and print services).
- T. Theft, misuse or misappropriation of library, computer or research materials and/or information. Inappropriate use of university e-mail and Internet services.
- U. Unauthorized use of or attempt to use University property or the University name or credit in a manner inconsistent with its designated educational objectives.

#### **Respect for Authority**

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

- W. Interference with or obstruction of instruction, activities, research, conduct proceedings or University administration; failure to observe the established closing hours of a building; obstruction of authorized access to, use of, or egress from University facilities. Determination of whether a student is being disruptive in class is left to the sole discretion of the faculty member leading the class.
- X. Gambling in any non-legal form; sponsoring illegal lotteries or raffles on University property; unauthorized selling, soliciting, canvassing or advertising.

### **Sanctions – Individual**

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

1. *University Warning*  
A University Warning is an official warning that the student's behavior is inappropriate and violates the Code of Student Conduct of Saint Xavier University. A copy of the letter of warning is placed in the student's file and serves as notification that further misconduct could result in additional disciplinary action.
2. *Educational Activities*  
Educational Activities are required activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational Activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate and to educate other students so they do not find themselves in similar circumstances. This type of disciplinary action may include, but is not limited to, engaging in a campus or community service project, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone, or engaging in some type of personal assessment, mediation or counseling.
3. *Restitution and Fines*  
Restitution is compensation required of students who engage in the theft, misuse, damage or destruction of institutional, group or private property. For some violations, fines may be imposed. The amount, form and method of payment for restitution and fines will be determined by the hearing officer(s).
4. *Modification of Guest Privileges*  
This action would restrict or remove guest and/or visitation privileges in University housing, in campus facilities or on campus grounds for a specified period of time.
5. *University Housing Probation*  
University Housing Probation is a formal notice that the student's behavior is unacceptable in University Housing, and that continued misconduct could result in further disciplinary action. University Housing Probation is for a specified period of time, typically not less than one semester. During the probationary period, the student must demonstrate willingness and ability to act in accordance with acceptable standards of community living. The student may be required to resign any residence hall office or committee appointment, and/or may be subject to restricted participation in Residence Life programs.
6. *Administrative Move*

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

7. *Suspension from University Housing*

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

8. *Termination of Housing Contract*

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

9. *Limitations on University Activities and Access*

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

10. *Disciplinary Probation*

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

11. *Postponement of Activity Participation and Conferring of Honors and Degrees*

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

12. *Suspension from the University*

Suspension from the University involves the temporary removal of the student from the University for a specified period of time. Suspension from the University further involves the following: the action of suspension will be documented on the student's disciplinary record; the student will be withdrawn from all enrolled

courses; the student shall forfeit fees; the student must refrain from visiting the University premises except when engaged in official business approved in writing by the Office for Student Affairs. Persons notified of the suspension may include parents, academic deans, Public Safety, or other appropriate personnel at the discretion of the Office for Student Affairs.

**Reinstatement from Suspension:** When a student has concluded the suspension period and completed the conditions accompanying the suspension, the student must submit a letter to the Office for Student Affairs requesting reinstatement and providing evidence that the terms of the suspension have been met. The student may return to the University only after an affirmative decision has been made by the Office for Student Affairs.

13. *Expulsion from the University*

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

**Student Organization Sanctions**

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

1. All sanctions previously described.
2. Written or verbal notification to national organization representatives, officers or Advisors.
3. Organizational Probation: Probationary status for a specified period of time, typically not less than one semester, during which time the organization may be required to fulfill specific conditions prior to reinstatement to good standing.
4. Social Probation  
Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside of its own membership.
5. Organizational Suspension  
For a specified period of time, typically not less than one semester, organizational suspension means the group has no authority for operating on campus or at off-campus sponsored University events. Suspension involves the loss of all rights and privileges of student organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization. Probationary Status may be assigned for one year following the completion of the suspension period.
6. Termination of the Student Organization  
Termination of a student organization is the most serious University disciplinary action for a student organization. Termination is the total and permanent separation of the group from the University. This includes total prohibition for the

organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University-associated events that can in any way promote the goals, purposes, identity, programs or activities of the organization. Termination involves the loss of all rights and privileges of student organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization.

All decisions about and actions imposed on student organizations or groups will be kept on file by the Office for Student Affairs and in student organization files with the Department of Campus Life for five (5) 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.

### **Terms Defined**

#### *Incident Report*

Incident Reports are used to notify University officials about a potential violation of the University's Code of Student Conduct. Any member of the University community or off-campus individuals can submit an Incident Report. Anonymous Incident Reports will not be considered for formal disciplinary action. The Incident Report contains the date, time, location, names of individuals involved, and details of the incident. Incident Reports are submitted to the Office of the Dean of Students and are reviewed by the dean or associate dean, and a determination is made regarding how the case will proceed.

#### *Letter of Allegation*

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

#### *Correspondence*

All correspondence regarding all aspects of the Code of Student Conduct is prepared by the Office for Student Affairs. 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 e-mail account, hand delivery and certified mail.

#### *Letter of Notification*

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

#### *Victim Notification*

Victims may be notified of the hearing results after the appeal process is completed.

#### *Student Organization*

A 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.

#### *Witness*

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

#### *Hearing Coordinator*

The hearing coordinator is a member of the Office for Student Affairs staff. The hearing coordinator will conduct the pre-hearing with the student, makes all arrangements for the University Conduct Board proceedings, prepares all

correspondence to the student and participates in the University Conduct Board hearing as a non-voting member.

#### *Advisor*

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

#### *Case*

A case is created when incident reports are compiled and assigned a case number. Case documentation is maintained in the Office for Student Affairs, 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 for Student Affairs.

#### *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 if a request is made in writing to the Office for Student Affairs. The conduct file is confidential and may be reviewed by designated Office for Student Affairs staff.

#### *Hearing Officer*

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

#### *Informal Meeting*

Based on the details of a case, the Office for Student Affairs 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.

#### *Behavioral Agreement*

A Behavioral Contract is issued by the Office for Student Affairs when a student's behavior poses a significant disruption to the community, threat to self or others and follows a Psychiatric Evaluation as described in the Medical/Compassionate Withdrawal Policy. A Behavioral Agreement is an agreement by the student to adhere to specified conditions. Failure to comply with the Behavioral Agreement may result in judicial or administrative proceedings.

#### *Student*

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

#### *University Community*

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

### **Hearings**

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

#### **1) Administrative Hearing**

An administrative hearing is a formal hearing conducted by one or more hearing officer(s). The disciplinary actions that can be taken at the administrative hearing level, with the exception of the vice president for Student Affairs, are sanctions 1 - 11.

## 2) **University Conduct Board Hearing**

Incidents that could result in suspension or expulsion from the University or may be of a controversial or sensitive nature are referred to the University Conduct Board by the Office for Student Affairs. When the University Conduct Board is not in session (semester breaks, exam periods or summer recess), cases may be heard as administrative hearings. In these instances, the hearing officer(s) have the authority to impose the full range of sanctions available to the University Conduct Board, sanctions 1-13.

The University Conduct Board is comprised of a chair, an alternate chair and a minimum of four (4) representatives from the faculty, staff and student body. The Office for Student Affairs will make every effort to exhaust the list of appointed University Conduct Board members to ensure that at least one member from each group is present. The members of the University Conduct Board are appointed by the vice president for Student Affairs from a pool of faculty, staff and students nominated by the Faculty Senate, Student Government Association, and the Office for Student Affairs. The members of the University Conduct Board will be appointed at the beginning of the academic year and will serve for one (1) academic year. The chair of the University Conduct Board (board chair) is appointed by the vice president for Student Affairs from the members appointed to serve on the University Conduct Board. An alternate chair will be appointed by the vice president for Student Affairs from the appointed members of the University Conduct Board.

A hearing before the University Conduct Board will include the board chair and a minimum of four (4) members of the board, the accused student(s), the complainant(s), witnesses and advisers. The deliberations by the board will be conducted in private. A quorum consists of five (5) voting members. The outcome of the case is communicated to the student verbally and in writing.

### *University Conduct Board Pre-Hearing*

All cases referred to the University Conduct Board must have a pre-hearing at least one (1) day prior to the hearing. Advisers are permitted at the pre-hearing. Witnesses are not permitted at the pre-hearing. The pre-hearing provides an opportunity for the accused student to review all written reports about the allegations and make an initial response to them. The hearing coordinator will compile a summary of the student's response for presentation at the University Conduct Board. During the pre-hearing, there will be a full explanation of:

- The hearing coordinator's role;
- Student rights in the conduct process;
- Review of the charges;
- Examination of the reports;
- University Conduct Board procedures;
- Opportunity to state case/respond to reports; and
- The date and time of the University Conduct Board hearing.

### *University Conduct Board Hearing Format*

1. At the beginning of the hearing, the accused student will be introduced by the hearing coordinator to others who are present.
2. The student's understanding of his/her rights in the conduct process will be reviewed by the Board Chair.
3. The accused student will be informed of the alleged violations of the Code of Student Conduct.

4. Incident Reports and supporting documentation will be reviewed.
5. All communication between the accused student, complainant, victim and witnesses will be directed to the Board Chair.
6. The complainant/victim will be asked to describe what happened.
7. The accused student will have an opportunity to respond.
8. Witnesses will be asked to describe what happened, and the accused student will have a chance to respond.
9. The Board Chair may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying.
10. The Board Chair will decide the order of witnesses and when the victim and witnesses will be in the hearing room.
11. The Board Chair and/or members of the University Conduct Board may ask questions of any accused student, complainant, victim or witness during the hearing.
12. At the conclusion of the hearing, the accused student, complainant, victim, advisers and witnesses will be excused. These individuals will not be present during the deliberations of the University Conduct Board.
13. After the deliberations, the decision will be communicated to the accused student, including information on the appeal process.

#### *Substitution of Members*

If members of the University Conduct Board believe they are not qualified to serve on the board for personal or official reasons, they may release themselves. A student whose case is before the University Conduct Board may not object to the membership of the University Conduct Board except for reasons of official or personal conflict of interest. The board chair will determine the validity of such objections and the chair's determination shall be final.

### **3) Student Organization Hearing**

A student organization hearing is a hearing conducted by one or more hearing officers or, in serious cases, the University Conduct Board. A case is considered serious when it is possible that the student organization could be suspended or terminated. The hearing officer(s)/Board Chair will review all of the evidence and interview the appropriate members of the organization, and, if necessary, appropriate witnesses. The hearing officers will deliberate in private and make a decision about the organization's responsibility for the alleged misconduct and issue appropriate sanctions. An organizational hearing differs from an administrative hearing/University Conduct Board hearing in that (1) the organization's adviser 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.

#### **Witness Procedures**

Witnesses are permitted at hearings. Students involved in simultaneous, related judicial proceedings cannot serve as witnesses for each other. It is the responsibility of the student charged to contact the witnesses, request their attendance at the hearing and notify the hearing officer(s) of the witnesses' names at least 24 hours prior to the hearing date. Victims, complainants and the hearing officer may also invite witnesses to appear at the hearing. If a witness is unable to attend the hearing, the witness may

provide a written statement, including but not limited to sworn testimony, and discuss the statement with the hearing officer before the scheduled hearing, or participate in the hearing via telephone. The hearing may proceed even if all witnesses are not present. The hearing officer may limit the number of witnesses permitted to attend the hearing.

### **Advisor Procedures**

Advisors are permitted at pre-hearings and hearings. The student charged has the right to have one adviser present, with the exception in which the student would like both parents/guardians to attend. In this case, no other advisers are allowed. Advisers can be Saint Xavier faculty, staff, students or family members. The adviser serves as a support person and is intended to provide direct assistance to the student before and during the hearing. The adviser may not speak for the student, nor address the hearing officer(s) or the University Conduct Board. The adviser may not function as legal counsel. Attorneys or individuals with juris doctorates are not permitted at the hearings. The student must inform the hearing officer of the name of the adviser(s) 24 hours prior to the hearing date.

### **Attendance**

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

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

If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the charged student. Such an absence will not be considered grounds for an appeal.

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

### **Appeals**

Students found responsible for serious conduct violations may request an appeal hearing when the sanctions imposed include one or more of the following:

- suspension from University housing for more than 10 days
- termination of the housing contract
- disciplinary probation
- suspension or expulsion from the University
- postponement of conferring of honors and degrees
- suspension or termination of a student organization

Appeals are not re-hearings, and they are not granted on the basis of disagreement with the original decision. The Office for Student Affairs will review appeal requests to determine if there are grounds to warrant an appeal hearing, as outlined below. At the

Office of Student Affairs's discretion, one or more appeal officers may be present at an appeal hearing. For cases in which the Office for Student Affairs makes the disciplinary decision, the vice president for Student Affairs or the vice president's designee will assume the appeal role described in this section. References to the Office for Student Affairs in the appeals section shall be understood also to refer to the vice president for Student Affairs or the vice president's designee.

Appeals will be considered based only on the following reasons:

- *New Evidence of a Substantive Nature*: New, significant or relevant evidence regarding the case becomes available after the hearing. 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 University conduct procedures were not followed.
- *An Arbitrary or Capricious Finding*: The disciplinary action taken can be shown to be capricious and arbitrary.
- *Hardship Consideration*: Sanctions issued pose a significant hardship. (For hardship consideration, it is expected that the student accept responsibility for the violation(s) of the Code of Student Conduct.)

#### **Timeline**

A student has two (2) working days after receipt of written notification of a disciplinary decision to file an appeal request with the Office of the Dean of Students. Failure to request an appeal within the two (2) working-day period waives the right to request an appeal. Disciplinary actions will not be implemented while an appeal is under consideration. An appeal may not be submitted for cases handled administratively.

#### **Request for Appeal**

The appeal must be typewritten and submitted with a Request for Appeal Form. This form is available on the Code of Conduct web page, [www.sxu.edu](http://www.sxu.edu), Keyword: Appeal. 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 to the Request for Appeal Form. The completed form is submitted to the Office of the Dean of Students.

An administrative decision to grant or deny an appeal request will be made at the discretion of the Office for Student Affairs, which may take one of the following actions: 1) uphold the original disciplinary decision and thus deny the appeal; 2) modify the disciplinary decision; 3) refer the case for a new or partial rehearing; or 4) dismiss the charges. The appeal officer will notify the student in writing of the decision to grant or deny the request for an appeal.

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

#### **Parental/Guardian Notification of Alcohol and Other Drug Violations**

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

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

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

The University maintains the following policy:

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

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

**RESIDENCE LIFE HANDBOOK**

2010-2011

BY VIRTUE OF THIS HANDBOOK BEING ONLINE, EVERY RESIDENT IS RESPONSIBLE FOR BECOMING AWARE OF POLICIES AND PROCEDURES.

**ADDENDUM**

Any addenda to this handbook will be updated online and become effective immediately.

## RESIDENCE LIFE STAFF

The director of Residence Life is a full-time professional staff member who supervises all phases of University housing, including the judicial process for resident students. The associate director and assistant directors of Residence Life are full-time, live on professional staff members who oversee the programming, operations and development of the residence community. In addition, Graduate Assistants are part-time live on staff members who work with the resident community. All staff members are available daily in their offices, and can be contacted outside of posted office hours. There is a professional staff member on call each day/overnight. They attend to individual needs of students, coordinating various programs to serve the residence hall community. They also oversee the general management of the halls and supervise other staff members (resident assistants). The goal of Residence Life is to create an environment that promotes intellectual and personal growth.

There are 29 resident assistants (RAs) to help reach this goal. RAs live with the residents. They are trained paraprofessionals who organize their floor's programming and are available to help meet residents' needs. Each RA has a duty night when he/she is responsible for covering the building. The RAs are available to help the residents whenever possible.

Campus Ministry also supports resident students with live in staff. Resident Peer Ministers are trained paraprofessionals who provide additional resources to students through programming and spiritual support. Graduate Assistant Hall Ministers plan and staff retreats, Renew groups, and are on call each day/overnight to respond to students' needs.

The responsibility to create a positive learning environment also rests on the Residence Hall Association and the residents themselves. In reality, the governing and promotion of compatible community are everyone's responsibility.

The director of Residence Life has the responsibility to make all final decisions including, but not limited to:

- Room assignments
- Guest arrangements
- Student behavior that may be damaging to the individual, other residents, or the University's property
- Undergraduate staff selection, supervision and training
- Facilities usage and program registration

## RESIDENCE LIFE AND CAMPUS MINISTRY PHILOSOPHY STATEMENT

Saint Xavier University strives to create an experience of residential community living that supports the development of the whole person. To this end, the Office of Residence Life and the Department of Campus Ministry staff the residence halls.

The Office of Residence Life works to enhance the overall living experience of students who reside in University housing. Trained professionals (assistant directors and residence directors) and student paraprofessionals (resident assistants and community advisors) work to create an environment that facilitates healthy living, academic advancement and social interaction.

Campus Ministry seeks to nurture the religious, spiritual and personal growth for all students. By serving students directly in the residence halls, hall ministers and student peer ministers provide outreach and support in these areas and work collaboratively with Residence Life to further the goals of student development while in college.

Though operating from different frameworks, Residence Life and Campus Ministry live and work side by side with residents and share the gift and responsibility to create an inclusive community that fosters mutual respect and group responsibility through listening, caring and challenging resident students.

Rooted in Saint Xavier's core values and encompassing the Catholic and Mercy identity of the institution, these individuals use their talents and resources to enhanced personal, spiritual, social and educational development of students.

*Approved, 2007*

### RESIDENCE LIFE OBJECTIVES

- To involve all students in a positive living environment.
- To develop a sense of community within the residence halls and to maintain a connection with students in university apartments through establishing respect and group responsibility
- To offer individual support, advising and/or referral assistance.
- To stimulate personal growth through leadership experiences, challenges to peer pressure and examination of values.
- To assist students in developing social and recreational outlets by establishing constructive ways to use leisure time.
- To personalize the student's University experience by promoting informal contacts with the University faculty and staff, and by effectively presenting information on University services, programs, policies and procedures.
- To raise the level of educational and cultural awareness of students, to provide assistance in the learning process, and to offer opportunities for exploring academic and vocational interests.

## RESIDENTS' RIGHTS AND RESPONSIBILITIES

Within the community environment of University housing, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the student/resident. Each resident has the responsibility as a citizen in the residence hall community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, a safe environment and a positive academic learning environment remain important to the residence life program. Residents must work with the residence hall staff, as well as peers, toward the protection of those rights by following the policies and procedures outlined here.

The Association of College and University Housing Officers International (ACUHO-I) represents 800-plus institutional members and housing officers employed by colleges and universities globally. Saint Xavier University's Department of Residence Life subscribes to and supports the ACUHO-I Statement of Student Rights and Responsibilities as adapted below.

### **Resident students have the right to:**

- Express themselves creatively within established guidelines.
- Expect enforcement of the housing agreement/contract.
- Direct access to staff who provide assistance, guidance and support as needed.
- Host guests within established guidelines.
- Equitable treatment when behavior is in question.
- Enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation or political affiliation.
- Participate in student governmental bodies and Residence Life committees.
- Individual and group educational and developmental opportunities in their living community.

### **Resident students have the responsibility to:**

- Know and adhere to rules and regulation of the University and Residence Life.
- Abide by all local, state and federal laws and ordinances.
- Comply with reasonable requests made by staff or University officials.
- Attend class.
- Meet expected room and meal plan payment schedules.
- Comply with all building closings.
- Uphold building security.
- Monitor and accept responsibility for the behavior of guests.
- Report violations of rules and regulations to the appropriate staff.
- Respect the rights of others, as stated above.
- Search for solutions to problems; start with your RA, and then, if necessary, bring residence hall problems to the attention of the resident hall director; in an extreme case, problems can and should be brought directly to the attention of the director of Residence Life.
- Participate actively in self-governance.
- Participate in Residence Life committees as requested.
- Express themselves individually or by association with groups.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Contribute positively to the community by participating in educational and developmental activities.

## RESIDENCE HALL ASSOCIATION

The primary purpose of the Residence Hall Association shall be to represent the residence hall population in all aspects of campus life, to create opportunities for students to interact and to provide leadership for change in accordance with the goals of the students and the mission of the university. The residence hall association is also organized to facilitate communication and cooperation between the resident students and university by acting as the official advisory body of residents. RHA voices issues and concerns effectively through a unified body, thereby providing programs that enrich student life, extending and enriching the academic experience and contributing to an environment which encourages personal growth and development.

## HOUSING FACILITIES

### **Bike Storage**

Bicycles may not be parked anywhere inside the residence halls except in a student's room with the consent of the student's roommate. Bicycles may not interfere with an exit from the room in the case of an emergency. Rubloff Hall is equipped with in room bike storage.

### **Cable Television**

Standard digital cable is available in each room/apartment. Coaxial cable is not provided. Each room is supplied with a digital converter box and remote required to transmit cable to student rooms. Students are responsible for damage or loss of the digital box and remote control. Fees will be assessed to a student's account for damage/loss of the digital box (\$300) or remote control (\$50). Problems with your cable television should be submitted as a work request through CLAWS. Students may not elect to add services to an individual room/apartment. Failure to abide with acceptable usage guidelines will result in disciplinary action.

### **Children**

Infants and children under the age of 10 are not allowed in any area of University housing, including a resident's private room/apartment. University housing is not designed for family living; therefore, residents with children are not allowed visitation in University housing. The only exception to this rule is during family visit days or during the move-in or move-out process each year with the presence of the parent or legal guardian (with approval of the Department of Residence Life).

### **Computer Access**

A University laptop loaner program is available to resident students. Laptops can be checked out at the front desk of designated buildings. Guidelines for usage are established and enforced by the Departments of Information Services and Public Safety. The laptop computers should be used primarily for academic purposes.

### **Computer Services**

Residents will have Internet access in each room/apartment. Pacelli and Regina Halls have wireless Internet access that allows students to access the Internet in their rooms and common areas of the building with their personal computers or laptop computers. Wireless connections also can be made in the SXU Diner, Student Lounge, The Robert & Mary Rita Murphy Stump Memorial Library, Cougar Pause, Schmitt Quad, Maurice's, Figaro's, Rhubarb's, Pulaski Center, Graham School, Learning Center, the S-Wing Breezeway and Gilhooley's. The wireless connection can be made with the "802.11b wireless Ethernet protocol" card available to order through the University bookstore, or it can be purchased where electronics are sold. Suite-style residence rooms and 10140 S. Pulaski apartments are hard-wired with an Ethernet 10 Base-T connection that allows students to connect to the Internet in their rooms only. An Ethernet patch cable and a 10/100 Ethernet card can be purchased from any local computer store. Many computers are sold with an Ethernet port built in.

### **Decorating**

Each student is allowed to decorate his/her room/apartment, with the understanding that no physical or permanent alterations may be made. All damages that result from the alterations will be billed to the student's account. When an individual student can not be identified as responsible for the damages, damage costs are split between room/suitemates.

#### **Room decorating guidelines:**

- All items hung on the wall must be affixed with masking tape or rubber putty.

- Do not use double-face tape (3M brand products for example) of any kind on the walls ... this will peel the paint. Never use cellophane tape!
- Blinds have been hung in each room. Additional drapery of any kind is not permitted. Screens and/or window stops must remain in the windows at all times.
- Do not hang nametags or place stickers on your entrance door. Please use the board on the wall next to the room entrance.
- Do not write on any of the walls with temporary or washable markers. Please do not affix stickers to any of the walls or doors.
- Absolutely no holes may be put in any wall of your room.  
Students living in on campus suite style rooms may not hang or tape anything to the walls finished with Zolitone. These are the walls with a speckled-paint finish surrounding the living room and bedroom windows.

### **Doors**

Entry, corridor and room doors that are left propped open or unlocked create a potential security breach and fire hazard. For the sake of all residents, please leave all doors closed and locked. Each residence hall and 10140 S. Pulaski is accessible at the main door with a student ID card coded for each resident's respective housing assignment. Students found to have unauthorized access to doors may be fined up to \$100.

### **Furniture and Equipment**

Furniture may not be moved from one room to another or be removed from the building. It is assigned to a room and must remain there. Room furniture may be arranged in any reasonable manner. Lofting of beds is not permitted. There is no storage space available in the residence halls/apartments. The University does not provide storage for any room furniture. All extra personal items and boxes must be sent home.

In the event that any University furniture or property (i.e. lounge furniture), excluding provided bedroom furniture, is found in the room or possession of a student, the student is subject to disciplinary action, including a fine per day, per item, until the furniture is returned to its proper location. Responsibility for repairing or replacing damaged furniture falls on the student, not the University, in this case.

### **Laundry**

The residence halls and university apartments have coin- and/or card-operated laundry rooms. It is the resident's responsibility to remove personal items in a timely manner. The University is not responsible for items left in the laundry rooms. If laundry machines are not working properly submit a work request through CLAWS.

### **Microwaves**

Microwaves are available for use in common areas of Pacelli and Regina Halls. They are prohibited in these residents' rooms. Absolutely no cooking (including popping of popcorn) may be done in student rooms in Pacelli and Regina Halls or other unauthorized areas in any residence halls.

A microwave convection oven is furnished in each room of the suite style halls. Microwaves are permitted in university apartments provided they are properly installed in the kitchen.

### **Personal Property**

The University is not responsible for the loss of or damage to, personal property of the student. Homeowners' insurance policies generally cover personal property losses of dependents at college.

### **Telephones**

Residence hall rooms and apartments at 10140 S. Pulaski are equipped with one active telephone line that provides unlimited local and nationwide long-distance calling. Students are billed \$25 per semester for this service. Use of the telephone service on campus must abide by all federal and state laws and rules of conduct of this University. In addition, the telephone service is a shared resource of the University. As such, use of the telephone service is to be consistent with any other shared resources on campus and is not to be abused or monopolized. The telephone service is to be used only for normal residential calling and not to be used for data connections or any other type of non-residential non-voice communications. Suspected abuse will be investigated, and should it persist after a probationary period, calling privileges will be terminated. What is considered abusive or excessive usage will be determined at the sole discretion of the University. Apartments at 10140 S. Pulaski equipped with this service have a university issue telephone.. Replacement cost for these telephones are \$400.

## HOUSING POLICIES, PROCEDURES AND SERVICES

### Adult students

The University does not provide housing to new student residents who are 23 years of age or older. Current residents who are 23 years of age and older may continue in housing if appropriate accommodations are available. If space becomes available the Office of Residence Life will make attempts to accommodate housing requests from adult students but may be limited by the small number of available single rooms. Adult students must complete an interview with the director of Residence Life prior to being assigned a residence space.

### Alcohol Policy for Residence Halls

Sale, possession, consumption and service of alcoholic beverages by any person under the age of 21 is prohibited in accordance with Illinois State Law. Possession by any individual of alcoholic beverages in residence halls is prohibited. Students not consuming but in the presence of alcohol are also subject to disciplinary action. Possession of alcohol paraphernalia is prohibited and in violation of State law. This includes, but is not limited to, electronic alcohol signs, any empty alcohol containers, including bottle and can collections or other items deemed inappropriate by Residence Hall staff.

### Alcohol Policy for University Apartments

- Students and guests are subject to Illinois State Law, which prohibits the sale, possession and consumption of alcoholic beverages by any person under the age of 21.
- Alcoholic beverages may not be transported or consumed in open view in public or common areas (including but not limited to porches, landings and yard space outside).
- Alcohol in excess as determined by the Dean of Students Staff and/or the Department of Public Safety (including but not limited to kegs of beer) are not allowed, at any time.
- Alcoholic beverages may only be consumed in the apartments by students who are 21 years of age or older and in an atmosphere which does not create significant noise or other disturbances.
- No alcohol may be consumed in the presence of minors.
- Students must dispose of all alcohol present when asked.
- Possession of alcohol paraphernalia is prohibited and in violation of State law. This includes, but is not limited to, electronic alcohol signs, any empty alcohol containers, including bottle and can collections or other items deemed inappropriate by Residence Hall staff.

### Contract

The housing contract is a legal document. The student shall carefully read both sides of the document and retain a copy for future reference.

### Courtesy Hours

Residents and their guests will be expected to be considerate of other residents and tenants within and outside the residence halls and university apartments, refraining from creating unnecessary noise. This policy will be effective at all times.

### Class attendance

Students residing in University housing are expected to attend classes with satisfactory academic progress/persistence toward graduation. When students are unable to attend class due to illness or an emergency, they may notify the Office for Student Affairs and request a notice be sent to instructors.

**Credit hours**

Students residing in University housing must be enrolled in a minimum of 12 credit hours for the entire semester. If a student falls below this mark, the student is required to submit a "Below 12 Credit Hour Form" through CLAWS to the Office of Residence Life and meet with a member of the professional staff. Students may be given a probationary term and be allowed to remain in University housing if they fall to part time status for no more than one semester during their academic tenure at the discretion of the director of Residence Life.

**Cancellation policy**

Students enrolled at Saint Xavier University who sign a future term housing contract and withdraw between the signing date and the designated drop/add date of the semester will be assessed a \$300 penalty.

**Check-in/Move-in Procedure**

Residents who do not check-in during the designated time may forfeit their room assignment if the Office of Residence Life is not notified by calling (773) 298-3977 by 5:00 p.m. the business day following move-in. Residents who check in after their designated time of any hall opening will be fined \$25.

**Early arrivals** – International students and out-of-state students (students who live beyond 400 miles of the campus) are expected to move in during the designated check in dates and times. Requests for individual considerations must be made in writing to the director and submitted to the Office of Residence Life three weeks prior to arrival. Residents must abide by all rules and regulations written in the check-in forms.

**No-show policy** – Students who do not arrive at the beginning of a new semester within 72 hours of the designated check in time and have not made prior arrangements with the Office of Residence Life will be cancelled from housing for the current term and be assessed the cancellation penalty. Housing will not be guaranteed for the semester if the student is deemed a no-show.

**Check out/Closing Procedure**

The residence halls are closed during all official vacation periods including Thanksgiving break, semester break, spring break and Easter break. Residents must vacate their room during all closed periods and comply with all building closing requests which vary for each closing such as turning in room keys, removing garbage from rooms, closing windows, turning off all lights and electric equipment and locking doors. International students and students who live beyond 400 miles of campus may request to reside on campus during the Thanksgiving, spring and Easter break closed periods at a rate of \$150 for the duration of the closing to be billed to the student's account. Residents in classes the evenings of hall closings may request a check out extension at no charge. Requests must be made via CLAWS no later than 10 days prior to the upcoming break. Off-campus residents may remain in their apartments during these hall closing periods. Students who attempt access to the residence halls during these closed periods will face disciplinary action including a fine billed to the student's account up to the closing accommodation rate of \$150. In situations where it is imperative a student retrieve personal belongs from a residence hall room during a closed period, the student is expected to contact the Office of Residence Life and/or the Department of Public Safety in advance to coming to campus to make arrangements to access the room. A charge of \$25 will be billed to the student account for accessing the room during closing.

**Semester Closing Checkout Procedure** - Each resident must checkout with a staff member. Checkout times will be posted and a memo sent to each resident. Failure to

checkout with a staff member and/or turn in a room key will result in a \$50 fine in addition to key replacement costs.

**End-of-Year Checkout Procedure** - Each resident must checkout with a staff member. Before checkout, the condition of the room must be: free of all trash, tape must be removed from the walls and floor, and all furniture assigned to the room must be present and the beds bunked.

1. All personal belongings must be removed from the room/apartment at the time of checkout. Items left behind become the property of the University and will be disposed of, as necessary. A removal fine of \$100 may be charged for any large items left in the room at time of checkout.
2. Checkout times will be posted and a memo sent to each resident. Failure to checkout with a staff member will result in a \$50 fee.
3. Final decisions on damage charges are assessed by the Hall Director once the building is closed.
4. Each resident is responsible for turning in their key at the end of each semester. Failure to return the room key at the time of checkout will result in a fine of \$150.

### **Check Cashing Policy**

The Student Accounts Office will cash checks up to a maximum of \$100.00 for resident students, who present a current ID during regular office hours. A fee of \$25.00 will be charged for any NSF check.

### **Damages**

Residents will be billed for all room damages and common area damages. Billing will be made at the end of each semester or at the time of the incident.

When a student takes possession of the room, the student will receive a "Room Condition Report" on which the condition of the room and the items in it has been noted. Major changes from the move-in notations upon checkout will indicate that the damage is the student's responsibility and the student will be billed accordingly. It is to the student's advantage to check to ensure that the Room Condition Report is as specific as possible.

Damages in the public (formal and lower lounges) and semi-public areas (shower rooms and bathrooms) of the hall are charged to individuals or groups when responsibility can be established. When the individuals responsible cannot be determined, the entire hall, floor, or wing is assessed for repair or replacement costs. Damage to the hallways, bathrooms, etc. on each floor will be assessed to the residents of that floor. Individual room damage is assessed to one or both roommates.

Students shall be responsible for any damage done by, and caused by, non-resident visitors. Non-students who damage University property will be subject to arrest. Their host (ess) will be held responsible for repair bills. Any damage to a resident student's personal property by either another student or a non-student is a civil matter. University disciplinary proceedings may also take place.

### **Food Service and Meal Plans**

Participation in a meal plan is mandatory for resident students. Residents are able to obtain their meals in the SXU Diner, Rhubarbs located in McCarthy Hall, Figaro's, located in Regina Hall, Cougar Pause, located in the Shannon Center, Coffee Cats located in the WAC, and Ben & Jerry's/Scarlet & Gray's located at Parkside Village. Gilhooley's Grande Saloon also offers lunch, dinner and snacks. Complete information on dining locations, hours and daily menu choices can be found online at [www.sxu.edu](http://www.sxu.edu), Keyword: Dining.

Residents are allowed to use their meal plan dollars to transfer to their meal plan transfer account. Each semester, a maximum of \$300 can be transferred and used for purchases in the SXU Bookstore (excluding books), at the Subway Restaurant located at 10319 S. Pulaski, toward resident hall laundry facilities, to make copies on any campus copier, to purchase items from vending machines on campus, or to rent a bike through SXU's green bike program until the last day of the semester (December 1, 2009 and May 7, 2010).

*NOTE: Any meal plan funds remaining at the end of the semester are non-transferable and non-refundable as noted on the housing contract. No exceptions will be made.*

### **Guest Policy for University Housing**

**Residence Hall Guest-** A guest of the residence hall is defined as any person who does not currently reside in University housing.

The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the room. A roommate's right to free access to the room at all times must not be disrupted by visitation. A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Students should consult with their roommate before guests are invited into the room.

### **Guest Visitation for On Campus Residence Halls**

Sunday – Thursday 8:00 a.m. – Midnight  
Friday – Saturday 8:00 a.m. – 2:00 a.m.

- Any resident may have two non-resident registered guests in addition to any residents visiting, as long as their combined guest and resident numbers do not exceed eight (8) persons per room in Regina or Pacelli Hall and sixteen (16) persons per room in McCarthy, Morris, Rubloff or O'Brien Halls including the assigned occupants of the room.

### **Guest Sign In procedure for On Campus Residence Halls**

- Guests must sign in at the front desk and leave a valid form of photo identification (University ID, driver's license or state identification card) to be picked up upon departure. The host and guest must check in at the front desk together. The host must present a valid Cougar Card.
- The guest will receive a guest ID with issue number which must be worn at all times and returned upon departure. Failure to return the guest pass will result in a \$50 fine applied to the resident host's Student Account and a possible loss of privileges until the fine is paid. The host and guest must return to the desk together to check out.
- If a security worker is not present at the desk, the resident must call the Switchboard at 773-298-3000, to request a duty supervisor to obtain a guest pass.
- Resident hosts must accompany their guests at all times and are accountable for their guests' actions as outlined in the Code of Student Conduct.
- Failure to follow any part of the guest policy may result in a \$50 fine and a possible loss of guest privileges.

### **Residence Halls Inter Visitation:**

- SXU Residents, including those assigned to University apartments, may visit on campus residence halls 24 hours a day, seven days a week.
- When visiting a residence hall the resident must present their student ID at the front desk, sign in with a resident host, and obtain an Intervisitiation Guest Badge.
- Residents of Morris and O'Brien Hall are allowed usage of the Link between McCarthy and Rubloff Hall. In order to obtain access to the Link, they can sign out a Link Pass from the front desk of Rubloff Hall. Accessing McCarthy Hall

or any other floors in Rubloff is an abuse of this Link Pass and will result in disciplinary action.

### **Guest Visitation for University Apartments**

The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the apartment. A roommate's right to free access to the apartment at all times must not be disrupted by visitation. A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Students should consult with their roommate before guests are invited into the apartment.

- Guest visitation within University Apartments is monitored by the residents of the apartment.
- In any case, individuals in a standard one bedroom apartment shall not exceed 8 persons, a standard two bedroom apartment shall not exceed 10 persons, a two bedroom condo unit shall not exceed 16 persons, and a three bedroom condo unit shall not exceed 18 persons. The ratio of leaseholder(s) to guest(s) should not exceed 1:5 at any time and must be within the apartment limit as outlined above.
- Guests and/or residents visiting a complex or visiting among apartments are expected to be considerate of others in the complex/building and should be quiet when entering/exiting apartments.

### **Overnight Visitation:**

- Residents in on campus residence halls or university apartments may host two overnight guests at least 17 years of age and of the same sex provided they have the consent of their roommate(s).

### **Overnight Request Procedures for On Campus Residence Halls**

- Residents must submit a Resident Overnight Automated Request (ROAR) on CLAWS by 11:00pm on the date of the request.
- Residents will be informed by the RA on duty that the ROAR has been registered and approved/denied.
- All guest procedures apply and a guest ID must be worn at all times.
- Overnight guests may only be in the building for which they have an approved ROAR after visitation hours.

### **Cohabitation**

Students of the opposite sex are not assigned and may not arrange to live together in University housing. The University does not allow cohabitation and will take disciplinary action against infractions that are reported or come to the attention of housing staff.

### **Housekeeping**

Custodial staff members work hard to keep the buildings clean. Please be considerate of them. Residents will be charged for any excessive housekeeping beyond the daily cleaning routine. Residents are responsible for the regular cleaning of their rooms.

### **Housing Accommodation Requests**

Requests for specific housing accommodations can be made for students with medical or physical conditions when documented by a physician. A request form is available through the Office of Residence Life and must be completed in its entirety, typically before a housing assignment is made. Residents who have special needs related to disabilities can work with Disability Services Staff who, in conjunction with the Director of Residence Life, will attempt to identify appropriate accommodations if University facilities are suitable and available.

### **Lottery**

Full-time upper-level students, those who are current rising sophomores, juniors, and seniors must select their own rooms for future terms through the housing lottery system (held during the spring semester each year). To enter the housing lottery, students must be registered as a full-time student and be assigned to a residence hall room at the time of the lottery. In addition, to complete the reservation process students must be registered as a full-time student for the upcoming term and hold a valid Cougar Card. Students will select their room in the order designated by their lottery number, which will be distributed via @mymail.sxu.edu e-mail accounts on a designated day. The lottery number is random within the designated academic classification. Residents entering their second year (sophomore year) at SXU and wish to reside in housing are required to live in on campus housing accommodations.

### Mail Service

Mail is delivered to the residence halls and placed in student mailboxes Monday through Friday. Mail for Regina and Pacelli Hall residents is delivered by University Mail Room Staff. Residents residing in University Apartments will have mail delivered to their apartment complex by the U.S. Postal Service Monday-Saturday and will be provided with one mailbox per unit. It is essential that all information is correct to avoid delay in receiving your mail. Students living in university apartments should have all packages and mail delivered to their respective apartment location. All residents may log in to the Residence Life menu of CLAWS at any time to view their complete housing address and mailbox number information. Please notify all senders of your correct address so as to avoid delay in receiving your mail. Address information, which is building specific follows:

|  |   |
|--|---|
| Name<br>Regina Hall, Room #<br>3758 W. 103rd Street<br>Chicago, IL 60655   | Name<br>Pacelli Hall, Room #<br>3738 W. 103rd Street<br>Chicago, IL 60655   |
| Name<br>McCarthy Hall, Room #<br>10200 S. Central Park Ave.<br>Chicago, IL 60655   | Name<br>Morris Hall, Room #<br>10210 S. Central Park<br>Chicago, IL 60655   |
| Name<br>Rubloff Hall, Room #<br>10204 S. Central Park Ave.<br>Chicago, IL 60655  | Name<br>O'Brien Hall, Room #<br>10150 S. Central Park<br>Chicago, IL 60655  |
| TAQ Apartment Complex<br>10232 S. Pulaski, Apt. #<br>10216 S. Pulaski, Apt. #<br>10200 S. Pulaski, Apt. #<br>Oak Lawn, IL 60453<br>60805 | Riviera Apartment Complex<br>9739 S. Kedzie, Apt. #<br>9732 S. Troy, Apt. #<br>9742 S. Troy, Apt. #<br>Evergreen Park, IL |
| Komensky Apartments<br>10302 S. Komensky, Apt. #<br>10304 S. Komensky, Apt. #<br>Oak Lawn, IL 60453                                      | SXU Apartment Complex<br>10140 S. Pulaski, Apt. #<br>Oak Lawn, IL 60453   |
| Parkside Village Condos<br>11053 S. Lawndale Apt. #<br>Chicago, IL 60655   | JGF Pulaski Apartments<br>10130 S. Pulaski, Apt. #<br>10136 S. Pulaski, Apt. #  |

## Oak

Lawn, IL 60453

Kilbourn Apartments  
 11036 S. Kilbourn, Apt. #  
 11040 S. Kilbourn, Apt. #  
 Oak Lawn, IL 60453

Kedzie Condos  
 11148 S. Kedzie  
 11150 S. Kedzie  
 Chicago, IL 60655

**Motor Vehicles**

All residents must register their cars and purchase a parking decal with the Department of Public Safety located in the Campus Service Center north of Regina Hall. All cars must display a parking decal or they will be ticketed. Any unauthorized vehicles, or those parked illegally, will be towed. Overnight parking for resident students is located throughout campus in designated spaces. Students will need to have their room assignment information to request an appropriate parking lot space. University apartment residents must register their vehicle with Public Safety and obtain a commuter pass for on-campus parking. This will also allow parking privileges at the respective apartment complexes on a first come-first served basis.

**Refrigerators**

Refrigerators are provided in all university apartments and in McCarthy, Morris, Rubloff and O'Brien Halls. Compact refrigerators are allowed in the student's room providing the following conditions

- Maximum limits
  - Weight: 100 lbs.,
  - Outside Dimensions: Height 35", Width 24", Depth 25"
  - Voltage Rating: 115V to 120V, 50/60 cycles
  - Amperage: 1.8 amps (195 watts)
  - Grounding type: 16 AWG conductor
  - Cord: Number 16 with 3 prong grounded plug
- Refrigerators shall be placed in an area with adequate ventilation.
- Refrigerators must be unplugged, cleaned and defrosted prior to semester and spring breaks.

**Repairs**

To request maintenance service, a resident must submit a *Request for Maintenance Work Order* form through CLAWS or by contacting a floor RA or building hall director. A resident need not wait in the room for a maintenance mechanic. Whenever a resident signs a *Request for Maintenance Work Order* form, it gives the staff permission to enter the room and make necessary repairs. If the item is an emergency, the staff may enter without having a signed work order so the problem can be addressed immediately to prevent further damages. It is the resident's responsibility to follow up with the hall director if repairs are not completed in a timely manner.

**Room Changes**

After classes begin each semester, a room-change period will take place during the third week of the semester. Room changes are subject to the following policies:

- A Contract Change Form must be completed through CLAWS.
- If you initiate the room change, you will be required to move.
- Unless the living environment as deemed by University Staff to not be conducive to academic success, or the environment poses a threat to a students' well-being, each student will only be allowed to change rooms once during the academic year.
- Roommate conflicts that are not resolved through Hall Staff intervention may be subject to conduct proceedings through the Dean of Students Office. The Office of Residence Life will make every attempt to accommodate the needs of the students through this process; however, when deemed appropriate it may be necessary for both students to temporarily vacate the current assignment

until final resolution has been reached. In cases of roommate conflict where neither resident wishes to vacate the housing assignment and it has been determined by the Director of Residence Life that the pair can no longer occupy the same room, the Director of Residence Life has the authority to determine a temporary or permanent housing solution for both parties.

- If you move to a space with different rates, your charges for the semester will be adjusted to reflect the length of time spent in each assigned space.

### **Mid-Year Room Changes**

The mid-year room change process is announced at the end of November. The resident must complete a Contract Change Form on CLAWS before the semester break. The resident must completely vacate the current space before leaving at the end of the semester. Otherwise, your room change request may not be processed.

### **Soliciting**

The University forbids soliciting of any type in the residence halls to ensure the safety and privacy of residents. Solicitors should be reported immediately to the front desk or a staff member. Should a resident desire to sell anything, the resident shall see the director of Residence Life to make arrangements for an appropriate bulletin board campaign. Public areas may not be used for group gatherings solely designed to demonstrate/solicit for specific products.

### **Staff On Duty**

Resident Assistants in Pacelli and Regina Halls are on duty every evening:

- Sunday – Thursday 7:00 p.m. – midnight
- Friday and Saturday 7:00 p.m – 2:00 a.m.

The Quad Halls RA staff is on duty from:

- Sunday – Thursday 8:00 p.m. – Midnight
- Friday and Saturday 8:00 p.m. – 2:00 a.m.

The resident assistant on duty may be contacted through 7 a.m. in case of an emergency. Names and telephone numbers of all RAs are posted in each residence halls.

One of the hall directors is on call 24 hours a day. During business hours (8:30 a.m. – 4:30 p.m. Monday through Friday), HDs can be located in their office during the hours posted. HDs also have voice-mail and e-mail contacts posted where students are encouraged to leave messages. After hours, HDs can be contacted through the resident assistant or the front desk of all halls.

Residents are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident should request to contact the HD on call. If necessary, a resident may contact the Office of Residence Life, Rubloff 110, during business hours. In an emergency situation, a resident should contact the Department of Public Safety at ext. 3911.

- Pacelli Hall RA On Duty: (708) 297-7252
- Regina Hall RA On Duty: (708) 297-8356
- Quad Hall RA On Duty: (708) 297-7264
- Quad Hall RA On Duty: (708) 297-7264
- Office of Residence Life: (773) 298-3977

### **Summer Housing**

Summer housing is available to current residents who are enrolled in summer classes. Summer session registration is required before housing will be approved. Summer residents will be required to live in a double occupancy room. Meal plans may be required during summer residency. Students approved for summer housing are required

to vacate their spring term room on the semester closing date and return to housing at the opening of the summer session (approximately 10-14 days).

Continuing apartment residents (those residing in an SXU apartment during the previous spring term) regardless of summer enrollment or for new apartment residents who are current SXU residents who will begin housing in the summer and continue placement in the fall semester as an enrolled student may request summer housing without summer course enrollment. Fall registration is required at time of contract. All housing policies and the Code of Student Conduct apply.

**Vacancies**

If a contract requesting a double room has been signed and the room is not 100 percent occupied you may be assigned a roommate from the Office of Residence Life at any point during the year. Single housing accommodations are not guaranteed if a vacancy occurs.

**Withdrawals**

Residents who do not plan to return to the residence halls or who will graduate must complete a withdrawal form. A \$50 fine will be charged to your student account if a University Housing Withdrawal Form is not on file by the designated date(s). Withdrawals shall be submitted through CLAWS by logging in and choosing Residence Life from the Self-Service Options and select Withdrawal Form.

**HEALTH SERVICES****Health Center, (773) 298-3712**

The Health Center is a primary care facility available for minor illness and injury care, chronic illness management, physicals, well-woman exams, immunizations and laboratory services. The health center is available after-hours for students living on campus. Students should notify a member of Residence Life, who will be able to reach the on-call nurse if a situation arises that may require medical attention. Students needing emergency care should contact the Public Safety department or visit one of the local hospital emergency rooms. Health Center hours are:

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:30 a.m. – 7 p.m. |
| Friday            | 8:30 a.m. – 5 p.m. |

## SAFETY/SECURITY POLICIES

### Emergency

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

- Depending on the seriousness of an injury or illness, contact 3911 immediately to reach the Department of Public Safety who can assist and or contact outside emergency responders. Give the nature and location of the injury and remain at the scene until appropriate personnel arrive.
- If 911 is dialed and the initial contact is with an outside agency, you must then contact SXU Public Safety at 3911 to inform them of your location and the nature of the emergency.
- Call the resident assistant and/or the hall director.

### Alarm Doors

Outside alarm doors are designed to be a safeguard against intruders. Anyone propping open any alarm doors will be subject to disciplinary action. Unauthorized use of alarm doors will be subject to fines in the amount of \$100 and disciplinary action.

### Fire Safety Procedure

When You Hear the Fire Alarm Sound:

- All residents must evacuate the building. Hall staff members will make every attempt to unlock every door to make sure all residents and their guests vacated the premises.
- Before leaving your room, make sure to feel the inside of the door first. If it is warm, stay in your room and stand by the window.
- If the door is not warm, put on hard-soled shoes and a coat, take a towel to prevent any possible smoke inhalation and leave the building by the nearest emergency exit. Leave the building immediately. Do not use the elevators in the case of a fire alarm.
- Failure to evacuate the building during a fire alarm is grounds for disciplinary action.

### False Fire Alarm

Any resident caught falsely pulling fire alarms or tampering with fire safety devices will face severe disciplinary consequences, including a fine of \$500, possible expulsion from the hall and legal prosecution. It is considered a felony to tamper with fire safety equipment.

Each suite style room is equipped with a sprinkler system that follows fire code for the City of Chicago. These sprinklers will be activated by intense heat and will emit several hundreds gallons of water in a very short time. If a sprinkler is activated for any other reason, i.e. by an object being thrown at it or tampering with the sprinkler heads in each room, the resident(s) will be responsible for all damages that occur to the building.

### Front Desks

The Department of Public Safety assigns and supervises officers from their professional security staff during the midnight shift to the residence halls. Officers assigned to residence halls are responsible for providing general assistance and access control with the assistance of residence hall directors and RAs. During the day and afternoon shifts, supplemental front desk coverage is provided by student staff employed by the Department of Public Safety. Student desk staff provides general assistance and information to the resident population, and alert full-time University police and security officers to problems, concerns or requests for services.

|               |           |
|---------------|-----------|
| Pacelli Hall  | Ext. 4110 |
| Regina Hall   | Ext. 3176 |
| McCarthy Hall | Ext. 4300 |
| Morris Hall   | Ext. 4408 |

Rubloff Hall     Ext. 4400  
O'Brien Hall     Ext. 5153

To contact the Department of Public Safety from 8 a.m. to 10 p.m., please call (773) 298-3950. After 10 p.m., please call your hall's front desk and security will be contacted by radio. In the case of an emergency, call (773) 298-3911.

### **Keys**

Residents are provided with one copy of their room key necessary for access to their room/apartment and are not permitted to loan, duplicate or transfer the use of any key. Students are not allowed to tamper with existing locks or door mechanisms, or to add any locks to their doors. As a preventative measure, students are advised not to attach any identification cards to their key rings.

### **Lost, Missing and Replacement Keys**

Lost or stolen keys are to be reported within 24 hours to the student's resident hall director and/or through the CLAWS Maintenance Request System. There will be a charge for any keys lost and replaced throughout the year of \$150.

### **Lockouts**

There is a \$10 fee assessed by the Department of Public Safety if a student is locked out of his/her room and an RA is not available. Residents must provide picture identification to allow Public Safety to assist in any lockouts. Repetitive lockouts may be grounds for disciplinary action.

### **Prohibited Items/Actions**

The following items and actions are prohibited:

- Animals and/or pets of any kind, with the exception of fish in a maximum 10 gallon aquarium or disability service animals
- Candles and/or incense
- Ceiling fans
- Electrical appliances (i.e. space heaters, halogen lamps and any appliances with exposed heating elements)
- Flammable/combustible liquids
- Playing athletic games such as floor hockey, Frisbee or football, or using athletic equipment – including in-line skates – inside the building
- Removing screens from residence hall rooms
- Refusing to allow qualified University personnel into a room for the purpose of health, fire, safety or maintenance duties
- The use of profane, offensive, vulgar or derogatory language and/or photographs on the outside of room doors

### **Quiet Hours**

Quiet hours in all residence halls support an environment conducive to learning. During quiet hours, no one should hear sounds from your room. Quiet hours are 10 p.m. – 8 a.m., Sunday – Thursday, and 12 a.m. – 8 a.m. Friday and Saturday. During final exam week, 24-hour quiet will be strictly maintained. Residents residing in University Apartments and their guests should always be mindful of the noise they make in and around their apartment but especially between the hours of 10:00 p.m. – 10:00 a.m. so as not to disrupt the general community in which they are living.

### **Room Inspections**

Members of the University staff may inspect a room at any time if there is reasonable suspicion that the Code of Student Conduct has been violated, is being violated, or is about to be violated.

### **Room Searches**

The University reserves the right to search both a residence hall room and a resident's possessions in the room. A student and/or parent or legal guardian already has consented to this by signing a Residence Life contract. Searches are conducted only when there is a reasonable suspicion that a criminal offense has occurred, is in progress, or is about to occur. Also, a search can be conducted if the Code of Student Conduct has been violated, is being violated, or is about to be violated.

**Authority**

Searches of residence hall rooms may be conducted by the Department of Public Safety when there is evidence of imminent danger of harm to a person or property. All other searches must be approved in advance by the dean of students or designee.

**Procedures**

- Attempts may be made to notify residents of the room prior to an investigative search, depending on the nature of the violation. A letter will be sent to the room to inform the residents that a search has taken place.
- The University will attempt to have residents present during the search, unless they agree to allow the search in their absence. Depending on the severity of the criminal offense and/or the possibility of imminent danger, a search may be conducted in the resident's absence and/or involve the SXU Police or external police agency.
- A Public Safety officer and a member of the Residence Life professional staff (director, assistant director, hall director) must be present for the search.
- All aspects of the physical search of a room and its contents will be conducted by a Public Safety officer(s).
- A staff member of the same sex as the residents in the room must be present (e.g. in an all female room a female Public Safety Officer or female Residence Life staff member must be present). Exceptions will be made depending on the severity of the criminal offense, the possibility of imminent danger, and/or the availability of other staff members.
- In the event a criminal offense occurred and damage is incurred to personal property in the process of the search, neither Saint Xavier University nor the personnel performing the search will be liable.

**Safety Checks**

Safety checks are conducted during each official break period (Thanksgiving, semester and spring break). The hall director and a witness will go through each room and note violation(s). Resident will be subject to a fine and/or disciplinary action if violations exist. Safety checks also may occur if University staff has reason to believe a resident is a threat to him/herself or the community.

**Smoking**

Smoking is not allowed in University Housing.

**Tornado Procedures**

Notifications of tornado warnings for Saint Xavier University are received by local sirens and commercial radio and television. The Department of Public Safety will notify the Residence Life staff if a tornado warning has been issued. If a tornado warning has been issued, residents should seek protective shelter.

When you are informed of a tornado warning:

- Unlock, but do not open, your windows to allow air-pressure stabilization.
- Lock your door and proceed to the lower level of the building. Remain in the hallways to avoid rooms with large areas of glass (i.e. formal lounges).
- In immediate danger, kneel flat, head down, and place hands on neck to protect your head from flying debris.
- Do not go outside.
- Do not return to your room until notified of "all clear."