UNIVERSITY MISSION STATEMENT

As Philadelphia's Jesuit Catholic University, Saint Joseph's provides a rigorous, student-centered education rooted in the liberal arts. We prepare students for personal excellence, professional success, and engaged citizenship. Striving to be an inclusive and diverse community that educates and cares for the whole person, we encourage and model lifelong commitment to thinking critically, making ethical decisions, pursuing social justice, and finding God in all things.

STUDENT LIFE MISSION STATEMENT

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

## I. COMMUNITY STANDARDS (p. 5)

## II. UNIVERSITY POLICIES, REGULATIONS, AND GUIDELINES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honesty Policy</td>
<td>21</td>
</tr>
<tr>
<td>Policy on AIDS</td>
<td>30</td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td>31</td>
</tr>
<tr>
<td>Interim Policy on Assembly and Expression</td>
<td>34</td>
</tr>
<tr>
<td>Reporting and Response Guidelines for Incidents of Bias or Hate</td>
<td>38</td>
</tr>
<tr>
<td>Bullying Policy</td>
<td>42</td>
</tr>
<tr>
<td>Campus Posting Guidelines</td>
<td>42</td>
</tr>
<tr>
<td>Closed Circuit Television (CCTV) System</td>
<td>42</td>
</tr>
<tr>
<td>Commercial Solicitation on Campus</td>
<td>42</td>
</tr>
<tr>
<td>Confidentiality of Student Records</td>
<td>42</td>
</tr>
<tr>
<td>Dining Policy</td>
<td>42</td>
</tr>
<tr>
<td>Policy Prohibiting Discrimination, Harassment and Retaliation</td>
<td>44</td>
</tr>
<tr>
<td>Drone Policy for Student Use</td>
<td>45</td>
</tr>
<tr>
<td>Drug Policy (Interim)</td>
<td>45</td>
</tr>
<tr>
<td>Email: Statement on the Expected Student Use of SJU Email Account</td>
<td>46</td>
</tr>
<tr>
<td>Equal Opportunity / Non-Discrimination Statement</td>
<td>46</td>
</tr>
<tr>
<td>Firearms Policy</td>
<td>47</td>
</tr>
<tr>
<td>Gambling Policy</td>
<td>47</td>
</tr>
<tr>
<td>Grievance Procedure Under the Americans with Disabilities Act</td>
<td>47</td>
</tr>
<tr>
<td>Policy Governing the Use of Computing and Network Resources</td>
<td>49</td>
</tr>
<tr>
<td>Hazing Policy</td>
<td>53</td>
</tr>
<tr>
<td>Hoverboard Policy for Student Use</td>
<td>54</td>
</tr>
<tr>
<td>Identification Card Policy</td>
<td>54</td>
</tr>
<tr>
<td>Leave of Absence / Withdrawal from All Classes</td>
<td>54</td>
</tr>
<tr>
<td>Liability Disclaimer</td>
<td>54</td>
</tr>
<tr>
<td>Missing On Campus Student Policy</td>
<td>55</td>
</tr>
<tr>
<td>Photo and Video Release</td>
<td>56</td>
</tr>
<tr>
<td>Political Activities On Campus</td>
<td>56</td>
</tr>
<tr>
<td>Sexual Activity Policy</td>
<td>58</td>
</tr>
<tr>
<td>Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking</td>
<td>58</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>59</td>
</tr>
<tr>
<td>Student Health Center Policies</td>
<td>60</td>
</tr>
<tr>
<td>Statement on Student Groups and Organizations</td>
<td>60</td>
</tr>
<tr>
<td>Interim Policy on Student Sponsorship of Speakers and Performers On Campus</td>
<td>61</td>
</tr>
<tr>
<td>Student Vehicle Policy</td>
<td>62</td>
</tr>
<tr>
<td>Temporary Transportation Services</td>
<td>62</td>
</tr>
<tr>
<td>Use of University Facilities by Outside Organizations</td>
<td>63</td>
</tr>
</tbody>
</table>

## III. RESIDENTIAL LIVING POLICIES AND PROCEDURES (p. 64)
This handbook has been prepared for all students, administrators, faculty and staff at Saint Joseph’s University and others wishing to know more about University policies, procedures, programs, and activities. It is intended to be for informational purposes only. Every reasonable effort has been made to make certain that the information contained herein is accurate as of the date of publication (September 2017).

This handbook includes most policies in full, as well as some excerpts from more lengthy policies. Students having questions about any of the policies should contact the Office of the Vice President for Student Life/Associate Provost. Unless otherwise indicated, review of the information contained within this handbook, including policies, procedures, programs, and activities, shall be initiated by the Office of the Vice President for Student Life/Associate Provost. Saint Joseph’s University, however, reserves the right, without prior notice, to correct errors and to make changes in policies, procedures, programs, and/or activities as it deems appropriate and in the best interest of the University.
COMMUNITY STANDARDS

http://www.sju.edu/communitystandards

Students must accept responsibility for their behavior to create and support an environment that is conducive to the educational, social and spiritual development and benefit of all members of the University community. To support the continuation of a positive, safe and educational setting, the University has adopted an array of policies and regulations. Should any member of the University community violate established policy, the University has in place processes intended to educate and hold accountable those in violation and deter further violations by that and/or other individuals.

COMMUNITY RELATIONS

Saint Joseph’s University is strengthened as an institution by the vitality of the Wynnewfield, Overbrook Farms, Bala Cynwyd and Merion Station neighborhoods. The campus is situated on City Avenue in a unique urban-suburban hybrid of communities. These neighborhoods contribute greatly to the diversity of the educational opportunities available to students. For more information contact the Office of External Affairs at 610-660-1226.

The University expects students to behave as exemplary citizens when in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community. This includes being a good neighbor. Students are responsible for upholding all federal, state, and city laws and ordinances, especially those relating to trash, noise, traffic, parking, zoning, and consumption of alcohol. For more information, visit the Office Campus Student Life website at https://sites.sju.edu/offcampusstudentlife/.

COMMUNITY STANDARDS

Approved by University Council: April, 2008; Last Revision: September 2017

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

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

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
Students who do not fully comply with the Educational Housing District Law (https://sites.sju.edu/offcampusstudentlife/educational-housing-district-law/) may be prohibited from participating in student clubs / organizations / teams (i.e., registering an accurate off campus residential address with the University).

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

By voluntarily choosing to affiliate with Saint Joseph’s University, all student members of the University are expected to uphold the standards of this community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity, at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Community Standards are also included. The Community Standards shall apply to conduct that occurs on campus, on non-campus property owned or controlled by the University, or at University-sponsored events or programs (occurring either on- or off-campus, including University-sponsored study-abroad programs). The Community Standards shall also apply to any off-campus behavior of students (even if unrelated to a University-sponsored event or program) that has an actual or potential adverse impact on the University or any member of the University community.

Students are responsible for the behavior of their guests, on and off campus.

The Vice President for Student Life/Associate Provost (VPSL)/designee shall decide whether certain conduct will commence the application of the Community Standards based on the fact and circumstances of each case.

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

Any behavior that violates standards set forth in the Student Handbook, the University Catalog, approved organizational constitutions and by-laws, room/board contracts/agreements and other University bulletins, as well as behavior that fails to meet the four University Expectations outlined above may violate the Community Standards. Specifically, any student or student club, group, or organization, including, but not limited to athletic teams, alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the Community Standards process outlined in this document.

The University prohibits any act(s) or attempted act(s) to seek retribution against anyone who has reported an alleged violation of the University’s Community Standards or against anyone who has participated in an investigation, hearing, or related proceeding. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.

This is not an all-inclusive list.

1. Physically abusing or threatening another person, or engaging in any other conduct that threatens or endangers the health or safety of another person.

2. Violating the Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking

**NOTE:** Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
3. Violating the Hazing Policy (see Hazing Policy).

4. Violating the Drug Policy (see Drug Policy).

5. Violating the Alcohol Policy (see Alcohol Policy).

6. Using, possessing, selling, or distributing fireworks, firearms, or other dangerous items (see Firearms Policy).

7. Using fire to endanger, to harm another person or to destroy property; misusing or damaging fire safety equipment; initiating a false report; and/or failing to evacuate a building during an alarm.

8. Violating the Policy Prohibiting Discrimination, Harassment and Retaliation (see Policy Prohibiting Discrimination, Harassment and Retaliation. If the alleged conduct meets the definition of Sexual Harassment and the definition of other conduct defined under the Sexual Misconduct Policy, then any discipline/resolution of that conduct is controlled by Section V.B. of the Sexual Misconduct Policy.)

9. Violating the Bullying Policy (see Bullying Policy).

10. Destroying, damaging, or stealing private, public, or University property, or possessing stolen property.

11. Failing to comply with the directions of University personnel (e.g., Residence Life, Public Safety and Security) who are acting in the performance of their duties. This includes failing to respond to a request for identification, or providing false identification.

12. Entering/using or allowing others to enter/use University premises, facilities or property without authorization; possessing, duplicating, or using keys or access cards without authority.

13. Engaging in lewd, obscene, or indecent behavior, including making lewd, obscene, or indecent gestures.

14. Violating the Sexual Activity Policy (see Sexual Activity Policy).

15. Violating the University’s computing policies (see Policy Governing the Use of Computing and Network Resources).

16. Making, distributing, or publishing a media recording of any person without that person’s consent and/or prior knowledge (e.g., audio, picture, video).

17. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other University activities.

18. Substantially interfering with the right to freedom of expression.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
19. Misrepresenting identity or age; forging or altering records including University identification card or parking permits.

20. Possessing a false identification card or driver’s license.

21. Violating the Gambling Policy (see Gambling Policy).

22. Failing to comply with sanctions imposed for earlier Community Standards violations or interfering with the University Community Standards process (e.g., retaliation).

23. Violating Residential Living Policies, e.g., quiet hours, guest policy (see Residential Living Policies and Procedures).

24. Violating the Student Vehicle Policy (see Student Vehicle Policy).

25. Littering.

26. Smoking in unauthorized locations (see Smoking Policy).

27. Violating any federal, state, or local law or any University policy, rule, regulation, or expectation.

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

What Should Be Done if Present During a Violation?

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

What if Conduct May Also be a Violation of Law?

University Community Standards proceedings may be instituted for conduct that potentially violates both criminal law and the University’s Community Standards without regard to pending criminal arrest or prosecution. Proceedings in accordance with the Community Standards process may be carried out prior to, simultaneously with, or following criminal proceedings. Determinations made or sanctions imposed in accordance with the Community Standards process shall not be subject to change solely because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant. The University may refer violations of the law to local law enforcement agencies.

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

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

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action.

In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph’s University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

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

Any member of the University community (“complainant”) may file a complaint against a student(s) or student organization (“respondent”) alleging violation of the Community Standards.

An incident report completed by a Public Safety and Security or Residence Life staff member or a written complaint prepared by any other member of the University community and directed to the Office of Community Standards begins the process. In the case when the University initiates an incident report, it becomes the complainant. A complaint shall be submitted as soon as possible after the event takes place, preferably within one week; however, the timeliness of a complaint shall be determined by the Vice President for Student Life/Associate Provost based on the fact and circumstances presented.

**Can the University Impose Interim Remedial Measures?**

If at any time during the Community Standards process, the University through the VPSL determines that a student’s participation in activities on campus would be disruptive to the Community Standards process or risks harm to another student, self, or the broader University community, the University may impose interim remedial measures. During this time, students may be restricted in their access to the residence halls, and/or to the campus (including classes), and/or all other University activities or privileges (including computing and network privileges) for which the student might otherwise be eligible. The University may also impose contact restrictions between students. There is no appeal of these measures, but the University shall make

---

1 The Director of Community Standards is William S. Bordak. (Campion Student Center, Room 243 | Telephone: 610-660-1046 | Email: wbordak@sju.edu).

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
every effort to conduct the Community Standards process without undue delay. The remedial measures may stay in place until the hearing and/or appeal process is complete. In addition, at any time after the filing of a complaint, the Office of Community Standards may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of a sanction. A registration hold may prevent, among other things, registration, the release of transcripts, and the awarding of a degree.

**What if the Respondent Withdraws from the University during the Community Standards Process?**

If a respondent voluntarily withdraws from the University while a complaint is pending, a registration hold shall be placed on the respondent’s account and the respondent shall not be permitted to re-enroll until after the complaint has been resolved. In most cases, the Community Standards process shall continue and a decision may be rendered based on available information whether or not the respondent is available. No student may be found to have violated the Community Standards solely because the student failed to appear. If the complaint cannot be resolved because the complainant, key witnesses (character witnesses will not be considered or heard during the process), or evidence are not available, in most cases re-enrollment shall be denied. Permission for readmission shall be granted at the discretion of the Vice President for Student Life/Associate Provost.

**What is the Community Standards Process?**

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

1. *Alternative Resolution Meeting*, most often conducted by a member of the Division of Student Life. Alternative Resolutions may include mediation.

2. *Administrative Hearing*, most often conducted by a member of Residence Life or Community Standards professional staff.

3. *Peer Review Board Hearing* with a three person (plus a chairperson) panel consisting of students.

4. *Community Standards Board Hearing* with a three person panel consisting of faculty, administrators/staff, and students.

5. The Office of Community Standards, in its sole discretion, may choose to afford a respondent, based on the nature of the alleged violation(s), the opportunity to accept responsibility for violation(s) and accept assigned sanction(s) without a hearing being scheduled.

Most allegations of less serious Community Standards violations shall be heard by an Administrative Hearing Officer or the Peer Review Board, or addressed through an Alternative Resolution Meeting.

Generally, more serious Community Standards violations shall be heard by an Administrative Hearing Officer or the Community Standards Board. For these more serious allegations, the process involves:

**Note:** Refer to the *Sexual Misconduct Policy*, which includes the disciplinary process for alleged violations of this policy.
serious Community Standards violations, a pre-hearing meeting shall be scheduled. This pre-hearing meeting is part of the Community Standards process.

Generally, Community Standards violations involving student organizations shall be heard by an Administrative Hearing Officer or the Peer Review Board.

Are there Accommodations for Students with Disabilities?

Reasonable accommodations with respect to the Community Standards process shall be provided to students who are registered with the Office of Student Disability Services and who submit sufficient and appropriate documentation of their disability to the University. Students are asked to contact the Office of Student Disability Services for assistance.²

Who is the Alternative Resolution or Administrative Hearing Officer?

Any professional staff member of the University community may serve as an Alternative Resolution or Administrative Hearing Officer to hear a complaint. In most cases, the Officer is a member of the Office of Community Standards or Office of Residence Life. The Office of Community Standards determines, in its sole discretion, who will hear a case and whether the case shall be heard by an individual Hearing Officer or a Board.

What is the Peer Review Board?

The Peer Review Board (PRB) is a group of students who are trained to hear specific cases.

The PRB includes the following members:

Board – Students are selected by a committee composed of the Board Moderator, the Chairpersons of the PRB, and the Presidents/designees of the University Student Senate, the Greek Council, and the Student Union Board.

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

Moderator/Resource Person – The Moderator shall advise the PRB on matters such as the type of information that may help in determining if Community Standards were violated and precedents in sanctions. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

When a hearing is necessary, the Moderator selects three student representatives and one non-voting chairperson to serve on a hearing panel to hear the case. Board Members shall disqualify themselves from serving on a Peer Review Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 24 hours before

² The Director of Student Disability Services is Dr. Christine Mecke (Bellarmine, B-10 | Telephone: 610-660-1774 or 610-660-1620 | Email: cmecke@sju.edu).

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
the hearing. The Moderator shall rule on all objections and replace any disqualified members.

What is the Community Standards Board?

The Community Standards Board (CSB) is a group of students, faculty, and administrators/staff who are trained to hear cases that involve more serious violations of the Community Standards and serve a role within the Community Standards appeals process (see “What is the Appeals Process?”).

The CSB includes the following members:

**Board** – The Community Standards Board is an eleven-person board, consisting of four students, four faculty members, and three administrators/staff. Three undergraduate student members are selected from the Peer Review Board by the Peer Review Board Moderator, one undergraduate adult student or graduate adult student is selected by the Director of Community Standards, four faculty members are selected by the Faculty Senate, and three administrators/staff are selected by the Vice President for Student Life/Associate Provost (VPSL). The term of membership on the Community Standards Board shall be two years for faculty and administrators/staff and one year for students, running from September to September or May to May. Terms are renewable.

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

**Moderator/Resource Person** – The Moderator shall advise the CSB on matters such as the type of information that may help in determining if Community Standards were violated and prior sanctions relating to similar conduct. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

The Moderator selects three CSB representatives to serve on a hearing panel to hear any particular case. The composition of each panel shall consist of one faculty member, one student, and one administrator/staff. Board Members shall disqualify themselves from serving on a Community Standards Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 24 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

**What Happens Before the Hearing?**

Upon receiving notice of an alleged violation, the appropriate Hearing Officer or Board Moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In addition, in the case of serious violations of the Community Standards, a prehearing meeting shall be scheduled, which is part of the Community Standards process. Determinative scheduling considerations are the involved students’ academic class schedules and the University’s schedule. Students are expected to attend their hearings or to forfeit the opportunity to provide information orally.

 **NOTE:** Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
The respondent’s failure to attend the hearing does not limit the Hearing Officer, PRB, or CSB from making a decision based upon available information. If a student misses a hearing due to an emergency, it is the student’s responsibility to contact the Hearing Officer or Moderator within 24 hours after the scheduled hearing. No student may be found to have violated the Community Standards solely because the student failed to appear.

In matters involving allegations of sexual harassment, or retaliation of the aforementioned, the respondent and complainant are entitled to equal process. The University will make its best effort to complete the disciplinary process within sixty (60) days of receipt of the initial complaint against the respondent.

**How Can a Respondent Accept Responsibility and Assigned Sanction(s) Without a Hearing?**

The Office of Community Standards, in its sole discretion, may choose to afford a respondent, based on the nature of the alleged violation(s), the opportunity to accept responsibility for violation(s) and accept assigned sanction(s) without a hearing being scheduled.

The respondent shall receive, in writing via SJU email, notice of the alleged violation(s) and assigned sanction(s), and the option to accept responsibility and the assigned sanction(s) or request that the matter be addressed through a hearing. The respondent shall have three business days to request that a hearing be scheduled. Failure to request that a hearing be scheduled shall be considered acceptance of the outcome, and no hearing will be scheduled.

**What is a Community Standards Advisor?**

At any time during the Community Standards process, the respondent or complainant may consult with an advisor from the University community. An advisor is a member of the University community who a student is permitted to consult with throughout the process, including accompanying the student to meetings/hearings within the Community Standards process.

The choice whether or not to invite an advisor is solely that of the respondent or complainant involved.

An advisor serves to guide the individual through the disciplinary process. At any stage of the disciplinary process, the individual may seek advice from the advisor, and the advisor may give advice to that individual. However, the advisor may not speak for that individual or otherwise direct questions to or address others present in any disciplinary process meeting/hearing (e.g., the opposing party, witnesses, and/or the person conducting the meeting/hearing (university official). An advisor cannot serve in a different role during the disciplinary process (e.g., witness).

The University may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on participation, as determined by the person conducting the meeting/hearing (university official).

*NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.*
An advisor may take notes, but is not permitted to inspect, read, copy, photograph, or transcribe any documents or data at any stage of the disciplinary process. While an advisor’s schedule is not determinative, reasonable efforts will be made to accommodate the advisor. Problems with an advisor’s schedule will not delay a meeting/hearing.

Non-University advisors, including family members or legal counsel, are not allowed to serve as advisors, inspect hearing records during the Community Standards process, or attend the meeting/hearing. The advisor may be someone who holds a J.D., so long as the person holding the J.D. is not then engaged in the active practice of law and discloses and affirms these circumstances to the Office of Community Standards prior to attending any meetings/hearings in this capacity with the advisee party. The Office of Community Standards has the final determination as to who may serve as an advisor.

Trained Advisors are listed on the Community Standards website (www.sju.edu/communitystandards) and a list of trained advisors is available in the Office of Community Standards (Campion 243). A complainant or respondent may choose one of these Trained Advisors to serve as an advisor, or may select any other person from inside the University community to serve as an advisor.

What are the Hearing Procedures?

The Community Standards process is designed to encourage open discussion among the participants that promotes the understanding of the facts, the individuals involved, the circumstances under which the incident occurred, and the nature of the conduct. However, during the hearing, accommodations such as providing separate facilities, to ensure the personal safety, comfort and well-being of the complainant, respondent, and/or other witnesses (character witnesses will not be considered or heard during the process), may be employed.

All meetings/hearings within the Community Standards process shall be private. Meetings/hearings shall not be recorded through the use of audio and/or visual devices.

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

Information, including hearsay, may be considered if material to the issue, not unduly repetitious, and the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. After receiving information at the hearing, the Hearing Officer, Peer Review Board, or Community Standards Board shall determine, as to each respondent and as to each potential violation of the Community Standards, whether the respondent(s) is/are responsible for violating the Community Standards; not responsible for violating the Community Standards; or whether, based upon the information available, no determination of responsibility could be reached. The Hearing Officer, PRB, or CSB evaluates the information received and considers it...
credibility of information and key witnesses (character witnesses will not be considered or heard during the process) when determining if the Community Standards were violated. This determination shall be based upon the facts of the conduct alleged, and whether it is more likely than not that the student is responsible for the alleged violation(s). Subsequent reviewers shall not determine anew whether there was a Community Standards violation.

The inclusion of a specific charge(s) being considered in the hearing process in no way precludes a separate charge or investigation of any conduct that may be revealed once the process is under way. If additional conduct is revealed that may be a violation of the Sexual Misconduct Policy, the Hearing Officer, the Chairperson of the Peer Review Board, or the Chairperson of the Community Standards Board will inform the appropriate University official(s) and the newly revealed conduct will be subject to a separate process where the parties will be given an opportunity to respond.

What Factors are Considered in Sanctioning?

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

What are Likely Sanctions for Community Standards Violations?

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


2. Program Attendance or Facilitation. Expectation to attend or facilitate an educational program(s).

3. Writing Assignment. Requirement to complete a relevant research and/or reflection paper.

4. Discretionary Sanctions. Requirement to complete and/or participate in work assignments, community service, University services or programs, or other related discretionary assignments.

5. Loss of Privileges. Denial of specific privileges for a defined period of time (e.g., guest, computing and network, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role).

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
7. Fines. Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and nonalcoholic alternative programs.

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

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

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

11. Deferred Suspension. A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community’s expectations of behavior articulated in the Community Standards. If the student is found in violation of any University standard during the time of deferred suspension, a likely outcome shall include separation from the University community (i.e. suspension, expulsion).

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

13. Suspension. Separation from the University and/or University facilities for a specified period of time. The student or student organization shall not participate in any University-sponsored activity and may be banned from the University premises. The University may not accept any credits earned from another institution during this period toward a University degree. In the case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of a student organization, this may include the removal of recognition. Reinstatement shall require the approval of the Vice President for Student Life/Associate Provost.

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

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

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

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

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
Organizations, teams, or chapters may also face sanctions by University departments under which they function. For Greek Life chapters, this may also include sanctions from national/international organizations.

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

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

- The proper University authorities shall be notified of any sanction.
- Parents of students under age 21 may be informed of Community Standards violations with respect to the use or possession of alcohol or controlled substances.
- In some cases as consistent with applicable considerations, parents of dependent students may be notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student’s status at the University.
- The University will notify in writing the alleged victim of a crime of violence, sexual harassment, or retaliation of the aforementioned, or if the sanction directly relates to the complainant (e.g., contact restriction), or to the alleged victim’s next of kin (if the victim dies as a result of the crime or offense), the outcome and sanctions of the complaint related to the victim. The final results of these proceedings may also, in some cases, be disclosed to the University community.

The Office of Community Standards, in consultation with the Vice President for Student Life / Associate Provost may reopen a closed report / complaint for further review when new information becomes available. This review may result in a new outcome.

**What is the Appeals Process?**

_Timing of Appeal_

In cases of crimes of violence, sexual harassment, or retaliation of the aforementioned both the respondent and complainant shall have the right to appeal the outcome. For all other cases, the respondent shall have the right to appeal the outcome. An outcome may be appealed within five (5) business days after receiving notice of the outcome (and sanctions). Appeals must be prepared by and submitted by the student involved (respondent and/or complainant, in cases of crimes of violence, sexual harassment, or retaliation of the aforementioned). Third parties may not submit an appeal on a student’s behalf.

_Basis for an Appeal of the Outcome_

The appeals process is reserved only for serious cases, for example, when the outcome may have been sanctions 12 through 16 listed within this handbook (“What are Likely Sanctions for Community Standards Violations?”).
Any appeal shall be in writing and state the grounds and the facts supporting the grounds for such appeal. The appeal should be delivered to the Vice President for Student Life/Associate Provost in Campion 243A or emailed to studentappeals@sju.edu. Grounds for appealing the outcome are limited to:

- **Material procedural error that could have significantly impacted the outcome of the case, bias in the process, or failure to disclose conflict of interest. Bias in the process is not a disagreement with the outcome of the case.**

- **The existence of previously unavailable or unknown relevant evidence that could have significantly impacted the outcome of the case.**

The appealing party shall bear the burden of establishing at least one of these grounds for appeal by a preponderance of the information. Appeals submitted for other reasons, or past the five (5) business day deadline articulated above, shall not be considered.

Should any other relevant information come to attention of the University during the appeals process, this information may be included by the University in the appeal documentation.

**Responding to an Appeal**

In cases of crime of violence, sexual harassment, or retaliation of the aforementioned, the non-appellant (or opposite appellant, if both the respondent and complainant appeal) shall be provided an opportunity to inspect and respond to the appeal request submitted by the appellant. The opportunity to inspect shall be scheduled within five (5) business days of the appeal request period expiring. A written response to the other party’s appeal, if any, must be delivered, in writing, to the Vice President for Student Life/Associate Provost in Campion 243A or emailed to studentappeals@sju.edu within 24 hours of the opportunity to inspect. Appeal responses must be prepared by and submitted by the student involved (respondent and/or complainant, in cases of crimes of violence, sexual harassment, or retaliation of the aforementioned). Third parties may not submit an appeal response on a student’s behalf.

The appellant shall be provided an opportunity to inspect the other party’s response. No additional responses are accepted as appeal documentation at that point from either party.

**The University’s Evaluation of An Appeal**

Appeals will be considered by a panel of three trained Appeal Board members drawn from the Community Standards Board (“Panel”). The appointments and terms of membership of the Panel members are reflected through their Community Standards Board membership. The composition of each Panel shall consist of at least one faculty/administrator/staff member and one student. Panel members shall disqualify themselves from serving on an appeal panel if they believe in good faith that they cannot be objective in the matter.

NOTE: Refer to the Sexual Misconduct Policy, which includes the disciplinary process for alleged violations of this policy.
A Moderator/Resource Person shall advise the Panel on matters such as the appeal process. The Moderator/designee shall also facilitate the appropriate paperwork and record keeping, as well as reserve meeting space, if the Panel determines that an additional meeting is required on Appeal. A Panel may determine that they can resolve the Appeal without a meeting or any additional fact-finding, and whether to have such meeting/fact-finding, or not, is within their sole discretion.

The complainant (in cases of crimes of violence, sexual harassment, or retaliation of the aforementioned) and respondent may object to a member of the Panel for cause in writing at least one (1) business day (but in no event, less than 24 hours) before the Panel meeting. The Moderator/designee shall rule on all objections and replace any disqualified members.

Absent other considerations, the Panel may review all available information pertaining directly to the appeal, and in most cases shall make a decision within five (5) business days of the appeal documentation collection period expiring.

The Panel may affirm the outcome reached by the Hearing Officer/Board, which means all sanctions imposed as a result the outcome also remain in place. In this circumstance, the matter is concluded. No further appeal is permitted.

The Panel may remand the case to the Hearing Officer/Board, or if deemed to be appropriate, to a new Hearing Officer/Board, for further review. In this circumstance, the Hearing Officer/Board may conduct an additional review and may do one of the following: a) affirm the initial outcome and sanctions; b) affirm the initial outcome, but modify the sanctions; c) modify the initial outcome and modify the sanctions. No appeal is permitted from the Hearing Officer/Board decision on remand.

The complainant (in cases of crimes of violence, sexual harassment, or retaliation of the aforementioned) and the respondent will be notified in writing of the appeal outcome.

During the appeal process, all imposed sanctions are in effect, unless determined otherwise by the Vice President for Student Life/Associate Provost.

**Only One Appeal**

During a particular disciplinary process, a party may file one appeal only.

**Reviewing Student Discipline Records**

To the extent it is appropriate to review student discipline records during the disciplinary process, only the complainant (in cases of crimes of violence, sexual harassment, or retaliation of the aforementioned), respondent, and the appropriate University official may do so. Advisors may not review these records. Notes may be taken regarding the disciplinary records, but no copies may be made nor may any photographs of the records (whether via camera, iPhone, etc.) be taken.

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

The University may disseminate student disciplinary information to officials at other schools without prior consent if (1) prior misconduct poses a significant risk to others
and (2) officials at the other institution have a “legitimate educational interest” in the behavior of the student. Community Standards violations and sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s educational record. Student discipline records not relating to expulsion from the University are kept for seven years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student’s educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of subpoena, student consent (including background checks), or as provided above.

Community Standards records involving student clubs, groups, and organizations, including, but not limited to athletic teams, not relating to expulsion from the University are kept for seven years after the conclusion of the semester during which the alleged conduct was reported.

**Interpretation**

Any question of interpretation regarding the Community Standards shall be referred to the Vice President for Student Life/Associate Provost (VPSL) for final determination.
SUMMARY OF ACADEMIC HONESTY POLICY

A. Purpose of Policy

The pursuit of knowledge can only take place in an atmosphere of honesty, integrity and mutual trust. In order to create and preserve such an atmosphere, and to protect the validity of the work product of honest students, the faculty, students and administration must be committed to a policy that regards the highest degree of academic honesty as the norm and does not tolerate acts of dishonesty.

B. Composition of the Academic Honesty Board

The Academic Honesty Board (AHB or Board) is composed of seventeen (17) members. In addition to the chairperson, the Board consists of eight (8) students [two (2) from each school – College of Arts & Sciences, the Haub School of Business, University College and Graduate Programs] and eight (8) faculty [two (2) each from the Haub School of Business, humanities, social sciences and natural sciences/math].

C. Acts of Dishonesty

Acts of dishonesty can arise in two (2) settings: 1) in formal courses, and 2) outside formal courses. Examples of dishonest acts include, but are not limited to, the following:

1. In Formal Courses
   - Cheating on tests, quizzes, reports, papers, assignments, etc.
   - Unauthorized collaboration
   - Fabricating or falsifying sources for papers and reports, or data and results for lab reports
   - Submitting the same paper or report in more than one (1) course without permission
   - Plagiarism – i.e. using information, ideas or language of another without proper citation, attribution, or acknowledgment of its source
   - Soliciting an act of dishonesty

2. Outside Formal Courses
   - Using false identification
   - Altering or falsifying official University records
   - Using academic facilities or equipment without authorization
   - Recording, selling or using lectures or instructional material without authorization
   - Removing, concealing or damaging library material
D. Procedures

Any student who has allegedly engaged in an act of dishonesty must be notified by either the faculty member or the Provost within ten (10) days of discovery of the suspected infraction. For a violation in formal courses, a faculty member, who after an interview and investigation, finds the student guilty, must give either (a) give the student a grade of either zero or F for the test or assignment or (b) an F for the course. For violations outside formal courses, the Vice President of Academic Affairs, who after an interview and investigation finds the student guilty, must impose an appropriate penalty. In either case, an Academic Honesty Violation Report must be filed electronically by logging onto my.sju.edu, and clicking on School Services; Administrative Services; Faculty & Advisors; Academic Honesty Violation.

E. Appeals to the Academic Honesty Board

There are three (3) ways by which cases reach the Academic Honesty Board:

1. A student can appeal his or her case to the Board if the student believes that:
   a. the charge is “unsubstantiated,” or
   b. the decision of guilt was procedurally unfair.

2. Any second infraction of the Academic Honesty Code is automatically sent to the AHB for a hearing on the possible imposition of more stringent sanctions (e.g., suspension, expulsion).

3. The Provost, or a faculty member, can refer a case to the Board when he/she believes that the permissible sanctions against the student are inadequate for the offense.

A student appeal, as well as referrals from the Provost or faculty, must state the grounds, be in writing, and sent to the AHB Chair within seven (7) days of notification of the faculty member’s decision.

On appeal, the Board will first decide whether to conduct a hearing. If a hearing is granted, the parties are given the opportunity to present their claims and defenses before the Board. The Board decides whether to affirm or reverse the Violation Report.

F. Conclusion

The foregoing is a brief description of the Academic Honesty Policy. It is not a substitute for reading the actual policy, which every student is expected to be thoroughly familiar. The Academic Honesty Policy is reprinted in the catalogs and in the Student Handbook.

The integrity of the academic process at Saint Joseph’s University is important to everyone in our community. You are admonished to comply with it, and at the same time encouraged to make use of it in the appropriate
circumstances. You are welcome to address any questions or problems to the chairperson of the Academic Honesty Board.

Dr. Regina Robson, Chair  
Academic Honesty Board  
307 Mandeville Hall  
610-660-1633  
rrobson@sju.edu  
regina.robson@sju.edu

ACADEMIC HONESTY POLICY

[This policy was approved by the University Council on May 20, 1982, revised by University Council April 20, 1995, and approved by the President April 27, 1995, and further amended by the University Council October 21, 2004, March 19, 2009, and March 27, 2013.]

The University exists primarily to sustain the pursuit of knowledge. Learning, to have true value, must be linked to a sense of honesty and integrity. It is the responsibility of every person in the academic community - faculty members, students, administrators—to ensure that dishonesty is not tolerated. Personal and communal integrity have always been fundamental in Jesuit education, and a sense of honor must be kept alive in every activity at Saint Joseph’s University.

In order to recognize the essential contribution of honor to University life, an official Academic Honesty Policy has been adopted. This policy addresses violations in two categories: acts of dishonesty in formal courses and acts of dishonesty outside those courses.

1. Acts of dishonesty in formal courses

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

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

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

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

   d. the multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor;
e. plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one’s own to satisfy the requirements of a course. Plagiarism thus constitutes both theft and deceit. Compositions, term papers, or computer programs acquired, either in part or in whole, from commercial sources or from other students and submitted as one’s own original work shall be considered plagiarism.

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

f. unauthorized collaboration.

g. soliciting or aiding another person or persons to engage in specific conduct which would constitute a violation or an attempt to commit a violation under this policy.

2. Acts of dishonesty outside formal courses

Students have other academic responsibilities that may pertain to conduct outside formal coursework and which also fall under the jurisdiction of the University Academic Honesty Policy. Specific violations of such responsibilities include, but are not limited to, the following:

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

b. the alteration or falsification of official University records;

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

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

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

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

3. Primary Responsibility

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

4. Interview

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

   b. Penalties.
   i. Under section 1, above: After a review of the evidence, if a student is found guilty of an infraction, depending on its severity, the faculty member must either record a grade of zero or failure for the examination or assignment, or record a grade of failure for the course. In cases of failure for the course, withdrawal from the course is not permitted; in cases of failure or the grade of zero for an assignment or examination, withdrawal from the course must have the written approval of the responsible faculty member.

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

   c. Files.
   In all cases where a student is found guilty, the names of the principals, the pertinent dates, and the nature of the offense must be communicated in writing to the Office of the Registrar either by paper form or electronically to be maintained in a separate, confidential file. Upon receipt, the Registrar will send a copy of the Violation Report to the student. In cases of second offenses, the Director of the Office of the Registrar shall immediately notify the Chair of the Academic Honesty Board.

5. Complaints

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

a. Composition. The Academic Honesty Board shall consist of seventeen members: a chair; eight faculty members, including two from each of the four divisions (business, humanities, social sciences, and natural sciences/math); and eight students, including two from each of the four constituencies (CA&S, HSB, College of Professional and Liberal Studies, and Graduate Programs). All members, including the chair, shall be nominated by appropriate deans or student governments and appointed by the Vice President, with consideration given to anyone interested in serving on the Board. All members shall serve two-year terms which are renewable. In the event that the chair is temporarily unable to convene the board, he/she will designate one of the eight faculty members to act as chair until such time as the chair is again able to convene. Six Board members, including the Chair (or his/her designate) and at least one student representative, constitute a quorum in order to conduct business. Decisions of the Board shall be rendered by a simple majority of those present. The Chair (or his/her designate) shall vote only in the case of a tie.

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

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

d. Penalties. If the Board finds a student guilty, it shall do one or more of the following: allow the original decision to stand; suspend the student for a specified period of time; dismiss the student from the University; or impose
some other penalty which the Board deems more suitable. However, the Board cannot lessen penalties imposed under section 4.b., above.

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

7. Academic Integrity Council

a. Purpose. The purpose of the Academic Integrity Council is to promote academic integrity throughout the university. The Academic Integrity Council is a special committee of the University Council.

Activities of the Council shall include, but are not limited to:

i. increasing awareness and knowledge of the principles and importance of academic integrity throughout the University community;

ii. educating members of the University community regarding practices that advance, uphold, and reinforce academic integrity;

iii. encouraging faculty, students, and staff to enforce the University Academic Honesty Policy;

iv. educating members of the University community on methods to prevent academic integrity violations;

v. promoting compliance with the University Academic Honesty Policy throughout the academic community, in coordination with the Academic Honesty Board;

vi. educating the University community about the substance and procedures of the University’s Academic Honesty Policy, in coordination with the Academic Honesty Board; and

vii. in coordination with the Academic Honesty Board, advising faculty how to investigate alleged infractions of the University Academic Honesty Policy and to comply with related procedures. The Academic Integrity Council complements the role of the Academic Honesty Board described in section 6, above. The roles of the two bodies are explicit and distinct. The Academic Honesty Board deals with appeals and referrals regarding reported violations of the Academic Honesty Policy. The Academic Integrity Council has the responsibility for proactive initiatives and programs to advance academic integrity throughout the University community.

b. Composition. The Academic Integrity Council (AIC) shall consist of four (4) faculty representing each division, four (4) students, and one (1) additional faculty member serving as chair. The chair shall be appointed by the senior
academic officer. All members shall serve two-year terms (except as noted in iii. f, below), which are renewable.

The Council shall consist of both representative faculty and student members of the four academic divisions of the University, as well as function- or role-specific members who may be faculty or staff of the University.

i. Faculty members. The Academic Integrity Council shall consist of four (4) faculty members, one from each academic division of the university. All faculty members shall be nominated by Faculty Senate and appointed by the Chief Academic Officer, with consideration given to anyone interested in serving on the Council.

ii. Student members. The Academic Integrity Council shall consist of four (4) students, including one (1) from each of the four student constituencies (College of Arts and Sciences, Haub School of Business, College of Professional and Liberal Studies, and Graduate Programs). All student members shall be nominated by student government and appointed by the Chief Academic Officer, with consideration given to anyone interested in serving on the Council.

iii. Function- or role-specific members. Given the charge of the Academic Integrity Council, a number of University functions shall be represented on the AIC. Members of the University community who hold either faculty or staff appointments may be named to the Council in such a capacity. Faculty members named to the Academic Integrity Council as function- or role-specific members shall not be counted against the number of faculty members indicated in section i, above. All function- or role-specific members are appointed by the Chief Academic Officer (except as noted in f, below) to two-year terms, and based on nominations as follows:

a. The Vice President overseeing International Programs or his/her designee shall nominate one (1) staff member or one (1) faculty member to service on the Academic Integrity Council.

b. Information technology. The Information Technology Management team or its designee shall nominate one (1) University, College, or department level faculty or staff whose primary job functions include information technology to serve on the Academic Integrity Council.

c. Library. The Library Director or his/her designee shall nominate one (1) Librarian to serve on the Academic Integrity Council.

d. Student life. The Vice President overseeing student life or his/her designee shall nominate one (1) member of Student Educational Support Services whose primary job responsibilities are within Student Educational Support Services to serve on the Academic Integrity Council.
e. **Writing Center.** The Director of the Writing Center (whether a member of faculty or staff) shall serve as a member of the Academic Integrity Council. Additional functional members may be added to the AIC upon the approval of the University Council, provided however, that the AIC shall not seek a change in the number of functional representatives until it has had one year of operating experience.

c. **Exclusions from membership.** Members of the Academic Honesty Board, The Director of the Teaching Institute at SJU, Deans, Associate Deans, Assistant Deans, and Officers of the University may not serve on the Academic Integrity Council. In the event of a conflict between any of these exclusions and any functional or role specific member described in section b, above, the Chief Academic Officer shall name an appropriate member of the University community to serve in place of that individual as a member of the AIC.

d. **Quorum and functioning.** In the event that the Chair is temporarily unable to convene the AIC, he/she will designate one of the other faculty members to act as Chair until such time as the Chair is again able to convene the AIC. A quorum shall be one (1) more than half the members of the Council with at least two (2) student representatives being required for a quorum. Should changes occur in the names or structure of the University functions or roles indicated in sections b and c above, the Chief Academic Officer shall name an appropriate member of the University community to serve on the AIC in place of the named function or role. The applicable section of this policy should be subsequently revised as a matter of course.

e. **Resources and support.** Financial support for the activities of the AIC will be provided through the budget allocated to the Teaching Institute at SJU. Approval by both the Director of the Teaching Institute and the Chair of the AIC is required for such expenditures, subject to the normal budget and expense controls of the University.

f. **Reporting.** Each Academic year the Chair of the Academic Integrity Council shall submit a report (“Annual Report”) to the Chief Academic Officer for review and discussion by the University Council that will include: (1) a reporting of its activities, (2) an assessment of progress, (3) identification of current and emerging issues, (4) future plans, (5) recommendations, and (6) requests for funding or other substantive support. The goals and activities of the AIC contained in its Annual Report shall be reviewed by the University Council to ensure that there is no duplication or conflict with the activities of the Academic Honesty Board or other university bodies.

g. **Initial review.** The University Council will review the functioning, impact, and effectiveness of the Academic Integrity Council five years after its approval and formation. This review should be initiated through the appropriate annual report described in section f, above.
POLICY ON AIDS
Approved by University Council, May 15, 1991; Amended June 2016.

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

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

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

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

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

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

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

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

Admissions: The confirmed presence of an HIV infection will not be considered in decisions for admitting students to the University.
Access to Facilities: Persons with HIV infection will not be denied access to any University facility.

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

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

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

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

**ALCOHOL POLICY**

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

To reflect its commitment to alcohol awareness, the University calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and to enforce policies on alcohol use:

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

• Members of the Division of Student Life and The Office of Public Safety and Security assist in implementing and enforcing the policy.
• The Advisory Council on Alcohol, Drug & Student Health assists the Vice President for Student Life/Associate Provost by making recommendations concerning policy.

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

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

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

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

1. underage possession and/or consumption of alcohol;
2. knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. use of alcohol resulting in involuntary, erratic and/or abusive behavior;
4. unauthorized possession of a keg/beer ball;
5. involvement in the high risk use of alcohol;
6. exceptional number of persons observed in a residence on campus or off campus when an open container of alcohol is present;
7. open container of alcohol in public area.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members.

For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action.

In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident,
Saint Joseph’s University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

GUIDELINES FOR ALCOHOL BEVERAGE DISTRIBUTION AND CONSUMPTION

Students must secure approval for alcohol-related events. The President has appointed the Vice President for Student Life/Associate Provost or designee to approve requests of faculty, administration, staff, alumni and off campus groups for events where alcohol will be served. This arrangement is a systematic reminder to the whole community that the University is serious about promoting responsible alcohol awareness. Guidelines pertaining to the distribution and consumption of alcohol can be found at [https://sites.sju.edu/adminservices/office-special-events/](https://sites.sju.edu/adminservices/office-special-events/).

These guidelines apply to all constituents of the University including the administration, students, faculty, staff and alumni and their guests who attend events on campus that are sponsored by the University or divisions, departments, classes, teams or organizations of the University.

PENNSYLVANIA LIQUOR CONTROL BOARD

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

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

Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802(e) (Minors); 3802(f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence). Pennsylvania Liquor Laws: [http://www.lcb.state.pa.us/](http://www.lcb.state.pa.us/).
INTERIM POLICY ON ASSEMBLY AND EXPRESSION

This Policy was approved by the College Council on March 13, 1969, and by the General Assembly on May 13, 1969. The Policy was revised and implemented as Interim on September 11, 2017.

Saint Joseph’s University endorses a lifelong commitment to thinking critically, making ethical decisions, pursuing social justice, and finding God in all things. As an institution of higher education, rooted in the Jesuit tradition, the University supports and encourages a healthy pluralism of ideas, an exchange of respectful dialogue, and a call to be open to differing viewpoints. Accordingly, the University permits members of the University community to assemble and express views on campus subject to this policy, consistent with its mission and commitment to protecting campus community members and the environment in which that mission is experienced (e.g., campus buildings, grounds and facilities).

Assembly and/or expression by members of the University community may take the form of gathering in organized groups or displaying fixed exhibits, such as chalking; lighting; temporary erected structures; and flags, crosses, signs/banners (virtual or actual), or other items placed in the ground. These forms of expression—regardless of the content or viewpoints expressed—are permitted on campus so long as they are orderly, lawful, do not disrupt or interfere with the regular operations or authorized activities of the University, and comply with the requirements of this policy and all other policies within the Student Handbook, Faculty Handbook, Administrator/Staff Handbook, and Emergency and Crisis Management Plan.

Persons who are not members of the University community (i.e., persons who are not University students, faculty, administrators, or staff) do not share this ability to engage in assembly or expression on campus. Their presence on campus is contingent on their compliance with the University’s policies and procedures, and they must leave the campus if directed to do so at any time for any reason by any authorized official of the University. Failure to accept the directions of authorized University officials may render nonmembers of the University liable to action by local law enforcement.

1. Assemblies

Students, faculty, administrators, and staff of the University may assemble peacefully on campus for the purpose of engaging in expressive activity provided that they do not disrupt or interfere with the regular operations or authorized activities of the University or with the ability of other members of the community to engage in and benefit from the programs and services of the University. The University will endeavor to protect from disruption and interference the appropriate exercise of this ability to assemble.

Assemblies are subject to the following requirements regarding the time, place, and manner in which they occur:

a. Time

Indoor assemblies must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be
kept open beyond regular hours to accommodate assemblies. Assemblies are prohibited during major University events that are closely tied to the institutional mission (e.g., final exams, Commencement, Admitted Students Day, and Orientation). Assemblies cannot extend past 12 a.m. or a time determined by an authorized University official, whichever is earlier.

b. **Place**
Assemblies may not take place in any space that has been previously reserved or scheduled by other members of the University community or guests. It is not permissible to occupy or assemble in University offices for purposes of engaging in expressive activities. Assemblies may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building/office/room entry or exit points. The University makes the final determination on the most appropriate venue for assemblies.

c. **Manner**
As a Catholic Jesuit institution, the manner in which University community members engage in civil discourse – regardless of content or viewpoints being expressed – is held to a high standard. University community members are encouraged to engage in critical thought and social action, and are expected to do so in a civil manner that honors the inherent dignity of all people, including those who hold opposing or different views. Therefore, assemblies may not take place in a manner that endangers the University community; violates the law, the University Community Standards, or University handbooks; defames any individual; constitutes a genuine threat or harassment; may incite violence; and/or interferes with or disrupts the functioning of the University. While participating in an assembly, University community members are prohibited from possessing or utilizing objects and/or apparel that could present a threat to the health or safety of the campus community including, but not limited to, weapons including firearms, pepper spray, mace, torches, helmets, or protective armor or gear or similar items that could cause injury or harm to others, whether intentionally or unintentionally. Additionally, assemblies may not utilize amplified sound in a manner that interferes with classes or other events in progress. Furthermore, individuals engaged in an assembly may not claim to speak for or otherwise represent the position of the University, unless officially sanctioned by the Vice President for Student Life (for students), the Provost (for all faculty), or the Vice President for Human Resources (for administrators and staff). Sanctioning occurs as part of the Notification process in section d (below).

d. **Notifications**
Individuals or groups intending to organize an assembly are required to submit the Assembly and Fixed Exhibit Form to the following representatives no later than five business days before the assembly:
- For students: Vice President for Student Life
- For faculty: Provost
- For administrators/staff: Vice President for Human Resources
Upon receiving written notification, a University representative will discuss with organizers appropriate support and resources to reduce risk and protect participants’ ability to assemble. Individuals or groups who submit the Assembly and Fixed Exhibit form no later than five business days before the assembly will receive a response no later than 24 hours prior to the planned assembly. Notifications received fewer than five business days before the assembly may be reviewed subject to staff availability; however, support and resources may be limited. As discussed in the next paragraph, there is a process for an extraordinary assembly.

If the occasion for an extraordinary assembly (when organizers cannot submit an Assembly and Fixed Exhibit Form five business days prior to the assembly) should arise, the regular operations and special functions of the University must be respected. In this circumstance, the individuals or groups intending to organize an assembly are required to notify the following representatives prior to the assembly:
- For students: Vice President for Student Life
- For faculty: Provost
- For administrators/staff: Vice President for Human Resources

2. Fixed Exhibits
University community members who wish to install fixed exhibits which are not part of the academic enterprise such as faculty or student art exhibits, must coordinate with the following representatives, in consultation with any other stakeholders deemed necessary by the University: Special Events, Public Safety and Security, and Facilities. Students, faculty, administrators, or staff or officially recognized University organizations wishing to install a fixed exhibit must submit the Assembly and Fixed Exhibit Form to the following representatives at least five business days before the proposed installation of the exhibit:
- For students: Vice President for Student Life
- For faculty: Provost
- For administrators/staff: Vice President for Human Resources

Following submission of this written request, the sponsoring party may be required to meet with a University representative to discuss expectations, responsibilities, and logistical considerations (time, place, and manner), which must be mutually understood and accepted before any fixed exhibit will be permitted by the University. Requests will be considered without regard to content or viewpoint; however, the University will not permit any exhibit to be installed that: endangers the University community; violates the law, the University Community Standards, or University handbooks; defames any individual; constitutes a genuine threat or harassment; may incite violence; and/or interferes with or disrupts the functioning of the University. Individuals or groups who submit the Assembly and Fixed Exhibit Form no later than five business days before the requested installation date of the fixed exhibit will receive a response no later than 24 hours prior to their requested date of installation.

Fixed exhibits may only remain displayed for no more than three consecutive days and may not be displayed during University breaks. The sponsoring party is responsible for any installation and removal costs, as well as any damage to
University property resulting from the exhibit. The University is not responsible for any damage to any fixed exhibit.

3. Accountability
Assemblies and fixed exhibits that violate this or other policies of the Student Handbook, Faculty Handbook, or Administrator/Staff Handbook may be interrupted, stopped, or removed at the direction of the following representatives or their designees:

- For students: Vice President for Student Life
- For faculty: Provost
- For administrators/staff: Vice President for Human Resources
- For all: Any member of the Office of Public Safety & Security

A decision by any of the above representatives or their designees to interrupt or stop an assembly or remove a fixed exhibit is final.

Interference with or disruption of the regular operations or authorized activities of the University will not be tolerated. The use of force or threats of violence are especially reprehensible in a community dedicated to the freedom of personal development, and the University would be promoting injustice if some of its members were allowed to intimidate or use force against other members. The immediate remedy for use of force or threats of violence will be dispersal.

If an assembled group does not voluntarily disperse when warned that its behavior is unacceptable, the Vice President for Student Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for administrators/staff) or a delegate may request the Office of Public Safety & Security and local law enforcement take action to restore order to the University. Similarly, any member of the Office of Public Safety & Security may take any action that they deem necessary to restore order, including by referring the matter to local law enforcement.

Upon report of any possible violation of this policy or any other policy in the Student Handbook, Faculty Handbook, or Administrator/Staff Handbook that occurs during an assembly or in connection with a fixed exhibit, the participants, organizers, or sponsors may be subject to the relevant disciplinary processes.
REPORTING AND RESPONSE GUIDELINES FOR INCIDENTS OF BIAS OR HATE

Updated December 2016

Introduction

The Saint Joseph’s University mission affirms our rigorous, student-centered education to prepare students for personal excellence, professional success, and engaged citizenship. We work together to cultivate an inclusive and diverse community in which each person feels a sense of belonging and care as a whole person. Members and visitors to the SJU community are expected to demonstrate mutual respect and accountability for one another. This means sharing our experiences, listening carefully to others, and debating ideas in civil, generous, and constructive ways.

Bias- or hate-motivated conduct creates barriers to inclusion and trust, and all campus members are responsible to respond to harmful incidents quickly and effectively in order to ensure the wellbeing of targeted individuals and groups, to facilitate collective learning, and to re-establish clear norms that forestall future incidents. Bias incidents affect not only the targeted individual or group, but often make an entire group or community feel vulnerable and unwelcomed. In identifying and addressing a bias incident, focus will be placed on the impact on an individual or group, not the intention or motivation of the actor.

Be aware that just because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a bias-related incident. Academic freedom and the open exchange of ideas are fundamental to our educational mission, and the expression of controversial ideas and differing views is a vital part of University discourse. The University honors these tenets and also rejects conduct that undermines the equitable pursuit of educational goals in a safe and respectful setting.

These guidelines outline the responsibilities of departments, groups, and individuals to respond when we learn of bias and hate incidents. To the extent possible, the guidelines use existing, established institutional processes to respond to bias and hate incidents. When you report, this allows the University to address bias-related incidents promptly, to strengthen our support for those in the community targeted or affected by these incidents, to gauge emerging patterns and climate, and to inform educational and training activities.

Use the links below to navigate to the sections of these guidelines:

Definitions

How to Report and What Will Happen

Bias Education Resource Team

What can I do to create a culture of inclusion and respect at Saint Joseph’s University?
Definitions

**Bias incidents** refer to conduct, speech, images, or expression that demonstrate conscious or implicit bias which targets individuals or groups based on, but not limited to, the protected statuses named in the SJU Non-Discrimination Statement, as well as other social identities and life experiences.

**Hate crimes**, which the University tracks and reports in compliance with the Clery Act, are any crimes that manifest evidence that a victim or group was selected because of actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. Hate crimes are illegal and subject to prosecution. It is important to note that all hate crimes are bias incidents, but not all bias incidents are hate crimes.

The Saint Joseph’s University **Non-Discrimination Statement** prohibits discrimination on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, gender identity, disability, genetic information, pregnancy, marital status, and military and military veteran status, and any other status protected by law in the administration of its admission, educational, financial aid, employment, athletic, or recreational policies or programs.

**Discrimination** is any unlawful distinction, preference, or detriment to individuals as compared to others in the terms or conditions of their employment or education on the basis of any category included in the University’s Non-Discrimination Statement.

**Harassment** is verbal, written, or physical conduct directed toward an individual due to that person’s protected category status that has the purpose or effect of unreasonably interfering with the individual’s work or academic performance or otherwise creating an intimidating, hostile, or offensive working or learning environment. Discrimination and harassment, as well as the University’s procedures for addressing discriminatory or harassing behavior, are described in the University’s **Policy Prohibiting Discrimination, Harassment and Retaliation**.

How to Report and What Will Happen

**How to Report**

In the case of an immediate threat or emergency, call Public Safety at 610-660-1111 or activate a blue light or red emergency call phone on campus, or call local law enforcement at 9-1-1.

For non-emergency incidents of bias or discrimination, to share additional information about a previously-reported incident, or to make a third-party report of bias or discrimination, use the **Bias Incident Reporting Form**, email bert@sju.edu, or contact:

Office for Inclusion and Diversity
Monica Nixon, Assistant Provost for Inclusion and Diversity
610-660-1015 | mnixon@sju.edu
Title IX Coordinator
Mary-Elaine Perry, Assistant Vice President for Student Life
610-660-1045 | mperry01@sju.edu

EEO Officer/Deputy Title IX Coordinator
Nancy DuBoise, Director of Employee and Labor Relations
610-660-3313 | nduboise@sju.edu

Office of Public Safety and Security
Arthur Grover, Director of Public Safety and Security
610-660-1164 | agrover@sju.edu

Office of Residence Life
Jessica Moran-Buckridge, Director of Residence Life
610-660-1063 | jmoran@sju.edu

What Happens When You Report

Information about bias incidents will be sent to the Assistant Provost for Inclusion and Diversity, the Director of Public Safety, and the Title IX Coordinator. One of these individuals (or a designee) will contact the person making the report within two business days. Any personal information obtained during the course of an investigation of and response to a hate crime or bias incident will be handled with discretion.

To make an anonymous report, use the online Bias Incident Reporting Form. (Please be aware that anonymity may affect the University’s capacity to investigate, respond to, or follow up regarding reports of bias.)

University personnel will evaluate the report to decide next steps (e.g., determine whether there is a known individual or group target, known or unknown respondents, threats to safety, and incident type). Next steps will include provision of resources to affected individuals or groups and may also include referral to the Office of Community Standards, Human Resources, or the Provost’s Office, communication with campus or beyond, and campus programs and trainings.

Bias Education Resource Team

The Bias Education Resource Team (BERT) functions as a complement to the University’s Critical Incident Response Team, which convenes in the wake of a critical campus incident to respond to the needs of students and the community. The BERT will convene on an as-needed basis, as determined by the Assistant Provost for Inclusion and Diversity, in consultation with appropriate University personnel. The composition of the BERT may depend on the specifics of a given situation.

BERT members include:

- Assistant Provost for Inclusion and Diversity, BERT Convener
- Director of Student Outreach and Support
- Director of Community Standards
- Director of Employee and Labor Relations
- Director of Public Safety and Security
• Director of Residence Life
• Title IX Coordinator
• University Communication

Staff in the following departments and the university’s Deputy Title IX Coordinators are available to support and guide individuals seeking assistance in determining how to handle a bias incident:

• Adult Student Life
• Athletics Department
• Campus Ministry
• Counseling and Psychological Services (confidential resource)
• International Student Services
• Student Disability Services
• Student Inclusion and Diversity
• Student Success
• Veterans Services

Deputy Title IX Coordinators:

Nancy DuBoise, Director of Employee and Labor Relations
610-660-3313 | nduboise@sju.edu

Tom Sheibley, Director of Campus Ministry
610-669-3125 | tsheible@sju.edu

Renie Shields, Associate Athletics Director
610-660-2584 | shields@sju.edu

What can I do to create a culture of inclusion and respect at Saint Joseph’s University?

• If you witness or experience discrimination, harassment, or bias motivated, report the behavior.
• Examine your own behavior and consider how it may affect others in the community.
• Learn more about implicit bias by visiting the Kirwan Institute’s website.
• Take steps to understand what motivates you and how you can help create an affirming, supportive environment for all people.
• Attend programs, lectures, and workshops that increase your knowledge and understanding of power, privilege, and difference.
• Speak out when jokes or comments are made that demean others. Need help learning how to do this? For some quick tips, check out this brief piece from Kerry Ann Rockquemore of the National Center for Faculty Development and Diversity and this 3-minute video from blogger and radio host Jay Smooth.
BULLYING POLICY

Bullying behavior creates feelings of defenselessness, fear, and injustice and undermines a person’s dignity. The University strictly prohibits bullying. Bullying is severe, pervasive, or persistent actions of a person (or group of persons) directed towards another person or group of persons in a severe, pervasive, or persistent manner, which are intended to hurt, intimidate, degrade, humiliate, and/or undermine. Bullying is also engaging in any course of conduct that is likely to seriously annoy or alarm another person (or group of persons) in a severe, pervasive, or persistent manner. Bullying can take many forms, including, but not limited to, verbal (teasing, threatening, name-calling), social (spreading rumors, intentionally isolating), and physical (hitting, punching, shoving). Bullying can be in person, through actions, and/or through electronic communication. Bullying creates a risk to the health or safety of the University community. Anyone found to engage in bullying behavior may be subject to disciplinary action.

CAMPUS POSTING GUIDELINES

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

CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM

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

COMMERCIAL SOLICITATION ON CAMPUS

Approved by College Council February 21, 1974

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

A detailed statement of Saint Joseph’s policy, including a description of education records kept, those eligible for disclosure, and the administrative offices responsible
for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, including the right to a hearing, is available from the Office of the Registrar and at http://hawkcentral.sju.edu/link/portal/16125/16171/Article/583/Student-Records-Confidentiality-Policy.

Discipline Records: Inter-Institutional Communication

The University may disseminate student disciplinary information to officials at other schools without prior consent if (1) prior misconduct poses a significant risk to others and (2) officials at the other institution have a “legitimate educational interest” in the behavior of the student. Community Standards violations and sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s educational record. Student discipline records not relating to expulsion from the University are kept for seven years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student’s educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of a subpoena, student consent (including background checks), or as provided above, and/or outlined in the Community Standards section of this handbook.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605. Student Right-to-Know Act: Graduation Rate Disclosure In conjunction with The Student Right-to-Know and Campus Security Act of 1990, the following completion or graduation rate information is being disclosed. This data represents the percentage of students who, from the time of their initial enrollment as full-time students, complete their prescribed program of studies and graduate within 150% of the normal allotted time, i.e. - 150% of a program normally taking four years is six years. For the class admitted in 2009, we determined that 78.3% completed the degree by the end of the spring 2015. Questions regarding any of these issues may be directed to the Registrar’s Office.

**DINING POLICY**

1. Lost ID cards must be reported to the Office of Public Safety and Security as well as CardSmith to prevent misuse of your account. Temporary dining passes are available at the dining services office. First temporary pass is free, the second temporary pass is $3.00, the third is $6.00, etc. Proper ID is needed.

2. ID cards are governed by the Saint Joseph's University Identification Card Policy and are non-transferable.

3. All plates, cups, utensils or any other university property (e.g. chairs, tables, etc.) may not be removed from the dining hall.

4. Shoes and shirts must be worn at all times in the dining center.
5. Pets, with the exception of service animals, are not permitted in the dining center.

6. Smoking is not permitted in any dining area.

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

8. Busing of all plates, napkins, silverware and such is requested at the completion of your meal. Please be aware and courteous to your fellow students who will be dining in the same area.

9. Proper behavior is expected of all students, guests, and staff members at all time.

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

11. Removal of food other than in accordance with the take out policy is strictly prohibited.

12. Violation of dining center rules will result in disciplinary sanctions.

**POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION**

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Saint Joseph's University is required to uphold Title IX in all educational programs. If the institution knows or reasonably should know about harassment (including sexual misconduct) that creates a hostile environment, Title IX requires immediate action to: eliminate the harassment; prevent its recurrence and address its effects.

Any student who believes they or a friend have been a victim of sexual harassment, discrimination, dating violence, domestic violence or stalking, or has been sexually assaulted may report this occurrence to the University's Title IX Coordinator for follow-up and consultation. **Title IX Coordinator:** Dr. Mary-Elaine Perry, mperry01@sju.edu or TitleIX@sju.edu, 610-660-1145.

Information about campus and community resources can be found at [https://sites.sju.edu/support/](https://sites.sju.edu/support/). Confidential resources are available through Counseling and Psychological Services (CAPS) at 610-660-1090.

If immediate services are needed after hours you may contact Public Safety and Security at 610-660-1111 or REPP, Rape Education Prevention Program at 610-733-9650.

**The Policy Prohibiting Discrimination, Harassment and Retaliation** can be found by visiting the following website. This policy covers all forms of discrimination, harassment and retaliation based on any characteristic protected by state or federal law.
http://sju.edu/int/resources/humanresources/pdf/ProhibitingDiscriminationHarassmentandRetaliation.pdf

**DRONE POLICY FOR STUDENT USE**

The non-academic use of drones, quadcopters, and other small airborne objects is not permitted on University property. Students violating this policy may be referred to the Office of Community Standards. A violation of this policy may also be considered a violation of applicable law.

**DRUG POLICY (interim)**

Saint Joseph’s University encourages and sustains an academic environment conducive to learning and promotes the health, safety, and welfare of all members of its community. In accordance with the Drug Free Schools and Communities Act Amendments of 1989 and as a Catholic, Jesuit institution, this policy reinforces the University’s commitment to maintaining an environment that is dedicated to the physical, emotional, spiritual and psychological development of all persons.

To reflect its commitment to drug awareness, the University calls upon key individuals and departments to educate the University community on the dangers of drug use and to enforce policies on drug use:

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

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

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

The use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law, as well as the misuse of prescription drugs is prohibited and shall be referred to the Community Standards process. Drug paraphernalia may indicate illegal drug use, and possession may result in disciplinary action.

Use or possession of marijuana, including medical marijuana is strictly prohibited on campus. Any such use or possession is a violation of the Community Standards.

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

1. illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. illegal or improper use of solvents, aerosols, or propellants;
3. administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.
Students are expected to immediately report conduct or activity which poses a danger to the community or its members.

For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action.

In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph’s University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

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

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

Information on how to access the network and e-mail is regularly distributed to new students by our Information Technology Department. If you encounter problems accessing your email, contact the Technology Service Center at 610-660-2920 or techhelp@sju.edu.

**EQUAL OPPORTUNITY / NON-DISCRIMINATION STATEMENT**

Saint Joseph’s University is committed to a policy of equal opportunity in every aspect of its operations. The University values diversity and seeks talented students, faculty, and staff from a variety of backgrounds. Accordingly, the University does not discriminate on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, gender identity, disability, genetic information, pregnancy, marital status, and military and military veteran status, and any other status protected by law in the administration of its admission, educational, financial aid, employment, athletic, or recreational policies or programs.

Questions or concerns regarding the University’s equal opportunity policies and programs should be directed to the University’s Equal Opportunity Officer, (610) 660-3313.
**FIREARMS POLICY**

The carrying, or presence, of a firearm is not permitted on University property, including, but not limited to, one’s vehicle, office, residence or locker, except when the firearm is carried by a deputized law enforcement officer and/or agent who is conducting official business on University property.

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

**GAMBLING POLICY**

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

**GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT**

It is the policy of Saint Joseph’s University to comply with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to provide equal educational opportunities to all students. The purpose of the Grievance Procedure is to provide for a prompt and fair resolution of complaints of discrimination in the provision of programs, services and activities offered by the Office of Student Disability Services.

These guidelines provide information on how a student who believes they have been subjected to discrimination on the basis of disability may file a grievance. Although Saint Joseph’s University encourages informal resolution of a complaint, a student is not required by law to use the institutional grievance procedure before filing a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education; however, both the OCR and the University encourage using internal grievance procedures before filing a complaint with OCR.

**Pre-Grievance Meeting:**

If a student has a concern or complaint regarding academic adjustments approved by the Office of Student Disability Services (SDS), they are encouraged to informally discuss their concerns with the Director of SDS, who will attempt to resolve the complaint. If the matter persists or is not able to be resolved, the student may elect to file a written complaint.
Submission of Complaint:

- The complaint should be filed in writing to the Director of SDS and include the following:
  - Name, address, and telephone number of the student
  - The nature, date and description of the alleged violation
  - Any pertinent supporting documentation
  - The name of the person or persons responsible for the alleged violation
  - The requested relief of corrective action; and
  - Any background information the student believes to be relevant

The Director shall investigate the circumstances of the complaint and shall attempt to resolve it, calling upon any individual who may be helpful towards resolving the situation. The Director will issue a decision in writing within 15 working days of receipt of the complaint. The University reserves the right to extend the investigation period if conditions are so warranted. The student will be informed if the extension is necessary on or before the 15th day of the complaint resolution period.

Appealing the Director’s Decision:

If the Director’s decision is not satisfactory, or if the complaint is against the Director of SDS, the above procedures will be followed with the exception that the written submission of complaint will be filed with the Director’s supervisor, the Assistant Vice President of Student Success and Educational Support. A written response to the complaint will be sent to the student within 15 working days of receipt of the appeal, unless extenuating circumstances interfere with that timeline.

Appealing the Assistant Vice President of Student Success and Educational Support’s Decision:

In the event that the response does not satisfactorily resolve the issue, the student may appeal the decision within 15 working days after receipt of the response, to the Director of Employee and Labor Relations and Affirmative Action/Equal Educational Opportunity (AA/EEO) who handles compliance and investigation and assists the University in complying with civil rights/affirmative action laws and regulations, including Section 504 of the Rehabilitation Act of 1973 and ADA.

The Director of Employee and Labor Relations and AA/EEO will be responsible for conducting a prompt investigation of the complaint. The purpose of the investigation is to establish whether there is a reasonable basis for believing that a violation of the University’s policies has occurred. During the investigation, the University will endeavor to maintain confidentiality and protect the privacy of all parties; however, it cannot conduct an effective investigation without revealing certain information to the involved parties and witnesses. Saint Joseph’s University retains the right to inform persons it deems to have a need to know and to use the information obtained during the investigation for legitimate University purposes. The Director of Employee and Labor Relations and AA/EEO will follow its procedures for investigating and responding to complaints in reviewing the matter and will promptly respond in
writing to all parties involved regarding the outcome of the investigation within 20 business days when classes are in session and 30 business days when not in session.

If the response by the Director of Employee and Labor Relations and AA/EEO does not satisfactorily resolve the issue, the student may appeal the decision to the Office for Civil Rights (OCR) in accordance with their policies and procedures.

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Director of Student Disability Services</th>
<th>G10 Bellarmine 610-660-1774</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Assistant Vice President of Student Success and Educational Support</td>
<td>G12 Bellarmine 610-660-1339</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Director of Employee and Labor Relations and AA/EEO</td>
<td>215 West City Ave Philadelphia, PA 19131 610-660-1295</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Office for Civil Rights</td>
<td>Wanamaker Bldg, Suite 515 100 Penn Square East Philadelphia, PA 10107 215-656-8541</td>
</tr>
</tbody>
</table>

**POLICY GOVERNING THE USE OF COMPUTING AND NETWORK RESOURCES**

A full review of Office of Information and Technology policies and procedures may be found online at:


**General Requirements**

All members of the University community who use the University's computing and information resources must do so responsibly. Every user is responsible for the integrity of these resources. All users of University-owned or University-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements. It is the policy of Saint Joseph's University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and in the highest standard of ethics.

Computing facilities and accounts are owned by the University and are to be used for the University-related activities for which they are assigned. University computing resources are not to be used for commercial purposes or non-University-related activities without written authorization from the University. In these cases, the University may require payment of appropriate fees. This policy applies equally to all University-owned or University-leased computers.

The University reserves the rights to limit, restrict, or extend computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students, guests or staff—may allow individuals other than University faculty, staff, and students access to information for which they are responsible, so long as
such access does not violate any license or contractual agreement; University policy; or any federal, state, county, or local law or ordinance.

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

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

**System Administrator Responsibilities**
- Maintain size limits on user file systems and incoming email systems. These limits will change from time to time.
- Detect weak passwords and contact users to change them to a stronger password.
- Scan the network file systems for viruses and remove them. Notify users who repeatedly have viruses in their file space.
- Investigate reports of problems caused by users on Saint Joseph's network to internal or external computers or networks.

**User Responsibilities**
If you or your guest use the University's computing resources or facilities, you have the following responsibilities in addition to those described in the preceding sections:
- Use only those computer services, networks and accounts which the University has authorized for your access.
- Use accounts only for the purpose(s) for which they have been issued.
- Be responsible for all use of your accounts and for protecting each account's password. Users are not allowed to divulge computer account passwords. Passwords should consist of a mix of 7 or 8 alphanumeric characters, and should be changed frequently throughout each semester of use. Do not use easily identifiable personal information such as names, telephone numbers, birth dates, etc.
- Immediately report unauthorized use of your accounts to the Office of Information Technology.
- University communications systems (electronic mail, electronic messaging, and similar services) may not be used for unlawful purposes or purposes that violate other University policies. The latter include, but are not limited to,
sexual or other forms of harassment. Electronic communication may not be used for commercial purposes except under the direction of the University.

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

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

- You are held responsible for the actions of your guest(s). Violations of computing resource policy committed by any guest will be attributed to that guest's sponsor.

- You are responsible for making backup copies of your documents and personal software.

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

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

If you are a project director for a group of computing users, a supervisor whose staff use computers, or a faculty member whose students use computers, you must help your project members, staff or students learn more about ethical computing practices and promote good computing practices and data management.

As an aid to a better understanding of responsible computing practices, all departments that own or lease computing equipment are encouraged to develop "Conditions Of Use" documentation for all systems that they operate and to make these "Conditions Of Use" documents available to users. These documents should be consistent with the policies and procedures set forth by the Office of Information Technology (for example, the Policy Governing Computing and Network Resources at Saint Joseph’s University) and should be approved by the department's administrative officer or other individual designated by that administrative officer.

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

**Penalties for Misuse of Computing and Information Resource Privileges**

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

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

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

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

**Use of Unlicensed Software**

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

**Compliance with Copyright Laws for Text, Audio and Video**

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

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

Policy Revision Date: Thursday, December 18, 2008

HAZING POLICY
Saint Joseph's University prohibits all forms for hazing. Hazing is defined by the Commonwealth of Pennsylvania as "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding." Furthermore, the Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree.

Aside from the legal aspect of hazing, the University believes that hazing is contrary to the Christian teaching of human dignity and contradicts an environment of friendship, maturity and charity within its collegiate community. Individuals found responsible of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation or disbanded. Other sanctions may also be appropriately issued. Organizations, teams,
or chapters may also face sanctions by University departments under which they function. For Greek Life chapters this also includes sanctions from national/international organizations.

**HOVERBOARD POLICY FOR STUDENT USE**
The use, possession, or storage of hoverboards, self-balancing scooters, hands-free segways, and similar devices is not permitted on University property, including, but not limited to, one’s vehicle, office, residence or locker. The use, possession, or storage of such items creates a risk to the health or safety of the University community. Students violating this policy may be referred to the Office of Community Standards.

**IDENTIFICATION CARD POLICY**
Identification cards will be issued to all members of the Saint Joseph’s community. The card must be carried at all times on campus, and produced upon the request of a University employee. Identification cards are non-transferable and subject to confiscation, and disciplinary sanctions if used by any person other than the person to whom it was issued. If a card is lost or stolen, the Office of Public Safety and Security should be contacted immediately. A replacement card will be issued for a fee.

**LEAVE OF ABSENCE / WITHDRAWAL FROM ALL CLASSES**
Saint Joseph’s University is committed to creating a learning environment where all students can reach their full potential and excel. A Leave of Absence (LOA) can be processed for students who are taking time off from their formal education, with the intent to return to SJU. A Leave of Absence must be submitted by the last day of the Add/Drop Period. The Undergraduate Day Student Leave of Absence Form can be found clicking here.

The University reserves the right to place a student on a Leave of Absence or withdraw the student from all classes pending a review of the student’s ability to meet University expectations for behavior.

Students with questions regarding Leave of Absence procedures or withdrawing from all classes can contact the College of Arts & Sciences Advising Support Center, the Haub School of Business - William F. Leahy Advising Center, or the Student Success Center.

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

**MISSING ON CAMPUS STUDENT POLICY**

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

If a member of the University community or a parent has reason to believe that a student who resides in on-campus housing is missing, he or she must immediately contact the Office of Public Safety and Security at 610-660-1111.

The Missing Student notification will generate a Public Safety and Security Incident Report and subsequent investigation.

Investigation efforts will include, but are not limited to, checking the student's residence, class schedule, swipe access history, meal plan usage, location of private vehicle; speaking with friends and acquaintances; and calling the student's cell phone number.

Once an investigation has been conducted, should the Office of Public Safety and Security determine that the student is missing and has been missing for a period of 24 hours or more, the appointed University representative will contact Philadelphia or Lower Merion Police as well as the individual that has been designated as the student's confidential missing person contact within 24 hours of the determination that the student is missing. Additionally, the Vice President for Student Life will be notified. For non-emancipated students less than 18 years of age, a custodial parent or guardian will be notified by the University within 24 hours of the determination that the student is missing, in addition to any emergency or confidential contacts listed. Regardless of a student’s age, and regardless of whether a student registered a confidential contact person, the University will notify Philadelphia or Lower Merion Police within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Each student has the option to register a confidential contact person(s) to be notified within 24 hours of a determination by the Office of Public Safety and Security or local law enforcement that the student is missing. Students have the option to register or revise this confidential contact(s) at any point in the academic year. Registration is available via The Nest and the information collected will only be accessible to authorized University officials. The confidential contact person(s) may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If, during the initial stages of the investigation, it has been determined that the student is "involuntarily missing," i.e., abducted, kidnapped, or endangered, the appropriate law enforcement agency will be contacted immediately. Upon these exigent circumstances, it will not be necessary to wait for 24 hours to make the required aforementioned notifications.
PHOTO AND VIDEO RELEASE

By enrolling as a student at Saint Joseph’s University (“University”), I:

a.) grant to the University permission to reproduce my name, likeness, identity, voice, photographic image, videographic image and oral or recorded statements in any publication of the University intended for research, educational, promotional, fund-raising or other related use, including webpages and web-based publications, associated with the University.

b.) waive and release the University and its officers, trustees, agents and employees, from any claim or liability relating to the use of my name, likeness, identity, voice, photographic image, videographic image and oral or recorded statements.

c.) affirm that I understand that the University will rely on this consent and release in producing, broadcasting, and distributing materials containing my name, likeness, identity, voice, photographic image, videographic image or oral or recorded statements, and that I will receive no money or remuneration of any kind from the University related to this consent and release or the materials covered by this consent and release.

POLITICAL ACTIVITIES ON CAMPUS

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

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

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

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

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

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

The Advisory Boards on Student Life shall have jurisdiction in the event of disagreement;

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

5. that, the University, as an institution, cannot authorize the use of its facilities, funds, or property for any activities involving political figures or issues other than those required to provide a forum for discussion of political ideas on campus.

No candidates for public office or representatives of candidates are to receive any funds appropriated by the University, nor shall any member of the University community use for political purposes the University’s mailing lists, bulk mailing privilege, inter-office mail system or printing facilities. Use of class and lecture rooms shall be at the regular rate;

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

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

8. that, nothing in this statement is to be interpreted as amending or abrogating any policies earlier adopted by the Council.
SEXUAL ACTIVITY POLICY  
Passed by University Council, April 15, 1992

Saint Joseph’s University must insist that the environment in the residence community be one that supports individual rights and fosters mutual respect. Non-marital sexual intercourse, on campus at anytime, is behavior unacceptable to the University. Students involved in activity of this nature will be subject to disciplinary action and/or counseling.

SEXUAL MISCONDUCT POLICY: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Saint Joseph's University is required to uphold Title IX in all educational programs. If the institution knows or reasonably should know about harassment (including sexual misconduct) that creates a hostile environment, Title IX requires immediate action to: eliminate the harassment; prevent its recurrence and address its effects.

Any student who believes they or a friend have been a victim of sexual harassment, discrimination, dating violence, domestic violence or stalking, or has been sexually assaulted may report this occurrence to the University's Title IX Coordinator for follow-up and consultation. Title IX Coordinator: Dr. Mary-Elaine Perry, mperry01@sju.edu or TitleIX@sju.edu, 610-660-1145.

Information about campus and community resources can be found at https://sites.sju.edu/support/. Confidential resources are available through Counseling and Psychological Services (CAPS) at 610-660-1090.

If immediate services are needed after hours you may contact Public Safety and Security at 610-660-1111 or REPP, Rape Education Prevention Program at 610-733-9650.

The Sexual Misconduct Policy: Policy Regarding Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking can be found by visiting the following website:

http://www.sju.edu/int/resources/humanresources/pdf/SexualMisconductPolicy.pdf
SMOKING POLICY

Background and Purpose

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

Definition

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

Policy

Saint Joseph’s University considers the needs and concerns of smokers, and non-smokers alike, in providing a healthful campus environment. All Saint Joseph’s University students, faculty, staff, contractors and guests are expected to comply with these regulations:

• Smoking is ONLY permitted in the outdoor locations with a sign that designates a smoking area. These areas are located far enough away from doorways, open windows and ventilation systems to prevent smoke from entering University buildings and facilities. Smokers are responsible to dispose of waste in proper receptacles;

• All University buildings, including academic, administrative, athletic facilities and residence areas are smoke free.

• Smoking is not permitted:
  - in University vehicles, including buses and vans;
  - on any athletic or intramural field including the spectator viewing areas in the immediate vicinity of the fields.

• No employee or contractor may smoke while they are in the conduct of their job (aside from break periods in designated smoking areas) whether they work inside or outdoors.

• The advertisement, sale or promotion of tobacco products on campus and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations is not permitted.

Responsibility and Enforcement

Notice of this policy is to be provided to all students, faculty, staff and contractors through established communication channels. This policy relies on the thoughtfulness
and consideration of smokers and non-smokers. All members of the university community and guests of the University are responsible for observing this policy. The Environmental Safety Office has overall responsibility for the implementation and enforcement this policy. Concerns regarding the policy should be referred to that office in Moore Hall at 610-660-3037. Enforcement concerns for faculty and staff should be referred to Human Resources and for students to the Office of Community Standards.

**STUDENT HEALTH CENTER POLICIES**
The Student Health Center maintains a strict policy of confidentiality to safeguard the privacy of your personal and health information. This is an essential component of quality health care and required by law. The Student Health Center does not release personal health information to anyone without your written authorization including faculty, administration, family members, fellow students, employers, etc. Exceptions include life threatening illness/injury or those reasons required by law such as court subpoena or public health reporting requirements.

Visit [www.sju.edu/studenthealth](http://www.sju.edu/studenthealth) for a complete list of health center services.

All incoming students are required to complete a health evaluation form prior to their arrival on campus. This form requires a brief health history, insurance documentation, a physical examination and a record of immunizations. The health evaluation form is available at [https://sites.sju.edu/studenthealthcenter/student-health-evaluation-form/](https://sites.sju.edu/studenthealthcenter/student-health-evaluation-form/).

Saint Joseph’s University also requires all full-time undergraduate day students and all international students to provide proof of health insurance coverage annually. Students with inadequate coverage, or who are no longer covered on a parent’s policy may either purchase the University sponsored plan or another plan.

Students are required to complete an insurance waiver or they will be billed for the University sponsored plan. To learn more about the University sponsored insurance plan or to enroll/waive coverage go to [www.firststudent.com](http://www.firststudent.com).

**STATEMENT ON STUDENT GROUPS AND ORGANIZATIONS**
*Approved by College Council, December 21, 1972*

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

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

**INTERIM POLICY ON STUDENT SPONSORSHIP OF SPEAKERS AND PERFORMERS ON CAMPUS**

*Approved by College Council January 25, 1976. The Policy was revised and implemented as Interim on September 11, 2017.*

Saint Joseph’s University endorses a lifelong commitment to thinking critically, making ethical decisions, pursuing social justice, and finding God in all things. As an institution of higher education, rooted in the Jesuit tradition, Saint Joseph’s University is committed to the exploration and discussion of issues which are of interest to members of the University community. One way in which the University’s mission can be supported is by creating opportunities to hear and see speakers and performers from outside the University. Accordingly, only officially recognized University student organizations may invite persons of their choice to speak or perform on campus subject to this policy. This privilege is not extended to individual students.

Prior to confirming sponsorship of an outside speaker or performer on campus, an officially recognized University student organization must first provide at least three (3) weeks’ notice to the Office of Student Leadership & Activities and must coordinate with the appropriate University representatives (i.e., Student Life, Special Events, Public Safety and Security, Facilities, Student Leadership and Activities), in consultation with any other stakeholders deemed necessary by the University. The officially recognized University student organization must follow any policies and procedures established by the University for the orderly scheduling of facilities and adequate preparation for the event.

The topic(s) addressed by any sponsored speaker or performer must be germane to the aims of the sponsoring officially recognized University student organization. The University encourages the presence of speakers and performers on campus representing a broad range of viewpoints, which sometimes may include those whose views may not agree with the stated aims of the University. Student organization sponsorship of guest speakers or performers does not imply University approval or endorsement of the views expressed by the speakers, performers, or student organizations.

The University through the Vice President for Student Life reserves the right to make the final decision on who will speak or perform on campus, and may reject a proposed speaker or performer on any basis. The University also reserves the right to make the final decision on the venue, and on whether Saint Joseph’s University security measures must be provided at the student organization sponsor’s expense.

The sponsoring party is responsible for any and all costs associated with the speaker or performer/event, including costs for insurance and/or security that the University deems necessary.
Any officially recognized University student organization sponsoring an event is responsible for the conduct of the speakers and performers at the event. The opportunity to provide time for questions and comments is highly encouraged.

The University through the Vice President for Student Life reserves the right to make decisions related to the logistics of the event, including but not limited to, if and when tickets are required for admission, whether the event is limited to the University Community and when donations may be solicited from attendees. Any proceeds from ticket sales or donations in excess of costs and overhead may be retained by the sponsoring official University student organization for use within the stated aims of that officially recognized University student organization and the parameters of the University’s budget policies.

Upon report of any possible violation of this policy, individuals and/or groups may be subject to the relevant University Community Standards processes in the Student Handbook.

**STUDENT VEHICLE POLICY**

Parking a motor vehicle on campus is a privilege which may be withdrawn from any individual who fails to comply with the regulations that are found at https://sites.sju.edu/security/parking/. Vehicles parked on campus must display a SJU parking permit 24 hours a day, 7 days a week. Visitor permits can be obtained through Public Safety and Security.

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

The complete Student Vehicle Policy can be found by visiting the following website: https://sites.sju.edu/security/parking/.

**TEMPORARY TRANSPORTATION SERVICES**

Temporary Transportation Services are provided by Public Safety to all Saint Joseph University students who submit appropriate documentation to support the need for transportation between their on-campus residences and their classroom buildings as well as transport to and from other course required programs and activities.

Request for Temporary Transportation Services

1. Student contacts the Director of Student Disability Services (sds@sju.edu or 610-660-1774).
2. Student submits documentation to the Office of Student Disability Services regarding the injury or disability. The documentation should state the duration of the need for the Temporary Transportation Services and also provide current cell phone number for the student.

3. The Office of Student Disability Services completes the Request For Temporary Transportation Services form and sends to Public Safety.

4. The student is instructed to contact Public Safety 30 minutes prior to transport from residence to campus and 15 minutes prior to transport between campus buildings.

5. A hard copy of the request and the medical documentation is kept in the Office of Student Disability Services according to the retention policy.

USE OF UNIVERSITY FACILITIES BY OUTSIDE ORGANIZATIONS
Approved by College Council October 1971 and January 1973

An institution whose charter sets forth its purposes, as education, Saint Joseph’s University does not normally undertake rental of its facilities. Consistent with its purposes; however, the University may accommodate the activity of responsible outside organizations when such activity is judged to be educationally or culturally valid, or directly productive in terms of institutional advancement.
RESIDENTIAL LIVING POLICIES AND PROCEDURES

The development of a successful residential community depends on all members working to make the community a pleasant, fair, and enjoyable place to live. To ensure an environment that supports a diverse community of students, the Office of Resident Life has developed policies, procedures and expectations governing residential living at Saint Joseph’s University. While some policies are included below, a comprehensive review of residential policies, expectations, and procedures can be found on the Residence Life website (https://sites.sju.edu/housing/). Residential students are responsible for familiarizing themselves with these expectations, and students in violation of these policies, procedures, and regulations may be subject to residential fines and/or disciplinary action through the Community Standards process. Questions concerning these policies and expectations should be directed to any member of the Residence Life staff. These policies may be amended during the course of the academic year as needed. Please also refer to the Housing Agreement for additional policies and procedures.

First and Second Year Residency Requirement

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

Housing Assignments

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

Cancellation of Housing Agreement

If you have already signed your housing agreement and later find yourself in a situation that requires it to be considered for cancellation, you should submit your request, in writing, to the Housing Review Committee c/o the Office of Residence Life. Written requests for an agreement release must be received no later than April 1, prior to the start of the fall semester. Requests for an agreement release for the spring semester must be received no later than December 1. Late requests will only be reviewed in extraordinary circumstances.
Students granted a release may be charged a $650 Release Fee. The University reserves the right to cancel a housing agreement and remove a student from residence for failure to meet his/her financial obligations to the University.

Vandalism and Damage Billing

The cost of any repairs as a result of normal wear will be covered by the University. Repairs that are required because of vandalism will be billed to the individual responsible for the damage. In the event that the individual at fault is not identified, the building, suite, floor, or hall will share the cost of repairing the damage. In order to reduce general damage charges, all students are encouraged to confront peers who damage University property and report any incidents. Students will receive an e-mail when their student account is billed for any damage. Students are encouraged to contact their Residential Area Manager with questions regarding any damage charge. Additional instructions for an appeal process may be included in the notification email.

Community Behavior

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

Academic Atmosphere/Quiet Hours

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

Disruptive Behavior

The University reserves the right to reassign or revoke on campus housing or take other necessary action, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the well-being of the individual, roommates, and/or others in the residential community.
Alcohol Policy in Residence Halls

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

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

- Residents who are 21 or older may possess a limited and reasonable quantity of alcoholic beverages for their own personal consumption. Amounts over this may be confiscated by University personnel.

- Residents who are 21 or older may not possess an open alcohol container or consume alcohol in the presence of anyone under 21. This includes roommates and guests.

- Residents who are 21 or older and share a living environment with an underage student(s) may not store alcohol in common area locations such as kitchens or living rooms.

- Possession of alcohol containers by persons under age 21 is prohibited.

- Non-SJU guests of underage residents are not permitted to possess alcohol in residence halls.

- Alcohol containers cannot be displayed or used as decoration.

- Regardless of age, resident students and guests are prohibited from possessing or using drinking game paraphernalia.

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

Drug Paraphernalia

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

Fire Safety Precaution

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

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

This list is not all inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the University’s Housing Agreement. Violating the aforementioned is considered a violation of the Community Standards and can carry heavy fines ranging from $50 to $200. Students should immediately report any observed fire hazard to Public Safety and Security or Residence Life Staff.

**Fire Safety Regulations**

Alarms: The University holds routine fire safety drills in accordance with Pennsylvania State Law, and all residents are expected to participate. Some fire drills are fully supervised by residential staff and involve accessing individual student
spaces. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action and possible change or removal of University housing. Initiating a false fire alarm is a clear violation of Community Standards and can be sanctioned with a fine up to $500.

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

**Indoor Athletic Activities**

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

**Solicitation**

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

**Posting Policy**

Any flyers or advertisements to be hung in the residence halls must be approved by the Residential Area Manager and must bear the Student Leadership and Activities stamp per the University’s Campus Posting Guidelines. Advertisements must be posted by the Resident Assistant staff on bulletin boards and cannot be posted on windows, doors, elevators, etc. If an individual or a group posts information improperly, the advertisement will be removed and the individual or group will be charged to repair any damage to the building surfaces. Flyers advertising alcohol or flyers that are in any way offensive will not be permitted.

**Residence Hall Security**

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

For the safety and security of all residents and their personal property, Saint Joseph’s University stations an attendant at the front lobby desk of each residence center and apartment building. All students are required to carry their SJU identification card on their person and must manually swipe their card at the entrance and at the security desk of their residence hall. Only authorized individuals are permitted in the
University’s residence halls. Students are expected to report any unauthorized persons to the Office of Public Safety and Security (610-660-1111) and/or a Residence Life staff member. Desk staff may ask to inspect students’/guests’ bags, backpacks, parcels, etc. when entering residential buildings. It is expected that all residents and guests comply with this request. Students and guests may refuse a bag check; if a bag check is refused, the individual may be denied entry to the building. Public Safety and Security officers and student Resident Assistants will make regular rounds through all residence halls. For security reasons, exterior and suite doors are designed to lock automatically upon closing. Residents may not prop open fire exit doors or hallway/suite doors and may not loan keys or swipe cards so that others may gain access to the buildings. These safety violations may result in disciplinary action and/or fines.

Guests and Visitation

The University’s policies on guests and visitation are anchored in a concern for residence hall security, the privacy rights of roommates and building residents, and the maintenance of an atmosphere conducive to academic achievement. The philosophy of the University, given its Jesuit heritage and tradition, dictates that students will adhere to all norms and values associated with Catholic teachings. In the proper context, hosting guests is a privilege that can facilitate personal and social development and enhance the quality of life on campus. The University has set the following policies concerning registering guests and visitation hours. A guest is a person who is not an occupant of the room in which he/she is present. For a full review of the residential guest and visitation policies and procedures, please visit the Office of Residence Life website at https://sites.sju.edu/housing/.

Room Access/Search Policy

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

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

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

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